CITY OF REDLANDS

CITY COUNCIL

A G E N D A

JUNE 17, 2025

MARIO SAUCEDO
Mayor

MARC SHAW
Mayor Pro Tempore

PAUL T. BARICH
Council Member

EDDIE TEJEDA
Council Member

DENISE DAVIS
Council Member

***

JEANNE DONALDSON
City Clerk

PHILLIP DOOLITTLE
City Treasurer

CHARLES M. DUGGAN JR.
City Manager

YVETTE M. ABICH GARCIA
City Attorney

5:00 p.m. Open Public Meeting, Public Comment (Closed Session)
6:00 p.m. Open Session (Public Meeting)

* * *

City Council Chambers
Civic Center, 35 Cajon Street, Redlands, California

Recycled Paper

A G E N D A

The following information comprises the agenda for the regular meeting of the City Council of the City of Redlands at the times noted below in the City Council Chambers, Civic Center, 35 Cajon Street, Redlands, California, on:

TUESDAY, JUNE 17, 2025

To join via Zoom on a computer, laptop, or smart device
Please visit www.zoom.us, click on Join a Meeting
Enter the **Meeting ID 896 2789 8341**, then run the Zoom launcher
To join via Zoom with audio only (cell phone or landline):
Dial **1-877-853-5247**
Enter the **Meeting ID 896 2789 8341**

Should the City lose connectivity on Zoom, we will halt the meeting until it can be restored. To check on the status of remote connectivity in the event of an outage, go to the City's website at www.cityofredlands.org or to the City's Facebook page at @CityofRedlands or the Instagram page at @CityofRedlands_CityHall.

In the event the City cannot reestablish Zoom connectivity in a reasonable amount of time, the mayor will adjourn the meeting to a future date.

***PLEASE NOTE**:* Anyone desiring to speak on an agendized item at this meeting may do so during the consideration of that item. Due to time constraints and the number of persons who may wish to give oral testimony, public comments will be limited to three (3) minutes.

- **To provide comment while participating from Council Chambers:**
  - Although it is not required, speakers are encouraged to submit a "Speaker Sign Up Sheet" before the meeting is convened. Forms are available in the Office of the City Clerk or in Council Chambers.
  - After the meeting has convened, you may place the speaker form in the basket at the table along the north wall of the Chambers. Please do not disturb the City Clerk while the meeting is in progress.

- **To provide comment through Zoom (on a computer, laptop, or smart device)**:
  - Click the "Raise Hand" button and the moderator will unmute you when it is your turn to speak

- **To provide comment via audio only (cell phone or landline)**:
  - Dial *9 to "Raise Hand". The moderator will identify you by your area code and last 3 numbers of your telephone number when it is your turn to speak.



PLEASE SILENCE CELL PHONES, PAGERS AND OTHER ELECTRONIC COMMUNICATION DEVICES UPON ENTERING THE CHAMBERS

5:00 P.M.

A. **Call City Council Meeting to Order.**

B. **Public Comment**
(Any person wishing to provide public comment on a closed session matter may do so at this time.)

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C. **Recess City Council Meeting to a Closed Session**

1. Conference with legal counsel: Existing Litigation - Government Code §54956.9(d)(1)
(City Attorney Garcia)

    1. Salcido v. City of Redlands, et al., San Bernardino County Superior Court, Case No. CIVSB2218452
    2. Rogers, et al. v. City of Redlands, San Bernardino Superior Court, Case No. CIVSB2126031

2. Conference with real property negotiators - Government Code §54956.8
(Assistant City Manager Christopher Boatman)

Property:	APN: 0171-191-30-0000
Agency Negotiators:	Charles M. Duggan, City Manager; Christopher Boatman, Assistant City Manager
Negotiating Party:	Char Burgess, President, Redlands Historical Museum Association
Under Negotiation:	Terms of possible transfer of the property to City.

6:00 P.M.

D. **Reconvene City Council Meeting**

E. ***Invocation by Mayor Pro Tempore Shaw- Pledge of Allegiance***
(In keeping with long-standing traditions of legislative invocations, this City Council meeting may include a brief invocation. Such invocations are not intended to proselytize or advance any one, or to disparage any other, faith or belief. Neither the City nor the City Council endorses any particular religious belief or form of invocation.)

F. **Closed Session Report**
(No reportable action taken in closed session unless otherwise announced by the City Attorney at this time.)

G. **Presentations**

1. Presentation of the International Day of Yoga Proclamation presented to Roop Goyal (Council Member Tejeda)

H. **Public Comment - City Council**
(At this time, the City Council will provide an opportunity for the public to address them on any subject, within the jurisdiction of the City Council, which is not already scheduled on this agenda. However, any matter that requires action will be referred to staff for a report and possible action at a subsequent meeting. Comments will be limited to three {3} minutes.)

I. **Consent Calendar**
(The following routine items have been recommended for approval and will be acted upon simultaneously unless separate discussion and/or action is requested by a Councilmember or a member of the audience.)

1. Approve minutes of the special meeting of June 2, 2025 and minutes of regular meeting of June 3, 2025 (City Clerk Donaldson)

2. Authorize issuance of a proclamation recognizing June 21, 2025 as International Day of Yoga in the City of Redlands (Council Member Tejeda)

3. Approve recommendation for the re-appointments of Val Dotchkov and Amber Harrison to the Airport Advisory Board (Council Member Tejeda and Mayor Saucedo)

4. Disclosure of Settlement, Mutual Agreement and Release of Claims - Government Claim by Alexis DeLeon (City Attorney Garcia)

5. Adoption of Ordinance No. 2983 Amending Title 18 of the Redlands Municipal Code by adopting a revised Land Use Zoning Map in accordance with Program 1.1-1 ('RHNA Rezoning') of the Sixth Cycle 2021-2029 Housing Element (Development Services Director Desatnik)

6. Approve a sole source Professional Services Agreement with Health Care in Action, Inc. for a total amount not-to exceed $149,131.40 for street medicine services for the delivery of healthcare directly to people experiencing homelessness or living unsheltered (Assistant City Manager Boatman)

7. Approve a First Amendment to the Professional Services Agreement with Environment Planning Development Solutions, Inc. extending the term from June 30, 2025, to December 31, 2025, for professional consulting services and the preparation of an Environmental Impact Report and supporting technical studies for the 2021-2029 Housing Element rezoning program, and determine that the proposed action is categorically exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act (Development Services Director Desatnik)

8. Approve Professional Services Agreements with Willdan Engineering, for a total possible agreement amount not to exceed $180,000, and 4Leaf, Inc., for a total possible agreement amount not to exceed $180,000, to provide on-call building inspections, plan reviews, CASp consulting, emergency response and special projects, and approve an exception to the bid process to allow awards to both vendors (Development Services/Director Desatnik)

9. Approve the use of city resources and in-kind support in the amount of $3,150 related to the Art-On-State-Street event hosted by the Redlands Art Association on September 28, 2025; approve temporary street closures related to the event; and determine that the event is categorically exempt from environmental review pursuant to Section 15311 (c) of the State's guidelines implementing the California Environmental Quality Act (Facilities and Community Services Department Director Crocker)

10. Adopt Salary Resolution No. 8697 establishing a Salary Schedule and Compensation Plan for City Employees and rescinding Resolution No. 8662 (Human Resources/Risk Management Director Meteau)

11. Approve a Professional Services Agreement with Davis Farr LLP for Infrastructure Inventory Update Services for a period of three (3) years with three (3) one-year Extended Term options for a total amount not-to-exceed $119,570 (Management Services/Finance Director Garcia)

12. Approve an agreement with Center for Internet Security (CIS) to provide cybersecurity software and services in the amount of $46,200 for a 12-month period, and authorize the City Manager or designee to execute such related agreements for software products (Management Services/Finance Director Garcia)

13. Approve an Agreement with San Bernardino County for the collection of Special District Assessments (Management Services/Finance Director Garcia)

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14. Adopt Resolution No. 8693 relating to Senate Bill No. 1 Road Repair and Accountability Act (SB1) Project List and determine that this action is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act (Municipal Utilities and Engineering Director Harris)

15. Approve the sole source purchase of a Leica Geosystems Laser Scanner and Software for the amount of $95,121.50 (Police Chief Tolber)

J. **Communications**

1. Discussion and possible action relating to the cancellation of the August 5 and August 19, 2025, regular meetings of the City Council (Mayor Saucedo)

K. **Public Hearings**

1. Ordinance No. 2976 and Ordinance No. 2977
(Mayor to declare the meeting open as a public hearing)

    1. Public Hearing to introduce Ordinance No. 2976 - Establishing Fiscal Year 2025/26 Annual Assessments for Landscape Maintenance District No. 1 in accordance with Lighting and Landscaping Act of 1972; and

    2. Public Hearing to introduce Ordinance No. 2977 - Establishing Fiscal Year 2025/26 Annual Assessments for Street Lighting District No. 1 in Lighting and Landscaping Act of 1972

(Facilities and Community Services Director Crocker)

L. **New Business**

1. Consideration of a Real Estate Transfer Agreement between Redlands Historical Museum Association and the City of Redlands and determination that approval of the agreement is exempt from the California Environmental Quality Act according to Section 15061(b)(3) (Assistant City Manager Boatman)

2. Consideration of a Property Donation Agreement with the Dearborn Park Trust 3/1/17 for the donation to City of Assessor’s Parcel No. 0170-302-07-0000 and determine that approval of the agreement is exempt from environmental review pursuant to Section 15061(b)(3) of the State’s guidelines implementing the California Environmental Quality Act (Assistant City Manager Boatman)

3. Consideration of a Professional Services Agreement with RRM Design Group for a total contract amount not-to-exceed $142,990 for the preparation of standard design plans for Accessory Dwelling Units (ADUs) and determine that this action is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act (Development Services Director Desatnik)

4. Consideration of Resolution No. 8695 approving Agreement 3CA07221 with the Department of Forestry and Fire Protection (Cal Fire) for wildland protection during fiscal year 2025-2026 for an amount not to exceed $332,672.55 (Fire Chief Sessler)

5. Consideration of a Non-Professional Services Agreement with BrightView Landscape Services, Inc. for Sports Field Maintenance services for a 3-year term for an amount not to exceed $1,081,118 and determine that approval of the agreement is exempt from the California Environmental Quality Act pursuant to Section 15301(h) of the CEQA Guidelines (Facilities and Community Services Director Crocker)

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6. Consideration of a $339,879 purchase order modification with Enterprise FM Trust for the vehicle lease and maintenance program resulting in a total purchase order amount not to exceed $3,495,616 and a total contract amount not to exceed $5,068,269 (Facilities and Community Services Director Crocker)

7. Consideration of Resolution No. 8679 approving the City of Redlands Personnel Rules and Regulations and rescinding Resolution No. 8200 (Human Resources/Risk Management Director Meteau)

8. Consideration of Fiscal Years 2025 & 2026 Mid-Biennium Budget Update (Management Services/Finance Director Garcia)

9. Consideration of an agreement for mailing services with Inland Presort and Mailing Services for an amount not-to-exceed $120,000 for a period of one year, with two additional one-year renewal options bringing the total to an amount not-to-exceed $360,000 (Management Services/Finance Director Garcia)

M. **Individual Council Member Announcements and/or Reports on Activities**
(No collective discussion or action.)

1. Individual Council Member Report on Activities for May 2025 from Mayor Pro Tem Shaw (City Clerk Donaldson)

N. **Adjournment**
The next regular meeting of the City Council will be held on July 1, 2025.

If you challenge any proposed development entitlement listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at or prior to this public hearing.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Goutam Dobey, of the Municipal Utilities and Engineering Department at (909) 798-7584 ext 2. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

(28 CFR 35.102-35.104 ADA Title II)

Any writings or documents distributed to a majority of the City Council regarding an open session agenda item less than 72 hours before this meeting are available for public inspection at the City Clerk's Office or at the dais of the City Clerk once the open session begins.

Staff reports or other written documentation relating to items referred to on the agenda are available at the A. K. Smiley Public Library, 125 West Vine Street, Redlands, California, and on the City's website referenced below.

Regular meetings are televised live on Redlands TV Channel 3 (Spectrum) and Channel 35 (Frontier) and re-broadcast at 7:00 P.M. the following Wednesday, Friday and Sunday; and at 9:00 A.M. Thursday, Saturday and Monday. Meetings are also streamed live and archived for later viewing on demand on the City's website at www.cityofredlands.org. Agendas, staff reports and minutes of the City Council of the City of Redlands are available online at: www.cityofredlands.org.

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City Council Meeting **I. 1.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Approve minutes of the special meeting of June 2, 2025 and minutes of regular meeting of June 3, 2025 (City Clerk Donaldson)

MOTION:

1. I move to approve the special meeting minutes of June 2, 2025; and

2. I move to approve the regular meeting minutes of June 3, 2025.

Attachments

Special Meeting Minutes of June 2, 2025
Regular Meeting Minutes of June 3, 2025

MINUTES

Special meeting of the City Council of the City of Redlands held in the Orton Center Room, University of Redlands, 1200 E. Colton Avenue, Redlands on June 2, 2025 at 12:00 P.M.

Present: Mario Saucedo, Mayor
Marc Shaw, Mayor Pro Tempore
Paul Barich, Council Member
Eddie Tejeda, Council Member
Denise Davis, Council Member

Staff: Charles M. Duggan, Jr., City Manager; Yvette M. Abich Garcia, City Attorney; Jeanne Donaldson, City Clerk; Janice McConnell, Assistant City Manager; Chris Boatman, Assistant City Manager; Carl Baker, Public Information Officer; James Garland, Assistant Finance Director; Brian Desatnik, Development Services Director; John Harris, Municipal Utilities and Engineering Director; Rich Sessler, Fire Chief; Rachel Tolber, Police Chief; Tabitha Crocker, Facilities and Community Services Director; Robert Meteau, HR/Risk Management Director

Redlands Chamber Board President Jan Hudson welcomed and acknowledged several dignitaries and expressed her appreciation of all the event sponsors making this day possible. Sponsors included Kaiser Permanente, University of Redlands, Engineering Resources of Southern California, Redlands Public Market, Redland Community Hospital, ServPro, Darrel Olson Insurance Solutions, Welsh Insurance Services, SBD International Airport, Boys and Girls Club, SoCalGas, Southern California Edison, HUB, Barich & Associates, Teamsters Local 1932, Crafton Hills College and Yellow Lab Entertainment. Presentations were made by Chamber of Commerce Executive Director Evan Sanford and Redlands Unified School District Superintendent Juan Cabral. Board President Hudson introduced Mayor Mario Saucedo to provide the State of the City presentation.

To address Brown Act considerations, Mayor Saucedo called the special meeting to order at 12:15 P.M. to provide the opportunity for Council Members to attend the State of the City luncheon. On behalf of the City, he thanked the University of Redlands and the Redlands Chamber of Commerce for hosting and organizing today's event, and finally he thanked the staff.

PUBLIC COMMENT

None forthcoming

STATE OF THE CITY ADDRESS

Mayor Saucedo provided an overview of the City's accomplishments of last year and pointed out there are exciting things continuing to happen.

New City Hall - He offered an update on the State Street City Hall, Citrus Center. The new location will provide a more efficient space for City employees and improve service to residents and local businesses. In March 2023, the City Manager's Office, City Attorney and City Council offices were the first to occupy the Citrus Center, in refurbished sixth-floor offices. The City Treasurer's Office

was later added. Among the many upgrades, the new Council Chambers will feature modern technology, including electronic voting, electronic speaker sign-ups and modern audio-visual capability, as well as increased seating capacity. Current plans call for construction to go to bid in August with project completion expected by the end of next year. The City is still exploring options for the current property at Cajon and Citrus, including options for re-use and expanded public parking.

Financial Status - For many years, the City has managed its finances with balanced budgets, responsible reserves and prudent financial management. As a result, the city is better positioned than many to weather economic uncertainty. With a deliberate approach focused not just on solvency but sustainability, prior City Councils adopted fiscal policies that have allowed the city to grow the General Fund reserves, setting aside funds to manage potential economic downturns. The city does not rely on borrowing for any operational costs and has stayed ahead of the curve by modernizing the financial systems and improving long-range forecasting. Much credit belongs to the City's financial management team, the directors and to City Manager Duggan, who implemented two-year budget cycles and six-year strategic planning that helps to maintain and expand essential City services, provide excellent customer service, envision and implement long-term goals and strategies, and remain nimble to address inevitable changes that may come from regional, statewide and national policies.

Community Engagement - Community engagement and feedback from residents and local businesses are essential as the City navigates this environment. Tools, such as the upcoming annual City survey that measures resident satisfaction with local services, are important in evaluating the job the City is doing, and will allow for ways to adjust and improve communication as necessary. He emphasized that he and his council colleagues were always available to talk and, more importantly, to listen to the public's questions, concerns and ideas. Mayor Saucedo added that Redlands is resilient, embracing challenges and opportunities, and he is excited about the future.

City of Redlands Staff Presentations

In the City's commitment to openness and transparency, Mayor Saucedo was pleased to introduce Director Brian Desatnik, Police Chief Rachel Tolber, Fire Chief Rich Sessler and Assistant City Manager Chris Boatman to make presentations and report on some of the pressing issues of interest to the community. They each utilized a variety of maps and photos and data to tell the story of their department's achievements.

Development Services Director Desatnik highlighted current development projects. Police Chief Tolber followed by Fire Chief Sessler discussed the Police and Fire Departments' ongoing efforts to address and improve public safety in the community. Assistant City Manager Chris Boatman shared the challenges and tremendous successes of the City's homeless outreach programs. He presented a brief video highlighting the many people who play a role in the day-to-day efforts to assist the homeless population. He pointed out the program has flourished under the leadership of Homeless Solutions Manager David Rabindranath and his team.

ADJOURNMENT

There being no further discussion, Mayor Saucedo thanked the Redlands Chamber of Commerce and all the event sponsors. The special meeting was adjourned at 1:05 P.M. Chamber President Jan Hudson closed out the meeting with additional thanks to everyone who made this event a success.

MINUTES

Regular meeting of the City Council of the City of Redlands held in the Council Chambers, Civic Center, 35 Cajon Street, on June 3, 2025 at 5:00 P.M.

Present:	Mario Saucedo, Mayor Marc Shaw, Mayor Pro Tempore Paul Barich, Council Member Eddie Tejeda, Council Member Denise Davis, Council Member
Staff:	Charles M. Duggan, Jr., City Manager; Yvette M. Abich Garcia, City Attorney; Jeanne Donaldson, City Clerk; Janice McConnell, Assistant City Manager; Chris Boatman, Assistant City Manager; Carl Baker, Public Information Officer; Danielle Garcia, Management Services/Finance Director; Brian Desatnik, Development Services Director; John Harris, Municipal Utilities and Engineering Director; Rich Sessler, Fire Chief; Jeremy Floyd, Deputy Police Chief; Tabitha Crocker, Facilities and Community Services Director; Robert Meteau, HR/Risk Management Director

Mayor Saucedo called the meeting to order and explained that comments could be presented in-person, via Zoom, via cell phone or landline. He offered the public an opportunity to provide comment on any item on the agenda for the closed session.

PUBLIC COMMENT

None forthcoming

CLOSED SESSION

Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code Sections 54956.9(d)(2) and (e)(3):
A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency, based on the receipt of a government claim from claimant Alexis DeLeon threatening litigation (copy available for public inspection in City Clerk's Office).

Conference with legal counsel: Existing Litigation - Government Code §54956.9(d)(1)
(City Attorney Garcia)

a. Salcido v. City of Redlands, et al., San Bernardino County Superior Court, Case No. CIVSB2218452

Conference with legal counsel: Anticipated Litigation - Government Code §54956.9(d)(4)
(City Attorney Garcia)
One Case:
a. Possible initiation of litigation by the City.

Conference with real property negotiators - Government Code §54956.8
(Assistant City Manager Christopher Boatman)

Property:	APN: 0292-481-93-0000 and 0292-481-94-0000
Agency Negotiators:	Charles M. Duggan, City Manager; Christopher Boatman, Assistant City Manager

Negotiating Party:	Venkateswara R. Paladugu and Geetha K. Paladugu, Trustees of the Paladugu Family Trust
Under Negotiation:	Terms of payment and price for possible purchase of property by the City.

Conference with real property negotiators - Government Code §54956.8
(Assistant City Manager Christopher Boatman)

Property:	APN: 0168-343-01-0000
Agency Negotiators:	Charles M. Duggan, City Manager; Christopher Boatman, Assistant City Manager
Negotiating Party:	Kevin Sartin, Sartin Company, Inc.
Under Negotiation:	Terms of payment and price for possible sale of property by the City.

RECONVENE CITY COUNCIL MEETING

The meeting reconvened at 6:16 P.M. with an invocation by Council Member Tejeda followed by the pledge of allegiance to the American flag.

CLOSED SESSION REPORT

City Attorney Garcia announced Item No. C.1. - The City Council approved a settlement agreement and release of all claims between the City of Redlands and Alexis DeLeon pursuant to the following material terms: 1-The City shall pay DeLeon the sum of $125,000 within 30 days of receipt of a fully executed settlement agreement by all parties; 2-DeLeon shall release City of any and all claims in connection with the government claim that she filed. Once fully executed, the agreement will be on file with the City Clerk's Office. The motion to approve the settlement, mutual agreement and release of all claims was made by Mayor Pro Tem Shaw, seconded by Council Member Tejeda and passed unanimously.

City Attorney Garcia added there was no reportable action taken on Items C.2.; C.3.; C.4; and C.5.

PRESENTATIONS

Juneteenth Proclamation

Mayor Saucedo presented a Proclamation declaring June 19, 2025, as Juneteenth to Pastor Donald R. Robinson, of Community Missionary Baptist Church and his Chief of Staff Dr. Brenda Butler. Council Member Davis presented a Proclamation declaring June 19, 2025, as Juneteenth to Daphne Hawkins, Founder & President of The LOVE Program.

LGBTQ+ Pride Month Proclamation

Council Member Davis presented a Proclamation recognizing June 2025 as LGBTQ+ Pride Month to Salem Clawthorne.

PUBLIC COMMENT

Open Government - Steve Rogers urged the Council to promote an open government that was free of fraud, waste and abuse.

Garden Hill Road - Del Barrett, Nancy Blastos and Roger Ervast voiced opposition to closing Garden Hill Road, as discussed at a recent Traffic and Parking Commission (TPC) meeting, and insisted the City keep the street open to through traffic.

Director Harris confirmed that the TPC did not take action after their discussion on May 22, 2025, to consider closing Garden Hill Road, and it will remain open.

Theme Park Proposal - Mychaell Johnson proposed the City consider developing a theme park for San Bernardino County. He had concepts and designs that he wanted to share with leadership. He envisioned a site that promoted a creative community and fun atmosphere.

Rattle in Seattle - Joshua Hall read from an article describing a demonstration where protesters squared off outside Seattle City Hall. The clash was between LGBTQ supporters and evangelical and conservative groups.

Diverging Ideologies - Peter Hall was displeased with the treatment of Redlands Unified School District Board Member Candy Olson. He said she has been unfairly treated for her stance regarding transgender athletes.

Settlement Costs & Fuel Costs - Gregory Brittain was concerned about a number of settlement agreements the City had recently approved, and he said that taxpayers should not be responsible for footing the bill. He complained about the state's gas tax increase, scheduled to take effect July 1, 2025. He claimed it would add $0.65 per gallon, and he recommended the Council speak out against the increase.

Appreciation - Michael Paisner thanked Council Member Davis for promoting the Pride Month Proclamation, as well as the one in celebration of Juneteenth.

CONSENT CALENDAR

Minutes

On motion of Council Member Eddie Tejeda, seconded by Council Member Paul Barich, the City Council unanimously approved, by roll call vote, the regular meeting minutes of May 20, 2025.

Vote: 5 - 0 Passed

Juneteenth Proclamation

As public comment, Gregory Brittain suggested that the focus of Juneteenth was wrongly misplaced on an event for slaves in Texas that learned about the Emancipation Proclamation two months after the end of the Civil War, but instead the focus should be on a full recognition of all lives sacrificed throughout the country, including union soldiers.

On motion of Council Member Eddie Tejeda, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the issuance of a Proclamation declaring June 19, 2025, as Juneteenth.

Vote: 5 - 0 Passed

LGBTQ+ Pride Month Proclamation

As public comment, Gregory Brittain was not in favor of celebrating June as LGBTQ+ Pride Month, and he stated he believes there are two genders and only two genders.

On motion of Council Member Eddie Tejeda, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the issuance of a Proclamation recognizing June 2025 as LGBTQ+ Pride Month.

Vote: 5 - 0 Passed

MOU Electronic Recording Services

On motion of Council Member Eddie Tejeda, seconded by Council Member Paul Barich, the City Council unanimously approved, by roll call vote, a Memorandum of Understanding between the Counties of Los Angeles, Orange, Riverside, San Diego and the City of Redlands for Secure Access to Electronic Recording Services through SECURE Government to Government (G2G) Portal.

Vote: 5 - 0 Passed

Real Estate Consulting Services & On-Site Security Services

On motion of Council Member Eddie Tejeda, seconded by Council Member Paul Barich, the City Council unanimously approved, by roll call vote, the sole/single source purchase order with Tierra West Advisors, Inc. in an amount not-to exceed $38,165 for real estate consulting services; and approved a sole/single source purchase order with Delta Private Security in an amount not-to-exceed $44,800 for on-site security services at the City's supportive housing complex.

Vote: 5 - 0 Passed

Resolution Nos. 8652 & 8653 FY 25/26 SLD No.1 and LMD No.1 Assessments

On motion of Council Member Eddie Tejeda, seconded by Council Member Paul Barich, the City Council unanimously approved, by roll call vote, Resolution No. 8652, for the Annual Engineer's Reports Preliminary Approval; and approved Resolution No. 8653, for the Declaration of Intention to Levy Fiscal Year 25/26 Street Lighting District No. 1 and Landscape Maintenance District No. 1 Assessments. A public hearing is required to levy these assessments, and it is scheduled for June 17, 2025.

Vote: 5 - 0 Passed

In-Kind Support 2025 Summer Music Festival Event

On motion of Council Member Eddie Tejeda, seconded by Council Member Paul Barich, the City Council unanimously determined, by roll call vote, that authorization for the items associated with the 2025 Summer Music Festival are exempt from environmental review pursuant to Section 15311(c) of the State's guidelines implementing the California Environmental Quality Act; authorized and approved the expenditure of city resources and in-kind support in the amount of $42,275.78 for the 2025 Summer Music Festival, which will be held from June 20th to August 15th, 2025; and authorized and approved the temporary street closures detailed in the staff report for the 2025 Summer Music Festival, which will be held from June 20th to August 15th 2025.

Vote: 5 - 0 Passed

Amending Property Tax Management, Information, and Audit Services Agreement

On motion of Council Member Eddie Tejeda, seconded by Council Member Paul Barich, the City Council unanimously approved, by roll call vote, the First Amendment to the Agreement for property tax management, information, and audit services with HdL Coren & Cone to increase the total agreement amount from $99,875 to $105,470.

Vote: 5 - 0 Passed

Resolution No. 8686 Special Tax Levy CFD 2003-1

On motion of Council Member Eddie Tejeda, seconded by Council Member Paul Barich, the City Council unanimously approved, by roll call vote, Resolution No. 8686 establishing the special tax levy within the City of Redlands Community Facilities District No. 2003-1 (Redlands Business Center).

Vote: 5 - 0 Passed

PUBLIC HEARINGS

2021–2029 Housing Element Rezoning Project

Council Member Davis announced that due to property ownership within 500 feet of two of the parcels being considered for rezoning, she was abstaining from voting on APN 029216510 and APN 029216702. City Attorney Garcia clarified that Council Member Davis was allowed to participate in the balance of the discussion.

Mayor Saucedo declared the meeting open as a public hearing and called on Development Services Senior Planner Kevin Beery for a detailed report on matters concerning the 2021–2029 Housing Element Rezoning Project, implementing Housing Element Program 1.1-1. Items to be considered included 1) Resolution No. 8687 to certify the Final Subsequent Environmental Impact Report; 2) Resolution No. 8688 for General Plan Amendment No. 149 to amend the Land Use Map and change the designation of seven parcels to Medium Density Residential, change 14 parcels to High Density Residential, and change a portion of one parcel to Public/Institutional; 3) Resolution No. 8689 for Amendment No. 1 to Concept Plan 4 to remove three parcels from the Concept Plan No. 4 boundaries; 4) Resolution No. 8690 for Amendment No. 54 to the East Valley Corridor Specific Plan (Specific Plan No. 40) to remove 21 parcels from the Specific Plan's boundaries (and designate the zoning pursuant to RMC Title 18), change the land use designation of one parcel to Multiple Family Residential–2500 District (EV/2500RM), and change the land use designation of one parcel to Public/Institutional (EV/PI) District to accommodate the existing land use; 5) Ordinance No. 2983 for Zone Change No. 479, a proposal to amend the Zoning Map amendment to change the zone of nine parcels to Multiple Family Residential (R-2) and change 16 parcels to Multiple Family Residential (R-3) district pursuant to Title 18 (Zoning Regulations) of the Redlands Municipal Code; and change the zone of one parcel to Multifamily Residential (EV/2500RM) and a portion of one parcel to Public Institutional (EV/IP) within the East Valley Corridor Specific Plan (Specific Plan No. 40).

In summary, the Project will implement program 1.1-1 (RHNA Rezoning) of the Housing Element; will allow infill areas to be utilized for residential development; will meet special findings under Measure 'U' to allow redesignation of agricultural land; and will not adversely affect land use or circulation plans, infrastructure, or resource capacity (e.g. water supply). A Subsequent Environmental Impact Report (SEIR) to the 2035 General Plan EIR was prepared for the Project.

As public comment, Steve Rogers originally thought this item was in connection to an item the Planning Commission had reviewed on May 27, 2025, but ultimately understood these were two different matters. He added he strongly believed the City's General Plan was not currently in any kind of acceptable condition. Director Desatnik clarified that the matter being considered by the Council tonight was reviewed and recommended by the Planning Commission on April 22, 2025. Bruce Laycook said an approval would be very good news, as it will allow for more units of low-income and very low-income housing development. He suggested the City work towards identifying any actions or programs to meet its RHNA allocation numbers. Three written comments were received, voicing various questions and concerns, with one comment asking the Council to deny the Project and one comment asking to table and reschedule this matter to a later date uncertain. With no further comments, Mayor Saucedo closed the public hearing.

On motion of Council Member Barich, seconded by Council Member Tejeda, the City Council adopted, by roll call vote, Resolution No. 8687 to adopt and certify the Final Subsequent Environmental Impact Report prepared for the project, including the Findings of Fact and the Statement of Overriding Considerations and Mitigation Monitoring & Reporting Program in accordance with the California Environmental Quality Act; adopted Resolution Nos. 8688, 8689 and 8690 approving the General Plan Amendment, Specific Plan Amendment, and Concept Plan Amendment; and introduced Ordinance No. 2983 to amend the Zoning Map; Council Member Davis abstained from voting on APN 029216510 and APN 029216702 only.

Vote: 5 - 0
Abstain: Council Member Davis abstained from voting on APN 029216510 and APN 029216702

Resolution No. 8685 CA Municipal Finance Authority Revenue Bonds, Series 2025 (HumanGood)

Mayor Saucedo declared the meeting open as a public hearing and called on Management Services/Finance Director Garcia for details of Resolution No. 8685, approving the issuance of the California Municipal Finance Authority Revenue Bonds, Series 2025 (HumanGood). The HumanGood affiliated group of companies owns and operates various continuing care communities throughout the region. HumanGood requested that the California Municipal Finance Authority ("CMFA") serve as the municipal issuer of an aggregate principal amount of tax-exempt revenue bonds not to exceed $205,000,000. The proceeds of the Bonds will be used to finance expenditures for various renovations to existing infrastructure and upgrades to housing units and amenities at continuing care communities throughout the state of California owned and operated by HumanGood, including Plymouth Village, 900 Salem Drive, Redlands. This is the same property site as was included in the California Municipal Finance Authority Revenue Bonds, Series 2019 and Series 2021 (HumanGood). The Bonds to be issued by the CMFA for the Project will be the sole responsibility of the Borrower, and the City will have no financial, legal, moral obligation, liability or responsibility for the Project or the repayment of the Bonds for the financing of the Project.

In order for the Bonds to qualify as tax-exempt bonds, the City must conduct a public hearing (the "TEFRA Hearing") providing members of the community with an opportunity to speak in favor of or against the use of tax-exempt bonds for the financing of the Project. The Public Hearing Notice was published on May 23, 2025, and outside of holding the TEFRA hearing, no other participation or activity of the City or the City Council with respect to the issuance of the Bonds will be required.

As public comment, Steve Rogers raised questions about the steps and procedures followed by other agencies to approve the issuance of the bonds, specific to their location. As an explanation, City Manager Duggan said that each agency was required to conduct their own public hearing and certify the issuance of bonds in order for a HumanGood property to benefit. As a Board Member of HumanGood Affordable Housing, Bruce Laycook expressed his sincere appreciation of the City's efforts and support for this matter. With no further discussion, the Mayor closed the public

On motion of Council Member Paul Barich, seconded by Mayor Pro Tempore Marc Shaw, the City Council unanimously adopted, by roll call vote, Resolution No. 8685, approving the issuance of the California Municipal Finance Authority Revenue Bonds, Series 2025 (HumanGood)

Vote: 5 - 0 Passed

NEW BUSINESS

Resolution No. 8692 Subrecipient Agreements - Encampment Resolution Funding (ERF-3-R) Program

Homeless Solutions Manager David Rabindranath provided background on Resolution No. 8692 authorizing the City Manager, or designee, to execute the Subrecipient Agreements, any amendments and all other related documents associated with the Encampment Resolution Funding (ERF-3-R) Program for an amount not-to-exceed $4,155,600. On April 30, 2024, the Homeless Solutions Division Program Manager submitted an ERF-3-R Program grant application for a comprehensive plan to implement a multi-faceted approach addressing ongoing homelessness challenges. On December 17, 2024, the Council accepted the HCD ERF-3-R grant for the amount of $5,341,800.

The Program funds will be allocated to local non-profit service providers (subrecipients) in order to meet the project's proposed outcomes. Funding will be for a 24-month period beginning June 4, 2025. The subrecipients will provide a range of supportive services through a multi-faceted approach geared towards the specific needs of the homeless populations in Redlands, including temporary and transitional housing as well as securing housing for up to 100 individuals. Additional services include mental and substance-use treatment, employment assistance, and specialized care for those with chronic health and physical disabilities.

As public comment, Bruce Laycook was pleased to recognize the efforts of Mr. Rabindranath and highlight the

partnership between his team and HumanGood, as they work towards housing the homeless. Council Members offered their full support for the subrecipient agreements.

On motion of Council Member Eddie Tejeda, seconded by Council Member Paul Barich, the City Council unanimously approved, by roll call vote, Resolution No. 8692 authorizing the City Manager, or designee, to execute the Subrecipient Agreements, any amendments and all other related documents associated with the Encampment Resolution Funding (ERF-3-R) Program for an amount not-to-exceed $4,155,600. The Subrecipients, detailed in the staff report as single/sole source providers, are for the ERF-3-R Program.

Vote: 5 - 0 Passed

Hearing for Reporting City Vacancies & Recruitment and Retention Efforts

Mayor Saucedo declared the meeting open as a public hearing and called on Human Resources Manager Kisha McDonald for a report on city vacancies and the status of recruitment and retention efforts as required by Assembly Bill 2561, effective January 1, 2025. The goal of AB 2561 is to enhance transparency regarding staffing issues and provide a forum for employee organization and the public to address ongoing staffing challenges.

To be in compliance with AB 2561, the City must take the following actions: 1) Hold a Public Hearing at least once each fiscal year before the City Council and present information regarding the status of vacancies and recruitment and retention efforts and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process; 2) Hold Hearing Before Final Budget: The annual presentation must occur before the adoption of the final budget; 3) Recognized Employee Organizations must be allowed to participate and be given an opportunity to make a presentation during the Hearing. Ms. McDonald reviewed various statistics related to employee staffing and said that as of December 2024, all bargaining units had a vacancy rate below 20%. She outlined the City's current strategies for attracting and retaining employees.

Jeff Frisch, President of the Redlands Police Officers Association, offered a detailed look into the Redlands Police Department's (RPD) needs and staffing concerns. He touched on staffing data collected from May 12-16, to give the Council Members a snapshot of the challenges they faced. He listed various enforcement teams within the RPD and the numbers available for active patrol staffing. He reviewed the potential for burn-out with the use of ongoing overtime. He compared the RPD's vacancy rates with surrounding agencies, which clearly showed that RPD was well above other agencies. He pointed out that a high number of background failures and the lack of speed to complete backgrounds was troublesome. In conclusion, Officer Frisch presented the needs and requests of RPD:

- Continuous Lateral Officer recruitment
- Speed of entire process needs to be 90 days
- Backgrounds done in 30-45 days
- Retired annuitant background investigators
- Recruitment budget
- More autonomy by Police Department training division
- Match starting wages and time banks when appropriate

Council Members discussed at length the City's vacancy and retention rates and, in particular, the specific needs of the RPOA. They posed various questions to the staff, asking about marketing strategies, outreach efforts, developing a larger target recruitment audience, capitalizing on Police Academy recruits and efforts to reduce the timeline for backgrounds to be completed.

As public comment, Michael Paisner raised questions about turnover rates, which he said seemed high and very concerning, and he wondered if exit interviews were conducted. Roberto Ceja recognized the potential for serious burn-out among officers due to ongoing overtime demands, and championed the value of building a strong wellness program. With no further discussion, Mayor Saucedo closed the Hearing.

On motion of Council Member Eddie Tejeda, seconded by Council Member Paul Barich, the City Council unanimously approved, by roll call vote, to receive and file the vacancy report and status of recruitment and retention efforts as required by Assembly Bill 2561 (Government Code Section 3502.3).

Vote: 5 - 0 Passed

Third-Party Liability Claims Administration Agreement

Human Resources/Risk Management Director Meteau introduced a Professional Services Agreement with Carl Warren & Company, LLC., for Third-Party Liability Claims Administration for an amount not-to-exceed $663,735. To secure long-term cost efficiency and improve service reliability, the City issued a Request for Proposals (RFP) in early 2025 for TPA services. Five proposals were received in response to the RFP. Proposals were evaluated based on qualifications, pricing, service structure, and references, and Carl Warren & Company LLC was selected. The initial term of the agreement is three years with the option to extend two additional one-year terms. The transition to Carl Warren & Company, LLC will be effective July 1, 2025, aligning with the new fiscal year.

On motion of Council Member Eddie Tejeda, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, a Professional Services Agreement with Carl Warren & Company, LLC., for Third-Party Liability Claims Administration for an amount not-to-exceed $663,735. The initial term of the agreement is three years with the option to extend two additional one-year terms. The transition to Carl Warren & Company, LLC will be effective July 1, 2025, aligning with the new fiscal year.

Vote: 5 - 0 Passed

CONFIRE Joint Powers Authority Membership

Fire Chief Sessler reported on the benefits of the City continuing the Fire Department's membership in the CONFIRE Joint Powers Authority for Fiscal Year 2025–2026. Through this cooperative effort, CONFIRE provides centralized dispatching for fire and emergency medical services, serves as a secondary public safety answering point for 9-1-1 calls, and supports information technology services for member agencies. The governance and operational practices of CONFIRE are directed collectively by the member agencies to ensure mutual benefit and accountability. The continued participation in CONFIRE supports the City's commitment to regional collaboration and high-quality public safety services and the annual service fee amount is not to exceed $922,557.

On motion of Mayor Pro Tempore Marc Shaw, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the Fire Department's continued participation in the CONFIRE Joint Powers Authority for Fiscal Year 2025–2026; and authorized to pay the associated annual service fee in an amount not to exceed $922,557.

Vote: 5 - 0 Passed

Cloud VoIP Services & Master Service Agreement Phone Hardware, Software, and VoIP

Information Technology Manager Eric Owens detailed a five-year Professional Services Agreement with ICS Intelesys, Inc. for Cloud VoIP Services Migration in an amount not-to-exceed $74,601 and a five-year Master Service Agreement with RingCentral, Inc. for corresponding phone hardware, software, and VoIP as a service in an amount not-to-exceed $485,548.

On motion of Council Member Eddie Tejeda, seconded by Council Member Paul Barich, the City Council unanimously approved, by roll call vote, a five-year Professional Services Agreement with ICS Intelesys, Inc. for Cloud VoIP Services Migration in an amount not-to-exceed $74,601; and approved a five-year Master Service Agreement with RingCentral, Inc. for corresponding phone hardware, software, and VoIP as a service in an amount not-to-exceed $485,548.

Vote: 5 - 0 Passed

Citywide Annual POs Miscellaneous Tools, Equipment & Supplies for FY 2025-2026

Management Services/Finance Director Garcia presented the Citywide Annual Purchase Orders for miscellaneous tools, equipment and supplies for Fiscal Year 2025-2026 that have been budgeted for each department for a total not to exceed $1,080,000. By leveraging purchasing power and economies of scale, the City is expecting to receive roughly $114,000 savings in the upcoming year. Council Member Barich voiced his opposition to working with Lowe's.

On motion of Council Member Eddie Tejeda, seconded by Council Member Denise Davis, the City Council approved, by roll call vote, the Citywide Annual Purchase Orders with Lowe's, Fastenal, Home Depot, and Office Depot for Fiscal Year 2025-2026 for a total not to exceed $1,080,000.

Vote: 4 - 1 Passed

NAY: Council Member Paul Barich

Purchase Portable Radios from Motorola Solutions

Deputy Police Chief Floyd explained the need for the sole source purchase for 800 MHz APX 6500 and APX 6000 portable radios from Motorola Solutions in an amount not to exceed $820,031.37. The purchase provides for forty new 800 MHz APX 6000 portable radios, seventy-seven APX 6500 in-car mobile radios, and miscellaneous adapter parts and batteries to replace the current aging equipment, which was purchased approximately 25 years ago. These radios will be installed inside police vehicles as well as assigned to police personnel, which is vital for the department's operational efficiency, safety, and emergency response capabilities.

On motion of Mayor Pro Tempore Marc Shaw, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the sole source purchase for 800 MHz APX 6500 and APX 6000 portable radios from Motorola Solutions in an amount not to exceed $820,031.37.

Vote: 5 - 0 Passed

COUNCIL MEMBER ANNOUNCEMENTS AND ACTIVITIES

State of the City - All Council Members were present for the State of the City event, hosted by the Chamber of Commerce and held June 2, at the Orton Center. Many in attendance remarked that the presentations were informative and interesting and enlightening, and the new format was appreciated.

Mayor Saucedo and Mayor Pro Tem Shaw thanked City staff for their tremendous efforts to make the State of the City such a great event.

Council Member Barich attended the RPOA fundraiser for Officer Seth Franklin. He enjoyed the Memorial Day event at Hillside Memorial Park, the Bats and Badges event, the Professional Firefighter's Car Show, and the Festival of Arts.

Council Member Tejeda attended the RPOA fundraiser for Officer Seth Franklin, who recently passed away. He enjoyed the Memorial Day event at Hillside Memorial Park and the Bats and Badges event.

Council Member Davis participated in the Blue Zone walk at Brookside Park, enjoyed the Professional Firefighter's Car Show, the Festival of Arts, and attended the Climate Policy Group meeting.

ADJOURNMENT

There being no further action required the meeting adjourned at 8:47 P.M. The next regular meeting of the City of Redlands City Council will be held on June 17, 2025.

City Council Meeting **I. 2.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Authorize issuance of a proclamation recognizing June 21, 2025 as International Day of Yoga in the City of Redlands (Council Member Tejeda)

MOTION:

I move to authorize a proclamation recognizing June 21, 2025 as International Day of Yoga in the City of Redlands.

Attachments

International Yoga Day 2025

PROCLAMATION

International Day of Yoga

WHEREAS, yoga is the ancient Hindu practice of keeping the mind, body, and spirit in good health; the Sanskrit meaning of the word "yoga" is union; yoga is a practice that aims to create union between body, mind, spirit, and universal consciousness; it involves physical, mental, and spiritual disciplines that originate in ancient India; and

WHEREAS, the Hindu origins of yoga sought a way to achieve a balanced life with mental and physical wellbeing as part of a daily practice; yoga practitioners in Redlands and across the world are encouraged to live green, eat sustainably, and volunteer their time to their local community; and

WHEREAS, yoga and meditation, with its cultural heritage and roots in India, demonstrate the Hindu aspects of mutual respect for all faiths, making the practice of yoga welcome to all people across the world; and

WHEREAS, over 300 million people practice yoga worldwide; 10% of the U.S. population are yoga practitioners supported by approximately 49,000 yoga and Pilates studios in the United States; and

WHEREAS, the population of the City of Redlands includes people who practice and observe the Hindu faith or are yoga practitioners; and

WHEREAS, yoga was declared the most common complementary health practice among U.S. adults in 2017 to reduce stress, to become more flexible, improve productivity, and improve overall health; and

WHEREAS, the United Nations (U.N.) proclaimed June 21st the International Day of Yoga, and the City of Redlands proclaimed the same on June 18th, 2024; and

WHEREAS, the City of Redlands strives to honor people of all races, ethnicities, cultures, and faiths as well as organizations or groups.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Redlands does hereby proclaim June 21, 2025, as International Yoga Day in the City of Redlands and urges all citizens to enhance their general wellbeing and establish a connection with their body and mind through the art of yoga.

IN WITNESS WHEREOF, we hereunto affix our signatures and Official Seal of the City of Redlands on this 17th day of June 2025.

Mario Saucedo, Mayor

Attest:

Jeanne Donaldson, City Clerk

City Council Meeting **I. 3.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Approve recommendation for the re-appointments of Val Dotchkov and Amber Harrison to the Airport Advisory Board (Council Member Tejeda and Mayor Saucedo)

MOTION:

I move to re-appoint Val Dotchkov and Amber Harrison to each serve a four-year term on the Airport Advisory Board ending May 1, 2029.

RECOMMENDATION:

Pursuant to the Redlands Municipal Code, appointments to this board are made by the Mayor and approved by the City Council. However, Mayor Saucedo has expressed his desire to rotate recommendations for commission/board appointments among the City Council members. Council Member Tejeda has been delegated authority by Mayor Saucedo to make the recommendation for this appointment. It is recommended by Mayor Saucedo and Council Member Tejeda that Val Dotchkov and Amber Harrison each serve a four-year term on the Airport Advisory Board ending May 1, 2029.

DISCUSSION:

The terms of Airport Advisory Board members Amber Harrison and Val Dotchkov expired on May 1, 2025. Both board members expressed their interest in re-appointment. In April, the City issued a public notice soliciting applications for the Airport Advisory Board. The public notice was concurrently aired on Redlands TV and posted on the community bulletin board at the A. K. Smiley Public Library. The local newspapers also received distribution of the public notice. Two new applications were received and were included for consideration. After reviewing all applications, Council Member Tejeda is recommending Val Dotchkov and Amber Harrison be re-appointed to each serve a four-year term ending on May 1, 2029.

The Airport Advisory Board consists of seven members as follows:

- Amber Harrison
- Jason Golembeski
- Richard Jones
- Val Dotchkov
- Robert Pearce
- Vacant
- Vacant

ALTERNATIVE:

The City Council may choose not to support the recommendation and direct staff to seek further applications for consideration.

SUBMITTED BY:
Janice McConnell, Assistant City Manager

REVIEWED BY:
Charles M. Duggan, Jr., City Manager

PREPARED BY:
Amy Edwards, Senior Administrative Assistant

Attachments

Airport Notice 4.1.25
Airport Advisory Applications

City of
REDLANDS
Incorporated 1888
300 E. State Street, Suite 690, Redlands, CA 92373
909-798-7510
www.cityofredlands.ca.us

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the City Council of the City of Redlands encourages residents to apply for a position on the following board:

AIRPORT ADVISORY BOARD

The Airport Advisory Board acts in an advisory capacity to the City Council in all matters pertaining to the administration, operation, development, improvement and maintenance of the Redlands Municipal Airport.

The Airport Advisory Board meets on the third Thursday of each month at 6:00 p.m.

Residents interested in applying for the non-salaried position on this board may request application forms from the Office of the City Clerk, City Hall, 35 Cajon Street, Suite 4 or by phone at 798-7510, or from the City's website www.cityofredlands.org

Applications will be accepted until April 15, 2025.

Amy Edwards, Senior Administrative Assistant
Office of the City Manager
City of Redlands, California

4/1/25

CITY OF REDLANDS
COMMISSION APPLICATION FORM

(Please note that this form is a public record that may be subject to disclosure upon request.)

City Manager's Office

APR - 7 2025

Received

COMMISSION\BOARD APPLIED FOR

Redlands Airport Commision

Name Joseph Fass

Address [redacted]

Telephone (Work) retired (Cell / Home [redacted]

Email [redacted]

Occupation former business owner

Reasons for desiring to serve – relevant experience and qualifications:

My wife and I reside within the airport influence area. I would enjpy participating on the commission to learn and provide input on future plans and ongoing operations as well as to provide a voice for impacted homeowners.

Signature Joseph Fass **Date** 4-2-25

** If appointed, please be advised that all City commissioners and committee/board members must complete mandatory harassment prevention training consistent with the requirements of Assembly Bill No. 1825. (Resolution No. 7206 adopted July 26, 2012)*

Two References: (Please do not include Councilmembers or City Staff)

(1) Becca Petersen

Telephone [redacted]

(2) Ruth Tracer

Telephone [redacted]

Return Application to: **Office of the City Council, C/O Office of the City Manager**
300 E. State Street, Suite 690, Redlands, CA 92373
OR by email to RedlandsOCM@cityofredlands.org

You will be notified of appointments by the City Council. Your application will be retained for one year. PLEASE NOTE: Planning Commissioners and Historic & Scenic Preservation Commissioners are required to file Statements of Economic Interest in accordance with California State Law.

√ address Verified - te

Received by the City Manager's Office 4.14.25

CITY OF REDLANDS
COMMISSION APPLICATION FORM

(Please note that this form is a public record that may be subject to disclosure upon request.)

COMMISSION\BOARD APPLIED FOR

Airport Advisory Board

Name Philipp Edelmann

Address [redacted] Redlands, CA 92373

Telephone (Work) _____ (Cell / Home) [redacted]

Email [redacted]

Occupation Director of Production - Netflix

Reasons for desiring to serve – relevant experience and qualifications:

I'm a private pilot license holder and passionate about airports and airplanes.

I manage large teams at my dayjob at Netflix, organizing complex projects and solving problems on a daily basis. I'm extremely organized, a good public speaker and well connected.

Admittedly, I know airport operations only from a private pilot's POV, but I'm a quick study and eager to learn more. Sincerely, Philipp Edelmann

Signature _____ **Date** 4/14/2025

**** If appointed, please be advised that all City commissioners and committee/board members must complete mandatory harassment prevention training consistent with the requirements of Assembly Bill No. 1825. (Resolution No. 7206 adopted July 26, 2012)***

Two References: (Please do not include Councilmembers or City Staff)

(1) Evan Sanford
Exec. Director
Redlands Chamber of Commerce
Telephone [redacted]

(2) Chris Alvarez
Rotary Club of Redlands
Telephone [redacted]

Return Application to: Office of the City Council, C/O Office of the City Manager
300 E. State Street, Suite 690, Redlands, CA 92373
OR by email to RedlandsOCM@cityofredlands.org

You will be notified of appointments by the City Council. Your application will be retained for one year. PLEASE NOTE: Planning Commissioners and Historic & Scenic Preservation Commissioners are required to file Statements of Economic Interest in accordance with California State Law.

Address verified - AE

City Council Meeting **I. 4.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Disclosure of Settlement, Mutual Agreement and Release of Claims - Government Claim by Alexis DeLeon (City Attorney Garcia)

DISCUSSION:

Attached is a copy of the "Settlement, Mutual Agreement and Release of Claims," which reflects the terms and conditions for settlement of the above-mentioned government claim as authorized by the City Council. In accordance with the City's Municipal Code, and following the spirit of the Brown Act, this matter is on your agenda to notify the public of the settlement negotiated by the City.

SUBMITTED BY:
Yvette M. Abich Garcia, City Attorney

PREPARED BY:
Mayra Shushereba, Administrative Analyst

REVIEWED BY:
Charles M. Duggan, Jr., City Manager
Janice McConnell, Assistant City Manager

Attachments

Settlement Agreement

SETTLEMENT, MUTUAL AGREEMENT AND GENERAL RELEASE OF CLAIMS

THIS SETTLEMENT, MUTUAL AGREEMENT AND GENERAL RELEASE OF CLAIMS ("Agreement") is made and entered into by and between Alexis Deleon ("Claimant"), and the City of Redlands ("Redlands"). Claimant and Redlands are referred to collectively at times herein as the "Parties."

RECITALS

A. Claimant served claims for damages against the City of Redlands on or about September 20, 2024 and November 14, 2024 (the "Dispute");

B. The Dispute arises out of the arrest of Claimant occurring on or about May 26, 2024 for battery in the City of Redlands;

C. Recognizing the costs and uncertainties involved in any litigation, the Parties now desire to settle fully and finalize all differences between them arising from the Dispute;

D. The Parties intend, by this Agreement, to settle any and all claims in connection with the Dispute, or otherwise existing between the Parties as of the execution of this Agreement, whether alleged or unalleged, for the total sum of One Hundred Twenty-Five Thousand ($125,000);

E. This Agreement does not constitute an admission of any liability or wrongdoing whatsoever on the part of any of any of the Parties hereto or named Defendants.

AGREEMENT AND RELEASE

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Payment. Payment is contingent upon execution of this Agreement. Redlands, shall, within 30 days of receipt of this fully executed Agreement by all parties and a W-9 from Claimant's counsel, Dennis Wagner, make the settlement payment of One Hundred Twenty-Five Thousand ($125,000), made payable to Claimant's counsel of record as follows: "WAGNER ZEMMING CHRISTENSEN, IOLTA TRUST ACCOUNT." The check shall be mailed to Mr. Dennis Wagner, via overnight mail to 895 Marlborough Ave., Ste. 200, Riverside CA 92507, signature required.

2. Notice. All notices to be given pursuant to this Agreement, shall be in writing and shall be delivered to the following addresses, or such other addresses as the Parties may later designate in writing:

If to Claimant: Such notice shall be mailed to Mr. Dennis Wagner, Esq., at 895 Marlborough Ave., Ste. 200, Riverside CA 92507.

If to Redlands: Such notice shall be mailed to James R. Touchstone, Esq., at Jones Mayer, 3777 N. Harbor Blvd., Fullerton, California 92835.

3. Release by Claimant. Claimant, individually, and on behalf of herself, her heirs, successors, grantees, assigns, principals, agents, employees, consultants, representatives, attorneys, bonding companies, lien holders, and insurers fully and forever release and discharge the City of Redlands, as well as its respective successors, heirs, assigns, principals, agents, departments, employees, former employees, the City's elected officials, appointed officials, consultants, vendors, representatives, attorneys, bonding companies and insurers from any and all liability in connection with all claims, damages, attorney's fees, costs, liens, expenses, losses, suits, demands, rights, liabilities and allegations arising from or in any way related to the City of Redlands or its employees, officers or elected officials existing at the time of execution of this Agreement, whether made or unmade, known or unknown, asserted or unasserted, stated or unstated or that could have been stated, and of any kind whatsoever.

4. Claimant Responsible for All Liens: Claimant and Claimant's counsel represent and acknowledge that they bear full responsibility for any and all liens that may exist, such as attorney liens, medical liens, Medi-Cal liens, Medicare liens, or any other liens in connection with the Dispute. Claimant and Claimant's counsel shall be solely responsible for any and all liability associated with any such liens and shall indemnify and defend Redlands for any lawsuits, demands, claims or other legal actions of any sort whatsoever attempting to collect on said liens.

5. Civil Code section 1542 Release. The Claimant are aware of all rights that may be granted to them pursuant to Civil Code section 1542, which section reads, in pertinent part, as follows:

> **"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY."**

Claimant nevertheless waives all rights granted to her by Section 1542, and any similar statute, code, law or regulation of any state of the United States, or of the United States, and assumes all risks for claims arising in the Dispute, heretofore or hereafter arising, known or unknown, from the subject matters of this release. Furthermore, Claimant agrees that the facts on which the release under which this Agreement is based, may turn out to be different from the facts now known or believed to be true in respect to the matters referred to above. Nevertheless, the Claimant accepts and assumes the risk that such facts may turn out to be different and agrees that the terms of the release in this Agreement shall in all respects be effective and not subject to termination, rescission, modification by an such difference in the facts.

6. Competency. In consideration of the above-described settlement and as an inducement therefore, Claimant represents, covenants and agrees that Claimant is competent to sign on her behalf.

7. No Admission of Liability. The Parties understand and agree that this Agreement is not to be construed as an admission of liability whatsoever on the part of the City of Redlands, or any other Redlands employee or department, and that this Agreement is made solely for the purpose of avoiding the burden that would be imposed upon the Parties by further litigating the Dispute.

8. No Assignment. Claimant represents and warrants that he has not assigned or transferred, or purported to assign or transfer, and shall not hereafter assign or transfer, any obligations, liabilities, demands, claims, costs, expenses, debts, controversies, damages, actions, and causes of actions released under this Agreement.

9. Consultation With Attorney. Each Party declares that prior to the execution of this Agreement, he/she/it has consulted with his/her/its attorney in order that he/she/it may intelligently exercise his/hers/its own judgment in deciding whether to execute this Agreement.

10. Authority to Execute Agreement. Each Party declares that he/she/it has read this Agreement and understands and knows the contents thereof, and represents and warrants that each of the Parties executing this Agreement is empowered to do so and hereby binds the respective Party, and all of its successors, assigns, principles, agents, employees, consultants, representatives, attorneys, bonding companies and insurers to the terms hereunder.

11. Counterparts. This Agreement may be executed in counterparts, and all so executed shall constitute an agreement binding on the Parties hereto. The Parties further agree that a facsimile and/or scanned copy of the executed counterparts shall have the same force and effect as an original.

12. Enforcing Agreement. This Agreement shall in all respects be interpreted, enforced and governed under the laws of the United States or the State of California, as applicable, and this Agreement is fully enforceable pursuant to California Code of Civil Procedure section 664.6, or its federal counterpart. The Parties agree that the Court shall retain jurisdiction to enforce the terms of this Agreement.

13. Jurisdiction and Venue. This Agreement is intended to be construed pursuant to the laws of the State of California. Each Party hereto agrees that the proper venue for any action arising out of the breach or the interpretation of this Agreement or other documents delivered pursuant to any provision thereof, shall be the San Bernardino County Superior Court of the State of California.

14. Entire Agreement. This Agreement constitutes the entire understanding between and among the Parties hereto. Each Party acknowledges that no Party, agent or representative of the other Party has made any promise, representation or warranty, express or implied, not expressly contained in this Agreement, which induced the other Party to sign this document.

Both Parties agree that this Agreement shall not be amended or modified, except in writing signed by each Party, and shall not be construed against any Party because that Party's representative drafted the Agreement or any portion of it.

15. Additional Acts. The Parties agree to perform such further acts and to execute and deliver such further documents as may be reasonably necessary or appropriate to carry out this Agreement.

16. No Other Promise or Warranty. No promise or warranty shall be binding on any Party except as expressly contained in this Agreement.

17. Not Binding on Any Third Party. This Agreement is not for the benefit of any person or party who is not a signatory hereto or specifically named or referred to herein.

18. If Any Provision Is Void. If any provision of this Agreement shall be determined to be invalid, void or illegal, such provision shall be construed and amended in a manner which would permit its enforcement, but in no event shall such provision affect, impair or invalidate any other provision hereof.

19. Agreement Binding on Successors. It is agreed that this Agreement, together with the releases, shall be binding upon and inure to the benefit of the heirs, executors, administrators, personal representatives, successors in interest and assigns of the respective Parties hereto.

20. Attorney's Fees. The Parties shall each bear their own attorney's fees and costs incurred in litigation of the Dispute. However, should either Party initiate any action at law or in equity to enforce or interpret the terms of this Agreement, the prevailing Party shall be entitled to reasonable attorneys' fees and costs.

21. Gender and Number. Within this Agreement, words of any gender shall be held and construed to include any other gender, and words in the singular number shall be held and construed to include the plural, unless the context otherwise requires.

22. Effective Date. This Agreement shall be effective as of the last date set forth below.

WHEREFORE, the undersigned having read the foregoing Settlement and Release Agreement, and fully understanding it, and agreeing to its terms, hereby execute this Agreement and make it effective on the date of the last signature hereto.

DATED: ~~May~~ June 4, 2025

CITY OF REDLANDS

By: _____
Mario Saucedo
Mayor, ~~CITY OF~~ REDLANDS

DATED: May 20, 2025

ALEXIS DELEON

_____

APPROVED AS TO FORM ~~AND CONTENT~~:

DATED: May 21, 2025

WAGNER ZEMMING CHRISTENSEN

By: _____
Dennis Wagner, Esq.
Attorney for Alexis Deleon

DATED: June 4, 2025

JONES MAYER

By: _____
James R. Touchstone, Esq.
Attorney for City of Redlands

Settlement Agreement and Release Redlands adv. Alexis DeLeon

Final Audit Report 2025-05-20

Created:	2025-05-20
By:	Autumn Garrison (ag@wzclawfirm.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAArJteCb8lZrGPbcxpWlUYy2dgOM2wuxNG

"Settlement Agreement and Release Redlands adv. Alexis DeLeon" History

Document created by Autumn Garrison (ag@wzclawfirm.com)
2025-05-20 - 11:11:04 PM GMT

Document emailed to deleonalexis45@yahoo.com for signature
2025-05-20 - 11:11:31 PM GMT

Email viewed by deleonalexis45@yahoo.com
2025-05-20 - 11:27:05 PM GMT

Signer deleonalexis45@yahoo.com entered name at signing as Alexis DeLeon
2025-05-20 - 11:29:35 PM GMT

Document e-signed by Alexis DeLeon (deleonalexis45@yahoo.com)
Signature Date: 2025-05-20 - 11:29:37 PM GMT - Time Source: server- Signature captured from device with phone number XXXXXXX9840

Agreement completed.
2025-05-20 - 11:29:37 PM GMT

Adobe Acrobat Sign

City Council Meeting **I. 5.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Adoption of Ordinance No. 2983 Amending Title 18 of the Redlands Municipal Code by adopting a revised Land Use Zoning Map in accordance with Program 1.1-1 ('RHNA Rezoning') of the Sixth Cycle 2021-2029 Housing Element (Development Services Director Desatnik)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motion is provided:

I move to adopt Ordinance No. 2983.

RECOMMENDATION:

It is recommended that the City Council adopt Ordinance No. 2983 to amend Title 18 of the Redlands Municipal Code by adopting a revised Land Use Zoning Map in accordance with Program 1.1-1 ('RHNA Rezoning') of the Sixth Cycle 2021-2029 Housing Element.

DISCUSSION:

The proposed ordinance and staff report prepared for the introduction of this ordinance are available in the City Clerk's office.

ALTERNATIVES:

The Council may continue this matter in order to allow additional time to review Ordinance No. 2983.

STRATEGIC PLAN:

Not Applicable.

SUBMITTED BY:
Jeanne Donaldson, City Clerk

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Janice McConnell, Assistant City Manager

PREPARED BY:
Altheresa Rothschild, Assistant City Clerk

Fiscal Impact

Discussion:

Codification: $22/per page affected by the change
Legal Publication: $295

Attachments

Ordinance No. 2983

ORDINANCE NO. 2983

AN ORDINANCE OF THE CITY OF REDLANDS AMENDING TITLE 18 OF THE REDLANDS MUNICIPAL CODE BY ADOPTING A REVISED LAND USE ZONING MAP IN ACCORDANCE WITH PROGRAM 1.1-1 ('RHNA REZONING') OF THE SIXTH CYCLE 2021–2029 HOUSING ELEMENT

WHEREAS, the City of Redlands ("City") has initiated General Plan Amendment No. 149, Amendment No. 1 to Concept Plan No. 4, Amendment No. 54 to Specific Plan No. 40 (East Valley Corridor Specific Plan), and Zone Change No. 479, to amend the General Plan and Specific Plan land use maps and the City Zoning Map to rezone twenty-seven (27) parcels for the regional housing needs allocation ("RHNA") rezoning project (collectively herein referred to as "Project") as required by the City's certified 2021–2029 Housing Element ("Housing Element"); and

WHEREAS, the Planning Division conducted an extensive public outreach effort during preparation of the Housing Element and, furthermore, the Project actions are identified in the Housing Element work program, particularly Program 1.1-1 entitled, "RHNA Rezoning"; and

WHEREAS, the City and the Southern California region faces a serious housing shortage, and a lack of access to housing directly affects the health, safety and welfare of City residents; and

WHEREAS, the state legislature has consistently recognized the continuing need for affordable housing in California and, in Government Code section 65580, states, "the availability of housing is of vital statewide importance, and the early attainment of decent housing… is a priority of the highest order" and, further, that, "local… governments have a responsibility to use the powers vested in them to facilitate the improvement and development of housing to make adequate provision for the housing needs of all economic segments of the community"; and

WHEREAS, affordable housing is regulated by a variety of state and local laws, ordinances, and policies, and the RHNA requires the City to provide for the development of a specified number of housing units; the City's housing production allocation for the current cycle calls for 2,234 new affordable housing units as follows: 652 units are needed for moderate-income households, 615 units are needed for low-income households and 967 units are needed for very low- and extremely low-income households; and

WHEREAS, the City desires to explore and, to the extent feasible, use all available tools to meet its assigned regional housing production target; and

WHEREAS, state law requires each city to develop a general plan establishing policies for future development. As specified in the Government Code, the general plan

must, among other objectives: (i) encourage the development of a variety of housing types for all income levels; and (ii) assist in the development of adequate housing to meet the needs of low and moderate-income households; and

WHEREAS, according to City Council Resolution No. 5473, the provision in Measure "U" requiring preparation of a socio-economic cost/benefit study does not apply to City-initiated general plan, specific plan or zoning amendments that are not associated with a specific development project; and

WHEREAS, in accordance with the California Environmental Quality Act ("CEQA"), a Draft Subsequent Environmental Impact Report ("Draft SEIR") for the Project was published on January 21, 2025, and circulated for a 45-day public review and comment period beginning on January 22, 2025, and ending on March 7, 2025; and

WHEREAS, a Final Subsequent Environmental Impact Report ("Final SEIR") was published on April 9, 2025, including a response to comments received on the Draft SEIR; and

WHEREAS on April 2, 2025, notice of the Planning Commission's public hearing for the Project was caused to be published by a display ad in a newspaper of general circulation by the Secretary to the Planning Commission; and

WHEREAS, on April 22, 2025, the Planning Commission held a noticed public hearing on the Project and considered the staff written and oral reports, written public comments, and testimony from members of the public; and

WHEREAS, on April 22, 2025, the Planning Commission recommended that the City Council approves the Project; and

WHEREAS, on May 13, 2025, notice of the City Council's public hearing for the Project was published in a newspaper of general circulation by the City Clerk; and

WHEREAS, on June 3, 2025, the City Council held a public hearing and considered the staff written and oral reports, the recommendation of the Planning Commission, written public comments, and testimony by members of the public; and

WHEREAS, on June 3, 2025, the City Council adopted Resolution No. 8687 adopting Findings of Fact, a Statement of Overriding Considerations and a Mitigation Monitoring and Reporting Program, and certifying the Final SEIR prepared for the Project; and

WHEREAS, following the public hearing on the proposed General Plan amendment and the Project, the City Council determined that adoption of the amendment is in the best interests of the public health, safety and general welfare.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDLANDS ORDAINS AS FOLLOWS:

Section 1. The zoning district boundaries on the City's Zoning Map are hereby amended for the properties listed below and shown in Exhibit "A."

Ref. No.	*Assessor's Parcel Number (A.P.N.)*	*Zoning Designation (New)*
1	0292-163-02-0000	R-2, Multiple Family Residential
2	0292-163-03-0000	R-2, Multiple Family Residential
3	0292-165-05-0000	R-3, Multiple Family Residential
4	0292-165-06-0000	R-3, Multiple Family Residential
5	0292-165-07-0000	R-3, Multiple Family Residential
6	0292-165-08-0000	R-3, Multiple Family Residential
7	0292-165-09-0000	R-3, Multiple Family Residential
8	0292-165-10-0000	EV/2500RM (in SP No. 40)
9	0292-165-16-0000	R-3, Multiple Family Residential
10	0292-165-17-0000	R-3, Multiple Family Residential
10A	0292-165-04-0000	R-3, Multiple Family Residential
11	0292-167-02-0000	R-2, Multiple Family Residential
12	0292-167-07-0000	R-2, Multiple Family Residential
13	0292-167-28-0000	R-3, Multiple Family Residential
14	0292-167-29-0000	R-3, Multiple Family Residential
15	0292-167-30-0000	R-3, Multiple Family Residential
15A	0292-167-17-0000	R-3, Multiple Family Residential
16	0292-201-20-0000	R-2, Multiple Family Residential
16A	0292-201-14-0000	R-2, Multiple Family Residential
17	0167-141-04-0000	R-2, Multiple Family Residential
18	0167-141-05-0000	R-3, Multiple Family Residential
19	0167-141-06-0000	R-3, Multiple Family Residential
20	0169-021-02-0000	R-2, Multiple Family Residential
21	0169-021-11-0000	R-2, Multiple Family Residential
22	0167-151-23-0000	R-3, Multiple Family Residential
23	0167-161-10-0000	R-3, Multiple Family Residential
24	0292-165-15-0000 *area north of Morrey Arroyo only	EV/PI (in SP No. 40)

Section 2. The Mayor shall sign this ordinance and the City Clerk shall certify to the adoption of this ordinance and shall cause it, or a summary of it, to be published once in the Redlands Daily Facts, a newspaper of general circulation within the City, and thereafter, this ordinance shall take effect in accordance with law.

Mario Saucedo, Mayor

ATTEST:

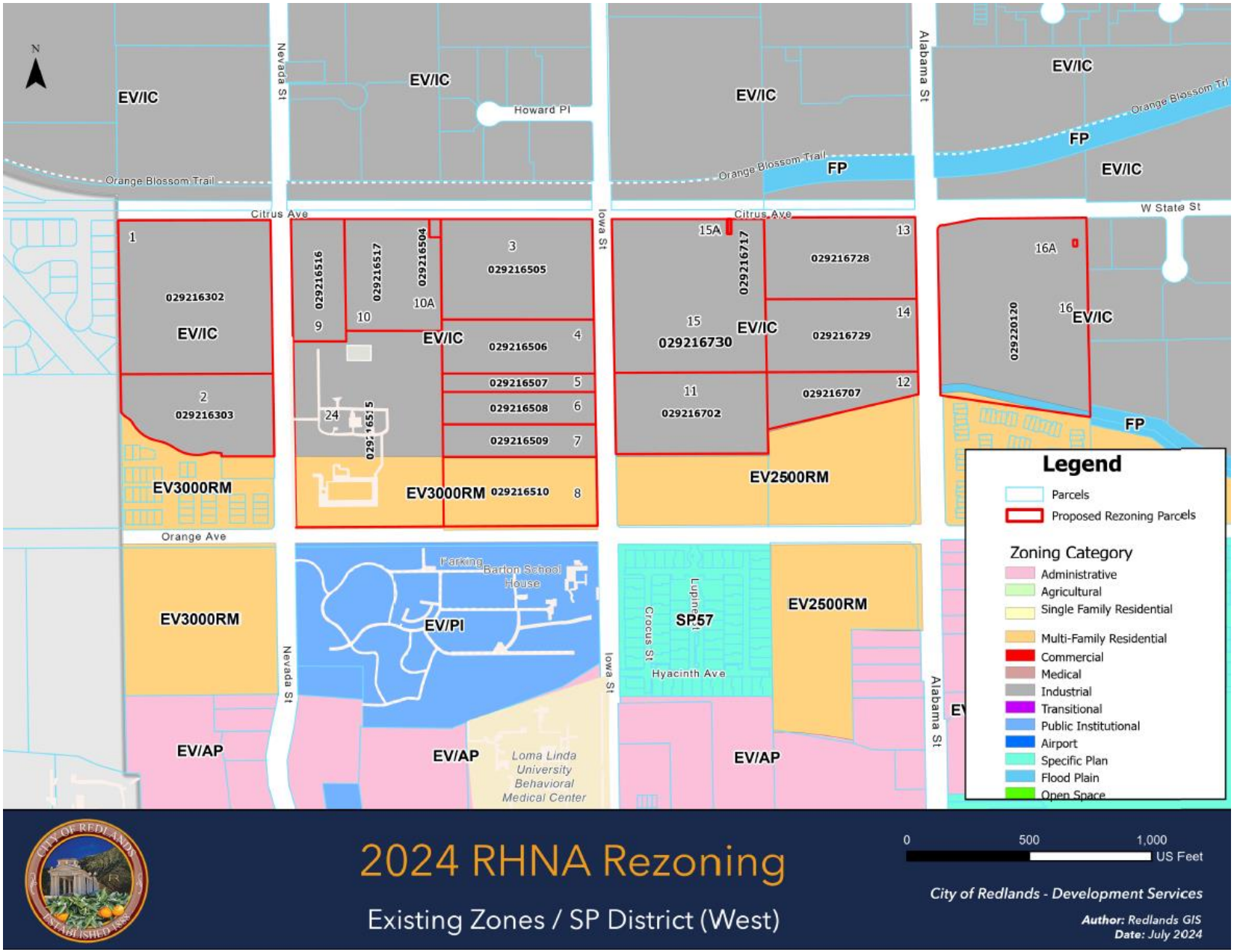
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, hereby certify that the foregoing ordinance was duly adopted by the City Council at a regular meeting thereof held on the 17th day of June, 2025.

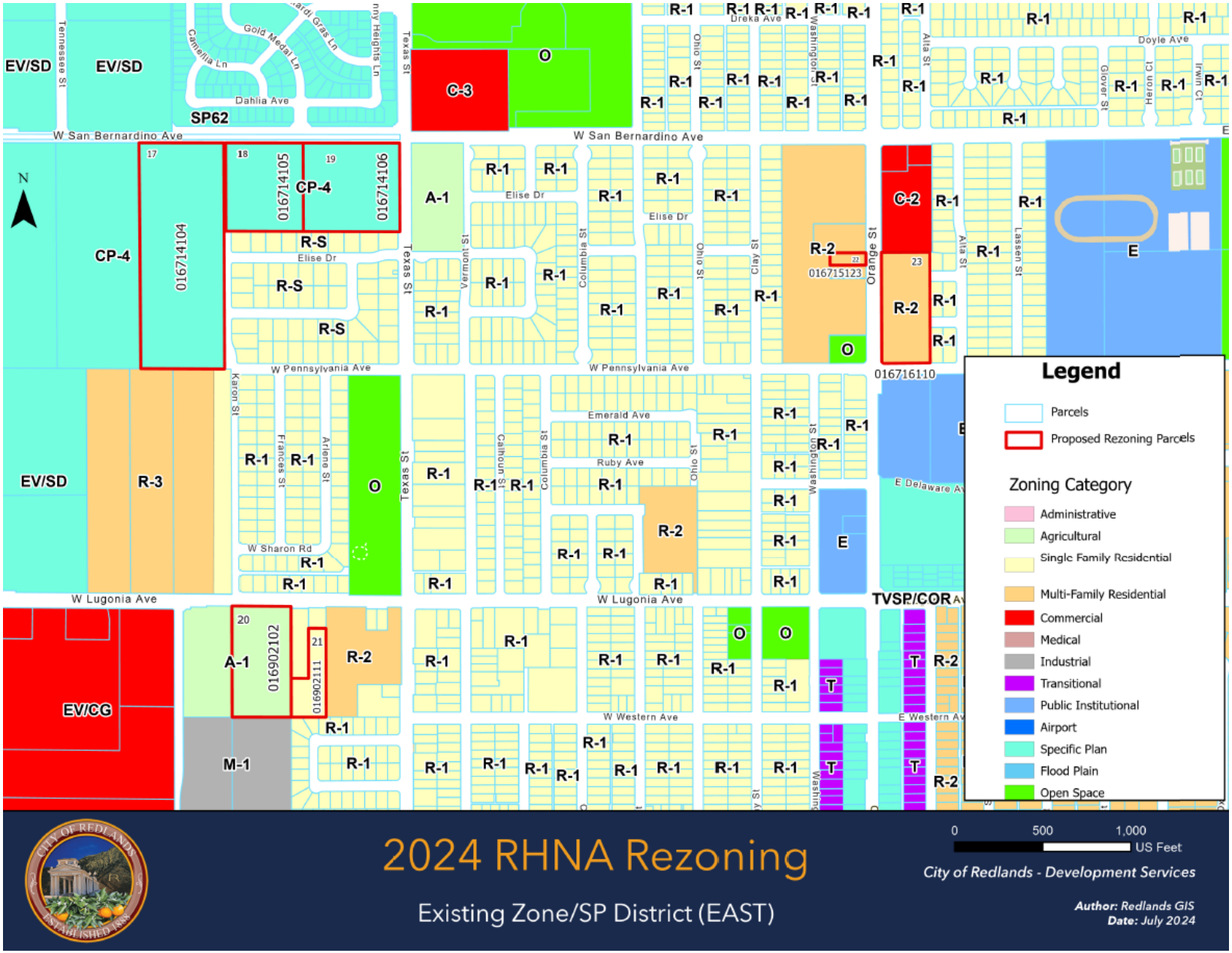
AYES:
NOES:
ABSTAIN:
ABSENT:

Jeanne Donaldson, City Clerk

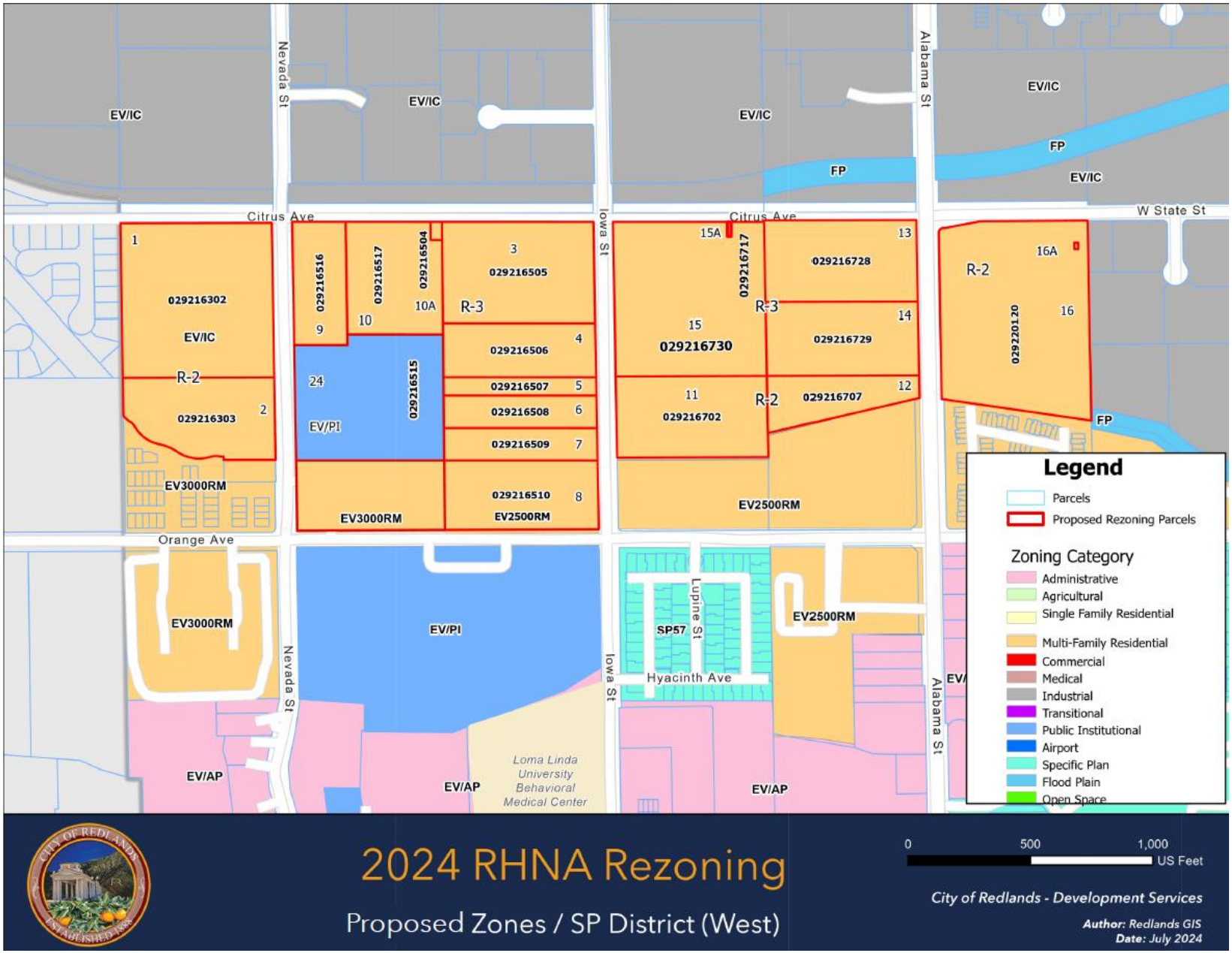
ZONE CHANGE NO. 479 – EXHIBIT A-1.1
EXISTING ZONING MAP (WEST)



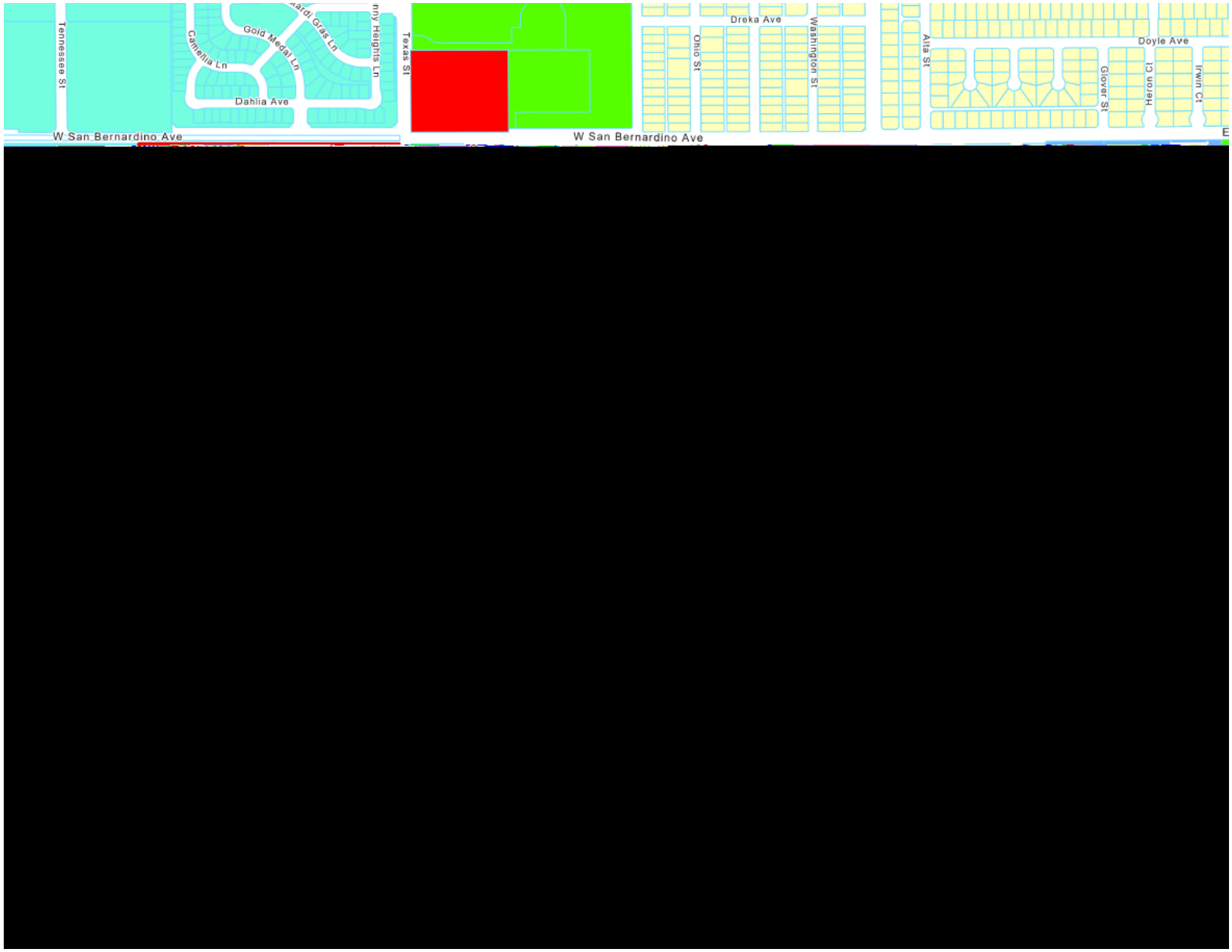
ZONE CHANGE NO. 479 – EXHIBIT A-1.2
EXISTING ZONING MAP (EAST)



ZONE CHANGE NO. 479 – EXHIBIT A-2.1
PROPOSED ZONING MAP (WEST)



ZONE CHANGE NO. 479 – EXHIBIT A-2.2
PROPOSED ZONING MAP (EAST)



City Council Meeting **I. 6.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Approve a sole source Professional Services Agreement with Health Care in Action, Inc. for a total amount not-to exceed $149,131.40 for street medicine services for the delivery of healthcare directly to people experiencing homelessness or living unsheltered (Assistant City Manager Boatman)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motion is provided:

I move that City Council approve the sole source Professional Services Agreement with Health Care in Action, Inc.

RECOMMENDATION:

Staff recommends that the City Council approve the sole source Professional Agreement with Health Care in Action, Inc. in the amount not-to exceed $149,131.40 for street medicine services for the delivery of healthcare directly to people experiencing homelessness or living unsheltered, often outside traditional clinical settings.

DISCUSSION:

The City of Redlands, Homeless Solutions division faces significant challenges related to its unhoused population, creating a critical need for street medicine services. According to the 2024 Point In Time count, the City of Redlands has an estimated 144 unsheltered homeless and a total of 213 individuals experiencing homelessness. This population often lacks access to consistent healthcare, leading to a high prevalence of untreated chronic conditions and increased utilization of emergency services. With increased rates of homelessness, this population contributes to increased emergency room visits,

placing a considerable strain on resources and driving up healthcare costs. Street medicine offers a proactive and effective solution by bringing healthcare directly to these individuals, addressing their complex needs, and reducing the burden on Redlands' emergency services.

Healthcare in Action's street medicine team mobile approach allows them to meet patients where they are, providing vital primary care services to address immediate health concerns for diagnosed chronic conditions.

Due to the inherently higher risk associated with delivering medical services in field conditions, the City has increased the professional liability insurance requirement for the vendor to $2 million and specified that it must include medical malpractice coverage. This approach, while carrying elevated risk, aligns with a growing trend among California cities that have adopted similar street medicine models and accepted associated liability with proper safeguards in place.

ALTERNATIVES:

City Council may elect not to approve the sole source Professional Agreement with Health Care in Action, Inc.; However, this will adversely affect the operation of the Division.

STRATEGIC PLAN:

Supports Strategic Plan Priority B - Public Health and Safety

SUBMITTED BY:
Christopher Boatman, Assistant City Manager

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director
Dana Abramovitz-Daniel, Procurement

PREPARED BY:
Ashley Rosario, Management Analyst

Fiscal Impact

Fiscal Year:	FY24-25
Revenue Generating:	N
Appropriation Required Y/N:	N
Amount:	149,131.40
Budgeted Y/N:	Y
Account No.:	101300-300008

Discussion:

Sufficient funding for these services are included in the Homeless Solutions Division's (101300.300008) budget for Fiscal Year 2024-25 as approved by City Council. Costs associated with any future renewal terms of the agreement will be included in subsequent budget requests prepared by the Department.

Attachments

SS Packet

HIA Professional Services Agreement

Sole Source/ Single Source/ Standardization Form

For procurement of supplies, equipment and services valued at $5,000 and over

NOTE: Every question must be answered with appropriate documentation attached; incomplete forms will be immediately rejected by Purchasing.

Date: 5/19/25

To: Purchasing Division

From: Homeless Solutions/FCS

Estimated Total Cost: $ 149,131.40

Proposed Vendor: Healthcare in Action

Request Term: FY 2024-2025

This form must accompany the purchase document whenever an exception to the competitive process is requested. Requests for goods and/or services from a specific vendor or limited to a specific brand, where substitutes to the recommended vendor or brand are unacceptable, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable.

The City Manager will determine whether the justification is appropriate. Requests for exception must be supported by factual statements that will pass an audit.

INSTRUCTIONS

1. Please check all applicable categories (a. through i.) below and provide additional information where indicated.

☐ a. The requested product is an integral repair part or accessory compatible with existing equipment.

Existing Equipment: _____

Manufacturer/Model Number: _____

Age: _____

Current Estimated Value: _____

☐ b. The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.

☐ c. I have standardized the requested product and the use of another brand/model would require considerable time and funding to evaluate.

☐ d. The requested product is one in which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.

☐ e. The requested product is used or demonstration equipment available at a lower-than-new cost.

☐ f. Repair/Maintenance service is available only from manufacturer or designated service representative.

☐ g. Upgrade to or enhancement of existing software is available only from manufacturer.

■ h. Service proposed by vendor is unique; therefore, competitive bids are not available or applicable.

■ i. Other factors (provide detailed explanation in #2 below).

2. Provide a detailed explanation and pertinent documentation *for each category* checked in item 1 above. Attach additional sheets if necessary:

See attached sheet

Street medicine services refer to the delivery of healthcare directly to people experiencing homelessness or living unsheltered, often outside traditional clinical settings. These services are typically provided by interdisciplinary teams that include doctors, nurses, social workers, mental health professionals, and outreach workers.

Core Features of Street Medicine Services:

- **Mobile Care Delivery**: Teams travel on foot, by van, or mobile clinics to visit individuals in encampments, under bridges, parks, or streets.
- **Comprehensive Care**: Includes primary care, wound care, mental health support, substance use treatment, chronic disease management, and sometimes vaccinations.
- **Continuity and Trust**: Builds long-term relationships with patients who may not access traditional healthcare systems due to stigma, logistical barriers, or trauma.
- **Harm Reduction Focus**: Many teams emphasize harm reduction over abstinence in substance use treatment.

1845 S. Business Dr
San Bernardino, CA 92408

May 19, 2025

To Whom It May Concern,

This letter is to confirm that Healthcare in Action (HIA) is, to our knowledge, the sole provider currently delivering full-time, comprehensive Street Medicine services within the region, including the vicinity of the City of Redlands.

Over the past two years, HIA has provided consistent, direct care to unsheltered individuals in the Inland Empire through an integrated model that combines:

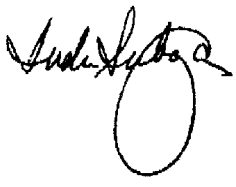
- **Medical and psychiatric care in the field delivered by licensed clinicians,**
- **Peer Navigation and full wraparound case management,**
- **CalAIM-aligned Enhanced Care Management (ECM), and**
- **Real-time support for housing navigation, substance use treatment, and behavioral health linkage.**

While other organizations may offer limited outreach or periodic mobile services, HIA is the only agency in the area providing this scope and intensity of care full-time, embedded directly in encampments, shelters, and on the street.

This integrated model is built around trust, continuity, and accessibility for the most vulnerable populations, making it a distinct and essential resource that is not currently replicated by any other provider in this geography.

Please feel free to contact us if further documentation is needed.

Sincerely,



Indu Subaiya, MD MBA
CEO | Healthcare in Action
isubaiya@healthcareinaction.org

3. Was an evaluation of other equipment, products, or services performed?

☐ Yes ☐ No

***If yes, please explain the type of evaluation performed and provide all supporting documentation*:**

4. List below the name of each individual who was involved in the evaluation, if conducted, and in making the recommendation to procure this product or service. Attach additional information, if necessary.

5. Explain what action(s) the department would take if the sole/single source services were no longer available

6. I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department

5/19/25

Prepared by Date

Department Director Date

Purchasing Approvals

Purchasing Agent Approval Date

City Manager Approval Date

AGREEMENT TO PERFORM PROFESSIONAL SERVICES

This agreement for Street Medicine Services ("Agreement") is made and entered in this 17th day of June, 2025 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and Health Care in Action, Inc., a California nonprofit public benefit corporation ("Consultant"). City and Consultant are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Consultant agree as follows:

ARTICLE 1 – ENGAGEMENT OF CONSULTANT

1.1 City hereby engages Consultant to provide Street Medicine to unsheltered individuals services for City (the "Services").

1.2 The Services shall be performed by Consultant in a professional manner, and Consultant represents that it has the skill and the professional expertise necessary to provide the Services to City at a level of competency presently maintained by other practicing professional consultants in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF CONSULTANT

2.1 The Services that Consultant shall perform are more particularly described in Exhibit "A," titled "Scope of Services," which is attached hereto and incorporated herein by this reference.

2.2 Consultant shall comply with applicable federal, state and local laws and regulations in the performance of this Agreement including, but not limited to, any applicable State prevailing wage laws.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City designates David Rabindranath, as City's representative with respect to performance of the Services, and such person shall have the authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to performance of the Services.

ARTICLE 4 – PERFORMANCE OF SERVICES

4.1 Consultant shall perform and complete the Services in a prompt and diligent manner in accordance with the schedule set forth in Exhibit "A," titled "Scope of Services," which is attached hereto and incorporated herein by reference.

4.2 The term of this Agreement shall commence on the Effective Date and expire on June 30, 2026, unless terminated earlier as provided herein.

4.3 If Consultant's Services include deliverable electronic visual presentation materials, such materials shall be delivered in a form, and made available to City, consistent with City Council-adopted policy for the same. It shall be the obligation of Consultant to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO CONSULTANT

5.1 Compensation: Total compensation for Consultant's performance of the Services shall not exceed the amount of One Hundred Forty-Nine Thousand One Hundred Thirty One Dollars and Forty Cents ($149,131.40). City shall pay Consultant on a time and materials basis up to the not to exceed amount in accordance with Exhibit "B," titled ("Fee Schedule") which is attached hereto and incorporated herein by reference.

5.2 Consultant shall submit monthly invoices to City describing the Services performed during the preceding month. Consultant's invoices shall include a brief description of the Services performed, the dates the Services were performed, the number of hours spent and by whom, and a description of reimbursable expenses related to the Services. City shall pay Consultant no later than thirty (30) days after receipt and approval by City of Consultant's invoice.

5.3 Any notice or other communication required, or which may be given, pursuant to this Agreement, shall be in writing. Any such notice shall be deemed delivered (i) on the date of delivery in person; (ii) five (5) days after deposit in first class registered mail, with return receipt requested; (iii) on the actual delivery date if deposited with an overnight courier; or (iv) on the date sent by facsimile or electronic mail transmission (including PDF), if confirmed with a copy sent contemporaneously by first class, certified, registered or express mail; in each case properly posted and fully prepaid to the appropriate address set forth below, or such other address as a Party may provide notice in accordance with this section:

CITY:

City Clerk
City of Redlands
35 Cajon Street
P.O. Box 3005 (mailing)
Redlands, CA 92373
jdonaldson@cityofredlands.org
Phone: (909) 798-7531

CONSULTANT:

Edward Menacho, Regional Medical Director
Healthcare in Action
1845 Business Center Drive, Suite 102
San Bernardino, CA 92408
emenacho@healthcareinaction.org
Phone: (909)957-9921

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Consultant for the duration of its performance of the Services. Consultant shall not perform any Services unless and until the required insurance listed below is obtained by Consultant. Consultant shall provide City with certificates of insurance and endorsements evidencing such insurance prior to commencement of the Services. Insurance policies shall include a provision prohibiting cancellation or modification of the policy except upon thirty (30) days prior written notice to City.

A. Workers' Compensation and Employer's Liability insurance in the amount that meets statutory requirements with an insurance carrier acceptable to City, or certification to City that Consultant is self-insured or exempt from the workers' compensation laws of the State of California. Consultant shall execute and provide City with Exhibit "C," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

B. Comprehensive General Liability insurance with carriers acceptable to City in the minimum amount of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate, for public liability, property damage and personal injury is required. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

C. Consultant shall secure and maintain professional liability insurance throughout the term of this Agreement in the amount of Two Million Dollars ($2,000,000) per claim made. Professional liability insurance shall include medical malpractice insurance.

D. Business Auto Liability coverage, with minimum limits of One Million Dollars ($1,000,000) per occurrence, combined single limit bodily injury liability and property damage liability. This coverage shall include all Consultant owned vehicles used in connection with Consultant's provision of the Services, hired and non-owned vehicles, and employee non-ownership vehicles. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

E. Consultant is expressly prohibited from assigning or subcontracting any of the Services without the prior written consent of City. In the event of mutual agreement by the Parties to assign or subcontract a portion of the Services, Consultant shall add such assignee or subcontractor as an additional insured to the insurance policies required hereby and provide City with the insurance endorsements prior to any Services being performed by the assignee or subcontractor.

6.2 Consultant shall defend, indemnify and hold harmless City and its elected and appointed officials, employees and agents from and against any and all claims, losses or liability, including attorneys' fees, arising from injury or death to persons or damage to property

occasioned by any negligent act or omission by, or the willful misconduct of, Consultant, or its officers, employees and agents in performing the Services.

6.3 Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Consultant covenants and represents that it does not have any investment or interest in any real property that may be the subject of this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Consultant's Services. Consultant further covenants and represents that in the performance of its duties hereunder, no person having any such interest shall perform any Services under this Agreement.

7.2 Consultant agrees it is not a designated employee within the meaning of the Political Reform Act because Consultant:

A. Does not make a governmental decision whether to:

(i) approve a rate, rule or regulation, or adopt or enforce a City law;
(ii) issue, deny, suspend or revoke any City permit, license, application, certification, approval, order or similar authorization or entitlement;
(iii) authorize City to enter into, modify or renew a contract;
(iv) grant City approval to a contract that requires City approval and to which City is a party, or to the specifications for such a contract;
(v) grant City approval to a plan, design, report, study or similar item;
(vi) adopt, or grant City approval of, policies, standards or guidelines for City or for any subdivision thereof.

B. Does not serve in a staff capacity with City and in that capacity, participate in making a governmental decision or otherwise perform the same or substantially the same duties for City that would otherwise be performed by an individual holding a position specified in City's Conflict of Interest Code under Government Code section 87302.

7.3 In the event City determines that Consultant must disclose its financial interests, Consultant shall complete and file a Fair Political Practices Commission Form 700, Statement of Economic Interests, with the City Clerk's office pursuant to the written instructions provided by the City Clerk.

ARTICLE 8 – GENERAL CONSIDERATIONS

8.1 In the event any action is commenced to enforce or interpret any of the terms or conditions of this Agreement the prevailing Party shall, in addition to any costs and other relief, be entitled to the recovery of its reasonable attorneys' fees, including fees for the use of in-house counsel by a Party.

8.2 Consultant shall not assign any of the Services, except with the prior written approval of City and in strict compliance with the terms and conditions of this Agreement. Any assignment or attempted assignment without such prior written consent may, in the sole discretion of City, result in City's immediate termination of this Agreement.

8.3 Consultant is for all purposes under this Agreement an independent contractor and shall perform the Services as an independent contractor. Neither City nor any its agents shall have control over the conduct of Consultant or Consultant's employees, except as herein set forth. Consultant shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Consultant are for its account only, and in no event shall Consultant or personnel retained by it be deemed to have been employed by City or engaged by City for the account of, or on behalf of City. Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Consultant have any authority, express or implied, to bind City to any obligation.

8.4 This Agreement may be terminated by City, in its sole discretion, by providing not less than five (5) days prior written notice to Consultant of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Consultant's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Consultant at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Consultant. Upon receipt of a termination notice, Consultant shall immediately discontinue its provision of the Services and, within five (5) days of the date of the termination notice, deliver or otherwise make available to City, copies (in both hard copy and electronic form, where applicable) of project related data, design calculations, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by Consultant in performing the Services. Consultant shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.5 Consultant shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement. Such books shall be available at reasonable times for examination by City at the office of Consultant.

8.6 This Agreement, including the Exhibits incorporated herein by reference, represents the entire agreement and understanding between the Parties as to the matters contained herein, and any prior negotiations, written proposals or verbal agreements relating to such matters

are superseded by this Agreement. Except as otherwise provided for herein, any amendment to this Agreement shall be in writing, approved by City and signed by City and Consultant.

8.7 This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflicts of laws provisions. The Parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated only in the state courts located in San Bernardino County, California, and the federal courts located in Riverside County, California.

8.8 If one or more of the sentences, clauses, paragraphs or sections contained in this Agreement is declared invalid, void or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not affect, impair or invalidate the remaining sentences, clauses, paragraphs or sections contained herein, unless to do so would deprive a Party of a material benefit of its bargain under this Agreement.

IN WITNESS WHEREOF, duly authorized representatives of City and Consultant have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Mario Saucedo, Mayor

HEALTH CARE IN ACTION, INC.

By: _____
Edward Menacho, Regional Medical Director

ATTEST:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

Consultant will provide street medicine services that will deliver comprehensive care to individuals experiencing homelessness within the City of Redlands encompassing the following:

- **Mobile Care Delivery**: Consultant will provide teams that will travel on foot, by van, or mobile clinics to visit individuals in encampments, under bridges, parks, or streets.
- **Comprehensive Care**: Provide primary care, wound care, mental health support, substance use treatment, chronic disease management, and vaccinations as deemed appropriate.

Consultant will facilitate referrals to a spectrum of housing options, including recuperative care, nursing facilities, assisted living, and transitional housing, tailoring solutions to individual needs using California Advancing and Innovating Medi-Cal (CAL-AIM) services, encompassing Enhanced Care Management (ECM) and Community Supports Services (CSS). These crucial services are designed to secure essential documentation, establish a reliable income, and ultimately find stable housing, alongside providing disability verification and connection to legal services to provide the opportunity to obtain Social Security Disability Insurance (SSDI).

OUTREACH METHODS:

Consultant will provide a Peer Navigator that will assist patients Monday through Friday 8-3pm with flexibility 3-5pm to complete documentation, orders, and referrals.

Consultant will provide a Clinical Team to provide services 1 day per week.

Consultant will also offer on-call services for after-hour calls that come after 5pm where an on-call MD and PA are available to answer patient calls.

TEAM COMPOSITION:

Consultant will provide the following team to complete Services:

- 1 Advanced Practice Provider (APP) and 1 Clinical Support Partner (CSP): HIA will utilize an APP (Physician Assistant) and CSP (Medical Assistant) to conduct clinical visits.
- 1 Supervising Physician: APP will be supervised by Consultant's designated Supervising Physician of the Inland Empire, Dr. Timothy Ibrahim.
- 1 Psychiatric Consultant: Consulting Psychiatrist provides support to APPs on difficult cases regarding assessing and treating serious mental health diagnoses.
- 1 Peer Navigator: Consultant will conduct services in the city limits of Redlands, California for 1 dedicated day a week with 1 Peer Navigator (PN) designated to cover

Redlands patients. The PN will be responsible for conducting ECM and CSS services and connect patients to Consultant's clinical team for regular check ins, orders, and referrals.

- 1 Supervisor Care Manager: This supervisor is a direct support to the peer navigator and acts a resource and guide to ensure efficient documentation, progression on patient goals, and updates on ECM/CSS activities.

- 1 Referral Coordinator: Consultant will utilize a referral coordinator to expedite and submit referrals to our partnered MCPs.

MOBILE UNIT STRUCTURE

Consultant will utilize a mobile model via Consultant owned van or personal vehicles to conduct street medicine visits. All supplies needed to conduct clinical visits and provide care are ready to be utilized for this contract.

EXHIBIT "B"

FEE SCHEDULE

Health Care in Action: City of Redlands

Expense Category	FTE	Unadjusted Cost Per Month	Adjusted Cost Per Month by % FTE for 1 Month	Extended to 12 Months
Personnel Expenses For Direct Care Team				
Physician Assistant #1	0.2	$ 17,875.00	$ 3,575.00	$ 42,900.00
Clinical Support Partner	0.2	$ 6,084.00	$ 1,216.80	$ 14,601.60
Supervisor Care Management (Peer Navigators)	0.2	$ 9,425.00	$ 1,885.00	$ 22,620.00
Peer Navigator#1	0.2	$ 7,583.33	$ 1,516.67	$ 18,200.00
Referral Coordinator	0.05	$ 5,520.67	$ 276.03	$ 3,312.40
Supervising MD	0.1	$ 27,083.33	$ 2,708.33	$ 32,500.00
Psychiatric Consultant	0.02	$ 41,666.67	$ 833.33	$ 10,000.00
Personnel Expenses Total			**$ 11,177.83**	**$ 134,134.00**
Operational Expenses For Direct Care				
Patient Medications and Supplies for uninsured		$ 60.00	$ 60.00	$ 720.00
Uber Transportation to/from housing/referrals		$ 60.00	$ 60.00	$ 720.00
Short-term Vehicle Rental		$ -	$ -	$ -
Fuel		$ -	$ -	$ -
Operational Expenses Total			**$ 120.00**	**$ 1,440.00**
Subtotal: Personnel and Operational Expenses			$ 11,297.83	$ 135,574.00
Administrative Cost - Indirect Overhead (10%)			$ 1,129.78	$ 13,557.40
Total Cost	**Per Month**		**$ 12,427.62**	**$ 149,131.40**
		Grand Total		**$ 149,131.40**

EXHIBIT “C"

WORKERS’ COMPENSATION INSURANCE CERTIFICATION

Every employer, except the State, shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations, a certificate of consent to self-insure, either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

CHECK ONE

_____I am aware of the provisions of Section 3700 of the 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 I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

_____I affirm that at all times, in performing the work and activities required or permitted under this Agreement, I shall not employ any person in any manner such that I become subject to the workers’ compensation laws of California. However, at any time, if I employ any person such that I become subject to the workers’ compensation laws of California, immediately I shall provide the City with a certificate of consent to self-insure, or a certification of workers’ compensation insurance.

I certify under penalty of perjury under the laws of the State of California that the information and representations made in this certificate are true and correct.

HEALTH CARE IN ACTION, INC.

By:_____ Date: _____
Edward Menacho, Regional Medical Director

City Council Meeting **I. 7.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Approve a First Amendment to the Professional Services Agreement with Environment Planning Development Solutions, Inc. extending the term from June 30, 2025, to December 31, 2025, for professional consulting services and the preparation of an Environmental Impact Report and supporting technical studies for the 2021-2029 Housing Element rezoning program, and determine that the proposed action is categorically exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act (Development Services Director Desatnik)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motions are provided:

1. I move that the City Council determine that approval of the proposed First Amendment is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act; and

2. I move that City Council approve the First Amendment to the Professional Services Agreement with Environment Planning Development Solutions, Inc.

RECOMMENDATION:

Staff recommends that the City Council determine approval of the First Amendment to the sole source Professional Services Agreement with Environment Planning Development Solutions, Inc. (EPD Solutions), is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act. Staff further recommends that the City Council approve the First Amendment to the sole source Professional Services Agreement with EPD Solutions for

professional consulting services including the preparation of an Environmental Impact Report and supporting technical studies for the 2021-2029 Housing Element rezoning program extending the term of the Agreement from June 30, 2025, to December 31, 2025.

DISCUSSION:

On December 19, 2023, City Council approved a sole source Professional Services Agreement (Agreement) with EPD Solutions for professional consulting services, including the preparation of an Environmental Impact Report and supporting technical studies for the 2021-2029 Housing Element rezoning program.

The Agreement needs to be extended because additional time is necessary for the consultant to complete tasks associated with the filing of final environmental notices and attendance at the public hearing (which could possibly be continued thereby extending the project timeline). As required by the Housing Element, the deadline for completing the rezoning is October 2025.

This Agreement is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act.

ALTERNATIVES:

The City Council may elect not to approve the sole source agreement. However, doing so could interfere with the City meeting the State-mandated rezoning deadline.

STRATEGIC PLAN:

This item is related to Policy 5.1.1 of the 2021–2029 Housing Element. The proposed rezoning implements Program 1.1-1, "RHNA Rezoning", of the 2021–2029 Housing Element.

SUBMITTED BY:
Brian Desatnik, Development Services Director

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

PREPARED BY:
Tricia Munoz, Development Services / Management Analyst

Fiscal Impact

Fiscal Year:	2024-2025
Revenue Generating:	N
Appropriation Required Y/N:	N
Amount:	N/A
Budgeted Y/N:	N/A
Account No.:	N/A

Discussion:

There is no impact on the general fund with the approval of this item.

Attachments

First Amendment EPD
Original Agreement EPD

FIRST AMENDMENT TO AGREEMENT TO PERFORM PROFESSIONAL SERVICES

This first amendment ("First Amendment") to the agreement for the provision of professional planning consulting services to prepare the Housing Element Rezone Environmental Impact Report ("Agreement"), dated December 19, 2023, by and between the City of Redlands, a municipal corporation and a general law city ("City"), and Environment Planning Development Solutions, Inc., a California corporation, ("Consultant"), is made and entered into this 17th day of June, 2025.

RECITALS

WHEREAS, the Parties entered into a Professional Services Agreerment ("Agreement") on December 19, 2023, for the provision of professional planning consulting services to prepare the Housing Element Rezone Environmental Impact Report; and

WHEREAS, it is the desire of the Parties to amend their existing Agreement, specifically to extend the term of the Agreement from June 30, 2025, to December 31, 2025

NOW, THEREFORE, for good and valuable consideration in the receipt of which is hereby acknowledged City and Consultant agree as follows:

AGREEMENT

Section 1. Article 4 of the Agreement, entitled "Performance of Services," is hereby amended to read as follows:

"4.2 Consultant shall complete the Services by December 31, 2025, unless the Services are terminated earlier as provided for herein."

Section 2. All other provisions of the Agreement shall remain unchanged by this First Amendment and in effect.

IN WITNESS WHEREOF, the parties have executed this First Amendment, to be effective as of June 17, 2025.

CITY OF REDLANDS

_____
Mario Saucedo, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

ENVIRONMENT PLANNING DEVELOPMENT SOLUTIONS, INC.

By: _____
Jeremy Krout, President/CEO

AGREEMENT TO PERFORM PROFESSIONAL SERVICES

This agreement for the provision of professional planning consulting services to prepare the Housing Element Rezone Environmental Impact Report ("Agreement") is made and entered in this 19th day of December, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and Environment Planning Development Solutions, Inc., a California corporation. ("Consultant"). City and Consultant are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Consultant agree as follows:

ARTICLE 1 – ENGAGEMENT OF CONSULTANT

1.1 City hereby engages Consultant to provide professional planning consulting services to prepare the Housing Element Rezone Environmental Impact Report services for City (the "Services").

1.2 The Services shall be performed by Consultant in a professional manner, and Consultant represents that it has the skill and the professional expertise necessary to provide the Services to City at a level of competency presently maintained by other practicing professional consultants in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF CONSULTANT

2.1 The Services that Consultant shall perform are more particularly described in Exhibit "A," titled "Scope of Services," which is attached hereto and incorporated herein by this reference.

2.2 Consultant shall comply with applicable federal, state and local laws and regulations in the performance of this Agreement including, but not limited to, any applicable State prevailing wage laws.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City designates Brian Desatnik, City's Development Services Department Director, as City's representative with respect to performance of the Services, and such person shall have the authority to transmit instructions, receive information, interpret, and define City's policies and decisions with respect to performance of the Services.

ARTICLE 4 – PERFORMANCE OF SERVICES

4.1 Consultant shall perform and complete the Services in a prompt and diligent manner in accordance with the schedule set forth in Exhibit "B," titled "Project Schedule," which is attached hereto and incorporated herein by reference.

4.2 Consultant shall complete the Services by June 30, 2025, unless the Services are terminated earlier as provided for herein.

4.3 If Consultant's Services include deliverable electronic visual presentation materials, such materials shall be delivered in a form, and made available to City, consistent with City Council-adopted policy for the same. It shall be the obligation of Consultant to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO CONSULTANT

5.1 Compensation:

Total compensation for Consultant's performance of the Services shall not exceed the amount of three hundred twenty-two thousand four hundred fifty-five dollars ($322,455). City shall pay Consultant on a time and materials basis up to the not to exceed amount in accordance with Exhibit "C," titled "Compensation" which is attached hereto and incorporated herein by reference.

5.2 Consultant shall submit monthly invoices to City describing the Services performed during the preceding month. Consultant's invoices shall include a brief description of the Services performed, the dates the Services were performed, the number of hours spent and by whom, and a description of reimbursable expenses related to the Services. City shall pay Consultant no later than thirty (30) days after receipt and approval by City of Consultant's invoice.

5.3 Any notice or other communication required, or which may be given, pursuant to this Agreement, shall be in writing. Any such notice shall be deemed delivered (i) on the date of delivery in person; (ii) five (5) days after deposit in first class registered mail, with return receipt requested; (iii) on the actual delivery date if deposited with an overnight courier; or (iv) on the date sent by facsimile or electronic mail transmission (including PDF), if confirmed with a copy sent contemporaneously by first class, certified, registered or express mail; in each case properly posted and fully prepaid to the appropriate address set forth below, or such other address as a Party may provide notice in accordance with this section:

CITY:

Brian Desatnik
Development Services Director
City of Redlands
35 Cajon Street, Suite 20
P.O. Box 3005 (mailing)
Redlands, CA 92373
bdesatnik@cityofredlands.org
Phone: (909) 798-7555

CONSULTANT:

Jeremy Krout
President/CEO
Environment Planning
Development Solutions, Inc.
3333 Michelson Drive, Suite 500
Irvine, CA 92612
jeremy@epdsolutions.com
Phone: (949) 794-1181

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Consultant for the duration of its performance of the Services. Consultant shall not perform any Services unless and until the required insurance listed below is obtained by Consultant. Consultant shall provide City with certificates of insurance and endorsements evidencing such insurance prior to commencement of the Services. Insurance policies shall include a provision prohibiting cancellation or modification of the policy except upon thirty (30) days prior written notice to City.

A. Workers' Compensation and Employer's Liability insurance in the amount that meets statutory requirements with an insurance carrier acceptable to City, or certification to City that Consultant is self-insured or exempt from the workers' compensation laws of the State of California. Consultant shall execute and provide City with Exhibit "D," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

B. Comprehensive General Liability insurance with carriers acceptable to City in the minimum amount of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate, for public liability, property damage and personal injury is required. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

C. Consultant shall secure and maintain professional liability insurance throughout the term of this Agreement in the amount of One Million Dollars ($1,000,000) per claim made.

D. Business Auto Liability coverage, with minimum limits of One Million Dollars ($1,000,000) per occurrence, combined single limit bodily injury liability and property damage liability. This coverage shall include all Consultant owned vehicles used in connection with Consultant's provision of the Services, hired and non-owned vehicles, and employee non-ownership vehicles. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

E. Consultant is expressly prohibited from assigning or subcontracting any of the Services without the prior written consent of City. In the event of mutual agreement by the Parties to assign or subcontract a portion of the Services, Consultant shall add such assignee or subcontractor as an additional insured to the insurance policies required hereby and provide City with the insurance endorsements prior to any Services being performed by the assignee or subcontractor.

6.2 Consultant shall defend, indemnify, and hold harmless City and its elected and appointed officials, employees, and agents from and against any and all claims, losses or liability, including attorneys' fees, arising from injury or death to persons or damage to property

occasioned by any negligent act or omission by, or the willful misconduct of, Consultant, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Consultant covenants and represents that it does not have any investment or interest in any real property that may be the subject of this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Consultant's Services. Consultant further covenants and represents that in the performance of its duties hereunder, no person having any such interest shall perform any Services under this Agreement.

7.2 Consultant agrees it is not a designated employee within the meaning of the Political Reform Act because Consultant:

A. Does not make a governmental decision whether to:

(i) approve a rate, rule or regulation, or adopt or enforce a City law;
(ii) issue, deny, suspend or revoke any City permit, license, application, certification, approval, order or similar authorization or entitlement;
(iii) authorize City to enter into, modify or renew a contract;
(iv) grant City approval to a contract that requires City approval and to which City is a party, or to the specifications for such a contract;
(v) grant City approval to a plan, design, report, study or similar item;
(vi) adopt, or grant City approval of, policies, standards or guidelines for City or for any subdivision thereof.

B. Does not serve in a staff capacity with City and in that capacity, participate in making a governmental decision or otherwise perform the same or substantially the same duties for City that would otherwise be performed by an individual holding a position specified in City's Conflict of Interest Code under Government Code section 87302.

7.3 In the event City determines that Consultant must disclose its financial interests, Consultant shall complete and file a Fair Political Practices Commission Form 700, Statement of Economic Interests, with the City Clerk's office pursuant to the written instructions provided by the City Clerk.

ARTICLE 8 – GENERAL CONSIDERATIONS

8.1 In the event any action is commenced to enforce or interpret any of the terms or conditions of this Agreement the prevailing Party shall, in addition to any costs and other relief, be entitled to the recovery of its reasonable attorneys' fees, including fees for the use of in-house counsel by a Party.

8.2 Consultant shall not assign any of the Services, except with the prior written approval of City and in strict compliance with the terms and conditions of this Agreement. Any assignment or attempted assignment without such prior written consent may, in the sole discretion of City, result in City's immediate termination of this Agreement.

8.3 Consultant is for all purposes under this Agreement an independent contractor and shall perform the Services as an independent contractor. Neither City nor any its agents shall have control over the conduct of Consultant or Consultant's employees, except as herein set forth. Consultant shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Consultant are for its account only, and in no event shall Consultant or personnel retained by it be deemed to have been employed by City or engaged by City for the account of, or on behalf of City. Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Consultant have any authority, express or implied, to bind City to any obligation.

8.4 This Agreement may be terminated by City, in its sole discretion, by providing not less than five (5) days prior written notice to Consultant of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Consultant's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Consultant at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Consultant. Upon receipt of a termination notice, Consultant shall immediately discontinue its provision of the Services and, within five (5) days of the date of the termination notice, deliver or otherwise make available to City, copies (in both hard copy and electronic form, where applicable) of project related data, design calculations, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by Consultant in performing the Services. Consultant shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.5 Consultant shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement. Such books shall be available at reasonable times for examination by City at the office of Consultant.

8.6 This Agreement, including the Exhibits incorporated herein by reference, represents the entire agreement and understanding between the Parties as to the matters contained herein, and any prior negotiations, written proposals or verbal agreements relating to such matters are superseded by this Agreement. Except as otherwise provided for herein, any amendment to this Agreement shall be in writing, approved by City and signed by City and Consultant.

8.7 This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflicts of laws provisions. The Parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and

litigated only in the state courts located in San Bernardino County, California, and the federal courts located in Riverside County, California.

8.8 If one or more of the sentences, clauses, paragraphs or sections contained in this Agreement is declared invalid, void or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not affect, impair or invalidate the remaining sentences, clauses, paragraphs or sections contained herein, unless to do so would deprive a Party of a material benefit of its bargain under this Agreement.

IN WITNESS WHEREOF, duly authorized representatives of City and Consultant have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Eddie Tejeda, Mayor

ENVIRONMENTAL PLANNING DEVELOPMENT SOLUTIONS, INC.

By: _____
Jeremy Krout, President/CEO

ATTEST:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

A supplemental program-level EIR will be prepared to tier from the 2035 General Plan EIR. CEQA dictates when a supplemental or when a subsequent EIR is required for changes to a project that was previously analyzed under CEQA. Once a project has been approved based on a CEQA analysis contained in an EIR, or even in a negative declaration and the EIR or negative declaration is no longer subject to challenge. CEQA Section 21166 provides that "no subsequent or supplemental environmental impact report shall be required by the lead agency or any responsible agency" unless one of three circumstances apply: 1) substantial changes to the approved project will require major revisions to the certified EIR 2) substantial changes occur with respect to the circumstances under which the approved project is being undertaken will require major revisions to the certified EIR, or 3) new information, that was not known and could not have been known at the time the EIR for the approved project was certified becomes available. For the City or Redlands, an in-depth review has already occurred in 2017 and the time for challenging the sufficiency of the 2035 General Plan Update Certified EIR has expired (CEQA § 21167, subd. (c)).

As discussed with the City, a program-level Supplemental EIR will be prepared for the proposed project. The Supplemental EIR will tier off the General Plan EIR and will focus on certain impact areas that require more detailed analysis. The Supplemental EIR will be structured to take full advantage of CEQA's tiering and streamlining provision and provide for expedited and limited, if any CEQA analysis for future conforming projects.

SCOPE OF WORK

The following tasks are proposed to complete the environmental documentation for the RHNA Rezone project. In the sections that follow, more details are provided regarding how each task will be accomplished, which team members will be responsible for each task, and the work products that will be produced.

- Task 1. Project Initiation, Background Research, and Initiate Technical Studies
- Task 2. Preparation of CEQA Project Description
- Task 3. Technical Studies
- Task 4. Initial Study, Notice of Preparation, and Scoping Meeting
- Task 5. Administrative Draft EIR
- Task 6. Public Review Draft EIR, Notice of Availability, and Notice of Completion
- Task 7. Final EIR, Mitigation Monitoring & Reporting Program, Response to Comments, Statement of Overriding Considerations, and Notice of Determination
- Task 8. Project Management and Meetings
- Task 9. Hearings

The following scope of services details the process that EPD proposes to use to efficiently produce a reliable, quality, and defensible EIR for the City of Redlands. This scope of work considers and relies upon the 2035 General Plan EIR and technical studies, where appropriate.

TASK 1. PROJECT INITIATION, BACKGROUND RESEARCH, INITIATE CEQA TECHNICAL STUDIES

1.1 Project Initiation Meeting

As a first step in project implementation, EPD will schedule a kick-off meeting with City staff within two weeks of Notice to Proceed. EPD representatives (Konnie Dobreva, Meaghan Truman, Meghan Macias), Fuscoe Engineering, and Urban Crossroads will attend the meeting, along with City staff and Best Best & Krieger staff. EPD will coordinate with City staff and the consultant team to complete the following tasks, some of which have been initiated in order to prepare this scope of work:

1. Clarify roles and responsibilities, establish communication protocols, and confirm project objectives;
2. Obtain any available background information on the project, Redlands Housing Element, existing relevant technical studies, and any other pertinent information;
3. Discuss parameters of project alternatives, as required for the EIR analysis;
4. Confirm the adequacy of projects used for cumulative analysis;
5. Discuss the adequacy of existing technical studies and the general scope of technical studies required of the EPD team; and
6. Refine the EIR preparation schedule as needed.

1.2 Background Research

With the input received during the project initiation meeting in mind, EPD will conduct a more refined review of the certified 2035 General Plan EIR and its supporting technical studies to refine the scope of work for the CEQA approach and to identity additional data needs.

EPD will also update the project schedule and any other assumptions made herein and submit it to City staff for approval.

EPD will perform a detailed review of the existing conditions analysis, documentation from community outreach, land use planning efforts, and available analysis for the Redlands Housing Element to gain a solid understanding of the work accomplished to date.

1.3 Initiate Technical Studies

Furthermore, once the geographic area of the RHNA rezone sites is finalized, any technical studies that can be kicked off, such as the noise measurements, water supply assessment, and Cultural and Paleontological Resources Report outlined in Task 3, will be initiated.

Deliverables:

- Kick-off meeting notes with updates to project assumptions, needs and recommendations, if needed, in a memorandum form.
- Background research.
- Refined project schedule.

- Identification of additional data requirements.
- Bi-weekly conference calls with City's project team.

TASK 2. PREPARATION OF CEQA PROJECT DESCRIPTION

The next critical step in the EIR and technical study preparation process is the finalization of the CEQA project description. Successful CEQA compliance requires a clear definition of the project and its components. The project description will be revised to ensure it is complete, comprehensive, and finite in order to analyze the impacts accurately and fully.

As appropriate, the EPD team will confer with City staff to discuss the potential environmental impacts of the proposed project. This process will be aided, simplified, and enhanced by the EPD team's already-extensive knowledge of Housing Elements and how environmental conditions can impact a project area and how CEQA can be streamlined in the future.

EPD will submit a draft of the revised Project Description to the City for confirmation that the scope of analysis for the EIR is accurate and complete. Revisions will be made as directed by the City.

Deliverable:

- CEQA Project Description
- Participation at biweekly conference calls with City staff, including meeting preparation and follow-up.

TASK 3. TECHNICAL STUDIES

As part of this proposal, the EPD team intends to prepare the technical studies listed below. Based on an initial review of the existing 2035 General Plan EIR and technical studies and conversations with City Staff, although programmatic, the technical studies need to be at a sufficient level of detail in order to allow future development projects to tier off the Program EIR's analysis.

This scope of work includes the following technical studies:

- Vehicle Miles Traveled Analysis (EPD Solutions)
- Roadway Volume Forecasting (EPD Solutions)
- Air Quality Impact Analysis & Greenhouse Gas Analysis (Urban Crossroads)
- Roadway Noise Impact Analysis (Urban Crossroads)
- Energy Analysis (Urban Crossroads)
- Land Evaluation & Site Assessment (EPD Solutions)
- Water Supply Assessment- OPTIONAL (Fuscoe Engineering)
- Sewer Assessment- OPTIONAL (Fuscoe Engineering)
- Water Assessment- OPTIONAL (Fuscoe Engineering)

A summary of the scope for proposed studies is provided, as follows:

3.1 Vehicle Miles Traveled Analysis

EPD understands that the project would change the zoning on 24 parcels throughout the City to allow for various housing types. The change to residential land use on these parcels would affect the vehicle miles traveled (VMT) for each individual parcel as well as for the City as a whole. EPD proposes to use the San Bernardino Transportation Analysis Model (SBTAM) to evaluate the proposed rezone according to the following scope of work:

1. Vehicle Miles Traveled (VMT) Analysis SBTAM Model Runs

EPD will evaluate modify the socioeconomic data for each affected traffic analysis zone (TAZ) to remove the existing land use in the model and replace the land use with the proposed residential intensity. EPD will also evaluate the SBTAM routes to determine whether they are an accurate depiction of access to each affected zone and will modify as necessary to realistically model the proposed conditions. Two full SBTAM model runs will be prepared to evaluate the project in the 2016 base year and 2040 cumulative year. The following model runs will be required to evaluate the project and the specific plan:

- 2016 with Proposed Project
- 2040 with Proposed Project

EPD has the output data for the 2016 and 2040 base model runs and therefore would not need to run the baseline scenarios. Existing (2022), VMT data will be extrapolated from the 2016 and 2040 model runs.

2. Project VMT Analysis

The model output files will be post-processed to calculate the VMT per service population (VMT/SP) for the following scenarios:

- 2016 VMT/SP without Project
- 2016 VMT/SP with Proposed Project
- 2040 VMT/SP without Project
- 2040 VMT/SP with Proposed Project

The VMT/SP will be reported for each TAZ that contains a rezoned parcel. In addition, the Citywide VMT/SP will be reported for the without and with project conditions to identify the change in Citywide VMT/SP from project implementation. The project would result in a significant impact if the VMT/SP for any zone or for the City as a whole exceeds 15% below the existing VMT/SP for the County of San Bernardino.

The project's effect on VMT will also be evaluated using the link-level boundary VMT/SP within the City of Redlands. The project would have a significant impact if the link-level boundary VMT/SP within the City increases under the plus project condition compared to the no project condition.

3. VMT Mitigation

EPD will evaluate individual parcels which exceed the 15% below the existing VMT/SP for the County to identify potential VMT mitigation. The City's VMT guidelines include screening thresholds to identify projects that would have a less than significant impact on VMT. The thresholds include the following small project screening thresholds:

- Single Family Residential projects of 167 DU or less
- Multifamily residential (low-rise) of 232 DU or less
- Multifamily residential (mid-rise) of 299 DU or less

Individual projects that are implemented under the proposed rezone that meet the above screening criteria would be considered to have a less than significant impact on VMT, even if the project zone is considered a high-VMT zone. Mitigation measures applicable to residential projects will be identified for future projects in high-VMT zones that do not meet the above screening criteria.

4. Documentation of Analysis and Findings

EPD will prepare a written report that documents all modifications to the SBTAM model, model output, any identified VMT impacts and proposed screening or mitigation measures. The report will include VMT maps showing low VMT areas for 2016 and 2040 conditions with the proposed rezone. EPD staff will attend two meetings to discuss the findings of the VMT analysis and will prepare one revision to the VMT analysis documentation in response to City comments.

3.2 Roadway Volume Forecasting

EPD Solutions will forecast future roadway volumes surrounding the RHNA rezone sites in support of the Roadway Noise Impact Analysis. EPD will forecast future traffic growth associated with the RHNA rezone using the SBTAM output from the VMT Analysis, included in Task 3.2, and apply it to existing 2015 counts.

3.3 Air Quality Impact Analysis & Greenhouse Gas Analysis

Urban Crossroads will perform the Air Quality Impact and Greenhouse Gas Analysis for the project. Modeling outputs will be provided and incorporated into the appropriate EIR sections.

Air Quality Impact Analysis

- Evaluate the existing conditions of the project study area; this will include gathering background air quality data, local wind patterns in the study area and identifying applicable rules, plans and thresholds of significance.
- Qualitatively evaluate construction-related emissions and associated impacts.
- Evaluate operational emissions for the proposed project, based upon trip generation projections provided as part of the traffic study. In addition, emissions from other operational sources such as heaters, air conditioners, water heaters, consumer products, cargo handling equipment (CHE), and lawn care equipment will also be considered.
- A screening-level carbon monoxide (CO) Hotspot analysis of future conditions at key intersections located in the project study area will be prepared. It is anticipated that a

qualitative discussion on CO Hotspot potential and rationale as to why more detailed modeling of CO Hotspot analysis is not required.

- Provide qualitative discussion on the applicability of localized emissions thresholds.
- Evaluate potential odor impacts resulting from the proposed project. Identify applicable mitigation measures and regulatory requirements that the project must comply with to minimize odors. For purposes of this evaluation a qualitative assessment of odors and odor controls is expected.
- Qualitatively discuss cumulative impacts within the context of planned and foreseeable projects for short- term construction and long-term operational activity. A "list" approach per CEQA will be utilized when discussing cumulative impacts using the list of cumulative projects identified in the traffic report. Since the basin is in non-attainment the determination of significance will likely be based on whether or not the Project results in a substantial incremental increase.
- Identify and recommended mitigation measures that are feasible to implement and that will reduce any potential impacts to the maximum extent possible. Prepare an air quality report that incorporates the findings and all supporting calculations.
- Revise the air quality study based on one round of comments provided by the City.

GHG Analysis

- Evaluate applicable federal and state regulatory requirements (i.e., AB32, SCAQMD, CARB thresholds). Qualitatively discuss the effects of GHG emissions on regional air quality.
- Review the City of Redlands Climate Action Plan (CAP), applicable GHG inventory, targets, gap analysis, reduction strategies. Based on a review of the City of Redlands CAP an appropriate project- level threshold will be utilized.
- Qualitatively discuss construction-related GHG emissions that may be generated as a result of buildout of the RHNA rezone sites.
- Quantitatively evaluate operational emissions for the proposed project, based upon land use and trip generation projections provided by the City. It is anticipated that the SCAQMD-approved California Emissions Estimator Model (CalEEMod) will be utilized for emissions quantification. The scope of work assumes up to 2 operational modeling scenarios will be prepared, which may include an existing conditions and future year analysis scenario.
- Identify recommended mitigation measures that will reduce any potential impacts to the maximum extent possible.
- Prepare a greenhouse gas emissions report documenting the results of the study. The report will summarize the results of the previous work tasks and define appropriate and feasible mitigation packages to address any significant impacts related to climate change found in the analysis.
- Prepare modeling outputs to incorporate as an appendix to the EIR.

3.4 Energy Analysis

- Identify applicable local, state, and federal energy regulations and programs applicable to the Project.
- Quantify direct and indirect electricity energy consumption from the project.
- Quantify natural gas energy consumption from the project.
- Identify transportation fuels supply, demand, consumption, and infrastructure.
- Identify Energy Efficiency features of the project, including but not limited to the use of renewable energy requirements, and reduced energy demand through the reduction of potable water usage.

- The project's impacts based on the State CEQA Guidelines Appendix F and provide mitigation measures (if necessary) to reduce impacts to the maximum extent possible.
- Provide an energy analysis summary and tables for inclusion in an "Energy Resources" chapter in the EIR based on the pending CEQA Guidelines Update.

3.5 Roadway Noise Impact Analysis

Urban Crossroads will assist with evaluating the roadway noise impacts of the project as detailed in the following scope. Modeling outputs will be provided and incorporated into the appropriate EIR sections.

Existing Conditions:

- Identify and review applicable, Federal, State, and Local Noise criteria. This includes the City of Redlands Noise Element and Municipal Code to determine appropriate noise standards and significance criteria.
- Collect long-term 24-hour ambient noise level measurements in the Project study area at up to 12 locations to quantify the existing noise environment. All noise level measurement equipment will satisfy American National Standards Institute standard specifications for sound level meters ANSI S1.4- 2014/IEC 61672-1:2013. The noise level measurements will be collected consistent with the criteria outlined in the City's Municipal Code. Briefly describe the ambient noise conditions in the Project study area.
- Develop an existing conditions noise prediction model representing the existing roadway network facilities, and special noise generators. The existing conditions noise model will be based on the existing noise measurements and used to calculate the existing noise contours for roadway segments / noise receiver locations throughout the Project study area.
- Calculate the off-site traffic noise contour boundaries for the baseline (existing) conditions, opening year and future conditions on up to twenty study area roadway segments. Calculate the future Project contributions by comparing the "with" and "without" Project noise contours on the study area roadways for the proposed project. Determine if the Project will create a significant noise impact on any analyzed roadway segments.
- Summarize the results of the study in a roadway noise impact analysis report addressing the potential impacts associated with the Project and provide the appropriate measures to reduce the impacts to levels of less than significant.

3.6 Land Evaluation and Site Assessment Model

EPD will prepare a Land Evaluation and Site Assessment (LESA) Model in order to determine the significance level of the potential conversion of Prime Farmland associated with development of the RHNA rezone sites. The LESA Model is a point-based approach for rating the relative importance of agricultural land resources based upon specific measurable features. The model will help determine the long-term viability of the existing agricultural production that is intended to be converted to residential uses. In support of the LESA Model, EPD will consult with local water suppliers and utilize the U.S. Department of Agriculture's soil mapping database and GIS to determine the suitability of the approximately 43 acres of Prime Farmland to long-term agricultural production.

3.7 Water Supply Assessment- OPTIONAL

A Water Supply Assessment (WSA) will be prepared for the City of Redlands Project to ensure compliance with the City of Redlands Municipal Utilities Department and Engineering Department

standards, applicable sections of the Public Resources Code, and the California Water Code as referenced in Senate Bills 610 and 221 of 2001. Water demands associated with the net increase in water demands for the proposed rezoning will be calculated and compared to local and regional water supply projections. The WSA will highlight the ability of the water provider to supply water to the proposed rezoning in addition to other current and future water demands of the service area in normal, single dry and multiple dry year scenarios for 20 years. The report will include coordination and review with the City of Redlands (retailer) as well as the San Bernardino Valley Municipal Water District (wholesaler).

In the event the RHNA rezoning project estimated water demands exceed the Urban Water Management Plan demands, FEI staff will prepare a brief technical memorandum identifying the issue and submit to EPD and City staff for discussion and guidance. The memo will include brief options on how to proceed forward and will require a City recommendation on how to move forward.

3.8 Sewer Assessment- OPTIONAL

Evaluate the impacts of increased sewer demands associated with the RHNA rezoning project by calculating existing and proposed sewer demands and compare against available capacity within the existing sewer system. In addition, compare capacity against future buildout scenarios associated with the most current General Plan and approved Specific Plans. In coordination with Public Works, identify potential impacts and identify recommendations for future CIP and master planning efforts.

Note: Sewer Assessment Task does not include any hydraulic modeling. The Public Works Department would be responsible for any hydraulic modeling for their city-wide or regional sewer system hydraulic model.

3.9 Water Assessment- OPTIONAL

Evaluate the impacts of increased water demands associated with the RHNA rezoning project by calculating existing and proposed water demands and compare against available capacity within the existing water system. In addition, compare capacity against future buildout scenarios associated with the most current General Plan and approved Specific Plans. In coordination with Public Works, identify potential impacts and identify recommendations for future CIP and master planning efforts.

Note: Water Assessment Task does not include any hydraulic modeling. The Public Works Department would be responsible for any hydraulic modeling for their city-wide or regional water system hydraulic model.

TASK 4. INITIAL STUDY/ NOTICE OF PREPARATION/SCOPING MEETING

Initial Study

Within 45 days of authorization to proceed, and assuming the project description has been defined, EPD will prepare a draft IS/NOP, in compliance with CEQA requirements, for City review and comment. The IS/NOP will include, in addition to the Project Description described earlier, a location map showing the project site, site photos, project plans, zoning and land use

maps, and other explanatory exhibits, as well as a discussion of the probable environmental effects that have been identified.

EPD's experience with Redlands projects, the environmental review process in general, and local and regional environmental conditions, will bring efficiency that will ultimately result in a smoother EIR process, starting with the IS/NOP. The IS/NOP will include a completed environmental checklist form, including written explanations to all checklist questions. The checklist used may be provided by City staff, or, alternatively, the standard checklist found in Appendix G of the CEQA Guidelines may be used.

The EPD team will use existing information to the greatest extent possible. EPD proposes to use an expanded IS/NOP to eliminate or "scope out" non-significant environmental issues from further consideration. By fully addressing some environmental effects in the IS, the EIR will focus on those impacts that could be significant and unavoidable, or for which substantial analysis and/or mitigation measures are required. Based on discussions with City Staff and in order to streamline the EIR, the IS would include certain topics that require program-level mitigation measures for future projects. Potential sections that could be screened out of the EIR include Biological Resources, Cultural Resources, Geology & Soils, Hazards & Hazardous Materials, Hydrology & Water Quality, Population & Housing, Recreation, and Wildfire. The resulting IS/NOP would be made a part of the EIR by incorporating the document as an appendix. For those environmental impact areas where significant impacts are expected, discussion in the IS/NOP will be limited; detailed environmental analysis will be reserved for the EIR phase.

Notice of Preparation

Following City review of the draft IS/NOP, a final copy of the document will be prepared. Upon City approval of the IS/NOP, copies will be distributed via U.S. mail per CEQA requirements. Included in the mailing will be a Notice of Completion (NOC). It is expected that the City will provide a mailing list of addresses. Required copies to the State Clearinghouse (SCH) are included in the Deliverables listed below. Issuance of the IS/NOP begins a 30-day review period.

Scoping Meeting

During this 30-day period, the City should schedule a Scoping Meeting. Two EPD staff members will attend the Scoping Meeting and take note of comments received. Comments will be summarized in text form and submitted to the City. EPD will also assist the City to prepare the PowerPoint presentation and handout materials for the scoping meeting.

Deliverables:

- Public Review Initial Study/NOP (10 printed copied with the appendices for the City's use; 10 CDs; electronic copies in Word and PDF and Website ready PDF)
- Notice of Completion (1 electronic copy)
- Notice of Availability and Distribution List (1 electronic copy)
- Copies of the certified mail receipts

TASK 5. ADMINISTRATIVE DRAFT EIR

Supplemental Program EIR

As discussed in the Project Understanding, we believe that a Supplemental Program EIR (Program EIR) is best suited for the proposed RHNA Rezone because it allows the City of Redlands as the Lead Agency, to consider broad policy alternatives and program-wide mitigation measures. It also provides land use flexibility, while still providing effective mitigation for future projects. The Program EIR will outline requirements for subsequent development including appropriate site-specific technical studies and/or investigations. Mitigation will also identify performance standards when detailed project information is unavailable. Appropriate structuring of the Program EIR will limit the scope of CEQA documentation and expedite processing for future projects. The Program EIR will outline requirements for subsequent projects, including site-specific technical reports at the time of individual project applications.

5.1 Administrative Draft EIR

EPD will prepare an Administrative Draft EIR for the City's review. The following paragraphs discuss the sections of a Draft EIR:

Chapter 1. Executive Summary: This section will consist of a concise summary of the information presented in the main body of the EIR:

- a brief project description;
- a tabular summary of findings regarding project and cumulative impacts, mitigation measures, and any unavoidable significant impacts;
- a summary of discretionary approvals required for the project;
- a brief description of the alternatives considered, noting which one was considered the environmentally superior alternative; and
- areas of controversy and issues to be resolved.

Chapter 2. Introduction. This section is intended as a convenience to the reader who is not familiar with CEQA, EIRs, or the environmental review process. The purpose and standards of adequacy for an EIR will be defined, a discussion of the environmental review process for this project will be presented, and characteristics of an EIR and the reasons for preparing an EIR for this project will be described.

Chapter 3. Project Description. The project will be identified, along with the project objectives from the standpoint of the City of Redlands. A statement of project objectives is also included in the Project Description.

Project objectives identify the underlying purpose of the proposed project. The statement of project objectives helps a lead agency develop a reasonable range of alternatives to evaluate in an EIR and aids in the preparation of Findings of Fact and a Statement of Overriding Considerations, if necessary. The Project Description should be complete by the end of Task 1; however, minor changes may be made during EIR preparation.

Chapter 4. Environmental Setting. The environmental setting for each RHNA Rezone site will be defined for each environmental topic area included in the Draft EIR. This section will provide a summary of existing uses, General Plan designations, and zoning for each site.

Chapter 5. Environmental Impacts and Mitigation Measures. The environmental setting section includes an overview of the general setting of the environment in the vicinity of the project site and identifies the related projects used in the cumulative impacts analysis. The impacts and mitigation measures part of this chapter includes an analysis of the topical environmental issue areas. In each analysis section, EPD will identify applicable Project Design Features; Standard Conditions of Development; and Existing Plans, Programs, and Policies that reduce environmental impacts. For each significant adverse impact that remains, CEQA requires that an EIR discuss feasible mitigation measures to avoid or substantially reduce the project's significant adverse environmental effect. Drafting effective mitigation measures involves clearly explaining the mitigation measure's objectives and implementation – specifically, how the mitigation measure will be put into action, who is responsible for its implementation, where it will occur, and when it will occur.

Each environmental issue will include the following sub-sections:

- Introduction identifying the primary documents used in the preparation of the section and any other pertinent information.
- Existing Conditions section identifying and describing the existing physical environmental conditions that exist at the time the Notice of Preparation is published, and which constitutes the baseline physical conditions that assist in determining the significance of an impact.
- Thresholds of Significance as adopted by the City.
- Project Impacts describes environmental changes to the existing physical conditions that may occur if the proposed project is implemented and evaluates these changes with respect to the thresholds of significance. In addition, this section would include any Project Design Features proposed to reduce potentially significant impacts.
- Cumulative Impacts describes the potential changes in the environmental conditions that result from the incremental impact of the proposed project added to closely related past, present, and probable future projects.
- Mitigation Measures are those specific measures that may be required of the project by the Lead Agency in order to: 1) avoid an impact; 2) minimize an impact; 3) rectify an impact by restoration; 4) reduce or eliminate an impact over time by preservation and maintenance operations; or 5) compensate for the impact by replacing or providing substitute resources.
- Level of Significance after Mitigation describes the level of impact significance remaining after mitigation measures have been implemented.

Less Than Significant Issues: Based on the Initial Study and the 2035 General Plan EIR, the following topic areas will likely not be evaluated in the Program EIR: Forestry; Biological Resources; Geology and Soils; Hazards; Hydrology and Water Quality; Mineral Resources; Recreation; and Wildfire.

Potentially Significant Issues: The Administrative Draft EIR will be comprehensive, accurate, objective, and will fully comply with CEQA and all applicable guidance and procedures established by the City of Redlands. The EIR will include an analysis section for each Environmental Checklist impact resource

topic that was determined by the Initial Study to be potentially impacted by implementation of the proposed Project.

Of the topic areas, the Initial Study has also narrowed the required EIR analysis by describing how specific topic area criteria listed on the CEQA Appendix G Checklist would not be impacted by implementation of the Project; thus, eliminating some issues related to the topics above, from discussion in the body of the EIR.

Each topic section that may be potentially impacted by the proposed Project would be evaluated in the Administrative Draft EIR, which would include a description of the existing conditions, evaluation of potential environmental impacts including temporary (construction-related) and long-term (operational) impacts, and identification of mitigation measures, as necessary.

The scope of analysis for each environmental issue area that would be included in the EIR, as scoped in the Initial Study, is described below:

Aesthetics: Section 3.1, Aesthetics of the 2035 General Plan EIR was considered less than significant. One primary goal of the 2035 General Plan is to encourage future development within the core areas of the city and preserve the agricultural and open space land around the periphery of the city. The Draft EIR will analyze the potential aesthetics impact related to the increased residential densities from the proposed project. This section of the EIR will look at the aesthetic impacts, and the relationship to the agricultural resources that could be converted through the RHNA rezone.

Agricultural Resources: Per EPD's discussion with the City of Redlands staff, approximately 43 acres of Prime Farmland would be rezoned to residential as part of the project. As a portion of the farmland is currently in production, the EIR will discuss potential impacts related to the conversion of farmland to non- agricultural uses and the loss of Prime Farmland based on eventual residential development on the sites. The 2035 General Plan EIR Section 3.2, Agricultural Resources, found that buildout of the General Plan would result in significant and unavoidable impacts related to conversion of Important Farmland. In support of the EIR Section, EPD will prepare a LESA model, as further discussed in Task 3.8.

Air Quality: As described Task 3.3, new air quality analysis will be conducted, pursuant requirements of CEQA, and based on the intensity of development ultimately identified in the RHNA rezone. Air quality was previously-identified as a significant and unavoidable impact in Section 3.3, Air Quality of 2035 General Plan EIR. This section of EIR will establish performance standards for future residential developments, including thresholds for future analysis and structural mitigations such as setbacks and air filtration systems. These performance standards, project design features and mitigation measures have been proven to adequately mitigate impacts to sensitive uses within proximity to freeways and railway; a health risk assessment will not be required and is not proposed as part of this scope of work. The air quality analysis will be summarized in the EIR.

Energy: The EIR section will be supported by the energy analysis prepared as part of Task 3.5. This section will analyze the potential energy usage associated with future residential developments within the RHNA rezone sites. Impacts are expected to be less than significant.

Greenhouse Gas Emissions: As described above, new greenhouse gas analysis will be conducted and will be evaluated against the City's CAP. A summary of the GHG analysis will be included in the EIR to evaluate the potential impacts associated with the project's generation of GHG emissions during

construction and operational activities, including: construction, area sources, mobile sources, energy consumption (electricity and natural gas), water consumption, and solid waste generation. Mitigation measures will be identified, if necessary, beyond those in Section 3.5 of the 2035 General Plan EIR, to reduce GHG emissions to a less than significant level.

Hydrology & Water Quality: The 2035 General Plan Update EIR found all future overall impacts to be less than significant. However, multiple RHNA rezone sites are located within the 100-year floodplain. Multi- family residential uses could be permitted in these areas per the 2035 General Plan with a special permit for development in areas of special flood hazards (RMC Chapter 15.32). The 2035 General Plan and EIR include policies that further reduce potential impacts. This scope of work assumes upon implementation of regulatory requirements and General Plan goals and policies, and performance standards, buildout of the RHNA rezone sites would not result in significant impacts related to flood hazards.

Land Use and Planning: The proposed project would rezone 126.2 acres to various residential densities and would require zone changes and General Plan Amendments. Potential impacts related to conflicts with policies that avoid environmental effects will be evaluated in the EIR. A list of relevant policies would be developed along with a corresponding description of the project's consistency or inconsistency with the policy, and if the project would conflict with a plan or policy that was adopted to avoid or reduce an environmental effect.

Noise: Ambient noise in the vicinity of the RHNA rezone sites is largely associated with transportation noise generated by roadways, freeways, rails lines and existing land uses. Implementation of the proposed project could result in an increase in noise levels in and surrounding the sites during construction as well as during project operations. Additionally, potential vibration impacts on the immediate surrounding land uses may occur during project construction from the operation of heavy-duty construction equipment. As described above, a roadway noise analysis will be prepared to ensure complete CEQA compliance. Upon approval by the City, the EIR will summarize the noise analysis to describe existing noise conditions. It will also identify typical noise and vibration levels that would be generated from construction activities based on the types of construction equipment that would be used and its closest distance a structure or sensitive receptor that could be impacted. Mitigation measures, if necessary, would be provided to reduce any potential significant impacts.

Regarding operational noise, the analysis will identify the noise from vehicular traffic, onsite activities, equipment, and mitigation and performance standards will be included, as necessary, to reduce potential noise impacts to a less than significant level. The Program EIR will include appropriate performance standards and mitigation measures to streamline future environmental review.

Population and Housing: This section of the EIR will compare the RHNA rezone to the 2035 General Plan projections and will evaluate whether the project's potential population growth is unplanned. Population and housing growth that is planned, would not be considered significant. As the project would result in zone changes and General Plan Amendments to increase overall residential capacity in the City of Redlands, the EIR will consider whether the potential population growth associated with the RHNA rezone is significant compared to projections from SCAG.

Public Services: This section of the EIR will analyze potential impacts to existing service levels and response times for police and fire related to the population increase associated with the project. The EIR section will provide a detailed analysis of current response times and whether police and fire services within the city would need to construct new facilities in order to maintain adequate response times.

Transportation: This EIR section will summarize the VMT analysis (Task 3.1) and provide a description of existing traffic and circulation conditions within the project area, describe the number of operational vehicular trips that are anticipated to be generated by the proposed RHNA rezone. In addition, the EIR will include identification and analysis of transit services and pedestrian and bicycle facilities in the project vicinity. Section 3.15, Transportation, was considered a significant and unavoidable impact in the 2035 General Plan EIR, including sections of freeways and the intersection of Orange St./Lugonia Ave. (under Caltrans jurisdiction) in the downtown village area. Per updates to the CEQA Guidelines, level of service is no longer considered an environmental impact and will not be analyzed in the EIR.

Tribal Cultural Resources: The City of Redlands, as the Lead Agency, will initiate the SB 18 notification process and the subsequent AB 52 consultation process. EPD and MCC will assist the City by providing exhibits, maps, or graphics where pertinent to assist in the evaluation process and provide the EIR reader a clearer understanding or explanation of the analysis. EPD will help staff with identifying and/or refining any necessary performance standards or mitigation measures that would need to be incorporated into subsequent construction phases of individual projects.

Utilities: The 2035 General Plan EIR concluded that upon implementation of regulatory requirements and General Plan goals and policies, buildout of the General Plan would not result in significant impacts related to public services and facilities. As higher density residential development is proposed compared to the 2035 General Plan EIR, the addition of residential uses would incrementally increase demand for utilities and service systems, including water supply, wastewater disposal, and solid waste disposal. The EIR would evaluate the capacity of existing utilities serving the various project sites to serve build-out of the proposed RHNA growth, with an emphasis upon water and sewer service. The EIR will describe any needed improvements, capacity restrictions, and the development fee mechanisms that fund improvements or capacity enhancements to accommodate growth. In addition, the analysis would determine if the project would necessitate the need for new or physically altered facilities, the construction of which could cause significant environmental impacts. As described in Task 3.7, a Water Supply Assessment will be prepared to analyze the increase in demand for water resources based on increased population growth and residential densities.

Chapter 6. Other CEQA Considerations. This chapter summarizes those environmental effects that are found to be less-than-significant and those which are deemed significant and unavoidable. This section also includes other EIR sections mandated by CEQA, including a discussion of irreversible impacts, significant cumulative impacts, and growth inducement resulting from the project.

Chapter 7. Alternatives. The project alternatives section includes a range of alternatives to be analyzed that meet project objectives; are feasible on an economic, legal, and regulatory basis; and would avoid or substantially lessen at least one significant impact of the project. The EPD team has estimated analysis of up to three (3) alternatives in addition to the "No Project" alternative in the Administrative Draft EIR. These alternatives would be developed as part of the preparation of the Administrative Draft EIR. The Administrative Draft EIR will include a discussion of the environmental impacts associated with

each alternative and compare the impacts with those identified for the proposed project. In addition, a summary matrix that presents and contrasts the environmental effects of each alternative as compared to the proposed project will be prepared.

Chapter 8. Organizations and Persons Consulted and List of Preparers. This section lists the organizations and persons consulted during the preparation of the EIR and lists the individuals who contributed to the preparation of the EIR.

Technical Appendix. The technical appendix will include the IS/NOP and the technical studies used in the preparation of the EIR. This may be included as one or more separate volumes.

5.2 Revised Administrative Draft EIR

Subsequent to the City's review of the Administrative Draft EIR, the EPD team will prepare a Revised Administrative Draft EIR for submittal. All changes will be underline/strike-through format to allow for easy tracking of updates. We assume that changes will be minimal due to early consultation with the City, and prior review and approval of technical reports by City staff. Subsequent to review by City staff of the Revised Administrative Draft EIR, the EPD team will prepare a Public Review Draft EIR which incorporates the final comments.

- Administrative Draft EIR (2 print copies with appendices in electronic format; electronic copies of the EIR in Word and PDF; graphics in industry standard format)
- Revised Administrative Draft EIR (2 print copies; electronic copies in Word and PDF; graphics in industry standard format)

TASK 6. PUBLIC REVIEW DRAFT EIR, NOTICE OF AVAILABILITY, AND NOTICE OF COMPLETION

EPD will incorporate modifications to the Revised Administrative Draft EIR based on the specific comments received from the City and prepare a Public Draft EIR for public review. Exhibits and graphics will be used to describe, evaluate, and analyze information within the document.

Prior to release of the Public Draft EIR, EPD will submit to the City a PDF of the Public Draft EIR for final review and comment. Minimal comments are expected at this stage. With release of the Draft EIR, EPD will prepare and submit a Notice of Completion (NOC) and a Notice of Availability (NOA), and post copies of the Draft EIR on the State Clearinghouse (SCH) website. EPD can assist the City with mailing of the NOA to local agencies.

Deliverables:

- Public Review Draft EIR (12 print copies with appendices in electronic format; 2 printed copies of the appendices and Draft EIR; electronic copies of the EIR in Word and PDF and Website readyPDF)
- Notice of Completion (1 electronic copy)
- Notice of Availability and Distribution List (1 electronic copy)
- Copies of the certified mail receipts

TASK 7. FINAL EIR, RESPONSE TO COMMENTS, MITIGATION MONITORING & REPORTING PROGRAM, STATEMENT OF OVERRIDING CONSIDERATIONS, AND NOTICE OF DETERMINATION

A Final EIR will be prepared in accordance with CEQA and will contain the City's required elements, as follows:

7.1 Response to Comments & Final EIR

Following receipt of all comments on the Draft EIR, written responses will be prepared for each comment. A Response to Comments section will be created for the Final EIR and will contain an introduction describing the public review process concerning the Draft EIR, copies of all comment letters received and minutes from public meetings where oral comments were taken, plus written responses to all comments. Responses will focus on comments that address the adequacy of the Draft EIR. Other comments that do not address EIR adequacy will be noted as such and no further response will be provided, unless deemed necessary by the City of Tustin. Responses will be prepared by EPD with input by the City and technical subconsultants, as needed.

A not-to-exceed budget based on a maximum of 80 hours for responses to comments has been established to cover efforts by EPD and subconsultants, including review meetings and revisions. If an unexpectedly large volume of comments is received, or if certain comments result in the need for substantial additional responses or new research or analysis, the initial budget may not be sufficient. Should this situation become apparent, we will discuss this concern with the City before the responses budget is consumed and determine an appropriate course of action.

Responses to Comments by responsible agencies will be provided to those agencies, as well as any other commenters identified by the City, and will be prepared for consideration by the Planning Commission, if desired or as requested by the City, but at a minimum of 10 days prior to consideration of the Final EIR by the City Council.

7.2 Mitigation Monitoring & Reporting Program

A Mitigation Monitoring and Reporting Program (MMRP) will be prepared pursuant to Section 21081.6 of the Public Resources Code. It will be presented in standard City format and will identify the significant impacts that would result from the project, proposed mitigation measures for each impact, the time at which each measure will need to be conducted, the entity responsible for implementing the mitigation measure, and the City department or other agency responsible for monitoring the mitigation effort and ensuring its success. A draft MMRP will be prepared for consideration by the Planning Commission so that any comments they may have concerning the MMRP can be incorporated into the Final EIR that is prepared for City Council certification.

7.3 Statement of Overriding Considerations

A Statement of Overriding Considerations will be prepared if the Final EIR identifies significant, unavoidable impacts for the selected project that the City determines would be acceptable in light of the overall benefits of the project. The EPD team will use a Findings and Overrides format approved by the City and will submit the draft prior to the Planning Commission hearing. One round of review for revisions is anticipated.

7.4 Notice of Determination

Following certification of the EIR, EPD will prepare a Notice of Determination for the City to submit to the State Clearinghouse and San Bernardino County Clerk. A check for the filing fees, including the CDFW filing fee for an EIR will be provided by the City of Redlands.

Deliverables:

- Administrative Draft Response to Comments (2 electronic copies, with appendices, in Word and PDF formats)
- Final Response to Comments and Final EIR (12 print copies; electronic copy in Word and PDF, with appendices; Website ready PDF)
- Statement of Overriding Considerations (1 print copy; electronic copy in Word and PDF)
- MMRP (1 print copies; electronic copy in Word and PDF)
- Notice of Determination (electronic copy) and copies of the stamped NOD.

TASK 8. PROJECT MANAGEMENT AND MEETINGS

8.1 Project Management

To effectively manage the costs of the project, EPD will attend bi-weekly conference calls (briefings) to update the City on upcoming deliverables and discuss any potential issues that may impact the scope of work. EPD will draft agendas in advance of these meetings and deliver minutes via email to the entire project team. The minutes will identify action items and the responsible party to implement said action item. In addition to standing meetings, EPD will be available to City staff to answer questions, address concerns, or to clarify issues as they arise.

This scope of work assumes ongoing project management (an estimated 2 hour/week for the Project Manager and 1 hour for the Project Director for the duration of the project was estimated in this proposal).

8.2 Meetings

In an effort to achieve this level of communication, Konnie Dobreva, the Project Director and Meaghan Truman, Project Manager, will attend up to 10 in-person or virtual meetings during the course of the document preparation and environmental review process (inclusive the kick-off meeting in Task 2). These meeting are interchangeable at the City's discretion and could be with City staff, or as part of inter-agency consultation meetings (e.g., San Bernardino County Transportation Authority, Caltrans, Water Quality Control Board, etc.). Additional meetings or attendance by other members of the Consultant team will be billed on a time- and-materials basis. Costs for meeting attendance will be billed in accordance with the hourly rates for the personnel involved.

Deliverables:

- Bi-weekly meetings or conference calls
- Regular communication via telephone and email
- Attend up to 10 in-person or virtual meetings with City staff:
    - 1 kick-off meeting;
    - up to 5 internal meetings with staff prior to public meetings and public hearings; and

- up to 4 consultation meetings with City staff and other agencies.

TASK 9. HEARINGS

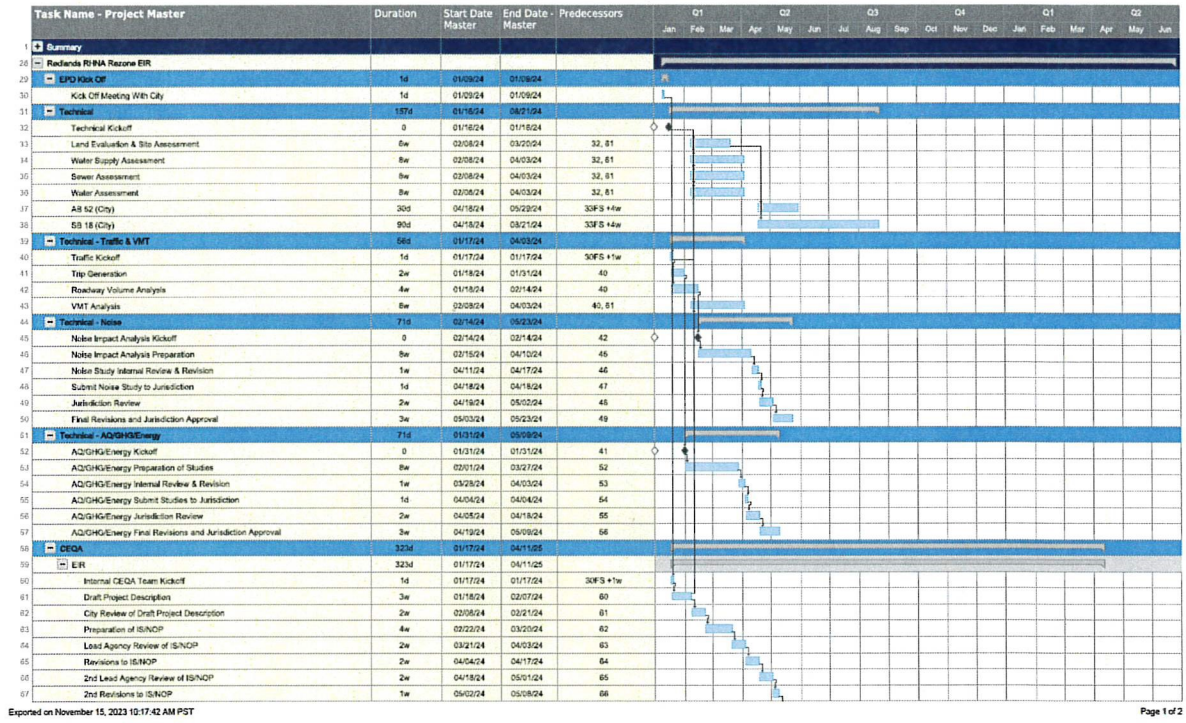
The project team will attend up to 1 Planning Commission hearings and 2 City Council hearings. The project team will assist City staff in developing a PowerPoint presentation with supporting exhibits for use at the public hearings. It is anticipated that the City will lead the hearings, with project team providing support as needed.

Deliverables:

- Up to 1 Planning Commission hearings
- Up to 2 City Council hearings

EXHIBIT "B"
PROJECT SCHEDULE

EIR Proposal Schedule



	Task Name - Project Master	Duration	Start Date Master	End Date - Master	Predecessors
1	Summary				
28	Redlands RHNA Rezone EIR				
29	EPD Kick Off	1d	01/09/24	01/09/24	
30	Kick Off Meeting With City	1d	01/09/24	01/09/24	
31	Technical	157d	01/16/24	08/21/24	
32	Technical Kickoff	0	01/16/24	01/16/24	
33	Land Evaluation & Site Assessment	6w	02/06/24	03/20/24	32, 81
34	Water Supply Assessment	8w	02/06/24	04/03/24	32, 81
35	Sewer Assessment	8w	02/06/24	04/03/24	32, 81
36	Water Assessment	8w	02/06/24	04/03/24	32, 81
37	AB 52 (City)	30d	04/16/24	05/29/24	33FS +4w
38	SB 18 (City)	90d	04/16/24	08/21/24	33FS +4w
39	Technical - Traffic & VMT	56d	01/17/24	04/03/24	
40	Traffic Kickoff	1d	01/17/24	01/17/24	30FS +1w
41	Trip Generation	2w	01/18/24	01/31/24	40
42	Roadway Volume Analysis	4w	01/18/24	02/14/24	40
43	VMT Analysis	8w	02/06/24	04/03/24	40, 81
44	Technical - Noise	71d	02/14/24	05/23/24	
45	Noise Impact Analysis Kickoff	0	02/14/24	02/14/24	42
46	Noise Impact Analysis Preparation	8w	02/15/24	04/10/24	45
47	Noise Study Internal Review & Revision	1w	04/11/24	04/17/24	46
48	Submit Noise Study to Jurisdiction	1d	04/18/24	04/18/24	47
49	Jurisdiction Review	2w	04/19/24	05/02/24	48
50	Final Revisions and Jurisdiction Approval	3w	05/03/24	05/23/24	49
51	Technical - AQ/GHG/Energy	71d	01/31/24	05/09/24	
52	AQ/GHG/Energy Kickoff	0	01/31/24	01/31/24	41
53	AQ/GHG/Energy Preparation of Studies	8w	02/01/24	03/27/24	52
54	AQ/GHG/Energy Internal Review & Revision	1w	03/28/24	04/03/24	53
55	AQ/GHG/Energy Submit Studies to Jurisdiction	1d	04/04/24	04/04/24	54
56	AQ/GHG/Energy Jurisdiction Review	2w	04/05/24	04/18/24	55
57	AQ/GHG/Energy Final Revisions and Jurisdiction Approval	3w	04/19/24	05/09/24	56
58	CEQA	323d	01/17/24	04/11/25	
59	EIR	323d	01/17/24	04/11/25	
60	Internal CEQA Team Kickoff	1d	01/17/24	01/17/24	30FS +1w
61	Draft Project Description	3w	01/18/24	02/07/24	60
62	City Review of Draft Project Description	2w	02/08/24	02/21/24	61
63	Preparation of IS/NOP	4w	02/22/24	03/20/24	62
64	Lead Agency Review of IS/NOP	2w	03/21/24	04/03/24	63
65	Revisions to IS/NOP	2w	04/04/24	04/17/24	64
66	2nd Lead Agency Review of IS/NOP	2w	04/18/24	05/01/24	65
67	2nd Revisions to IS/NOP	1w	05/02/24	05/08/24	66

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	Task Name - Project Master	Duration	Start Date Master	End Date - Master	Predecessors
68	Release of IS/NOP, Notice of Completion (Proofcheck)	1w	05/09/24	05/15/24	67
69	30-day Public Review Period	e30d	05/15/24	06/14/24	68
70	Scoping Meeting	1d	06/05/24	06/05/24	
71	1st Admin Draft EIR	12w	06/06/24	08/28/24	70
72	Lead Agency Review of 1st Admin Draft EIR	4w	08/29/24	09/25/24	71
73	2nd Admin Draft EIR	3w	09/26/24	10/16/24	72
74	Lead Agency Review of 2nd Admin Draft EIR	3w	10/17/24	11/06/24	73
75	Preparation of Public Draft EIR	2w	11/07/24	11/20/24	74
76	Screencheck of Public Draft EIR	1w	11/21/24	11/27/24	75
77	Draft EIR, NOA, and NOC Submitted to SCH	1d	11/28/24	11/28/24	76
78	45-day Public Review Period	e45d	11/28/24	01/12/25	77
79	Preparation of Admin Draft RTCs & DEIR Revisions	4w	01/13/25	02/07/25	78
80	1st Lead Agency Review of RTCs & DEIR Revisions	3w	02/10/25	02/28/25	79
81	Updates to RTCs & DEIR Revisions	2w	03/03/25	03/14/25	80
82	2nd Lead Agency Review of RTCs & DEIR Revisions	2w	03/17/25	03/28/25	81
83	Public Review of RTC (10 days prior to PC Hearing)	10d	03/31/25	04/11/25	82
84	Hearings	64d	03/31/25	06/26/25	
85	Public Hearing Notice & Release of RTCs	10d	03/31/25	04/11/25	82
86	Planning Commission (2nd & 4th Tues)	1d	04/22/25	04/22/25	
87	City Council #1 (1st & 3rd Tues)	1d	05/20/25	05/20/25	
88	City Council #2 (1st & 3rd Tues)	1d	06/03/25	06/03/25	
89	File 1st NOD	5d	05/21/25	05/27/25	87
90	Statute of Limitation	e30d	05/27/25	06/26/25	89
91					

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EXHIBIT "C"

COMPENSATION

Project Budget

EPD proposes the budget on the following page for the Supplemental EIR scope of work.

Assumptions

Our cost estimate is based on our scope of services and the following assumptions:

- The cost estimate is valid for up to 180 days from the date of submittal, after which it may be subject to revision.
- Costs have been allocated to tasks to determine the total budget. A "Not to Exceed" dollar amount for each of the tasks are provided except where indicated as a "Fixed Fee." Unexpended budget will be invoiced at the conclusion of the project.
- If additional meetings or site visits are requested or additional work beyond the allowances described herein are required, such meetings and work would require an amendment of the budget.
- Reimbursable expenses are estimated and will be billed at actual cost, plus 15 percent administrative charge.
- Additional review cycles or additional versions of administrative drafts of any documents beyond the assumptions contained within the scope of work will constitute additional work.

The budget is based on completion of work within a maximum 12-month schedule. If a delay occurs as a result of circumstances beyond control, we reserve the right to adjust our budget to account for additional project management requirements, increased labor rates, and other costs.

Proposed Fee

The following is the proposed fee for the above scope of work.

Redlands RHNA Rezone Supplemental EIR Fees									
EPD Solutions, Inc.									
October 13, 2023									
Staff Member	Konnie Dobrava	Renee Escario	Meghan Macias	Meaghan Truman	Project Planner	EPD Labor Total		Subconsultants	TOTAL LABOR
Hourly Rate	$300	$230	$275	$185	$160				
Proposed Work Scope Tasks	Hours	Hours	Hours	Hours	Hours	Hours	$	$	$
Task 1: Project Initiation, Review of Existing Studies and Documents	8	8	8	10	2	40	$ 9,190		$ 9,190
Task 2: Project Description	2	2	1	12	20	41	$ 7,335		$ 7,335
Task 3: Technical Studies									
3.1 Vehicle Miles Traveled Analysis	1	5	38	6	32	82	$ 18,130		$ 18,130
3.2 Roadway Volume Forecasting			8			8	$ 2,200		$ 2,200
3.3 Air Quality Impact & Greenhouse Gas Analysis						0	$ -	$ 17,500	$ 17,500
3.4 Energy Analysis						0	$ -	$ 2,625	$ 2,625
3.5 Roadway Noise Impact Analysis					40	40	$ 6,400	$ 6,875	$ 13,275
3.6 Land Evaluation & Site Assessment Model	4			16	8	28	$ 5,440		$ 5,440
3.7 Water Supply Assessment -- OPTIONAL						0	$ -	$ 19,375	$ 19,375
3.8 Sewer Assessment -- OPTIONAL						0	$ -	$ 13,125	$ 13,125
3.9 Water Assessment -- OPTIONAL						0	$ -	$ 9,375	$ 9,375
Task 4: Initial Study, Notice of Preparation and Scoping Meeting	16	14		28	40	98	$ 19,600		$ 19,600
Task 5: Admin Draft EIR and Mitigation Monitoring & Reporting Program									
5.1 Admin. Draft	20	40	6	100	120	286	$ 54,550		$ 54,550
5.2 Revised Admin. Draft	9	16	5	30	30	90	$ 18,105		$ 18,105
Task 6: Public Draft EIR, MMRP, Notice of Availability, and Notice of Completion									
6.1 Public Review Draft, NOA, NOC	4		-	20	30	54	$ 9,700		$ 9,700
6.2 MMRP			-	4	6	10	$ 1,700		$ 1,700
Task 7: Response to Comments, Final EIR, Statement of Overriding Considerations, Notice of Determination									
7.1 Response to Comments & Final EIR	18	20	6	30	16	90	$ 19,760	$ 3,000	$ 22,760
7.2 SOC, Resolutions, and Findings of Fact		6	-	16	35	57	$ 9,940		$ 9,940
7.3 NOD				2	5	7	$ 1,170		$ 1,170
Task 8: Meetings and Project Management				-	-	0	$ -		$ -
8.1 Project Management	24	4	20	50	-	98	$ 22,870		$ 22,870
8.2 Meetings	16		12	30	-	58	$ 13,650		$ 13,650
Task 9: Hearings	20		16	24	-	60	$ 14,840	$ 4,000	$ 18,840
SUBTOTAL	82	115	72	274	384	931	$ 234,580	$ 75,875	$ 310,455
								TOTAL LABOR w/ Optional Tasks	$ 310,455
								TOTAL LABOR w/o Optional Tasks	$ 268,580
								EXPENSES	$12,000
								TOTAL W/EXPENSES & OPTIONAL TASKS	$ 322,455
								TOTAL W/ EXPENSES W/O OPTIONAL TASKS	$ 280,580

List of Standard Hourly Rates	
Position	**Hourly Rate**
President/Principal	$300 - $350
Vice President of: Planning; Environmental Planning; Development; Transportation Planning; Construction Management; Engineering; Design	$275 - $300
Senior Director of: Planning; Environmental Planning; Development; Transportation Planning; Construction Management; Engineering; Design	$260 - $285
Director of: Planning; Environmental Planning; Development; Transportation Planning; Construction Management; Engineering; Design	$250 - $275
Senior: Project Manager; Planner; Transportation Planner; Engineer; Environmental Planner; Associate	$210 - $250
Project Manager; Associate Engineer	$185 - $210
Associate: Planner; Environmental Planner; Transportation Planner	$165 - $185
Assistant: Project Manager; Environmental Planner; Transportation Planner; Project Planner; Engineer	$150 - $165
Project Coordinator; GIS Analyst; Drafter	$135 - $150
Support Staff	$85 - $135

EXHIBIT "D"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

Every employer, except the State, shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations, a certificate of consent to self-insure, either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

CHECK ONE

_____I am aware of the provisions of Section 3700 of the 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 I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

_____I affirm that at all times, in performing the work and activities required or permitted under this Agreement, I shall not employ any person in any manner such that I become subject to the workers' compensation laws of California. However, at any time, if I employ any person such that I become subject to the workers' compensation laws of California, immediately I shall provide the City with a certificate of consent to self-insure, or a certification of workers' compensation insurance.

I certify under penalty of perjury under the laws of the State of California that the information and representations made in this certificate are true and correct.

ENVIRONMENT PLANNING
DEVELOPMENT SOLUTIONS, INC.

By:_____ Date: _____
Jeremy Krout, President/CEO

City Council Meeting **I. 8.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Approve Professional Services Agreements with Willdan Engineering, for a total possible agreement amount not to exceed $180,000, and 4Leaf, Inc., for a total possible agreement amount not to exceed $180,000, to provide on-call building inspections, plan reviews, CASp consulting, emergency response and special projects, and approve an exception to the bid process to allow awards to both vendors (Development Services/Director Desatnik)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motions are provided:

1. I move that the City Council approve an exception to the bid process and award Professional Services Agreements to 2 vendors; and

2. I further move that the City Council approve the Professional Service Agreement with Willdan Engineering; and

3. Approve the Professional Service Agreement with 4Leaf, Inc.

RECOMMENDATION:

Staff recommends that City Council approve the respective Professional Service Agreements with Willdan Engineering, and 4Leaf, Inc., for the provision of on-call building inspection, plan review, CASp consulting, emergency response and special projects for a maximum annual amount not-to-exceed $60,000 per Agreement for an initial term of one year, with two additional one-year renewal options.

DISCUSSION:

The Development Services Department (Department) Building and Safety Division (Division) regulates the construction and occupancy of all residential, commercial and industrial buildings in order to ensure life, fire and health safety. Prior to the issuance of building permits, the Division performs plan checks of all proposed construction projects, which include additions and alterations to existing buildings. Field inspections are performed on all new construction, additions, alterations and demolitions for compliance with all structural, fire, energy and life safety requirements. The responsibilities of the Division also include providing the general public with basic construction information, seismic safety information, calculating fees, and issuing building, plumbing, electrical, mechanical and demolition permits. Consultants Wilden Engineering and 4Leaf, Inc. would provide services that would augment staffing in the Division during peak demand for services, in the event of any natural disasters or when a special project requires such services. These services include on-call building inspection, plan review, CASp consulting, emergency response and special projects for a maximum annual amount not-to-exceed $60,000 per Agreement for an initial term of one year, with two additional one-year renewal options. Each consultant's Professional Service Agreement would be up to an amount not-to-exceed $60,000 annually and subject to adjustment based on service level needs by the Department.

On March 6, 2025, staff issued a Request for Proposals (RFP) No. 20250306TM for professional services to perform on-call general architectural services. On March 21, 2025, staff received proposals from the twelve consultants that met the minimum requirements. One consultant, Nationwide Construction, Inc., did not meet the minimum requirements.

	Vendor	Location
1	BPR Consulting Group	Ontario, CA
2	Bureau Veritas	Irvine, CA
3	CSG Consultants	Orange, CA
4	FEI Associates Consulting Engineers	Chino, CA
5	4Leaf, Inc.	San Bernardino, CA
6	Interwest Consulting Group, Inc.	Irvine, CA
7	JAS Pacific	Upland, CA
8	J Lee Engineering	Alhambra, CA
9	Transtech Engineers, Inc.	Chino, CA
10	True North Compliance Services, Inc.	Long Beach, CA
11	The Code Group Inc., dba VCA Code	Orange, CA

12	Willdan Engineering	San Bernardino, CA

In accordance with Chapter 2.16.180 of the City's Municipal Code (RMC), an evaluation committee reviewed and rated the proposals based on each firm's demonstrated competence and professional qualifications in accordance with specific evaluation criteria identified in the RFP. Willdan Engineering and 4Leaf, Inc., were identified as the consultants most qualified to perform the tasks listed in the RFP. Additionally, the Department is requesting exception to RMC 2.16.180: Professional Services B. to award both firm's an agreement to allow for seamless service delivery due to peak demands and ensure timely review of building plans and access to multiple resources by having two firm's on call.

ALTERNATIVES:

City Council may elect not to approve the Agreements and provide alternative direction to staff. However, not approving the Agreements will impact service delivery, which could potentially delay the turn-around time on permit inspections and plan review during peak demand.

STRATEGIC PLAN:

Supports Priority B - Public Health and Safety

SUBMITTED BY:
Brian Desatnik, Development Services Director

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager
Christopher Boatman, Assistant City Manager
Danielle Garcia, Management Services/Finance Director
Dana Abramovitz-Daniel, Procurement Manager

PREPARED BY:
Tricia Munoz, Development Services/Management Analyst

Fiscal Impact

Fiscal Year: 2025-2026

Revenue Generating: Y
Appropriation Required Y/N: N
Amount: $120,000
Budgeted Y/N: Y
Account No.: 101162-6106
Discussion:
There is no impact on the general fund with the approval of this item as fees are collected for plan review through building permits. Funding for these Agreements is included in the Development Services Department Building and Safety Division Operating Budget (101162) for FY2025-2026 and will be included in future budgets.

Attachments

Willden Engineering Agreement
4Leaf Inc. Agreement
RFP20250603TM

AGREEMENT TO PERFORM PROFESSIONAL SERVICES

This agreement for the provision of building and safety services ("Agreement") is made and entered in this 17th day of June, 2025 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and Willdan Engineering, a California corporation ("Consultant"). City and Consultant are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Consultant agree as follows:

ARTICLE 1 – ENGAGEMENT OF CONSULTANT

1.1 City hereby engages Consultant to provide on-call building and safety inspection, plan review, CASp consulting, emergency response and special project services for City (the "Services").

1.2 The Services shall be performed by Consultant in a professional manner, and Consultant represents that it has the skill and the professional expertise necessary to provide the Services to City at a level of competency presently maintained by other practicing professional consultants in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF CONSULTANT

2.1 The Services that Consultant shall perform are more particularly described in Exhibit "A," titled "Scope of Services," which is attached hereto and incorporated herein by this reference.

2.2 Consultant shall comply with applicable federal, state and local laws and regulations in the performance of this Agreement including, but not limited to, any applicable State prevailing wage laws.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City designates Brian Desatnik, Development Services Director, as City's representative with respect to performance of the Services, and such person shall have the authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to performance of the Services.

ARTICLE 4 – PERFORMANCE OF SERVICES

4.1 The term of this Agreement shall be for a period of one (1) year from the Effective Date of this Agreement (the "Initial Term"). The City shall have the option to extend the Initial Term of this Agreement by two (2) additional one-year terms (each, an "Extended Term"), on the same terms and conditions, by providing written notice to Consultant at least thirty (30) days prior to the expiration of the Initial Term or any Extended Term.

4.2 If Consultant's Services include deliverable electronic visual presentation materials, such materials shall be delivered in a form, and made available to City, consistent with City Council-adopted policy for the same. It shall be the obligation of Consultant to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO CONSULTANT

5.1 Compensation: The compensation for Consultant's performance of the Services shall not exceed the amount of Sixty Thousand Dollars ($60,000) for the Services provided during the Initial Term. Should this Agreement be extended, the compensation for Consultant's performance for the Services shall not exceed the amount of Sixty Thousand Dollars ($60,000) for the first Extended Term; and sixty thousand dollars ($60,000) for the second Extended Term, bringing the total possible amount of compensation to a not-to-exceed amount of One Hundred Eighty Thousand Dollars ($180,000). For the Initial Term and each Extended Term, City shall pay Consultant on a time and materials basis up to the not to not-to-exceed amount in accordance with the rates specified in Exhibit "B," titled "Compensation," which is attached hereto and incorporated herein by this reference.

5.2 Consultant shall submit monthly invoices to City describing the Services performed during the preceding month. Consultant's invoices shall include a brief description of the Services performed, the dates the Services were performed, the number of hours spent and by whom, and a description of reimbursable expenses related to the Services. City shall pay Consultant no later than thirty (30) days after receipt and approval by City of Consultant's invoice.

5.3 Any notice or other communication required, or which may be given, pursuant to this Agreement, shall be in writing. Any such notice shall be deemed delivered (i) on the date of delivery in person; (ii) five (5) days after deposit in first class registered mail, with return receipt requested; (iii) on the actual delivery date if deposited with an overnight courier; or (iv) on the date sent by facsimile or electronic mail transmission (including PDF), if confirmed with a copy sent contemporaneously by first class, certified, registered or express mail; in each case properly posted and fully prepaid to the appropriate address set forth below, or such other address as a Party may provide notice in accordance with this section:

CITY:

City Clerk
City of Redlands
35 Cajon Street
P.O. Box 3005 (mailing)
Redlands, CA 92373
jdonaldson@cityofredlands.org
Phone: (909) 798-7531

CONSULTANT:

Patrick Johnson, Director
Building and Safety
Willdan Engineering
650 E. Hospitality Lane, Suite 400
San Bernardino, CA 92408
pjohnson@willdan.com
Phone: (909) 915-4361

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Consultant for the duration of its performance of the Services. Consultant shall not perform any Services unless and until the required insurance listed below is obtained by Consultant. Consultant shall provide City with certificates of insurance and endorsements evidencing such insurance prior to commencement of the Services. Insurance policies shall include a provision prohibiting cancellation or modification of the policy except upon thirty (30) days prior written notice to City.

A. Workers' Compensation and Employer's Liability insurance in the amount that meets statutory requirements with an insurance carrier acceptable to City, or certification to City that Consultant is self-insured or exempt from the workers' compensation laws of the State of California. Consultant shall execute and provide City with Exhibit "C," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

B. Comprehensive General Liability insurance with carriers acceptable to City in the minimum amount of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate, for public liability, property damage and personal injury is required. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

C. Consultant shall secure and maintain professional liability insurance throughout the term of this Agreement in the amount of One Million Dollars ($1,000,000) per claim made.

D. Business Auto Liability coverage, with minimum limits of One Million Dollars ($1,000,000) per occurrence, combined single limit bodily injury liability and property damage liability. This coverage shall include all Consultant owned vehicles used in connection with Consultant's provision of the Services, hired and non-owned vehicles, and employee non-ownership vehicles. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

E. Consultant is expressly prohibited from assigning or subcontracting any of the Services without the prior written consent of City. In the event of mutual agreement by the Parties to assign or subcontract a portion of the Services, Consultant shall add such assignee or subcontractor as an additional insured to the insurance policies required hereby and provide City with the insurance endorsements prior to any Services being performed by the assignee or subcontractor.

6.2 Consultant shall defend, indemnify and hold harmless City and its elected and appointed officials, employees and agents from and against any and all claims, losses or liability, including attorneys' fees, arising from injury or death to persons or damage to property

occasioned by any negligent act or omission by, or the willful misconduct of, Consultant, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Consultant covenants and represents that it does not have any investment or interest in any real property that may be the subject of this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Consultant's Services. Consultant further covenants and represents that in the performance of its duties hereunder, no person having any such interest shall perform any Services under this Agreement.

7.2 Consultant agrees it is not a designated employee within the meaning of the Political Reform Act because Consultant:

A. Does not make a governmental decision whether to:

(i) approve a rate, rule or regulation, or adopt or enforce a City law;
(ii) issue, deny, suspend or revoke any City permit, license, application, certification, approval, order or similar authorization or entitlement;
(iii) authorize City to enter into, modify or renew a contract;
(iv) grant City approval to a contract that requires City approval and to which City is a party, or to the specifications for such a contract;
(v) grant City approval to a plan, design, report, study or similar item;
(vi) adopt, or grant City approval of, policies, standards or guidelines for City or for any subdivision thereof.

B. Does not serve in a staff capacity with City and in that capacity, participate in making a governmental decision or otherwise perform the same or substantially the same duties for City that would otherwise be performed by an individual holding a position specified in City's Conflict of Interest Code under Government Code section 87302.

7.3 In the event City determines that Consultant must disclose its financial interests, Consultant shall complete and file a Fair Political Practices Commission Form 700, Statement of Economic Interests, with the City Clerk's office pursuant to the written instructions provided by the City Clerk.

ARTICLE 8 – GENERAL CONSIDERATIONS

8.1 In the event any action is commenced to enforce or interpret any of the terms or conditions of this Agreement the prevailing Party shall, in addition to any costs and other relief, be entitled to the recovery of its reasonable attorneys' fees, including fees for the use of in-house counsel by a Party.

8.2 Consultant shall not assign any of the Services, except with the prior written approval of City and in strict compliance with the terms and conditions of this Agreement. Any assignment or attempted assignment without such prior written consent may, in the sole discretion of City, result in City's immediate termination of this Agreement.

8.3 Consultant is for all purposes under this Agreement an independent contractor and shall perform the Services as an independent contractor. Neither City nor any its agents shall have control over the conduct of Consultant or Consultant's employees, except as herein set forth. Consultant shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Consultant are for its account only, and in no event shall Consultant or personnel retained by it be deemed to have been employed by City or engaged by City for the account of, or on behalf of City. Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Consultant have any authority, express or implied, to bind City to any obligation.

8.4 This Agreement may be terminated by City, in its sole discretion, by providing not less than five (5) days prior written notice to Consultant of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Consultant's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Consultant at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Consultant. Upon receipt of a termination notice, Consultant shall immediately discontinue its provision of the Services and, within five (5) days of the date of the termination notice, deliver or otherwise make available to City, copies (in both hard copy and electronic form, where applicable) of project related data, design calculations, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by Consultant in performing the Services. Consultant shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.5 Consultant shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement. Such books shall be available at reasonable times for examination by City at the office of Consultant.

8.6 This Agreement, including the Exhibits incorporated herein by reference, represents the entire agreement and understanding between the Parties as to the matters contained herein, and any prior negotiations, written proposals or verbal agreements relating to such matters are superseded by this Agreement. Except as otherwise provided for herein, any amendment to this Agreement shall be in writing, approved by City and signed by City and Consultant.

8.7 This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflicts of laws provisions. The Parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and

litigated only in the state courts located in San Bernardino County, California, and the federal courts located in Riverside County, California.

8.8 If one or more of the sentences, clauses, paragraphs or sections contained in this Agreement is declared invalid, void or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not affect, impair or invalidate the remaining sentences, clauses, paragraphs or sections contained herein, unless to do so would deprive a Party of a material benefit of its bargain under this Agreement.

IN WITNESS WHEREOF, duly authorized representatives of City and Consultant have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Mario Saucedo, Mayor

WILLDAN ENGINEERING

By: _____
Patrick Johnson,
Director of Building & Safety

ATTEST:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

Consultant will complete the following:

Plan review - Review building plans for compliance with the current editions of the California Codes (i.e., the California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code, California Green Code, Historical Code, etc.), development approvals, and other pertinent City and State regulations falling within the purview of the Building Official; provide a detailed list of deficiencies needing correction and mark up documents; make recommendations for approval of said plans when found to be in compliance, as stated above, or when they have been corrected or altered to be in compliance; and meet with various constituents, including but not limited to, architects, building designers, contractors and owner-builders, to resolve issues regarding plans being reviewed.

Inspection - Provide inspectors certified and qualified, per Subsection C below, to perform building code inspections in accordance with the current editions of the California Codes (i.e., the California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code, California Green Code, Historical Code, etc.), State and City regulations and other rules and regulations within the purview of the Building Official and review the permit package to verify that the on-site condition is consistent with the City's records for development approvals, square footage, setbacks, heights, and other requirements that may be applicable. Inspectors shall be qualified to perform inspections of existing building for violations of Building Codes and Ordinances as adopted by the City; research properties for prior approvals, permit and general information relating to violations; investigate and take necessary action when a violation of City regulations exists; comply with the City's procedures for reporting inspection results and deficiencies; use City inspection summary reports; make appropriate entries onto the permit documents and other records; notify the builder of other agency approvals required prior to finalizing a building permit; maintain records as may be needed for the efficient and effective operation of the City; and meet with members of the general public and City staff on a daily basis in the City offices, if necessary.

Emergency Response - Following disasters, provide inspectors certified (Cal OES SAP Evaluators) to perform evaluations of existing buildings for damage and/or safety assessments in compliance with accepted industry standards, as directed by the Building Official; comply with the City's procedure for reporting results; use City forms; make appropriate entries into City records and maintain records as needed for the efficient and effective operation of the City; and meet with members of the general public and City staff on a daily basis in the City offices, if necessary.

Special Projects – Consultant shall participate in a variety of special projects, as needed. These projects may include, but not limited to, the preparation of engineered plan details, conducting training on a variety of code-related topics, engineering practices, temporarily perform Building Official duties, preparation of documents/handouts, and projects associated with public counter services, and similar projects. Timeline for completion of special projects shall be mutually determined by the Building Official and the Consultant.

EXHIBIT "B"
COMPENSATION

Willdan will provide plan review services based on the hourly rates shown below. The total charge sha not exceed the fee collected by the City for Building and Safety plan review. Should the plan review g beyond three (3) rechecks, the applicant will be billed an additional plan check fee. Expedited plan review will be billed at 1.35x our hourly rate. Over-time inspections will be billed at 1.5x our hourly ra Mileage for inspections will be billed at the current IRS Standard Mileage Rate.

SERVICE PROVIDED	HOURLY RATE
Plan Check Engineer/Architect	$145
ICC Certified Plans Examiner	$125
CASp Services	$135
Sr. Building Inspector	$115
Building Inspector	$105
Emergency Services	Rates as shown above x 1.5%
Special Projects	As mutually agreed upon depending on service
Sr. Permit Technician	$ 85
Permit Technician	$ 75

Rates will not increase through June 30, 2026. If the Agreement is extended beyond June 30, 2026, Willdan may reserve the right to increase rates once per year to the value between the 12-month % change of the Consumer Price Index for San Bernardino County area and five percent.

EXHIBIT "C"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

Every employer, except the State, shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations, a certificate of consent to self-insure, either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

CHECK ONE

_____I am aware of the provisions of Section 3700 of the 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 I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

_____I affirm that at all times, in performing the work and activities required or permitted under this Agreement, I shall not employ any person in any manner such that I become subject to the workers' compensation laws of California. However, at any time, if I employ any person such that I become subject to the workers' compensation laws of California, immediately I shall provide the City with a certificate of consent to self-insure, or a certification of workers' compensation insurance.

I certify under penalty of perjury under the laws of the State of California that the information and representations made in this certificate are true and correct.

WILLDAN ENGINEERING

By:_____ Date: _____
Patrick Johnson, Director of Building and Safety

AGREEMENT TO PERFORM PROFESSIONAL SERVICES

This agreement for the provision of building and safety services ("Agreement") is made and entered in this 17th day of June, 2025 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and 4Leaf, Inc., a California corporation ("Consultant"). City and Consultant are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Consultant agree as follows:

ARTICLE 1 – ENGAGEMENT OF CONSULTANT

1.1 City hereby engages Consultant to provide on-call building and safety inspection, plan review, CASp consulting, emergency response and special project services for City (the "Services").

1.2 The Services shall be performed by Consultant in a professional manner, and Consultant represents that it has the skill and the professional expertise necessary to provide the Services to City at a level of competency presently maintained by other practicing professional consultants in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF CONSULTANT

2.1 The Services that Consultant shall perform are more particularly described in Exhibit "A," titled "Scope of Services," which is attached hereto and incorporated herein by this reference.

2.2 Consultant shall comply with applicable federal, state and local laws and regulations in the performance of this Agreement including, but not limited to, any applicable State prevailing wage laws.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City designates Brian Desatnik, Development Services Director, as City's representative with respect to performance of the Services, and such person shall have the authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to performance of the Services.

ARTICLE 4 – PERFORMANCE OF SERVICES

4.1 The term of this Agreement shall be for a period of one (1) year from the Effective Date of this Agreement (the "Initial Term"). The City shall have the option to extend the Initial Term of this Agreement by two (2) additional one-year terms (each, an "Extended Term"), on the same terms and conditions, by providing written notice to Consultant at least thirty (30) days prior to the expiration of the Initial Term or any Extended Term.

4.2 If Consultant's Services include deliverable electronic visual presentation materials, such materials shall be delivered in a form, and made available to City, consistent with City Council-adopted policy for the same. It shall be the obligation of Consultant to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO CONSULTANT

5.1 Compensation: The compensation for Consultant's performance of the Services shall not exceed the amount of Sixty Thousand Dollars ($60,000) for the Services provided during the Initial Term. Should this Agreement be extended, the compensation for Consultant's performance for the Services shall not exceed the amount of Sixty Thousand Dollars ($60,000) for the first Extended Term; and Sixty Thousand Dollars ($60,000) for the second Extended Term, bringing the total possible amount of compensation to a not-to-exceed amount of One Hundred Eighty Thousand Dollars ($180,000). For the Initial Term and each Extended Term, City shall pay Consultant on a time and materials basis up to the not to not-to-exceed amount in accordance with the rates specified in Exhibit "B," titled "Compensation," which is attached hereto and incorporated herein by this reference.

5.2 Consultant shall submit monthly invoices to City describing the Services performed during the preceding month. Consultant's invoices shall include a brief description of the Services performed, the dates the Services were performed, the number of hours spent and by whom, and a description of reimbursable expenses related to the Services. City shall pay Consultant no later than thirty (30) days after receipt and approval by City of Consultant's invoice.

5.3 Any notice or other communication required, or which may be given, pursuant to this Agreement, shall be in writing. Any such notice shall be deemed delivered (i) on the date of delivery in person; (ii) five (5) days after deposit in first class registered mail, with return receipt requested; (iii) on the actual delivery date if deposited with an overnight courier; or (iv) on the date sent by facsimile or electronic mail transmission (including PDF), if confirmed with a copy sent contemporaneously by first class, certified, registered or express mail; in each case properly posted and fully prepaid to the appropriate address set forth below, or such other address as a Party may provide notice in accordance with this section:

CITY:

City Clerk
City of Redlands
35 Cajon Street
P.O. Box 3005 (mailing)
Redlands, CA 92373
jdonaldson@cityofredlands.org
Phone: (909) 798-7531

CONSULTANT:

Marcus Johnson, CBO
Director of Southern California Operations
4Leaf, Inc.
424 E. Vanderbilt Way, Suite A
San Bernardino, CA 92408
Mjohnson@4leafinc.com
Phone: (909) 453-6588

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Consultant for the duration of its performance of the Services. Consultant shall not perform any Services unless and until the required insurance listed below is obtained by Consultant. Consultant shall provide City with certificates of insurance and endorsements evidencing such insurance prior to commencement of the Services. Insurance policies shall include a provision prohibiting cancellation or modification of the policy except upon thirty (30) days prior written notice to City.

A. Workers' Compensation and Employer's Liability insurance in the amount that meets statutory requirements with an insurance carrier acceptable to City, or certification to City that Consultant is self-insured or exempt from the workers' compensation laws of the State of California. Consultant shall execute and provide City with Exhibit "C," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

B. Comprehensive General Liability insurance with carriers acceptable to City in the minimum amount of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate, for public liability, property damage and personal injury is required. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

C. Consultant shall secure and maintain professional liability insurance throughout the term of this Agreement in the amount of One Million Dollars ($1,000,000) per claim made.

D. Business Auto Liability coverage, with minimum limits of One Million Dollars ($1,000,000) per occurrence, combined single limit bodily injury liability and property damage liability. This coverage shall include all Consultant owned vehicles used in connection with Consultant's provision of the Services, hired and non-owned vehicles, and employee non-ownership vehicles. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

E. Consultant is expressly prohibited from assigning or subcontracting any of the Services without the prior written consent of City. In the event of mutual agreement by the Parties to assign or subcontract a portion of the Services, Consultant shall add such assignee or subcontractor as an additional insured to the insurance policies required hereby and provide City with the insurance endorsements prior to any Services being performed by the assignee or subcontractor.

6.2 Consultant shall defend, indemnify and hold harmless City and its elected and appointed officials, employees and agents from and against any and all claims, losses or liability, including attorneys' fees, arising from injury or death to persons or damage to property

occasioned by any negligent act or omission by, or the willful misconduct of, Consultant, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Consultant covenants and represents that it does not have any investment or interest in any real property that may be the subject of this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Consultant's Services. Consultant further covenants and represents that in the performance of its duties hereunder, no person having any such interest shall perform any Services under this Agreement.

7.2 Consultant agrees it is not a designated employee within the meaning of the Political Reform Act because Consultant:

A. Does not make a governmental decision whether to:

(i) approve a rate, rule or regulation, or adopt or enforce a City law;
(ii) issue, deny, suspend or revoke any City permit, license, application, certification, approval, order or similar authorization or entitlement;
(iii) authorize City to enter into, modify or renew a contract;
(iv) grant City approval to a contract that requires City approval and to which City is a party, or to the specifications for such a contract;
(v) grant City approval to a plan, design, report, study or similar item;
(vi) adopt, or grant City approval of, policies, standards or guidelines for City or for any subdivision thereof.

B. Does not serve in a staff capacity with City and in that capacity, participate in making a governmental decision or otherwise perform the same or substantially the same duties for City that would otherwise be performed by an individual holding a position specified in City's Conflict of Interest Code under Government Code section 87302.

7.3 In the event City determines that Consultant must disclose its financial interests, Consultant shall complete and file a Fair Political Practices Commission Form 700, Statement of Economic Interests, with the City Clerk's office pursuant to the written instructions provided by the City Clerk.

ARTICLE 8 – GENERAL CONSIDERATIONS

8.1 In the event any action is commenced to enforce or interpret any of the terms or conditions of this Agreement the prevailing Party shall, in addition to any costs and other relief, be entitled to the recovery of its reasonable attorneys' fees, including fees for the use of in-house counsel by a Party.

8.2 Consultant shall not assign any of the Services, except with the prior written approval of City and in strict compliance with the terms and conditions of this Agreement. Any assignment or attempted assignment without such prior written consent may, in the sole discretion of City, result in City's immediate termination of this Agreement.

8.3 Consultant is for all purposes under this Agreement an independent contractor and shall perform the Services as an independent contractor. Neither City nor any its agents shall have control over the conduct of Consultant or Consultant's employees, except as herein set forth. Consultant shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Consultant are for its account only, and in no event shall Consultant or personnel retained by it be deemed to have been employed by City or engaged by City for the account of, or on behalf of City. Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Consultant have any authority, express or implied, to bind City to any obligation.

8.4 This Agreement may be terminated by City, in its sole discretion, by providing not less than five (5) days prior written notice to Consultant of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Consultant's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Consultant at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Consultant. Upon receipt of a termination notice, Consultant shall immediately discontinue its provision of the Services and, within five (5) days of the date of the termination notice, deliver or otherwise make available to City, copies (in both hard copy and electronic form, where applicable) of project related data, design calculations, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by Consultant in performing the Services. Consultant shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.5 Consultant shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement. Such books shall be available at reasonable times for examination by City at the office of Consultant.

8.6 This Agreement, including the Exhibits incorporated herein by reference, represents the entire agreement and understanding between the Parties as to the matters contained herein, and any prior negotiations, written proposals or verbal agreements relating to such matters are superseded by this Agreement. If a conflict arises between this Agreement and any Exhibits, the terms of this Agreement shall govern. ,Except as otherwise provided for herein, any amendment to this Agreement shall be in writing, approved by City and signed by City and Consultant.

8.7 This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflicts of laws provisions. The Parties agree that

all actions or proceedings arising in connection with this Agreement shall be tried and litigated only in the state courts located in San Bernardino County, California, and the federal courts located in Riverside County, California.

8.8 If one or more of the sentences, clauses, paragraphs or sections contained in this Agreement is declared invalid, void or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not affect, impair or invalidate the remaining sentences, clauses, paragraphs or sections contained herein, unless to do so would deprive a Party of a material benefit of its bargain under this Agreement.

IN WITNESS WHEREOF, duly authorized representatives of City and Consultant have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Mario Saucedo, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

4LEAF, INC.

By: _____
Marcus Johnson, CBO, Director of Southern California Operations

EXHIBIT "A"

SCOPE OF SERVICES

Consultant will complete the following:

Plan review - Review building plans for compliance with the current editions of the California Codes (i.e., the California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code, California Green Code, Historical Code, etc.), development approvals, and other pertinent City and State regulations falling within the purview of the Building Official; provide a detailed list of deficiencies needing correction and mark up documents; make recommendations for approval of said plans when found to be in compliance, as stated above, or when they have been corrected or altered to be in compliance; and meet with various constituents, including but not limited to, architects, building designers, contractors and owner-builders, to resolve issues regarding plans being reviewed.

Inspection - Provide inspectors certified and qualified, per Subsection C below, to perform building code inspections in accordance with the current editions of the California Codes (i.e., the California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code, California Green Code, Historical Code, etc.), State and City regulations and other rules and regulations within the purview of the Building Official and review the permit package to verify that the on-site condition is consistent with the City's records for development approvals, square footage, setbacks, heights, and other requirements that may be applicable. Inspectors shall be qualified to perform inspections of existing building for violations of Building Codes and Ordinances as adopted by the City; research properties for prior approvals, permit and general information relating to violations; investigate and take necessary action when a violation of City regulations exists; comply with the City's procedures for reporting inspection results and deficiencies; use City inspection summary reports; make appropriate entries onto the permit documents and other records; notify the builder of other agency approvals required prior to finalizing a building permit; maintain records as may be needed for the efficient and effective operation of the City; and meet with members of the general public and City staff on a daily basis in the City offices, if necessary.

Emergency Response - Following disasters, provide inspectors certified (Cal OES SAP Evaluators) to perform evaluations of existing buildings for damage and/or safety assessments in compliance with accepted industry standards, as directed by the Building Official; comply with the City's procedure for reporting results; use City forms; make appropriate entries into City records and maintain records as needed for the efficient and effective operation of the City; and meet with members of the general public and City staff on a daily basis in the City offices, if necessary.

Special Projects – Consultant shall participate in a variety of special projects, as needed. These projects may include, but not limited to, the preparation of engineered plan details, conducting training on a variety of code-related topics, engineering practices, temporarily perform Building Official duties, preparation of documents/handouts, and projects associated with public counter services, and similar projects. Timeline for completion of special projects shall be mutually determined by the Building Official and the Consultant.

EXHIBIT "B"
COMPENSATION

FY2025-2026 FEE SCHEDULE & BASIS OF CHARGES

FOR THE CITY OF REDLANDS

All Rates are Subject to Basis of Charges

PLAN REVIEW COST STRUCTURE	NOTES
Plan Review Percentage: 65% *(Inclusive of all disciplines except Fire and Civil which are billed on an hourly basis)* **Hourly Plan Review:** $145 Non-Structural Review $160 Structural Review	Fee includes: ➢ Initial review and two (2) rechecks. Hourly charges apply after three (3) or more rechecks. ➢ Shipping, courier, and electronic service.

Building

Chief Building Official	$165/hour
Structural Plan Review Engineer	$160/hour
Non-Structural Plans Examiner	$145/hour
Certified Access Specialist (CASp) Inspector/Plans Examiner	$170/hour
Senior Combination Building Inspector (Building Inspector III)	$130/hour
Commercial Building Inspector (Building Inspector II)	$115/hour
Residential Building Inspector (Building Inspector I)	$100/hour
Permit Manager	$100/hour
Senior Permit Technician	$90/hour
Permit Technician	$80/hour
Clerk/Administrator	$55/hour
Supervising Inspector of Record	$165/hour
Inspector of Record	$145/hour
DSA Class 1 / OSHPD A Inspector	$170/hour
DSA Class 2 / OSHPD B Inspector	$140/hour
DSA Class 3 / OSHPD C Inspector	$100/hour
Hourly overtime charge per inspector	1.5 x hourly rate
Mileage (for inspections performed within the City)	IRS Rate + 20%

Project Management

Project Manager	$185/hour
Principal-in-Charge	$275/hour

Code Enforcement

Code Enforcement Director	$185/hour
Code Enforcement Manager	$155/hour
Code Enforcement Supervisor	$140/hour
Senior Code Enforcement Officer	$110/hour
Code Enforcement Officer II	$90/hour

Code Enforcement Officer I	$80/hour
Code Enforcement Technician	$65/hour
Clerk/Administrator	$55/hour
Housing Inspector	$90/hour
Hearing Officer	$145/hour

BASIS OF CHARGES

- Rates are inclusive of "tools of the trade" such as forms, telephones, and consumables.
- All invoicing will be submitted monthly.
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- Most plan reviews will be done in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Expedited reviews will be billed at 1.5x the plan review fee listed in the fee schedule. Return time will be within seven (7) days of receipt of the plans from the City.
- Plan review of deferred submittals & revisions will be billed at the hourly rates listed.
- All plan review services will be subject to a $305.00 minimum fee if percentage-based fee or 2-hour minimum charge if hourly rates apply.
- Larger complex plan reviews can be negotiated to achieve the best possible pricing.
- All plan review services will be subject to 2-hour minimum fee.
- All plan review services are billed on a percentage basis and includes the initial review and 2 rechecks.
    - Plan reviews will be billed on an hourly basis only after the initial review and 2 rechecks unless otherwise agreed upon on a case-by-case basis.
    - Fire and Civil Reviews are billed on an hourly basis and are not included in our plan review percentage.
- Overtime and Premium time will be charged as follows:

Regular time (work begun after 5AM or before 4PM)	*1 x hourly rate*
Nighttime (work begun after 4PM or before 5AM)	*1.125 x hourly rate*
Overtime (over 8-hour M-F or Saturdays)	*1.5 x hourly rate*
Overtime (over 8 hours Sat or 1st 8-hour Sun)	*2 x hourly rate*
Overtime (over 8 hours Sun or Holidays)	*3 x hourly rate*

- Overtime will only be billed with prior authorization of the Director or other designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage driven during the course of Inspections will be charged at current cost rate.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- In accordance with California's Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF's non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.

EXHIBIT "C"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

Every employer, except the State, shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations, a certificate of consent to self-insure, either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

CHECK ONE

_____I am aware of the provisions of Section 3700 of the 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 I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

_____I affirm that at all times, in performing the work and activities required or permitted under this Agreement, I shall not employ any person in any manner such that I become subject to the workers' compensation laws of California. However, at any time, if I employ any person such that I become subject to the workers' compensation laws of California, immediately I shall provide the City with a certificate of consent to self-insure, or a certification of workers' compensation insurance.

I certify under penalty of perjury under the laws of the State of California that the information and representations made in this certificate are true and correct.

4LEAF, INC.

By:_____ Date: _____

Marcus Johnson, CBO
Director of Southern California Operations

City of Redlands

Development Services Department
Building and Safety Division
www.cityofredlands.org/RFP

REQUEST FOR PROPOSAL
RFP No. 20250306TM
TO PROVIDE:

On-Call Building and Safety Inspection,
Plan Review and CASp Consulting Services

Date Issued: Thursday, March 06, 2025
Date Due: Friday, March 21, 2025 – *by 4:00 p.m. P.S.T.*

Responses received and opened at:

City of Redlands,
Development Services Department
Building and Safety Division
35 Cajon Street, Suite 20
Redlands, CA 92373



I. INTRODUCTION

A. Background

The City was incorporated in 1888. The City is a general law city and has a council-manager form of government with a five-member City Council serving five districts. The City Council Members are elected at large to serve as council members for four-year terms. Full-service functions of the City government are carried out by approximately 500 full-time and part-time staff members. The population of the City is approximately 75,000 residents and consists of 36 square miles within the City limits. The City's General Fund Budget for fiscal year 2025/26 is approximately $129.9 million. The Building Division's budget for fiscal year 2025/26 is approximately $1.5 Million. The Building and Safety Division expects to review about 850 plans and complete about 18,000 inspections in the FY 2025-2026 fiscal year.

B. Purpose

The City of Redlands, Development Services Department, Building & Safety Division, is seeking proposals from interested and qualified Proposers to provide temporary building and safety services to augment its staff during periods of high workloads or following natural disasters to review building plans, perform expedited plan reviews, or perform inspection services on an as-needed basis within the City of Redlands. The number of awards will be determined by the quality of the proposals received.

C. RFP Contact

All correspondence, including Proposals and questions, must be submitted to the person identified below (RFP Contact):

City of Redlands
Development Services Department
Attn: Tricia Munoz, Management Analyst
35 Cajon Street, Suite 20
Redlands, CA 92374
(909) 335-4599 Ext. 9 Phone
tmunoz@cityofredlands.org Email

Proposals will not be accepted by email or facsimile. Proposals must be submitted via hard copy with original signature submitted to the address indicated above.

D. Budget

The city estimates an annual aggregate budget not-to-exceed $120,000.

As part of the agreement, the City of Redlands will reserve the right to select or reject employees and sub-contractors providing services.

II. PROPOSAL TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the Purchasing Manager. If the Purchasing Division finds it necessary to change any of these dates or times prior to the proposal due date, the change will be accomplished by addendum.

Release of RFP	Thursday, March 06, 2025
Deadline for Submission of Questions (submitted online)	Thursday, March 13, 2025, at 4:00 pm (PST)
Submittal of Answers to Questions (posted online)	Monday, March 17, 2025
Deadline for Proposals	Friday, March 21, 2025, at 4:00 pm (PST)
Date for Tentative Contract Award	May 2025

Note: The City is closed alternating Fridays (March 14th & 28th, April 11th & 25th, and May 9th & 23rd).

Questions regarding the contents of this RFP must be submitted in writing on or before the Deadline for Submission of Questions and directed to the RFP Contact online through PlanetBids https://pbsystem.planetbids.com/portal/24639/portal-home. All questions will be answered and both the question and answer will be posted as an Addendum to the RFP in PlanetBids.

III. DEFINITIONS

Capitalized terms used in this RFP shall have the meanings given to them in the RFP and as defined below:

Agreement: The Contract between the City and the Proposer resulting from the award issued pursuant to this RFP to the successful Proposer.

Consultant: Any individual, company, firm, corporation, partnership or other organization to whom a contract award is made by the City. Consultant is also referred to as “Proposer” or “Vendor” within this RFP.

Facilitator: A City designated individual tasked with managing the processes of the evaluation panel.

Proposal: The offer to provide specific goods or services at specified prices and/or other conditions specified in the RFP.

Request For Proposal (RFP): The request for an offer from Proposers interested in

providing the identified services sought to be procured by the City. The RFP specifies the evaluation factors to be used and contains or incorporates by reference contractual terms and conditions applicable to the procurement.

Reference Terms: Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect the meaning thereof. Any reference to gender shall be construed to include all genders, firms, partnerships and corporations. References in the singular shall be construed to include the plural and references in the plural shall be construed to include the singular. Any reference to the "City" or the "City of Redlands" shall be construed to refer to the City for which the solicitation was issued and the City shall be the legislative authority for all matters concerning this solicitation or the resulting contract(s).

Services: The requested professional services described in this RFP.

Subcontractor: An individual, company, firm, corporation, partnership or other organization, not in the employment of or owned by Consultant who is performing services on behalf of Consultant under the Agreement or under a separate contract with or on behalf of Consultant.

IV. SCOPE OF WORK

The City of Redlands, Development Services Department, Building & Safety Division, has a need to contract with one Vendor or multiple Vendors for temporary building and safety services to augment its staff during periods of high workloads or following natural disasters. The Agreements will allow the Department to quickly call on the Vendor(s) to review building plans and perform inspection services on an as-needed basis. The Agreements will also allow the Department to respond to fluctuations in workload, as well as requests for expedited project reviews without going through a lengthy contracting process on a case-by-case basis.

A. PROJECT DESCRIPTION

Plan review - Review building plans for compliance with the current editions of the California Codes (i.e., the California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code, California Green Code, Historical Code, etc.), development approvals, and other pertinent City and State regulations falling within the purview of the Building Official; provide a detailed list of deficiencies needing correction and mark up documents; make recommendations for approval of said plans when found to be in compliance, as stated above, or when they have been corrected or altered to be in compliance; and meet with various constituents, including but not limited to, architects, building designers, contractors and owner-builders, to resolve issues regarding plans being reviewed.

Inspection - Provide inspectors certified and qualified, per Subsection C below, to perform building code inspections in accordance with the current

editions of the California Codes (i.e., the California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code, California Green Code, Historical Code, etc.), State and City regulations and other rules and regulations within the purview of the Building Official and review the permit package to verify that the on-site condition is consistent with the City's records for development approvals, square footage, setbacks, heights, and other requirements that may be applicable. Inspectors shall be qualified to perform inspections of existing building for violations of Building Codes and Ordinances as adopted by the City; research properties for prior approvals, permit and general information relating to violations; investigate and take necessary action when a violation of City regulations exists; comply with the City's procedures for reporting inspection results and deficiencies; use City inspection summary reports; make appropriate entries onto the permit documents and other records; notify the builder of other agency approvals required prior to finalizing a building permit; maintain records as may be needed for the efficient and effective operation of the City; and meet with members of the general public and City staff on a daily basis in the City offices, if necessary.

Emergency Response - Following disasters, provide inspectors certified (Cal OES SAP Evaluators) to perform evaluations of existing buildings for damage and/or safety assessments in compliance with accepted industry standards, as directed by the Building Official; comply with the City's procedure for reporting results; use City forms; make appropriate entries into City records and maintain records as needed for the efficient and effective operation of the City; and meet with members of the general public and City staff on a daily basis in the City offices, if necessary.

Special Projects – Vendor shall participate in a variety of special projects, as needed. These projects may include, but not limited to, the preparation of engineered plan details, conducting training on a variety of code-related topics, engineering practices, temporarily perform Building Official duties, preparation of documents/handouts, and projects associated with public counter services, and similar projects. Timeline for completion of special projects shall be mutually determined by the Building Official and the Vendor.

B. ADDITIONAL REQUIREMENTS
Professional Qualifications

Plan Review - Individuals assigned to perform plan review shall possess valid International Code Council (ICC) certification or other equivalent certification acceptable to the Building Official and a minimum of two years of qualifying experience performing plan review for a jurisdiction. Review of plans requiring

a higher level of review shall be completed by individuals licensed as required to review and approve such plans. Professional engineers, when required, shall be licensed by the State of California. Vendor shall also have a CASp Plans Examiner available for disabled access review. A CASp professional shall be available as needed and as required by state law. Vendor shall provide the City qualifications and resumes of plans examiners to the Building Official for acceptance prior to assignment of duties. (CASp services as defined by Government Code section 4459.5)

Inspections and Emergency Response - Inspectors shall possess valid ICC certification or other equivalent certification acceptable to the Building Official and a minimum of one year of qualifying experience working for a jurisdiction. Inspectors assigned under the provisions of emergency response shall have completed the California Building Officials (CALBO) Disaster Response Team training or equivalent training and shall be certified in same. Vendor shall also have a CASp Building Inspector available for disabled access inspections. A CASp professional shall be available as needed and as required by state law. Vendor shall provide qualifications of building inspectors and emergency response (damage/safety assessment) individuals to the Building Official for acceptance prior to assignment of duties.

Special Projects - Vendor shall provide qualifications of individuals assigned to participate in special projects to the Building Official for acceptance prior to assignment of duties. Professional engineers, when required, shall be licensed by the State of California.

C. TIMELINESS OF RESPONSE

Partial Plan Reviews - Vendor shall provide a response to an identified need within twenty-four (24) hours of notification by the City. The individual assigned shall be made available as needed to the City either on-site or at the appropriate project location.

Full Document Plan Reviews - Upon notification by the City, the Vendor shall begin full document plan review on a next business day basis. If notified by 3:00 PM the previous day, plans shall be picked up by the Vendor the next business day. Full plan reviews shall be completed within ten (10) working days on first reviews and five (5) working days for subsequent reviews, depending on the needs of the City.

Emergency Plan Reviews - Upon notification by the City that an immediate need exists for plan review, the Vendor shall provide response within two (2) hours of notification by the City. The individual assigned shall be made

available for the duration specified by the City.

Inspections - All inspections shall be provided on a next-day basis when the inspection request is received before 4:00 PM the previous day. City agrees to reimburse Vendor for a minimum of four (4) hours per inspector, excluding travel time required to report to a City office.

Emergency Response - Vendor shall provide a specified number of damage/safety assessment inspectors, up to thirty (30), within twenty-four (24) hours of notification by the City. City will reimburse Vendor for a minimum of four (4) hours per inspector, excluding travel time required to report to a City office, for Emergency Response services.

Plan Review Rechecks - Rechecks shall be completed in five (5) working days or less from initial notification.

D. WORK LOCATION

Vendor's staff shall generally perform inspection services in the field, using Vendor's vehicle. Vendor's inspector shall report to the City first and at the conclusion of the day. Vendor may perform plan review services at Vendor's location. When plan review services are requested, Vendor may pick up plans at the City's One Stop Permit Center or provide an equivalent method to review plans.

E. COMPENSATION

The rate of compensation shall be calculated based on the following:

Residential Plan Review - Residential plan review shall be based on the hourly rate as specified in a Proposed Cost Sheet and there shall be no additional charge for Plan Review rechecks. Charge rates for residential plan review shall include any costs for shipping and/or transporting of plans between Vendor and City. The total hourly charge shall not exceed the fee collected by the city for Building and Safety plan review unless plan review goes past 3 rechecks.

Non-residential Plan Review - Non-residential plan review shall be based on the hourly rate as specified in a Proposed Cost Sheet and there shall be no additional charge for Plan Review rechecks. Charge rates for non-residential plan review shall include any costs for shipping and/or transporting of plans between Vendor and City. The total hourly charge shall not exceed the fee collected by the city for Building and Safety plan review unless plan review goes past 3 rechecks.

Partial Plan Review and Special Projects - Partial plan review and special projects shall be based on the hourly rate as specified in a Proposed Cost Sheet and there shall be no additional charge for plan review rechecks. The total hourly charge shall not exceed 65% of the fee collected by the city for Building and Safety plan review unless plan review goes past 3 rechecks.

Inspections - Charges for building inspectors shall be based on the hourly rate as specified in a Proposed Cost Sheet and shall include cost for vehicles, mileage, equipment and travel time from assigned City office to inspection sites.

Emergency Response - Charges for emergency response (damage assessment) personnel shall be based on the hourly rate as specified in a Proposed Cost Sheet and shall include cost for vehicles, mileage, equipment and travel time from assigned City office to inspection sites.

V. PROPOSAL FORMAT GUIDELINES

Responses to this RFP must be in the form of a Proposal package, which must be submitted in the following format:

A. Presentation

Submit all hard copies of the Proposal on 8 ½ x 11 paper. Each page, including attachments, must be clearly and consecutively numbered. All proposals shall be submitted in the format outlined herein. Any proposal that does not comply with the requirements in the sole opinion of the City, may be rejected. The City will receive competitive proposals from vendors having specific experience and qualifications in the areas identified in this RFP. Under competitive negotiation procedures, the terms of the service contract, and the price of the service, the method of service delivery, and the conditions of performance are all negotiable. A negotiated contract will be awarded to the vendor that best meets the proposed needs at a reasonable price, not necessarily the lowest price.

Interested firms should provide the City with a proposal that includes the following information:

B. Executive Summary

This is to be used as the first page of the submission. This form must be fully completed and signed by an authorized officer of the firm.

C. Table of Contents

All pages of the Proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.

D. Executive Summary

This part of the response to the RFP should be limited to a brief narrative highlighting the proposer's qualifications and experience. Typically, this section should not exceed 2 pages.

E. Approach and Methodology

Provide a straightforward and concise presentation. The proposal should include a description of your understanding of the City and emphasize a clear understanding of the scope of services required and demonstrate the necessary resources to perform the intended services.

F. Firm Information/Organization

The Proposer must provide references that demonstrate the firm's qualifications and experience in managing similar contracts. List relevant and comparable jurisdictions, dates showing length of time spent providing the same or similar service and the specific duties and responsibilities for each.

Identify the responsibilities of the key individuals who will be assigned to the proposed contract, and who will have major responsibilities for performance of the services required. Include resumes that list their qualifications, relevant projects worked and compliance with Health and Safety Code section 18949.29.

Personnel changes that impact the contract may result in the cancellation of the contract. Upon award of the contract, these persons and principals may not be changed without approval of the City. Describe the firm's support organization, accessibility and quality assurance methods.

G. Staffing

Provide a list of principals, including sub-contractors, with their qualifications. Upon award of contract, principals may not be changed without approval of the City. Describe firm's support organization, accessibility and quality assurance methods for optimizing staff utilization.

H. References

The information requested in this section should describe your qualifications within the past five (5) years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

i. Names of key staff that participated on named projects and their specific responsibilities.

ii. A summary of your firm's demonstrated capability, including length of time that you have provided the services being requested in this Request for Proposal.

iii. Provide at least three references that received similar services from your firm. The City may contact the organizations and individuals. Information provided shall include:

a. Client name;

b. Project description;

- Project start and end dates
- Client project manager name, telephone, and electronic mail address.

I. Fee/Cost Proposal

A fee proposal shall be submitted and include all services, material, supplies, postage or shipping and any associated travel expense rates, if not already included in the personnel rate. The fee proposal shall clearly identify when services will be performed by an identified hourly rate or as a percentage of the city's fee or some combination of both. If there are additional charges for multiple resubmittals, such charges shall be identified as well. This proposal should be in a **separate sealed envelope marked "Fee Proposal**" and your firm's name. Failure to do so may result in your firm's disqualification.

VI. GENERAL PROPOSAL SUBMISSION

You must have experience in the areas listed in this RFP, and you must include municipal references with your proposal.

General

A. All interested and qualified Proposers are invited to submit a Proposal for consideration. Submission of a Proposal indicates that the Proposer has read and understands the entire RFP, including all appendixes, attachments, exhibits, schedules, and addenda (as applicable) and that all concerns regarding the RFP have been resolved.

B. Proposals must be received by the designated date and time. All proposers must register with the PlanetBids system prior to the date and time to receive the proposal or they will be disqualified. Late or incomplete proposals will not be accepted. System-related issues in PlanetBids shall be directed to the Purchasing Department at (909) 798-7525. For procurement questions involving PlanetBids, please contact the RFP Contact identified on page 2.

C. The Proposer acknowledges that its electronic signature is legally binding. Submittals in PlanetBids will be opened from the system’s encrypted lock box

after the deadline and evaluated as stated in this RFP.

D. Paper responses may be submitted in lieu of/must be submitted in addition to electronic submission, by mail or in person to the RFP Contact and will be time/date stamped when received. Proposals can be withdrawn at any time prior to the scheduled Deadline for Proposals.

Hand carried Proposals may be delivered to the RFP Contact between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding holidays observed by the City. The City will be closed every other Friday and will be closed as noted in the Proposal Timeline section, during this proposal period. Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the address information appears on the outer wrapper or envelope used by such service.

E. If the proposal is submitted through PlanetBids only, the Proposer shall not include Attachment E, "Fee Proposal Sheet(s)", as part of Proposer's PlanetBids submittal, but instead shall mail or submit in person Attachment E, in a separate sealed envelope labeled "Fee Proposal Sheet" with the RFP Number and Title and the name of the Proposer clearly marked on the outside, to the address stated in Section 1, Paragraph B. The proposal and Attachment E must be received (in separate envelopes) on or before the Deadline for Proposals. Failure to comply with this requirement shall disqualify the Proposer.

F. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP.

G. Proposals must be completed in all respects as required in this section. A Proposal may not be considered if it is conditional or incomplete.

VII. PROCESS FOR SUBMITTING PROPOSAL

Content of Proposal
The proposal must be submitted using the format as indicated in the proposal format guidelines.

Number of Proposals
Submit four (4) copies of your proposal to allow for thorough evaluation and comparative analysis.

Proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings.

An electronic version in PDF format on a flash drive will also be required with your submittal.

Proposal Forms

- Proposal cover page
- Exceptions or Deviations Form
- Proposer Certification / Addenda Acknowledgement form or No-Proposal Response
- IRS W-9 Form

Submission of Proposals

The proposal shall be signed by an authorized individual of the professional firm. Complete written proposals must be submitted in sealed envelopes, with a separate envelope for the Fee Proposal no later than 4:00 p.m. PST on **Friday, March 21, 2025**.

The outside of the proposal package shall be prominently marked with the following identification: "**RFP No. 20250306TM for On-Call Building & Safety Inspection, Plan Review and CASp Consulting Services**" together with the name and address of the submitter.

Proposals can be mailed, hand-delivered or sent by courier to:

City of Redlands
Development Services Department
Attn: Tricia Munoz, Management Analyst
35 Cajon Street, Suite 20
Redlands, CA 92374

VIII. CONDITIONS OF ACCEPTANCE

This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or its entirety, and to waive minor irregularities in any proposal.

IX. EVALUATION

Proposals will be subject to an Initial Review to confirm responsiveness, by determining whether each Proposal includes the stipulated content, required certifications or licensing, etc., and is presented in the required format, in order for the Proposal to advance for evaluation. Any reasonable person reviewing for responsiveness must be able to ascertain that the Proposal meets these

requirements.

The evaluation process includes the following categories and may include additional specific criteria. Likewise, the listed considerations are possible considerations and may not be the only factors involved in the evaluation.

QUALIFICATIONS AND EXPERIENCE
Weight: 40 points
Considerations: Proposer background and reputation, qualifications of the project team, experience with local approval agencies, experience with publicly bid projects, experience with similar services and entities.

TECHNICAL REVIEW
Weight: 40 points
Considerations: Statement of understanding of the City's needs, work plan, scheduling, technical specifications and functionality, quality control, training, adequacy of support staff and subcontractors, risk management, and value-added aspects.

REFERENCES
Weight: 5 points
Considerations: Satisfactory performance of similar work, demonstrated knowledge and expertise, work product, quality of interactions, capability of assigned team members, likelihood of continued use, etc.

COSTS
Weight: 15 points
Considerations: The proposal rate sheet for services in Attachment E is competitive.

The City may, at its sole discretion, create a shortlist of Proposals for further evaluation; require an oral interview, presentation, or demonstration; and utilize outside experts to assist in the evaluation process.

The City will establish an evaluation panel with responsibility for reviewing all Proposals and conducting the qualifications evaluation. A Facilitator will manage the integrity of the qualifications evaluation process and will not be a voting member of the evaluation panel. An initial meeting will be scheduled and held with the evaluation panel members, wherein the Facilitator will distribute all relevant documents to the evaluators including the RFP, evaluation worksheets for each Proposal, and written evaluation instructions.

After the initial meeting, evaluators will independently review and score the Proposals. The evaluation panel will then convene again to discuss the

individual scores to resolve questions and to discuss the basis for individual scores, but not for the evaluators to agree upon scoring. At the end of this discussion, each evaluator will be given an option to revise his/her scores.

Evaluators will make independent determinations for scores, including review and understanding of any additional information obtained by the group discussion. In the event a score is revised, the evaluator will strike out the original score, document the new score, and provide comments to support the revision.

If clarifying information is needed at any point, the Facilitator will contact Proposer(s) to obtain the necessary information. The Facilitator will then provide the information to the evaluation panel electronically or verbally, as appropriate.

If the qualifications evaluation process includes components such as oral interviews, product demonstration, and/or site visits, the Facilitator will coordinate those with evaluators. Individual scoring and any subsequent evaluation panel meetings with respect to such components must be conducted.

Once all scoring is finalized and documented, the Facilitator will collect individual evaluation worksheets to create a final qualifications evaluation scoring worksheet and rank the proposals first, second, third, etc.

Following the qualifications evaluation and ranking of the proposals, the Facilitator will open all fee proposals. The ranking of the proposals will not be altered once the fee proposals have been opened. However, the fee proposals will be used during negotiations with the selected Proposer(s).

X. STANDARD TERMS AND CONDITIONS

A. Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the proposer. All proposals submitted become the property of the City of Redlands. Submitted proposals, including fee proposals, are subject to the California Public Records Act.

B. Vendor Questionnaire

Answers to the questionnaire will be used in the City's evaluation of proposal. Proposer must include in response to questions complete information about proposer's company and its ability to perform the requested services as described in the Scope of Work.

- General Information
  - Basic corporate information and history
  - What services do you offer?
  - Does your organization provide Services locally, nationally or internationally?
  - Estimated completion period for the setup of this project and/or projected timeline.
  - Has your organization recently received any awards?
  - How do you distinguish yourself from the competition?
  - What is your average client size?
  - How many of your clients are Government entities?

C. Firm's Current Workload and Schedule

Provide information supporting firm's ability to perform in a timely fashion. Present workload of key personnel assigned to this project. Indicate that the personnel listed in the submittal shall be available for and assigned to the City based on illustrated workload. Indicate firm's ability to meet budget and schedule. It will be important to limit response to similar projects based on current and near future workload.

D. Sub-consultants/Subcontractors

Contractor shall submit a list of sub-consultants and subcontractors. No substitutions shall be made without prior written approval by the City.

E. Intangibles

Describe any significant or unique accomplishments or awards for work performed for similar agencies. Provide any additional information which may be relevant to the evaluation of your submission relative to the City's project.

F. Litigation

Please list any past and/or pending litigation or disputes relating to the work described herein that the firm has been involved in within the last five (5) years. List shall include project name, nature of litigation and outcome of litigation (if resolved).

G. Licenses

Firm shall submit proof of licensing as may be required by local, state, or federal agencies to perform the required work.

H. INSURANCE REQUIREMENTS

A Certificate of Insurance will be furnished by the successful Contractor upon Notice of Award. The certificate(s) shall be completed by the Contractor's authorized agent and submitted to the City's Risk Management Department. The successful Contractor shall not commence any work in connection with the

Agreement until it has obtained all of the following types of insurance and shall maintain such insurance for the duration of the Agreement. The Contractor shall secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City.

Comprehensive Commercial General Liability. Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Commercial General Liability Insurance in an amount of $1,000,000 per occurrence and $2,000,000 aggregate with an insurance carrier acceptable to the City and name the City as additional insured.

Commercial Automobile Liability Insurance. Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Automobile Liability Insurance with minimum limits of $1,000,000, combined single limit for bodily injury liability and property damage liability and name the City as additional insured. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles.

Workers' Compensation and Employer's Liability Insurance. If applicable, the Contractor shall obtain, and maintain throughout the life of the Agreement, Workers' Compensation and Employer's Liability Insurance in the amount that meets the statutory requirement and shall be in force with an insurance carrier acceptable to the City. Contractor and any sub-consultants or subcontractors shall comply fully with the California Workers' Compensation Law.

Professional Liability Insurance. If applicable, the Vendor shall obtain and maintain throughout the life of the Agreement Professional Liability Insurance in an amount of $1,000,000 per claims made and $2,000,000 aggregate with an insurance carrier accepted to the City.

The Contractor shall instruct their insurance broker to furnish properly executed certificates of insurance to the City.

The name of the insured Contractor, the specified job by name and/or RFP number, the name of the insurer, the number of the policy, its effective date and its termination date.

Certificates of insurance shall clearly evidence coverage required above.

Certificates of insurance shall be submitted by the broker directly

either via email (insurance@cityofredlands.org) or US Mail to: City of Redlands, Risk Management Division PO Box 3005 Redlands, CA 92373. The insurer will notify the City at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.

The city reserves the right to modify the insurance requirements set forth at any time during the process of solicitation or subsequent thereto.

I. EXAMINATION OF PROPOSAL DOCUMENTS

Each vendor shall carefully examine the Specifications and other applicable documents, and inform himself/herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the Contractor will in no way relieve him/her of the obligations and responsibilities assumed under the Contract.

Should a vendor find discrepancies or ambiguities in, or omissions from the Specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the City,

J. INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

No oral interpretations will be made to any vendor as to the meaning of the Proposal Documents. Any inquiry or request for interpretation received by the **City before the indicated due date will be given consideration. Post all questions** online at eProcurement system at www.cityofredlands.org/RFP. Answers will be provided posted at the city website, eProcurement system: www.cityofredlands.org/rfp

The City reserves the right to amend this RFP prior to the proposal due date. **Addenda or addendum will be sent published on the City's website, eProcurement system at *www.cityofredlands.org/rfp***. In case any Proposer fails to acknowledge receipt of such addenda or addendum, his/her proposal will nevertheless be construed as though it had been received and acknowledged and the submission of his/her Proposal will constitute acknowledgment of the receipt of same. All addenda are a part of the Proposal Documents and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before Proposals are opened.

In the case of unit price items, the quantities of work to be done and materials to be furnished under this Proposal/Contract are to be considered as approximate only and are to be used solely for the comparison of Proposals received. The City and its Vendors do not expressly or by implication represent that the actual

quantities involved will correspond exactly therewith; nor shall the Proposer plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and other proposal documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices proposal.

K. CHANGES / MODIFICATIONS

The City reserves the right to order changes in the scope of work and resulting contract. The successful Proposer has the right to request an equitable price adjustment in cases where modifications to the contract under the authority of this clause result in increased costs to the contractor. Price adjustments will be based on the unit prices proposed by the Contractor in response to this solicitation. Any contract resulting from this solicitation may be modified upon written and mutual consent of both parties.

L. GOVERNING LAWS AND REGULATIONS

The Proposer is required to be familiar with and shall be responsible for complying with the City's Purchasing Policies and Procedures, City resolutions, City rules, all federal, state and local laws, ordinances, rules and professional standards or regulations that in any manner affect this solicitation, the selection process, protests, award of contract, contract management or any other activity associated with this solicitation and the subsequent work required of the successful Proposer.

M. PREVAILING WAGES

When applicable, the City is subject to the State of California prevailing wage laws as set forth in California Labor Code Section 1770 et seq. The contractor is responsible for determining the appropriate Department of Industrial Relations (DIR) classification for the various employees and subcontractors used for a particular project or service. The rates for each classification are posted on the DIR website at http://www.dir.ca.gov/DIRdatabases.html. All contractors performing work for the City are responsible for abiding by all applicable prevailing wage laws, and must furnish the City with Certified Payroll Records upon request.

N. BLACK OUT PERIOD

The blackout period is defined as between the time the submittals for an Invitation to Bid, Request for Proposals, Request for Qualifications or the Invitation to Negotiate, as applicable, are issued by the City's Purchasing Division and the time the City Council awards the contract. During this black out period, any attempt to influence the thinking of City staff or officials for or against

a specific cause related to a solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication, may result in disqualification of their award and/or contract. This does not apply to pre-solicitation conferences, oral presentations before the selection committee, contract negotiations, or communications with staff not concerning this solicitation.

O. CONTRACT NEGOTIATION

Upon receipt of the proposals, the Selection Committee shall first determine and identify those persons or organizations that are qualified to perform the services and shall rank such persons and organizations based on their demonstrated competence and professional qualifications deemed necessary for the satisfactory performance of the services required.

Second, the cost proposals submitted by all qualified persons and organizations shall be opened and reviewed.

Third, negotiations shall be undertaken with the person or organization ranked most qualified in an attempt to secure the services at a cost equivalent to the lowest cost offered to the city by the qualified persons and organizations. If the person or organization ranked is unwilling to provide the services at a cost equivalent to such lowest cost: 1) such person or organization may nevertheless be awarded a contract, provided the purchasing agent, city manager or city council, as appropriate, determines the initiating city department director has substantiated that the cost for the services is reasonable and appropriate; or 2) negotiations with the most qualified person or organization may be terminated and the initiating city department may undertake similar negotiations with the other qualified person and organizations in order of rank.

The proposal signed by the successful Proposer along with documentation included in the proposal as required by this solicitation and other additional materials submitted by the Proposer and accepted by the City shall be the basis for negotiation of a contract addressing the requirements of the solicitation. The resulting contract will be approved in accordance with the City's Purchasing Ordinance.

P. FISCAL YEAR FUNDING APPROPRIATION

Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the City, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the fiscal period at the time of the contract. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation by the City of funds thereafter.

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled and the contractor shall be entitled to reimbursement for the reasonable value of any nonrecurring cost incurred but not advertised in the price of the supplied or services delivered under the contract or otherwise recoverable.

Q. PAYMENTS

Payments shall be made 30 days from the receipt of invoice, and follow all City policies promulgated thereby.

R. BUSINESS LICENSES

The successful proposer will be required to obtain a City of Redlands business license prior to commencement of work.

S. INDEMNIFICATION

The successful Proposer must fully indemnify the City. Such indemnification will be documented in the contract documents.

T. RIGHT OF REJECTION

The City of Redlands reserves the right to reject any and/or all proposals, reserve the right to waive any informalities or irregularities in the proposal or examination process, reserve the right to select low proposal per item, and reserve the right to award proposals and/or contracts in the best interest of the City.

U. REFERENCE TERMS

Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect the meaning thereof. Any reference to gender shall be construed to include all genders, firms, partnerships and corporations. References in the singular shall be construed to include the plural and references in the plural shall be construed to include the singular. Any reference to the “City” or the “City of Redlands” shall be construed to refer to the City for which the solicitation was issued and the City shall be the legislative authority for all matters concerning this solicitation or the resulting contract(s).

V. RIGHT TO AUDIT RECORDS

The City shall be entitled to audit the books and records of the Contractor or any sub-contractor to the extent that such books and records relate to the performance of the Agreement or any sub-contract to the Agreement. Such books and records shall be maintained by the Contractor for a period of ten (10) years from the date of final payment under the Agreement and by the sub-contractor for a period of ten (10) years from the date of final payment under the

sub-contract unless a shorter period is otherwise authorized in writing.

W. ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the proposal response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this proposal. If submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the Proposer's authorized signature affixed to the proposal attests to this.

X. PROPRIETARY INFORMATION

Responses to this Request for Proposals, upon receipt by the City, become public records. If any proposer believes that any portion of all of the response is confidential and proprietary, proposer shall clearly assert such exception and the specific legal authority of the asserted exemption. Such designation of an item as a trade secret may be challenged in court by any person. By the proposer's designation of material submitted to the City as a "trade secret", the proposer agrees to hold harmless the City for any award to a plaintiff for damages, costs or attorney's fees and for costs and attorney's fees incurred by the City by reason of any legal action challenging the proposer's "trade secret" claim.

Y. ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES

The Proposer by submitting a proposal acknowledges that other public agencies may seek to "Piggy-Back" under the same terms and conditions during the effective period of any resulting contract services and/or purchases being offered in this proposal/bid for the same prices and/or terms being proposed. The successful Proposer has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a public agency is allowed to Piggy-Back any contract, the agency must first obtain the Proposer's approval. Without the Proposer's approval, the seeking agency cannot Piggy-Back.

Z. QUALIFICATION CRITERIA

The information requested in this section should describe your qualifications within the past five years that are similar in size and scope to demonstrate competence to perform these services.

All documents should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements and specifications of the RFP. Proposals will be evaluated by City Committee. The most qualified firm will be selected based on, but not limited to,

the following considerations. The successful proposer will have a strong combination of:

- Knowledge of Code
- Professional quality service;
- Expertise and experience;
- Strong administrative support personnel;
- Sense of value and creativity;
- Excellent communication;
- Flexibility;
- Ability to provide additional services as necessary
- Explanation of compensation structure;
- Excellent references; and
- Organizational stability.

AA. AGREEMENT TERM: Service Period

The Agreement period will be for one (1) year beginning on July 1, 2025, through June 30, 2026 with the option to extend two (2) additional one-year (1) periods with the same terms and conditions by providing written notice at least thirty (30) days prior to the expiration of the initial term or any extended term.

As part of the contract/agreement, the City of Redlands will reserve the right to select or reject employees and sub-contractors providing services and select more than one vendor to provide services.

PROPOSAL DOCUMENTS

PROPOSAL COVER PAGE

Name of Firm, Entity or Organization:
Federal Employer Identification Number (EIN): **State of California License Number (If Applicable):** **Name of Contact Person:** **Title:** **E-Mail Address:**
Mailing Address: **Street Address (if different):** **City, State, Zip:** **Telephone:** **Fax:**
Organizational Structure – Please Check One: **Corporation** ☐ **Partnership** ☐ **Proprietorship** ☐ **Joint Venture** ☐ **Other** ☐ **If Corporation:** **Date of Incorporation:** **State of Incorporation:** **States Registered in as Foreign Corporation:**
Authorized Signature:_____ **Print Name:**_____ **Signature:**_____ **Title:**_____ **Phone:**_____
This document must be completed and returned with your Submittal.

EXCEPTIONS OR DEVIATIONS TO SPECIFICATIONS

Note: Proposer must sign the appropriate statement below as applicable.

( ) Proposer understands and agrees to all terms, conditions, requirements and specifications stated herein.

Firm: _____

Signature: _____

( ) Proposer takes exceptions to terms, conditions, requirements or specifications stated herein. (Proposer must itemize each exception below and return with the Proposal Form.)

Firm: _____

Signature: _____

Proposer should note that any exceptions taken from the stated terms and/or specifications *may,* but not necessarily will be cause for their submittal to be deemed "non-responsive", risking rejecting of the submittal.

Attached are_____additional pages.

This document must be completed and returned with your Submittal

PROPOSER'S CERTIFICATION

Submit To: City of Redlands ***Building and Safety Division*** ***35 Cajon Street, Suite 20*** ***Redlands, CA 92373*** ***Phone 909-798-7536*** ***Fax 909-798-7670***	CITY OF REDLANDS REQUEST FOR PROPOSAL (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT

DUE DATE: March 21, 2025	**DUE TIME: 4:00pm**	**RFP No. 20250306TM**

TITLE: "On-Call Inspection, Plan Review and CASp Consulting Services"

VENDOR NAME:	**PHONE NUMBER:**
VENDOR MAILING ADDRESS:	**FAX NUMBER:**
CITY/STATE/ZIP:	**E-MAIL ADDRESS:**

"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for assessment of liquidated damages claims. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offer or and have not colluded with any offerors or parties to an RFP whatsoever for any fraudulent purpose."

Addendum # Addendum# Addendum # Addendum # Addendum #

"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person
submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for the City of Redlands respondent agrees that if this proposal is accepted, the respondent will convey, sell, assign, or transfer to the City all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the City. At the City's discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."

Authorized Agent Name, Title (Print) Authorized Signature Date

This form must be completed and returned with your Submittal

NO-PROPOSAL RESPONSE

City of Redlands
Statement of "No Proposal"

If you do not intend to submit a proposal for this project, please complete and return this form prior to date shown for receipt of proposals to: **City of Redlands, Building and Safety Division 35 Cajon Street, Suite 20, Redlands, CA 92373, Attn: Tricia Munoz, Management Analyst**

We, the undersigned, have declined to submit a proposal on your **RFP No. 20250306TM** for Inspection, Plan Review and CASp Consulting Services" **for the following reasons:**

_____ Specifications are too "tight", i.e. geared toward one brand or manufacturer only (please explain reason below)

_____ Insufficient time to respond to Request for Proposals.

_____ We do not offer this product/s or equivalent.

_____ Remove us from your bidders' list for this commodity or service.

_____ Our product schedule would not permit us to perform to specifications.

_____ Unable to meet specifications.

_____ Unable to meet insurance requirements.

_____ Specifications unclear (please explain below).

_____ Competition restricted by pre-approved owner standards.

_____ Other (please specify below).

Remarks: _____

_____

_____

Company Name: _____

Address: _____

Signature and Title: _____

Telephone Number _____ Date _____

City Council Meeting **I. 9.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Approve the use of city resources and in-kind support in the amount of $3,150 related to the Art-On-State-Street event hosted by the Redlands Art Association on September 28, 2025; approve temporary street closures related to the event; and determine that the event is categorically exempt from environmental review pursuant to Section 15311 (c) of the State's guidelines implementing the California Environmental Quality Act (Facilities and Community Services Department Director Crocker)

MOTION(S):

If the City Council determines that the staff's recommendations are appropriate, the following motions are provided:

1. I move that the City Council determine that the approval of the event is exempt from environmental review pursuant to Section 15311(c) of the State's guidelines implementing the California Environmental Quality Act; and
2. I move to approve the expenditure of city resources and in-kind support in the amount of $3,150 and the temporary street closures as detailed in the staff report.

RECOMMENDATION:

Staff recommend that the City Council determine that the event is exempt from environmental review pursuant to Section 15311(c) of the State's guidelines implementing the California Environmental Quality Act (CEQA). Staff further recommend that the City Council direct staff accordingly regarding the temporary street closures outlined in the staff report and the expenditure of city resources and in-kind support in the amount of $3,150, including costs for personnel, equipment, and related services.

DISCUSSION:

The Facilities and Community Services Department manages the administration and issuance of permits for special events held in public areas of the city. Upon the issuance of a special event permit, the event may take place contingent on the event organizer paying the required fees. The City recognizes the value of partnering with non-profit agencies and organizations to provide services beneficial to the community. In an effort to support programs that provide a community benefit, the City Council will, from time to time, consider the authorization of in-kind support including the use of city equipment, staff, and facilities for special events.

The non-profit organization, Redlands Art Association, has hosted other events in Redlands and is requesting to hold the Art-On-State-Street event on Sunday, September 28th, on East State Street between 6th and 7th Streets from 6:00 a.m. to 7:00 p.m. The Redlands Art Association is a 501(c)3 organization that intends to use proceeds from the event to further art education at their art center downtown. The Redlands Art Association is also requesting to have commercial vendors with various sales of artwork, approximately 40 artists. City Council approval is required for the event because of the request for the temporary street closure and because the municipal code prohibits commercial activity and special events to take place within a city street without authorization.

Should the City Council elect to approve the event, the following conditions of approval will apply: The event will be held on East State Street from 6th Street to 7th Street; All commercial vendors shall have a current City of Redlands business license to participate in the event; and the event shall comply with all County of San Bernardino Health Permit regulations.

The City previously approved $1,350 for the 7th annual Art-On-State Street event in 2024, hosted by the Redlands Art Association, that gathered over 1500 people in the middle of downtown Redlands. According to the application, this event is focused on bringing awareness to the art community, which also brings profit and engagement to the City of Redlands.

The event is exempt from the requirements of the California Environmental Quality Act’s guidelines pursuant to Section 15311(c). Section 15311(c), accessory structures Class 11 facilities, consists of the construction or replacement of minor structure accessory to existing commercial, industrial, or institutional facilities, including placement of seasonal or temporary use items such as mobile food units, portable restrooms or similar items in generally the same locations from time to time in publicly owned parks or other facilities designed for public use.

ALTERNATIVES:

The City Council may elect to deny the request for in-kind support, deny the request for temporary street closure and direct staff accordingly.

STRATEGIC PLAN:

Priority A - Quality of Life, Beautification, Arts and Culture.

SUBMITTED BY:
Tabitha Crocker, Facilities and Community Services Department Director

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Janice McConnell, Assistant City Manager
Christopher Boatman, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

PREPARED BY:
Jaclyn Ramirez, Administrative Assistant II

Fiscal Impact

Fiscal Year:	FY 2024/25
Revenue Generating:	Y
Appropriation Required Y/N:	N
Amount:	$3,150.00
Budgeted Y/N:	N
Discussion:	

Please see the "Fiscal Impact" attachment for reference.

Attachments

In-Kind Request
Verification of Non-Profit
Street Closure Permit
Fiscal Impact

City of Redlands

In-Kind Support Request

Event Name: ART-ON-STATE STREET

Event Date(s): 9-28-25 **Location(s):** STATE ST, BETWEEN 6TH & 7TH, DOWNTOWN

Rain Out Date: 10-5-25 **Beginning Time:** 8 AM **End Time:** 6 PM

Describe Your Request:

This completed form with all supporting documentation shall be submitted a minimum of 60 days prior to the scheduled event. Additional information may be attached to this application form, as needed.

We'd like to have the one block of State Street closed to vehicular traffic. That means barricades at each end of the street, installed by city personnel. No Parking signs would also need to be set out prior to the event. Event boxes (trash) are needed.

Select and Describe All City Provided Services That May Apply to Your Request :

- [x] Traffic (*Personnel, equipment, cones, barricades, no-parking* — Barricades, personnel, no-parking signs, event boxes
- [ ] Police (*Public Safety Personnel*)
- [ ] Fire (*Paramedics, Inspectors*)
- [ ] Parks (*Cleanup Personnel, Ball Field Lights*)
- [ ] Facility

Refuse/Recycling (*Event Receptacles, Roll-Off Service*) acquired by Event Organizers through Redlands Customer Service

Section 13.65 of the Redlands Municipal Code requires that events that serve more than 2,000 individuals per day will be required to submit for review and approval a Large Venue Recycling Plan. The Quality of Life Department may require smaller events to comply with City recycling practices as a condition of waiving fees.

- [x] Other: 4 recycle Boxes

Group/Organization Name: REDLANDS ART ASSOCIATION

Is your Group/Organization a Registered Non-Profit: [x] Yes [ ] No **Non-Profit Federal Tax ID Number:**

Does your Group/Organization Presently Have Liability Insurance? [x] Yes [ ] No

Please be advised that depending upon your request, you may be required to provide proof of insurance coverage in an amount determined by the City and naming the City as an additional insured.

Has your Group/Organization received fee waivers from the City in the past? YES, THANK YOU.

Primary Contact Name & Title: SANDY DAVIES, EVENTS

Mailing Address: 215 E. STATE ST, REDLANDS, CA 92373-5232

Phone Number: 909-273-4598 **E-Mail Address:** SANDYDAVIES@VERIZON.NET

Updated 6/2021

As a part of our commitment to fiscal responsibility, the City of Redlands gathers data associated with the economic and social benefits associated with in-kind support. Please provide estimates, as applicable, for your event.

Positive outcomes for your organization from this

1. RAA's mission is art education:
a) Educating visitors to the variety of art mediums, styles, what artists charge. And the fun of finding local artists.
b) Educating artists on how to sell their work - marketing, presentation, dealing with the public.
2. RAA charges the artist an entry fee to cover costs.

Describe what economic benefit and impact this event will bring to the City:

We agree with other community groups that Redlands can be a tourist destination. We want to bring people to our event and the downtown gallery - show off our downtown with a safe, family friendly event.

In April 2002, the City Council adopted Resolution No. 6038, which encourages groups or organizations requesting in-kind support from the City to use local businesses when procuring goods and services associated with the event. Receipts will need to be submitted through a follow up form. Failure to submit post event documentation (within 15 days) may affect future requests.

	Proposed Event	Previous Event Actuals	Vendors
Attendance: Redlands Residents	1000	1000	
Attendance: Non-Residents	500	300	
Food & Beverage Sales			
Merchandise Sales			
Ticket/Entrance Fees			
Other			
Total Revenue			

I certify that all statements on this application are true and complete to the best of my knowledge.

Signature: Sandra Davies **Title:** Event coordinator

Please Print Your Name: Sandra (Sandy) Davies **Date:** 3-31-25

To Be Completed by the City of Redlands

Date Received: 04/01/25 **Received By:** Jaclyn. Ramirez

Notes:

City Manager Approval: City Council Approval:

Redlands Art Association

EIN: | Redlands, California, United States

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC

Auto-Revocation List

Organizations whose federal tax exempt status was automatically revoked for not filing a Form 990-series return or notice for three consecutive years.
Important note: Just because an organization appears on this list, it does not mean the organization is currently revoked, as they may have been reinstated.

Exemption Type: 501(c)(3)

Exemption Reinstatement Date: 11-15-2020

Revocation Date: 11-15-2020

Revocation Posting Date: 07-12-2021

Determination Letter

A favorable determination letter is issued by the IRS if an organization meets the requirements for tax-exempt status under the Code section the organization applied.

Final Letter(s)

FinalLetter_ _REDLANDSARTASSOCIATION_11092021_00.tif [https://apps.irs.gov/pub/epostcard/dl/FinalLetter_23-7292598_REDLANDSARTASSOCIATION_11092021_00.tif]

Copies of Returns (990, 990-EZ, 990-PF, 990-T)

Electronic copies (images) of Forms 990, 990-EZ, 990-PF or 990-T returns filed with the IRS by charities and non-profits.

- **Tax Year 2022 Form 990**
- **Tax Year 2021 Form 990**
- **Tax Year 2020 Form 990**
- **Tax Year 2017 Form 990**
- **Tax Year 2016 Form 990**

Event: ART-ON-STATE-STREET 9'25 Date. 09/28/25

PERMIT TO CLOSE STREET FOR SOCIAL EVENT(S)

Permission to close a street for an event is subject to the following requirements:

1.	**Street Closure Diagram MUST be attached. (Failure to submit diagram will result in non-issuance of permit).**
2.	**Event Flyer or Event Description MUST be attached. (Failure to submit flyer or event description will result in non-issuance of permit).**
3.	**Applicant MUST provide insurance coverage per City's requirements (see reverse)**
4.	Written permission from all residents of the effected portion of the street MUST be attached.
5.	No tables or other objects shall be placed on the street surface.
6.	No alcohol shall be consumed on the street or City right-of-way outside of a permitted area.
7.	Temporary No Parking Signs and barricades shall be supplied and posted by City Staff
8.	Affected street(s) shall remain accessible for emergency vehicles and local traffic at all times.
9.	This permit pertains only to the closing of the street(s). This permit does not relate to the type of activity, noise, or any other aspect of the event. All other applicable and appropriate ordinances and laws apply.

Permission is hereby granted to: REDLANDS ART ASSOCIATION

To close (street names) STATE STREET

Between (street names) 6TH & 7TH STREETS

Day & date 09/28/25 **Event times -** from (time) 7 ☑ am ☐ pm to (time) 6 ☐ am ☑ pm

Address of Applicant: 215 E STATE ST, REDLANDS, CA Phone No: 909-273-4598

Signature of Applicant: Sandra Davies Applicant Name (print): SANDRA DAVIES

Condition(s);**set up & clean up time required:** 7-8 AM Coordinator set up

5-6 PM Artist clean up

Event Description: Bi-annual art show & sale, open to the public - family friendly. Fundraiser for non-profit Redlands Art Association; sales benefit to RAA members.....

FOR OFFICE USE ONLY

This permit must be signed by the Chief of Police in order to be valid.

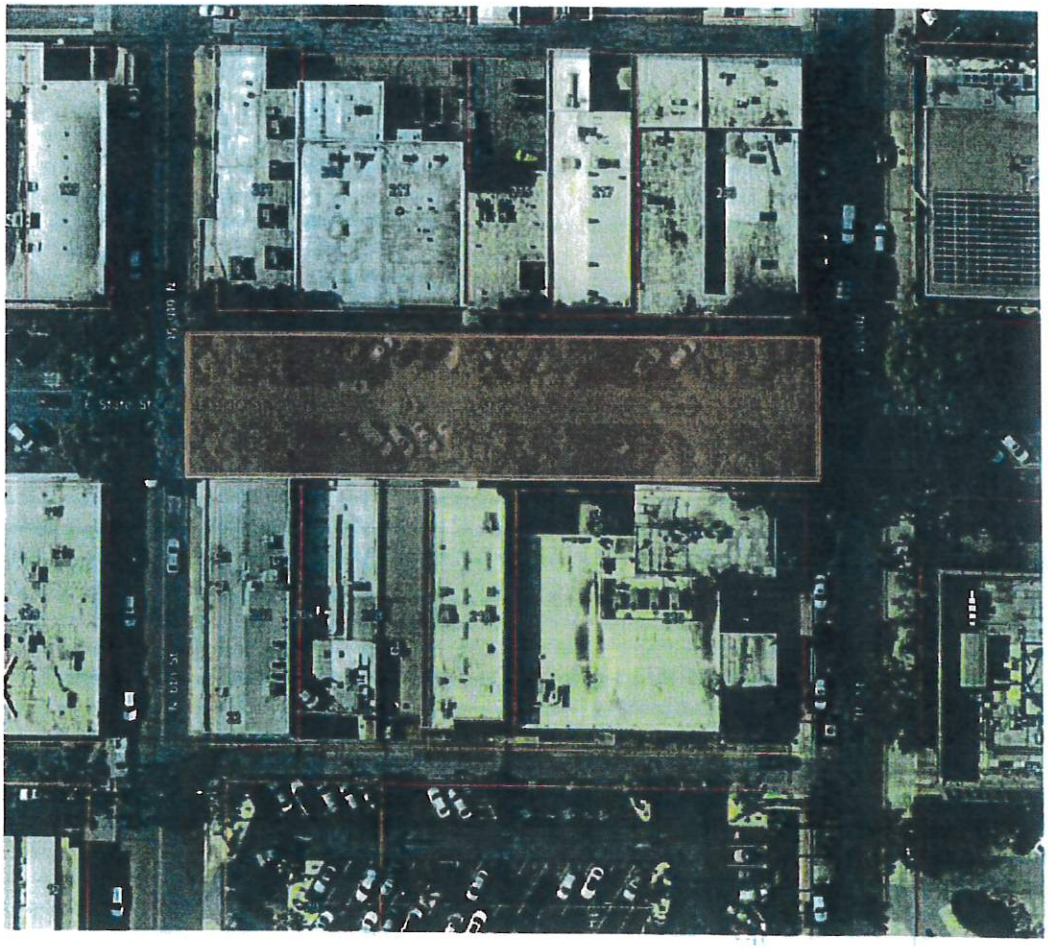
1. _____ Chief of Police — Date 9/16/2025
2. _____ Municipal Utilities & Engineering Department — Date _____
3. _____ Facilities & Community Services Department — Date 9/1/25
4. _____ Risk Management Division — Date 04/24/2025

Street Closure time: From 6 ☒ am ☐ pm To 7 ☐ am ☒ pm

Staff Notes:

CITY STAFF WILL FACILITATE CLOSURE

Art-On-State Street Closure



In anticipation of the City Council's consideration of this request, staff has compiled the following table outlining costs related to fees established by Resolution of the City Council and departmental charges pertaining to personnel and equipment resources necessary for the support of the event. The departmental charges are costs outside of normal City operations that would not be incurred by the City if the special event was not taking place.

Departmental Charges (Personnel & Equipment)	**2024-2025 Amount**	**Type**	**2023-2024 Amount**
Police Personnel[1]	$0.00	Hard Cost	$0.00
Fire Personnel[1]	$0.00	Hard Cost	$0.00
Facilities & Community Services Personnel[1]	$3,150.00	Hard Cost	$1,350.00
Personnel & Equipment Subtotal	**$3,150.00**		$1,350.00
Fees Established by City Council Resolution			
Park Reservation	$0.00	Soft Cost	$0.00
FCS Equipment	$0.00	Soft Cost	$0.00
Fire Equipment	$0.00	Soft Cost	$0.00
Fees Subtotal	**$0.00**		**$0.00**
Total Departmental Charges and Fees	**$0.00**		$0.00
	$3,150.00 **$0.00** **$3,150.00**	Hard Cost Soft Cost Total	**$1,350.00** **$0.00** **$1,350.00**

[1]*Personnel costs are calculated conservatively assuming the highest staff cost scenario. Actual costs may vary on the day of the event based on the actual staff present. Actual costs will be confirmed following the event and will be included in a reconciliation report presented to the City Council.*

The following table summarizes the total estimated costs associated with the use of City resources and waiver of fees approved for events scheduled during Fiscal Year 2024-25 to date:

TABLE 2: FY 2024-25 Fee Waivers to date

Hard Costs	**Soft Costs**	**Deposits Refunded**	**Waiver Amount**	**Net Amount**
$400,250.30	$34,877.30	$0.00	$435,128.00	$435,128.00

City Council Meeting **I. 10.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Adopt Salary Resolution No. 8697 establishing a Salary Schedule and Compensation Plan for City Employees and rescinding Resolution No. 8662 (Human Resources/Risk Management Director Meteau)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motion is provided:

I move to adopt Resolution No. 8697 establishing a Salary Schedule and Compensation Plan for City Employees and rescinding Resolution No. 8662.

RECOMMENDATION:

Staff recommends that City Council approve Salary Resolution No. 8697 establishing a Salary Schedule and Compensation Plan for City Employees and rescind Resolution No. 8662.

DISCUSSION:

Resolution No. 8697 incorporates position changes in the Fire Department and the Development Services Department. The attached Position Change List details the changes being made. Changes are summarized below.

1. **Fire** - The addition of a grant-funded Substance Use Navigator position in the Fire Department to help improve treatment and access to medication for Opioid Use Disorder within the community.
2. **Development Services Department** - The Administrative Analyst position will be downgraded to a Sr. Administrative Assistant position to meet the current needs of the department.

The salary range tables for all classifications are being adjusted to reflect a 2% increase, which will be applied uniformly to the existing salary range tables and reflected in the first full pay period in July 2025.

ALTERNATIVES:
N/A

STRATEGIC PLAN:

N/A

SUBMITTED BY:
Robert Meteau Jr., Human Resources and Risk Management Director

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

PREPARED BY:
Kisha McDonald, Human Resources Manager

Fiscal Impact

Discussion:
There is limited fiscal impact. The Substance Use Navigator position is offset with funding received from Opiod Settlement funds and the position downgrade from Administrative Analyst to Senior Administrative Assistant is anticipated to result in a small cost savings.

Attachments

Salary Resolution No. 8697
Range Tables 25-26
Part Time Hourly Rate Schedule 25-26
Position Change List July 2025

RESOLUTION NO. 8697

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS ESTABLISHING A SALARY SCHEDULE AND COMPENSATION PLAN FOR CITY EMPLOYEES AND RESCINDING RESOLUTION NO. 8662

WHEREAS, the City Council is authorized and directed by Section 2.56.040 of the Redlands Municipal Code to prepare, install, revise and maintain a position classification and compensation plan covering all positions in the competitive service;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDLANDS AS FOLLOWS:

Section 1. The City Council of the City of Redlands hereby establishes a basic compensation plan for all employees in all of the classifications of employment as described in Section 2 of this resolution to be effective July 7, 2025.

Section 2. Salary schedule and Compensation Plan.

Position Title	PT	FT	Unit	Range				
City Clerk's Office								
Assistant City Clerk		1	MM	33				
Administrative Assistant I/II		1	T	33	38			
Part Time Positions								
Administrative Assistant	1		PT					
Total City Clerk's Office	***1***	***2***						
City Manager's Office								
City Manager		1	C	3				
City Attorney		1	C	2				
Assistant City Manager		2	DD	6				
Homeless Solutions Manager		1	MM	75				
Grants Coordinator		1	MM	48				
Management Analyst		1	MM	50				
Administrative Analyst		1	MM	35				
Senior Administrative Assistant		1	T	48				
Public Information								
Public Information Officer		1	M	75				
Communications Specialist		1	MM	35				
Multimedia Production Coordinator		1	T	61				
Total City Manager's Office	***0***	***12***						
Human Resources/Risk Management								
Director, Human Resources/Risk Management		1	DD	4				
Assistant Director, HR/Risk Management		1	M	90				
HR/Risk Manager		2	M	78				
Human Resource Analyst		2	MM	53				
HR Coordinator		1	MM	47				
HR Specialist		4	MM	35				

Position Title	PT	FT	Unit	Range				
Administrative Assistant I/II		1	T	33	38			
Mid-Management Trainee		2	MM	30-90				

Total Human Resources/Risk Management	***0***	***14***

Management Services								
Director, Management Services*		1	DD	4				

Information Technology

Information Technology Manager		1	M	83				
Network Engineer		1	MM	77				
GIS Supervisor		1	MM	73				
IT Systems Supervisor		1	MM	66				
Database Administrator		1	T	95				
IT Applications Analyst		1	T	86				
System Administrator		1	T	84				
GIS Analyst		2	T	84				
IT Security Analyst		1	T	82				
Network Specialist I/II		1	T	79	84			
GIS Technician		1	T	59				
Sr. Help Desk Technician		1	T	72				
Help Desk Technician		3	T	57				
Administrative Assistant I/II		1	T	33	38			

Finance

Assistant Finance Director		1	M	90				
Finance Manager		1	M	78				
Principal Accountant		1	MM	59				
Senior Accountant		2	MM	51				
Budget Analyst		1	MM	50				
Management Analyst		1	MM	50				
Accountant		1	MM	35				
Senior Accounting Technician		1	T	50				
Accounting Technician I/II		2	T	29	39			

Revenue

Revenue Manager		1	MM	65				
Utilities Customer Service Supervisor		1	MM	45				
Accountant		1	MM	35				
Administrative Analyst		1	MM	35				
Senior Customer Account Specialist		2	T	52				
Utilities Billing Specialist		1	T	51				
Senior Accounting Technician		1	T	50				
Utilities Billing Technician		2	T	41				
Customer Account Specialist		6	T	37				

Position Title	PT	FT	Unit	Range				
Customer Service Technician I/II		4	T	24	32			
Purchasing								
Procurement Manager		1	M	74				
Purchasing Clerk		1	T	35				
Payroll								
Payroll Coordinator		1	MM	34				
Payroll Assistant		1	T	40				
Part Time Position								
IT Intern	1		PT					
Total Management Services	***1***	***53***						

*the position of Director, Management Services shall perform the duties of Director of Finance as outlined in Redlands Municipal Code 2.08

Development Services Department								
Administration								
Development Services Director		1	DD	4				
Sustainability Coordinator		1	MM	60				
Management Analyst		1	MM	50				
Sr. Administrative Assistant		1	T	48				
Administrative Assistant I/II		1	T	33	38			
Land Use								
One Stop Permit Center Manager		1	M	82				
Asst/Assoc/Civil/Sr. Civil Engineer		3	MM	41	51	61	73	
NPDES Inspector I/II		1	T	59	64			
Counter Services Technician		2	T	30				
Building Safety								
Chief Building Official		1	M	81				
Sr. Plans Examiner		1	MM	62				
Plans Examiner		1	T	80				
Sr. Building Inspector		1	T	80				
Building Inspector I/II		2	T	60	70			
Permit Technician I/II		2	T	52	57			
Economic Development								
Economic Development Coordinator		1	MM	68				
Planning								
City Planner		1	M	82				
Principal Planner		1	MM	75				
Senior Planner		2	MM	65				
Junior/Assistant/Associate Planner		3	T	53	70	80		

Position Title	PT	FT	Unit	Range				
Part Time Positions								
Planning Intern	2		PT					
Total Development Services Department	***2***	***28***						
Fire Department								
Fire Chief		1	DD	7				
Fire Marshal		1	M	88				
Deputy Fire Chief		1	F	85				
Deputy Fire Marshal		1	MM	79				
Battalion Chief		4	F	79				
Fire Captain		15	F	60				
Fire Engineer		18	F	55				
Fire Fighter		21	F	50				
EMS Coordinator		1	MM	82				
Management Analyst		1	MM	50				
Emergency Operations Specialist		1	MM	34				
Fire Prevention Inspector		2	CS	75				
Sr. Administrative Assistant		2	T	48				
Administrative Assistant I/II		1	T	33	38			
Total Fire Department		***70***						
Library								
Library Director		1	C	1				
Archivist Curator		1	M	80				
Principal Librarian		1	MM	53				
Systems Administrator		1	T	84				
Management Analyst		1	MM	50				
Senior Librarian		1	MM	37				
Special Collections Manager		1	MM	36				
Adult Literacy Coordinator		1	MM	32				
Technical Services Coordinator		1	MM	30				
Museum Collections Specialist		1	T	57				
Librarian		1	T	52				
Sr. Administrative Assistant		1	T	45				
Library Specialist I/II		5	T	22	32			
Maintenance Worker I/II		2	T	24	31			
Administrative Assistant I/II		1	T	33	38			
Technical Services Clerk		2	T	12				
Library Clerk		2	T	5				
Part Time Positions								
Administrative Assistant	1		PT					

Position Title	PT	FT	Unit	Range				
Library Specialist	1		PT					
Library Clerk	4		PT					
Library Page	4		PT					
Museum Attendant	4		PT					

Total Library	***14***	***24***

Municipal Utilities & Engineering Department

Administration

Director of Municipal Utilities and Public Works Engineering		1	DD	05				
Senior Administrative Assistant		3	T	48				

Engineering Services

City Engineer		1	M	87				
Asst/Assoc/Civil/Sr. Civil Engineer		6	MM	41	51	61	73	
Construction Inspector I/II		5	T	75	85			
Water Conservation Specialist		2	T	49				

Utilities

Laboratory Manager		1	MM	75				
Laboratory Quality Manager		1	MM	65				
Laboratory Analyst I/II/III/IV		4	T	53	63	73	83	

Water

Water Utility Manager		1	M	86				
Water Production/Maint. Superintendent		1	MM	85				
Water Distribution Superintendent		1	MM	85				
Water Production Operations Supervisor		1	T	100				
Water Production Maintenance Supervisor		1	T	100				
Water Distribution Supervisor		1	T	100				
Regulatory Compliance Officer		1	T	90				
Utilities Maintenance Foreperson		1	T	80				
Electrical and Instrumentation Technician		2	T	69				
Senior Water Quality Technician		1	T	63				
Cross Connection Control Inspector		1	T	63				
Water Distribution Crewleader		4	T	83				
Water Treatment Operator I/II/III/IV/V		8	T	55	60	77	80	83
Water Quality Technician I/II		2	T	52	57			
Water Distribution Operator		12	T	49				
Sr. Customer Service Field Technician		1	T	48				
Plant Mechanic I/II		6	T	48	58			
Customer Service Field Technician		1	T	39				
Water Meter Reader I/II		3	T	21	31			

Position Title	PT	FT	Unit	Range				
Wastewater								
Wastewater Utility Manager		1	M	86				
Wastewater Operations Supervisor		1	T	100				
Wastewater Facilities Maintenance Supervisor		1	T	100				
Wastewater Collection System Supervisor		1	T	100				
Regulatory Compliance Officer		1	T	90				
Utilities Maintenance Foreperson		1	T	80				
Wastewater Facilities Operator I/II/III/IV		6	T	51	61	68	78	
Plant Mechanic I/II		5	T	48	58			
Wastewater Collection System Worker I/II/III		7	T	47	50	54		
Part Time Positions								
Administrative Assistant	1		PT					
Total MUED Department	***1***	***97***						
Police Department								
Chief of Police		1	DD	8				
Deputy Police Chief		2	P	85				
Police Commander		4	P	81				
Police Sergeant		13	P	70				
Police Corporal		20	P	64				
Police Officer/Police Recruit		58	P/CS	60/79				
Police Operations Manager		1	M	74				
Management Analyst		1	MM	50				
Support Services Supervisor		1	MM	38				
Police Operations Coordinator		1	MM	36				
Digital Forensic Examiner		1	CS	88				
Crime Analyst		2	CS	85				
Dispatch Supervisor		3	CS	82				
Executive Police Assistant		1	CS	74				
Forensic Specialist		2	CS	73				
Records Supervisor		1	CS	66				
Property and Evidence Technician		2	CS	60				
Sr. Community Service Officer		1	CS	56				
Dispatcher I/II/III		15	CS	52	57	63		
Community Service Officer I/II		9	CS	40	48			
Records Specialist I/II		8	CS	22	36			
Administrative Assistant I/II		1	T	33	38			
Part Time Positions								
Community Services Officer	1		PT					
Administrative Assistant	1		PT					

Position Title	PT	FT	Unit	Range				
Camera Operator	6		PT					
Background Investigator	4		PT					

Total Police Department	***12***	***148***

Facilities and Community Services

Director, Facilities & Community Serv		1	DD	04				
Senior Manager, Fac & Comm Serv		2	M	81				
Manager, Fac & Comm Serv		1	MM	73				
Field Services Superintendent		1	MM	73				
Field Services Project Supervisor		1	MM	61				
Management Analyst		1	MM	50				
Administrative Analyst		1	MM	35				
Sr. Administrative Assistant		2	T	48				
Administrative Assistant I/II		3	T	33	38			

Airport

Airport Supervisor		1	MM	40				

Animal Services

Animal Services Supervisor		1	CS	72				
Animal Services Officer		3	CS	46				
Administrative Assistant I/II		1	T	33	38			
Kennel Attendant		4	CS	17				

Building Maintenance

Senior Building Maintenance Worker		1	T	55				
Building Maintenance Worker		4	T	40				

Cemetery

Cemetery Manager		1	MM	58				
Cemetery Sales and Services Representative		1	T	58				
Cemetery Crew Leader		1	T	49				
Cemetery Caretaker I/II		2	T	26	31			

Code Enforcement

Code Enforcement Supervisor		1	MM	51				
Code Enforcement Officer I/II		3	T	40	55			
Adminstrative Assistant I/II		1	T	33	38			

Fleet Services

Fleet Services Supervisor		1	MM	53				
Sr. Administrative Assistant		1	T	48				
Sr. Equipment Mechanic		1	T	70				
Fire Mechanic		1	T	69				
Equipment Mechanic I/II		3	T	45	50			

Position Title	PT	FT	Unit	Range				
Fleet Parts Technician		1	T	35				

Parks and Trees

Field Services Supervisor		1	MM	51				
Senior Grounds Maintenance Worker		6	T	43				
Senior Grove Maintenance Worker		1	T	43				
Tree Trimmer I/II		4	T	33	43			
Grove Maintenance Worker		2	T	28				
Grounds Maintenance Worker I/II		13	T	23	28			
Maintenance Worker I/II		1	T	24	31			

Recreation/Senior Services

Recreation Supervisor		1	MM	49				
Recreation Coordinator		1	T	54				
Program Specialist		2	T	45				
Administrative Assistant I/II		1	T	33	38			
Program Aid I/II		7	T	5	9			

Solid Waste

Solid Waste Manager		1	MM	64				
Solid Waste Collections Supervisor		2	MM	42				
Solid Waste Route Coordinator		2	T	57				
Sr. Administrative Assistant		1	T	48				
Welder		1	T	47				
Recycling Coordinator		1	T	44				
Solid Waste Truck Driver		32	T	36				
Equipment Operator OIT/I/II		3	T	19	34	39		
Maintenance Worker I/II		7	T	24	31			

Streets

Field Services Supervisor		1	MM	51				
Electrician		1	T	46				
Senior Asphalt Worker		1	T	44				
Senior Street Maintenance Worker I/II		2	T	44	49			
Equipment Operator OIT/I/II		3	T	19	34	39		
Asphalt Worker		2	T	34				
Sign & Paint Worker		1	T	34				
Maintenance Worker I/II		3	T	24	31			

Part Time Positions

Program Aide	2		PT					
Cemetery Aid	1		PT					

Total Facilities and Community Services	***3***	***150***

Grant Funded Positions - City Manager's Office

Administrative Assistant I/II	1		T	33	38			

Position Title	PT	FT	Unit		Range			
Community Outreach Specialist	2		T	42				
Management Analyst	1		1	MM	50			
Substance Use Navigator		1	1	MM	30			

Total Full Time Positions	*598*
Total Part Time Positions	*34*
Total Grant Funded Positions	*5*
Total Authorized Positions	*637*

TOTAL POSITIONS	*637*

Section 3. In addition to the salary schedule set forth above, the compensation plan established by this resolution permits the City Manager to establish programs for incentive awards, length of service awards, pay for performance, and other methods of recognizing employee work performance.

Section 4. Resolution No.8662 of the City of Redlands is hereby rescinded effective July 7, 2025.

Adopted, approved and signed this 17th day of June, 2025.

_____

ATTEST: Mario Saucedo, Mayor, City of Redlands

_____

Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands hereby certify that the foregoing resolution was duly adopted by the City Council at a regular meeting thereof held on the 17th day of June, 2025.

AYES:

NOES:

ABSENT:

ABSTAIN:

Employee Units Included:
Teamsters

City of Redlands
SALARY SCHEDULE

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
T5	NE	HOURLY	18.150	19.057	20.010	21.011	22.061	22.723	23.178
		MONTHLY	3146	3303	3468	3642	**3824**	3939	4017
		ANNUAL	37752	39640	41622	43703	45888	47264	48210
T6	NE	HOURLY	18.331	19.248	20.210	21.221	22.282	22.950	23.410
		MONTHLY	3177	3336	3503	3678	**3862**	3978	4058
		ANNUAL	38129	40036	42038	44140	46347	47737	48692
T7	NE	HOURLY	18.515	19.441	20.413	21.433	22.505	23.180	23.644
		MONTHLY	3209	3370	3538	3715	**3901**	4018	4098
		ANNUAL	38511	40436	42458	44581	46810	48214	49179
T8	NE	HOURLY	18.700	19.635	20.617	21.648	22.730	23.412	23.880
		MONTHLY	3241	3403	3574	3752	**3940**	4058	4139
		ANNUAL	38896	40841	42883	45027	47278	48697	49670
T9	NE	HOURLY	18.887	19.831	20.823	21.864	22.957	23.646	24.119
		MONTHLY	3274	3437	3609	3790	**3979**	4099	4181
		ANNUAL	39285	41249	43312	45477	47751	49184	50167
T10	NE	HOURLY	19.076	20.030	21.031	22.083	23.187	23.882	24.360
		MONTHLY	3306	3472	3645	3828	**4019**	4140	4222
		ANNUAL	39678	41662	43745	45932	48228	49675	50669
T11	NE	HOURLY	19.267	20.230	21.241	22.303	23.419	24.121	24.604
		MONTHLY	3340	3507	3682	3866	**4059**	4181	4265
		ANNUAL	40074	42078	44182	46391	48711	50172	51176
T12	NE	HOURLY	19.459	20.432	21.454	22.527	23.653	24.362	24.850
		MONTHLY	3373	3542	3719	3905	**4100**	4223	4307
		ANNUAL	40475	42499	44624	46855	49198	50674	51687
T13	NE	HOURLY	19.654	20.637	21.668	22.752	23.889	24.606	25.098
		MONTHLY	3407	3577	3756	3944	**4141**	4265	4350
		ANNUAL	40880	42924	45070	47324	49690	51181	52204
T14	NE	HOURLY	19.850	20.843	21.885	22.979	24.128	24.852	25.349
		MONTHLY	3441	3613	3793	3983	**4182**	4308	4394
		ANNUAL	41289	43353	45521	47797	50187	51692	52726
T15	NE	HOURLY	20.049	21.051	22.104	23.209	24.370	25.101	25.603
		MONTHLY	3475	3649	3831	4023	**4224**	4351	4438
		ANNUAL	41702	43787	45976	48275	50689	52209	53253
T16	NE	HOURLY	20.249	21.262	22.325	23.441	24.613	25.352	25.859
		MONTHLY	3510	3685	3870	4063	**4266**	4394	4482
		ANNUAL	42119	44225	46436	48758	51196	52731	53786
T17	NE	HOURLY	20.452	21.474	22.548	23.676	24.859	25.605	26.117
		MONTHLY	3545	3722	3908	4104	**4309**	4438	4527
		ANNUAL	42540	44667	46900	49245	51707	53259	54324

Effective: July 2025

*Due to rounding, salary schedules are a close approximation of actual salary

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
T18	NE	HOURLY	20.656	21.689	22.774	23.912	25.108	26.363	27.682
		MONTHLY	3580	3759	3947	4145	**4352**	4570	4798
		ANNUAL	42965	45114	47369	49738	52225	54836	57578
T19	NE	HOURLY	20.863	21.906	23.001	24.151	25.359	26.120	26.642
		MONTHLY	3616	3797	3987	4186	**4396**	4527	4618
		ANNUAL	43395	45565	47843	50235	52747	54329	55416
T20	NE	HOURLY	21.072	22.125	23.231	24.393	25.613	26.381	26.909
		MONTHLY	3652	3835	4027	4228	**4440**	4573	4664
		ANNUAL	43829	46020	48321	50737	53274	54872	55970
T21	NE	HOURLY	21.282	22.346	23.464	24.637	25.869	26.645	27.178
		MONTHLY	3689	3873	4067	4270	**4484**	4618	4711
		ANNUAL	44267	46481	48805	51245	53807	55421	56530
T22	NE	HOURLY	21.495	22.570	23.698	24.883	26.127	26.911	27.449
		MONTHLY	3726	3912	4108	4313	**4529**	4665	4758
		ANNUAL	44710	46945	49293	51757	54345	55975	57095
T23	NE	HOURLY	21.710	22.796	23.935	25.132	26.389	27.180	27.724
		MONTHLY	3763	3951	4149	4356	**4574**	4711	4805
		ANNUAL	45157	47415	49786	52275	54889	56535	57666
T24	NE	HOURLY	21.927	23.024	24.175	25.383	26.653	27.452	28.001
		MONTHLY	3801	3991	4190	4400	**4620**	4758	4854
		ANNUAL	45608	47889	50283	52798	55437	57101	58243
T25	NE	HOURLY	22.146	23.254	24.416	25.637	26.919	27.727	28.281
		MONTHLY	3839	4031	4232	4444	**4666**	4806	4902
		ANNUAL	46065	48368	50786	53326	55992	57672	58825
T26	NE	HOURLY	22.368	23.486	24.661	25.894	27.188	28.004	28.564
		MONTHLY	3877	4071	4275	4488	**4713**	4854	4951
		ANNUAL	46525	48851	51294	53859	56552	58248	59413
T27	NE	HOURLY	22.592	23.721	24.907	26.153	27.460	28.284	28.850
		MONTHLY	3916	4112	4317	4533	**4760**	4903	5001
		ANNUAL	46990	49340	51807	54397	57117	58831	60007
T28	NE	HOURLY	22.817	23.958	25.156	26.414	27.735	28.567	29.138
		MONTHLY	3955	4153	4360	4578	**4807**	4952	5051
		ANNUAL	47460	49833	52325	54941	57688	59419	60607
T29	NE	HOURLY	23.046	24.198	25.408	26.678	28.012	28.853	29.430
		MONTHLY	3995	4194	4404	4624	**4855**	5001	5101
		ANNUAL	47935	50332	52848	55491	58265	60013	61214
T30	NE	HOURLY	23.276	24.440	25.662	26.945	28.292	29.141	29.724
		MONTHLY	4035	4236	4448	4670	**4904**	5051	5152
		ANNUAL	48414	50835	53377	56046	58848	60613	61826

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
T31	NE	HOURLY	23.509	24.684	25.919	27.214	28.575	29.432	30.021
		MONTHLY	4075	4279	4493	4717	**4953**	5102	5204
		ANNUAL	48898	51343	53911	56606	59436	61220	62444
T32	NE	HOURLY	23.744	24.931	26.178	27.487	28.861	29.727	30.321
		MONTHLY	4116	4321	4537	4764	**5003**	5153	5256
		ANNUAL	49387	51857	54450	57172	60031	61832	63068
T33	NE	HOURLY	23.981	25.180	26.440	27.761	29.150	30.024	30.625
		MONTHLY	4157	4365	4583	4812	**5053**	5204	5308
		ANNUAL	49881	52375	54994	57744	60631	62450	63699
T34	NE	HOURLY	24.221	25.432	26.704	28.039	29.441	30.324	30.931
		MONTHLY	4198	4408	4629	4860	**5103**	5256	5361
		ANNUAL	50380	52899	55544	58321	61237	63075	64336
T35	NE	HOURLY	24.463	25.687	26.971	28.319	29.735	30.628	31.240
		MONTHLY	4240	4452	4675	4909	**5154**	5309	5415
		ANNUAL	50884	53428	56100	58905	61850	63705	64979
T36	NE	HOURLY	24.708	25.943	27.241	28.603	30.033	30.934	31.552
		MONTHLY	4283	4497	4722	4958	**5206**	5362	5469
		ANNUAL	51393	53962	56661	59494	62468	64342	65629
T37	NE	HOURLY	24.955	26.203	27.513	28.889	30.333	31.243	31.868
		MONTHLY	4326	4542	4769	5007	**5258**	5415	5524
		ANNUAL	51907	54502	57227	60089	63093	64986	66285
T38	NE	HOURLY	25.205	26.465	27.788	29.178	30.636	31.556	32.187
		MONTHLY	4369	4587	4817	5057	**5310**	5470	5579
		ANNUAL	52426	55047	57799	60689	63724	65636	66948
T39	NE	HOURLY	25.457	26.730	28.066	29.469	30.943	31.871	32.509
		MONTHLY	4413	4633	4865	5108	**5363**	5524	5635
		ANNUAL	52950	55598	58377	61296	64361	66292	67618
T40	NE	HOURLY	25.711	26.997	28.347	29.764	31.252	32.190	32.834
		MONTHLY	4457	4679	4913	5159	**5417**	5580	5691
		ANNUAL	53480	56154	58961	61909	65005	66955	68294
T41	NE	HOURLY	25.968	27.267	28.630	30.062	31.565	32.512	33.162
		MONTHLY	4501	4726	4963	5211	**5471**	5635	5748
		ANNUAL	54014	56715	59551	62528	65655	67624	68977
T42	NE	HOURLY	26.228	27.540	28.917	30.362	31.880	32.837	33.494
		MONTHLY	4546	4774	5012	5263	**5526**	5692	5806
		ANNUAL	54554	57282	60146	63154	66311	68301	69667
T43	NE	HOURLY	26.490	27.815	29.206	30.666	32.199	33.165	33.829
		MONTHLY	4592	4821	5062	5315	**5581**	5749	5864
		ANNUAL	55100	57855	60748	63785	66974	68984	70363

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
T44	NE	HOURLY	26.755	28.093	29.498	30.973	32.521	33.497	34.167
		MONTHLY	4638	4869	5113	5369	**5637**	5806	5922
		ANNUAL	55651	58434	61355	64423	67644	69674	71067
T45	NE	HOURLY	27.023	28.374	29.793	31.282	32.846	33.832	34.508
		MONTHLY	4684	4918	5164	5422	**5693**	5864	5981
		ANNUAL	56208	59018	61969	65067	68321	70370	71778
T46	NE	HOURLY	27.293	28.658	30.091	31.595	33.175	34.170	34.854
		MONTHLY	4731	4967	5216	5476	**5750**	5923	6041
		ANNUAL	56770	59608	62589	65718	69004	71074	72495
T47	NE	HOURLY	27.566	28.944	30.392	31.911	33.507	34.512	35.202
		MONTHLY	4778	5017	5268	5531	**5808**	5982	6102
		ANNUAL	57337	60204	63214	66375	69694	71785	73220
T48	NE	HOURLY	27.842	29.234	30.695	32.230	33.842	34.857	35.554
		MONTHLY	4826	5067	5321	5587	**5866**	6042	6163
		ANNUAL	57911	60806	63847	67039	70391	72503	73953
T49	NE	HOURLY	28.120	29.526	31.002	32.553	34.180	35.206	35.910
		MONTHLY	4874	5118	5374	5642	**5925**	6102	6224
		ANNUAL	58490	61414	64485	67709	71095	73228	74692
T50	NE	HOURLY	28.401	29.821	31.312	32.878	34.522	35.558	36.269
		MONTHLY	4923	5169	5427	5699	**5984**	6163	6287
		ANNUAL	59075	62028	65130	68386	71806	73960	75439
T51	NE	HOURLY	28.685	30.120	31.626	33.207	34.867	35.913	36.631
		MONTHLY	4972	5221	5482	5756	**6044**	6225	6349
		ANNUAL	59665	62649	65781	69070	72524	74699	76193
T52	NE	HOURLY	28.972	30.421	31.942	33.539	35.216	36.272	36.998
		MONTHLY	5022	5273	5537	5813	**6104**	6287	6413
		ANNUAL	60262	63275	66439	69761	73249	75446	76955
T53	NE	HOURLY	29.262	30.725	32.261	33.874	35.568	36.635	37.368
		MONTHLY	5072	5326	5592	5872	**6165**	6350	6477
		ANNUAL	60865	63908	67103	70459	73981	76201	77725
T54	NE	HOURLY	29.555	31.032	32.584	34.213	35.924	37.001	37.741
		MONTHLY	5123	5379	5648	5930	**6227**	6414	6542
		ANNUAL	61473	64547	67774	71163	74721	76963	78502
T55	NE	HOURLY	29.850	31.343	32.910	34.555	36.283	37.371	38.119
		MONTHLY	5174	5433	5704	5990	**6289**	6478	6607
		ANNUAL	62088	65193	68452	71875	75468	77733	79287
T56	NE	HOURLY	30.149	31.656	33.239	34.901	36.646	37.745	38.500
		MONTHLY	5226	5487	5761	6049	**6352**	6542	6673
		ANNUAL	62709	65844	69137	72593	76223	78510	80080

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
T57	NE	HOURLY	30.450	31.973	33.571	35.250	37.012	38.123	38.885
		MONTHLY	5278	5542	5819	6110	**6415**	6608	6740
		ANNUAL	63336	66503	69828	73319	76985	79295	80881
T58	NE	HOURLY	30.755	32.292	33.907	35.602	37.382	38.504	39.274
		MONTHLY	5331	5597	5877	6171	**6480**	6674	6807
		ANNUAL	63969	67168	70526	74053	77755	80088	81690
T59	NE	HOURLY	31.062	32.615	34.246	35.958	37.756	38.889	39.667
		MONTHLY	5384	5653	5936	6233	**6544**	6741	6876
		ANNUAL	64609	67840	71232	74793	78533	80889	82507
T60	NE	HOURLY	31.373	32.941	34.588	36.318	38.134	39.278	40.063
		MONTHLY	5438	5710	5995	6295	**6610**	6808	6944
		ANNUAL	65255	68518	71944	75541	79318	81698	83332
T61	NE	HOURLY	31.686	33.271	34.934	36.681	38.515	39.671	40.464
		MONTHLY	5492	5767	6055	6358	**6676**	6876	7014
		ANNUAL	65908	69203	72663	76296	80111	82515	84165
T62	NE	HOURLY	32.003	33.603	35.284	37.048	38.900	40.067	40.869
		MONTHLY	5547	5825	6116	6422	**6743**	6945	7084
		ANNUAL	66567	69895	73390	77059	80912	83340	85007
T63	NE	HOURLY	32.323	33.939	35.636	37.418	39.289	40.468	41.277
		MONTHLY	5603	5883	6177	6486	**6810**	7014	7155
		ANNUAL	67233	70594	74124	77830	81722	84173	85857
T64	NE	HOURLY	32.647	34.279	35.993	37.792	39.682	40.873	41.690
		MONTHLY	5659	5942	6239	6551	**6878**	7085	7226
		ANNUAL	67905	71300	74865	78608	82539	85015	86715
T65	NE	HOURLY	32.973	34.622	36.353	38.170	40.079	41.281	42.107
		MONTHLY	5715	6001	6301	6616	**6947**	7155	7299
		ANNUAL	68584	72013	75614	79394	83364	85865	87582
T66	NE	HOURLY	33.303	34.968	36.716	38.552	40.480	41.694	42.528
		MONTHLY	5772	6061	6364	6682	**7016**	7227	7372
		ANNUAL	69270	72733	76370	80188	84198	86724	88458
T67	NE	HOURLY	33.636	35.318	37.083	38.938	40.885	42.111	42.953
		MONTHLY	5830	6122	6428	6749	**7087**	7299	7445
		ANNUAL	69962	73461	77134	80990	85040	87591	89343
T68	NE	HOURLY	33.972	35.671	37.454	39.327	41.293	42.532	43.383
		MONTHLY	5889	6183	6492	6817	**7158**	7372	7520
		ANNUAL	70662	74195	77905	81800	85890	88467	90236
T69	NE	HOURLY	34.312	36.027	37.829	39.720	41.706	42.957	43.817
		MONTHLY	5947	6245	6557	6885	**7229**	7446	7595
		ANNUAL	71369	74937	78684	82618	86749	89352	91139

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
T70	NE	HOURLY	34.655	36.388	38.207	40.117	42.123	43.387	44.255
		MONTHLY	6007	6307	6623	6954	**7301**	7520	7671
		ANNUAL	72082	75686	79471	83444	87617	90245	92050
T71	NE	HOURLY	35.002	36.752	38.589	40.519	42.545	43.821	44.697
		MONTHLY	6067	6370	6689	7023	**7374**	7596	7748
		ANNUAL	72803	76443	80266	84279	88493	91147	92970
T72	NE	HOURLY	35.352	37.119	38.975	40.924	42.970	44.259	45.144
		MONTHLY	6128	6434	6756	7093	**7448**	7672	7825
		ANNUAL	73531	77208	81068	85122	89378	92059	93900
T73	NE	HOURLY	35.705	37.490	39.365	41.333	43.400	44.702	45.596
		MONTHLY	6189	6498	6823	7164	**7523**	7748	7903
		ANNUAL	74267	77980	81879	85973	90271	92980	94839
T74	NE	HOURLY	36.062	37.865	39.758	41.746	43.834	45.149	46.052
		MONTHLY	6251	6563	6891	7236	**7598**	7826	7982
		ANNUAL	75009	78760	82698	86833	91174	93909	95788
T75	NE	HOURLY	36.423	38.244	40.156	42.164	44.272	45.600	46.512
		MONTHLY	6313	6629	6960	7308	**7674**	7904	8062
		ANNUAL	75759	79547	83525	87701	92086	94848	96745
T76	NE	HOURLY	36.787	38.626	40.558	42.586	44.715	46.056	46.977
		MONTHLY	6376	6695	7030	7381	**7751**	7983	8143
		ANNUAL	76517	80343	84360	88578	93007	95797	97713
T77	NE	HOURLY	37.155	39.013	40.963	43.011	45.162	46.517	47.447
		MONTHLY	6440	6762	7100	7455	**7828**	8063	8224
		ANNUAL	77282	81146	85203	89464	93937	96755	98690
T78	NE	HOURLY	37.526	39.403	41.373	43.441	45.614	46.982	47.922
		MONTHLY	6505	6830	7171	7530	**7906**	8144	8306
		ANNUAL	78055	81958	86055	90358	94876	97722	99677
T79	NE	HOURLY	37.902	39.797	41.787	43.876	46.070	47.452	48.401
		MONTHLY	6570	6898	7243	7605	**7985**	8225	8389
		ANNUAL	78835	82777	86916	91262	95825	98700	100674
T80	NE	HOURLY	38.281	40.195	42.204	44.315	46.530	47.926	48.885
		MONTHLY	6635	6967	7315	7681	**8065**	8307	8473
		ANNUAL	79624	83605	87785	92174	96783	99687	101680
T81	NE	HOURLY	38.663	40.597	42.626	44.758	46.996	48.406	49.374
		MONTHLY	6702	7037	7389	7758	**8146**	8390	8558
		ANNUAL	80420	84441	88663	93096	97751	100684	102697
T82	NE	HOURLY	39.050	41.003	43.053	45.205	47.466	48.890	49.867
		MONTHLY	6769	7107	7462	7836	**8227**	8474	8644
		ANNUAL	81224	85285	89550	94027	98729	101690	103724

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
T83	NE	HOURLY	39.441	41.413	43.483	45.657	47.940	49.379	50.366
		MONTHLY	6836	7178	7537	7914	**8310**	8559	8730
		ANNUAL	82036	86138	90445	94967	99716	102707	104761
T84	NE	HOURLY	39.835	41.827	43.918	46.114	48.420	49.872	50.870
		MONTHLY	6905	7250	7612	7993	**8393**	8645	8817
		ANNUAL	82857	87000	91350	95917	100713	103734	105809
T85	NE	HOURLY	40.233	42.245	44.357	46.575	48.904	50.371	51.378
		MONTHLY	6974	7322	7689	8073	**8477**	8731	8906
		ANNUAL	83685	87870	92263	96876	101720	104772	106867
T86	NE	HOURLY	40.636	42.667	44.801	47.041	49.393	50.875	51.892
		MONTHLY	7044	7396	7765	8154	**8561**	8818	8995
		ANNUAL	84522	88748	93186	97845	102737	105819	107936
T87	NE	HOURLY	41.042	43.094	45.249	47.511	49.887	51.383	52.411
		MONTHLY	7114	7470	7843	8235	**8647**	8906	9085
		ANNUAL	85367	89636	94118	98823	103765	106878	109015
T88	NE	HOURLY	41.452	43.525	45.701	47.986	50.386	51.897	52.935
		MONTHLY	7185	7544	7922	8318	**8734**	8996	9175
		ANNUAL	86221	90532	95059	99812	104802	107946	110105
T89	NE	HOURLY	41.867	43.960	46.158	48.466	50.890	52.416	53.465
		MONTHLY	7257	7620	8001	8401	**8821**	9085	9267
		ANNUAL	87083	91438	96009	100810	105850	109026	111206
T90	NE	HOURLY	42.286	44.400	46.620	48.951	51.398	52.940	53.999
		MONTHLY	7330	7696	8081	8485	**8909**	9176	9360
		ANNUAL	87954	92352	96969	101818	106909	110116	112318
T91	NE	HOURLY	42.709	44.844	47.086	49.440	51.912	53.470	54.539
		MONTHLY	7403	7773	8162	8570	**8998**	9268	9453
		ANNUAL	88834	93275	97939	102836	107978	111217	113442
T92	NE	HOURLY	43.136	45.292	47.557	49.935	52.432	54.005	55.085
		MONTHLY	7477	7851	8243	8655	**9088**	9361	9548
		ANNUAL	89722	94208	98919	103864	109058	112329	114576
T93	NE	HOURLY	43.567	45.745	48.033	50.434	52.956	54.545	55.635
		MONTHLY	7552	7929	8326	8742	**9179**	9454	9643
		ANNUAL	90619	95150	99908	104903	110148	113453	115722
T94	NE	HOURLY	44.003	46.203	48.513	50.939	53.485	55.090	56.192
		MONTHLY	7627	8008	8409	8829	**9271**	9549	9740
		ANNUAL	91525	96102	100907	105952	111250	114587	116879
T95	NE	HOURLY	44.443	46.665	48.998	51.448	54.020	55.641	56.754
		MONTHLY	7703	8089	8493	8918	**9364**	9644	9837

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
		ANNUAL	92441	97063	101916	107012	112362	115733	118048
T96	NE	HOURLY	44.887	47.131	49.488	51.962	54.561	57.289	58.434
		MONTHLY	7780	8169	8578	9007	**9457**	9930	10129
		ANNUAL	93365	98033	102935	108082	113486	119160	121543
T97	NE	HOURLY	45.336	47.603	49.983	52.482	55.106	56.759	57.895
		MONTHLY	7858	8251	8664	9097	**9552**	9838	10035
		ANNUAL	94299	99014	103964	109163	114621	118059	120421
T98	NE	HOURLY	45.789	48.079	50.483	53.007	55.657	57.327	58.473
		MONTHLY	7937	8334	8750	9188	**9647**	9937	10135
		ANNUAL	95242	100004	105004	110254	115767	119240	121625
T99	NE	HOURLY	46.247	48.560	50.988	53.537	56.214	57.900	59.058
		MONTHLY	8016	8417	8838	9280	**9744**	10036	10237
		ANNUAL	96194	101004	106054	111357	116925	120432	122841
T100	NE	HOURLY	46.710	49.045	51.497	54.072	56.776	58.479	59.649
		MONTHLY	8096	8501	8926	9373	**9841**	10136	10339
		ANNUAL	97156	102014	107115	112470	118094	121637	124069

Employee Units Included:
Redlands Civilian Safety Employees Association

City of Redlands
SALARY SCHEDULE

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
CS10	NE	HOURLY	18.107	19.012	19.963	20.961	22.009	22.669	23.122
		MONTHLY	3138	3295	3460	3633	**3814.84**	3929	4008
		ANNUAL	37662	39545	41522	43598	45778	47151	48094
CS11	NE	HOURLY	18.288	19.202	20.162	21.170	22.229	22.896	23.354
		MONTHLY	3170	3328	3495	3670	**3853**	3969	4048
		ANNUAL	38038	39940	41937	44034	46236	47623	48575
CS12	NE	HOURLY	18.471	19.394	20.364	21.382	22.451	23.125	23.587
		MONTHLY	3202	3362	3530	3706	**3892**	4008	4088
		ANNUAL	38419	40340	42357	44474	46698	48099	49061
CS13	NE	HOURLY	18.655	19.588	20.567	21.596	22.676	23.356	23.823
		MONTHLY	3234	3395	3565	3743	**3930**	4048	4129
		ANNUAL	38803	40743	42780	44919	47165	48580	49552
CS14	NE	HOURLY	18.842	19.784	20.773	21.812	22.902	23.589	24.061
		MONTHLY	3266	3429	3601	3781	**3970**	4089	4171
		ANNUAL	39191	41151	43208	45368	47637	49066	50047
CS15	NE	HOURLY	19.030	19.982	20.981	22.030	23.131	23.825	24.302
		MONTHLY	3299	3464	3637	3819	**4009**	4130	4212
		ANNUAL	39583	41562	43640	45822	48113	49557	50548
CS16	NE	HOURLY	19.221	20.182	21.191	22.250	23.363	24.064	24.545
		MONTHLY	3332	3498	3673	3857	**4050**	4171	4254
		ANNUAL	39979	41978	44077	46280	48594	50052	51053
CS17	NE	HOURLY	19.413	20.383	21.403	22.473	23.596	24.304	24.790
		MONTHLY	3365	3533	3710	3895	**4090**	4213	4297
		ANNUAL	40378	42397	44517	46743	49080	50553	51564
CS18	NE	HOURLY	19.607	20.587	21.617	22.697	23.832	24.547	25.038
		MONTHLY	3399	3568	3747	3934	**4131**	4255	4340
		ANNUAL	40782	42821	44962	47211	49571	51058	52079
CS19	NE	HOURLY	19.803	20.793	21.833	22.924	24.071	24.793	25.289
		MONTHLY	3433	3604	3784	3974	**4172**	4297	4383
		ANNUAL	41190	43250	45412	47683	50067	51569	52600
CS20	NE	HOURLY	20.001	21.001	22.051	23.154	24.311	25.041	25.541
		MONTHLY	3467	3640	3822	4013	**4214**	4340	4427
		ANNUAL	41602	43682	45866	48160	50567	52085	53126
CS21	NE	HOURLY	20.201	21.211	22.272	23.385	24.554	25.291	25.797
		MONTHLY	3502	3677	3860	4053	**4256**	4384	4471
		ANNUAL	42018	44119	46325	48641	51073	52605	53657
CS22	NE	HOURLY	20.403	21.423	22.494	23.619	24.800	25.544	26.055
		MONTHLY	3537	3713	3899	4094	**4299**	4428	4516
		ANNUAL	42438	44560	46788	49128	51584	53131	54194

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CS23	NE	HOURLY	20.607	21.637	22.719	23.855	25.048	25.799	26.315
		MONTHLY	3572	3750	3938	4135	**4342**	4472	4561
		ANNUAL	42863	45006	47256	49619	52100	53663	54736
CS24	NE	HOURLY	20.813	21.854	22.946	24.094	25.298	26.057	26.579
		MONTHLY	3608	3788	3977	4176	**4385**	4517	4607
		ANNUAL	43291	45456	47729	50115	52621	54199	55283
CS25	NE	HOURLY	21.021	22.072	23.176	24.335	25.551	26.318	26.844
		MONTHLY	3644	3826	4017	4218	**4429**	4562	4653
		ANNUAL	43724	45910	48206	50616	53147	54741	55836
CS26	NE	HOURLY	21.231	22.293	23.408	24.578	25.807	26.581	27.113
		MONTHLY	3680	3864	4057	4260	**4473**	4607	4700
		ANNUAL	44161	46369	48688	51122	53678	55289	56395
CS27	NE	HOURLY	21.444	22.516	23.642	24.824	26.065	26.847	27.384
		MONTHLY	3717	3903	4098	4303	**4518**	4653	4747
		ANNUAL	44603	46833	49175	51634	54215	55842	56958
CS28	NE	HOURLY	21.658	22.741	23.878	25.072	26.326	27.115	27.658
		MONTHLY	3754	3942	4139	4346	**4563**	4700	4794
		ANNUAL	45049	47301	49667	52150	54757	56400	57528
CS29	NE	HOURLY	21.875	22.968	24.117	25.323	26.589	27.387	27.934
		MONTHLY	3792	3981	4180	4389	**4609**	4747	4842
		ANNUAL	45499	47774	50163	52671	55305	56964	58103
CS30	NE	HOURLY	22.093	23.198	24.358	25.576	26.855	27.660	28.214
		MONTHLY	3830	4021	4222	4433	**4655**	4794	4890
		ANNUAL	45954	48252	50665	53198	55858	57534	58684
CS31	NE	HOURLY	22.314	23.430	24.602	25.832	27.123	27.937	28.496
		MONTHLY	3868	4061	4264	4478	**4701**	4842	4939
		ANNUAL	46414	48735	51171	53730	56417	58109	59271
CS32	NE	HOURLY	22.538	23.664	24.848	26.090	27.395	28.216	28.781
		MONTHLY	3907	4102	4307	4522	**4748**	4891	4989
		ANNUAL	46878	49222	51683	54267	56981	58690	59864
CS33	NE	HOURLY	22.763	23.901	25.096	26.351	27.669	28.499	29.069
		MONTHLY	3946	4143	4350	4568	**4796**	4940	5039
		ANNUAL	47347	49714	52200	54810	57551	59277	60463
CS34	NE	HOURLY	22.991	24.140	25.347	26.614	27.945	28.784	29.359
		MONTHLY	3985	4184	4394	4613	**4844**	4989	5089
		ANNUAL	47820	50211	52722	55358	58126	59870	61067
CS35	NE	HOURLY	23.220	24.382	25.601	26.881	28.225	29.071	29.653
		MONTHLY	4025	4226	4437	4659	**4892**	5039	5140
		ANNUAL	48299	50714	53249	55912	58707	60468	61678

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CS36	NE	HOURLY	23.453	24.625	25.857	27.149	28.507	29.362	29.949
		MONTHLY	4065	4268	4482	4706	**4941**	5089	5191
		ANNUAL	48782	51221	53782	56471	59294	61073	62295
CS37	NE	HOURLY	23.687	24.872	26.115	27.421	28.792	29.656	30.249
		MONTHLY	4106	4311	4527	4753	**4991**	5140	5243
		ANNUAL	49269	51733	54320	57036	59887	61684	62918
CS38	NE	HOURLY	23.924	25.120	26.376	27.695	29.080	29.952	30.551
		MONTHLY	4147	4354	4572	4800	**5041**	5192	5296
		ANNUAL	49762	52250	54863	57606	60486	62301	63547
CS39	NE	HOURLY	24.163	25.372	26.640	27.972	29.371	30.252	30.857
		MONTHLY	4188	4398	4618	4848	**5091**	5244	5349
		ANNUAL	50260	52773	55411	58182	61091	62924	64182
CS40	NE	HOURLY	24.405	25.625	26.906	28.252	29.664	30.554	31.165
		MONTHLY	4230	4442	4664	4897	**5142**	5296	5402
		ANNUAL	50762	53300	55965	58764	61702	63553	64824
CS41	NE	HOURLY	24.649	25.881	27.176	28.534	29.961	30.860	31.477
		MONTHLY	4272	4486	4710	4946	**5193**	5349	5456
		ANNUAL	51270	53833	56525	59351	62319	64189	65472
CS42	NE	HOURLY	24.896	26.140	27.447	28.820	30.261	31.168	31.792
		MONTHLY	4315	4531	4758	4995	**5245**	5403	5511
		ANNUAL	51783	54372	57090	59945	62942	64830	66127
CS43	NE	HOURLY	25.144	26.402	27.722	29.108	30.563	31.480	32.110
		MONTHLY	4358	4576	4805	5045	**5298**	5457	5566
		ANNUAL	52300	54916	57661	60544	63572	65479	66788
CS44	NE	HOURLY	25.396	26.666	27.999	29.399	30.869	31.795	32.431
		MONTHLY	4402	4622	4853	5096	**5351**	5511	5621
		ANNUAL	52823	55465	58238	61150	64207	66133	67456
CS45	NE	HOURLY	25.650	26.932	28.279	29.693	31.178	32.113	32.755
		MONTHLY	4446	4668	4902	5147	**5404**	5566	5678
		ANNUAL	53352	56019	58820	61761	64849	66795	68131
CS46	NE	HOURLY	25.906	27.202	28.562	29.990	31.489	32.434	33.083
		MONTHLY	4490	4715	4951	5198	**5458**	5622	5734
		ANNUAL	53885	56580	59408	62379	65498	67463	68812
CS47	NE	HOURLY	26.165	27.474	28.847	30.290	31.804	32.758	33.414
		MONTHLY	4535	4762	5000	5250	**5513**	5678	5792
		ANNUAL	54424	57145	60003	63003	66153	68137	69500
CS48	NE	HOURLY	26.427	27.748	29.136	30.593	32.122	33.086	33.748
		MONTHLY	4581	4810	5050	5303	**5568**	5735	5850
		ANNUAL	54968	57717	60603	63633	66814	68819	70195

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CS49	NE	HOURLY	26.691	28.026	29.427	30.899	32.444	33.417	34.085
		MONTHLY	4627	4858	5101	5356	**5624**	5792	5908
		ANNUAL	55518	58294	61209	64269	67482	69507	70897
CS50	NE	HOURLY	26.958	28.306	29.721	31.208	32.768	33.751	34.426
		MONTHLY	4673	4906	5152	5409	**5680**	5850	5967
		ANNUAL	56073	58877	61821	64912	68157	70202	71606
CS51	NE	HOURLY	27.228	28.589	30.019	31.520	33.096	34.088	34.770
		MONTHLY	4719	4955	5203	5463	**5737**	5909	6027
		ANNUAL	56634	59466	62439	65561	68839	70904	72322
CS52	NE	HOURLY	27.500	28.875	30.319	31.835	33.427	34.429	35.118
		MONTHLY	4767	5005	5255	5518	**5794**	5968	6087
		ANNUAL	57200	60060	63063	66216	69527	71613	73045
CS53	NE	HOURLY	27.775	29.164	30.622	32.153	33.761	34.774	35.469
		MONTHLY	4814	5055	5308	5573	**5852**	6027	6148
		ANNUAL	57772	60661	63694	66879	70223	72329	73776
CS54	NE	HOURLY	28.053	29.456	30.928	32.475	34.098	35.121	35.824
		MONTHLY	4862	5106	5361	5629	**5910**	6088	6209
		ANNUAL	58350	61267	64331	67547	70925	73053	74514
CS55	NE	HOURLY	28.333	29.750	31.238	32.799	34.439	35.473	36.182
		MONTHLY	4911	5157	5415	5685	**5970**	6149	6272
		ANNUAL	58933	61880	64974	68223	71634	73783	75259
CS56	NE	HOURLY	28.617	30.048	31.550	33.127	34.784	35.827	36.544
		MONTHLY	4960	5208	5469	5742	**6029**	6210	6334
		ANNUAL	59523	62499	65624	68905	72350	74521	76011
CS57	NE	HOURLY	28.903	30.348	31.865	33.459	35.132	36.186	36.909
		MONTHLY	5010	5260	5523	5800	**6089**	6272	6398
		ANNUAL	60118	63124	66280	69594	73074	75266	76771
CS58	NE	HOURLY	29.192	30.652	32.184	33.793	35.483	36.547	37.278
		MONTHLY	5060	5313	5579	5858	**6150**	6335	6462
		ANNUAL	60719	63755	66943	70290	73805	76019	77539
CS59	NE	HOURLY	29.484	30.958	32.506	34.131	35.838	36.913	37.651
		MONTHLY	5111	5366	5634	5916	**6212**	6398	6526
		ANNUAL	61326	64393	67612	70993	74543	76779	78315
CS60	NE	HOURLY	29.779	31.268	32.831	34.473	36.196	37.282	38.028
		MONTHLY	5162	5420	5691	5975	**6274**	6462	6591
		ANNUAL	61940	65037	68289	71703	75288	77547	79098
CS61	NE	HOURLY	30.076	31.580	33.159	34.817	36.558	37.655	38.408
		MONTHLY	5213	5474	5748	6035	**6337**	6527	6657
		ANNUAL	62559	65687	68971	72420	76041	78322	79889

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CS62	NE	HOURLY	30.377	31.896	33.491	35.165	36.924	38.031	38.792
		MONTHLY	5265	5529	5805	6095	**6400**	6592	6724
		ANNUAL	63185	66344	69661	73144	76801	79105	80688
CS63	NE	HOURLY	30.681	32.215	33.826	35.517	37.293	38.412	39.180
		MONTHLY	5318	5584	5863	6156	**6464**	6658	6791
		ANNUAL	63817	67007	70358	73876	77569	79896	81494
CS64	NE	HOURLY	30.988	32.537	34.164	35.872	37.666	38.796	39.572
		MONTHLY	5371	5640	5922	6218	**6529**	6725	6859
		ANNUAL	64455	67677	71061	74614	78345	80695	82309
CS65	NE	HOURLY	31.298	32.863	34.506	36.231	38.043	39.184	39.968
		MONTHLY	5425	5696	5981	6280	**6594**	6792	6928
		ANNUAL	65099	68354	71772	75361	79129	81502	83132
CS66	NE	HOURLY	31.611	33.191	34.851	36.593	38.423	39.576	40.367
		MONTHLY	5479	5753	6041	6343	**6660**	6860	6997
		ANNUAL	65750	69038	72490	76114	79920	82317	83964
CS67	NE	HOURLY	31.927	33.523	35.199	36.959	38.807	39.971	40.771
		MONTHLY	5534	5811	6101	6406	**6727**	6928	7067
		ANNUAL	66408	69728	73215	76875	80719	83141	84803
CS68	NE	HOURLY	32.246	33.858	35.551	37.329	39.195	40.371	41.179
		MONTHLY	5589	5869	6162	6470	**6794**	6998	7138
		ANNUAL	67072	70425	73947	77644	81526	83972	85651
CS69	NE	HOURLY	32.569	34.197	35.907	37.702	39.587	40.775	41.590
		MONTHLY	5645	5927	6224	6535	**6862**	7068	7209
		ANNUAL	67743	71130	74686	78420	82341	84812	86508
CS70	NE	HOURLY	32.894	34.539	36.266	38.079	39.983	41.183	42.006
		MONTHLY	5702	5987	6286	6600	**6930**	7138	7281
		ANNUAL	68420	71841	75433	79205	83165	85660	87373
CS71	NE	HOURLY	33.223	34.884	36.629	38.460	40.383	41.594	42.426
		MONTHLY	5759	6047	6349	6666	**7000**	7210	7354
		ANNUAL	69104	72559	76187	79997	83997	86516	88247
CS72	NE	HOURLY	33.555	35.233	36.995	38.845	40.787	42.010	42.851
		MONTHLY	5816	6107	6412	6733	**7070**	7282	7427
		ANNUAL	69795	73285	76949	80797	84837	87382	89129
CS73	NE	HOURLY	33.891	35.585	37.365	39.233	41.195	42.430	43.279
		MONTHLY	5874	6168	6477	6800	**7140**	7355	7502
		ANNUAL	70493	74018	77719	81605	85685	88255	90021
CS74	NE	HOURLY	34.230	35.941	37.738	39.625	41.607	42.855	43.712
		MONTHLY	5933	6230	6541	6868	**7212**	7428	7577
		ANNUAL	71198	74758	78496	82421	86542	89138	90921

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CS75	NE	HOURLY	34.572	36.301	38.116	40.022	42.023	43.283	44.149
		MONTHLY	5993	6292	6607	6937	**7284**	7502	7652
		ANNUAL	71910	75506	79281	83245	87407	90029	91830
CS76	NE	HOURLY	34.918	36.664	38.497	40.422	42.443	43.716	44.590
		MONTHLY	6052	6355	6673	7006	**7357**	7577	7729
		ANNUAL	72629	76261	80074	84077	88281	90930	92748
CS77	NE	HOURLY	35.267	37.030	38.882	40.826	42.867	44.153	45.036
		MONTHLY	6113	6419	6740	7077	**7430**	7653	7806
		ANNUAL	73355	77023	80874	84918	89164	91839	93676
CS78	NE	HOURLY	35.620	37.401	39.271	41.234	43.296	44.595	45.487
		MONTHLY	6174	6483	6807	7147	**7505**	7730	7884
		ANNUAL	74089	77793	81683	85767	90056	92757	94612
CS79	NE	HOURLY	35.976	37.775	39.663	41.647	43.729	45.041	45.942
		MONTHLY	6236	6548	6875	7219	**7580**	7807	7963
		ANNUAL	74830	78571	82500	86625	90956	93685	95559
CS80	NE	HOURLY	36.336	38.152	40.060	42.063	44.166	45.491	46.401
		MONTHLY	6298	6613	6944	7291	**7655**	7885	8043
		ANNUAL	75578	79357	83325	87491	91866	94622	96514
CS81	NE	HOURLY	36.699	38.534	40.461	42.484	44.608	45.946	46.865
		MONTHLY	6361	6679	7013	7364	**7732**	7964	8123
		ANNUAL	76334	80151	84158	88366	92784	95568	97479
CS82	NE	HOURLY	37.066	38.919	40.865	42.909	45.054	46.406	47.334
		MONTHLY	6425	6746	7083	7437	**7809**	8044	8205
		ANNUAL	77097	80952	85000	89250	93712	96524	98454
CS83	NE	HOURLY	37.437	39.309	41.274	43.338	45.505	46.870	47.807
		MONTHLY	6489	6813	7154	7512	**7887**	8124	8287
		ANNUAL	77868	81762	85850	90142	94649	97489	99439
CS84	NE	HOURLY	37.811	39.702	41.687	43.771	45.960	47.338	48.285
		MONTHLY	6554	6882	7226	7587	**7966**	8205	8369
		ANNUAL	78647	82579	86708	91044	95596	98464	100433
CS85	NE	HOURLY	38.189	40.099	42.104	44.209	46.419	47.812	48.768
		MONTHLY	6619	6950	7298	7663	**8046**	8287	8453
		ANNUAL	79433	83405	87575	91954	96552	99448	101437
CS86	NE	HOURLY	38.571	40.500	42.525	44.651	46.883	48.290	49.256
		MONTHLY	6686	7020	7371	7739	**8126**	8370	8538
		ANNUAL	80228	84239	88451	92874	97517	100443	102452
CS87	NE	HOURLY	38.957	40.905	42.950	45.097	47.352	48.773	49.748
		MONTHLY	6753	7090	7445	7817	**8208**	8454	8623
		ANNUAL	81030	85082	89336	93802	98493	101447	103476

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CS88	NE	HOURLY	39.346	41.314	43.379	45.548	47.826	49.260	50.246
		MONTHLY	6820	7161	7519	7895	**8290**	8538	8709
		ANNUAL	81840	85932	90229	94740	99477	102462	104511
CS89	NE	HOURLY	39.740	41.727	43.813	46.004	48.304	49.753	50.748
		MONTHLY	6888	7233	7594	7974	**8373**	8624	8796
		ANNUAL	82659	86792	91131	95688	100472	103486	105556
CS90	NE	HOURLY	40.137	42.144	44.251	46.464	48.787	50.251	51.256
		MONTHLY	6957	7305	7670	8054	**8456**	8710	8884
		ANNUAL	83485	87660	92043	96645	101477	104521	106612

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MM30	E	HOURLY	32.408	34.029	35.730	37.516	39.392	40.574	41.386
		MONTHLY	5617	5898	6193	6503	**6828**	7033	7173
		ANNUAL	67409	70779	74318	78034	81936	84394	86082
MM31	E	HOURLY	32.732	34.369	36.087	37.892	39.786	40.980	41.799
		MONTHLY	5674	5957	6255	6568	**6896**	7103	7245
		ANNUAL	68083	71487	75062	78815	82755	85238	86943
MM32	E	HOURLY	33.060	34.713	36.448	38.271	40.184	41.390	42.217
		MONTHLY	5730	6017	6318	6634	**6965**	7174	7318
		ANNUAL	68764	72202	75812	79603	83583	86090	87812
MM33	E	HOURLY	33.390	35.060	36.813	38.653	40.586	41.804	42.640
		MONTHLY	5788	6077	6381	6700	**7035**	7246	7391
		ANNUAL	69452	72924	76570	80399	84419	86951	88690
MM34	E	HOURLY	33.724	35.410	37.181	39.040	40.992	42.222	43.066
		MONTHLY	5846	6138	6445	6767	**7105**	7318	7465
		ANNUAL	70146	73653	77336	81203	85263	87821	89577
MM35	E	HOURLY	34.061	35.764	37.553	39.430	41.402	42.644	43.497
		MONTHLY	5904	6199	6509	6835	**7176**	7392	7539
		ANNUAL	70847	74390	78109	82015	86116	88699	90473
MM36	E	HOURLY	34.402	36.122	37.928	39.825	41.816	43.070	43.932
		MONTHLY	5963	6261	6574	6903	**7248**	7466	7615
		ANNUAL	71556	75134	78890	82835	86977	89586	91378
MM37	E	HOURLY	34.746	36.483	38.307	40.223	42.234	43.501	44.371
		MONTHLY	6023	6324	6640	6972	**7321**	7540	7691
		ANNUAL	72272	75885	79679	83663	87846	90482	92292
MM38	E	HOURLY	35.093	36.848	38.690	40.625	42.656	43.936	44.815
		MONTHLY	6083	6387	6706	7042	**7394**	7616	7768
		ANNUAL	72994	76644	80476	84500	88725	91387	93214
MM39	E	HOURLY	35.444	37.217	39.077	41.031	43.083	44.375	45.263
		MONTHLY	6144	6451	6773	7112	**7468**	7692	7846
		ANNUAL	73724	77410	81281	85345	89612	92301	94147
MM40	E	HOURLY	35.799	37.589	39.468	41.442	43.514	44.819	45.715
		MONTHLY	6205	6515	6841	7183	**7542**	7769	7924
		ANNUAL	74461	78184	82094	86198	90508	93224	95088
MM41	E	HOURLY	36.157	37.965	39.863	41.856	43.949	45.267	46.173
		MONTHLY	6267	6581	6910	7255	**7618**	7846	8003
		ANNUAL	75206	78966	82915	87060	91413	94156	96039
MM42	E	HOURLY	36.518	38.344	40.261	42.275	44.388	45.720	46.634
		MONTHLY	6330	6646	6979	7328	**7694**	7925	8083
		ANNUAL	75958	79756	83744	87931	92328	95097	96999
MM43	E	HOURLY	36.883	38.728	40.664	42.697	44.832	46.177	47.101
		MONTHLY	6393	6713	7048	7401	**7771**	8004	8164
		ANNUAL	76718	80554	84581	88810	93251	96048	97969

*Due to rounding, salary schedules are a close approximation of actual salary.

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
MM44	E	HOURLY	37.252	39.115	41.071	43.124	45.280	46.639	47.572
		MONTHLY	6457	6780	7119	7475	**7849**	8084	8246
		ANNUAL	77485	81359	85427	89698	94183	97009	98949
MM45	E	HOURLY	37.625	39.506	41.481	43.555	45.733	47.105	48.047
		MONTHLY	6522	6848	7190	7550	**7927**	8165	8328
		ANNUAL	78260	82173	86281	90595	95125	97979	99938
MM46	E	HOURLY	38.001	39.901	41.896	43.991	46.191	47.576	48.528
		MONTHLY	6587	6916	7262	7625	**8006**	8247	8411
		ANNUAL	79042	82994	87144	91501	96076	98959	100938
MM47	E	HOURLY	38.381	40.300	42.315	44.431	46.652	48.052	49.013
		MONTHLY	6653	6985	7335	7701	**8086**	8329	8496
		ANNUAL	79833	83824	88016	92416	97037	99948	101947
MM48	E	HOURLY	38.765	40.703	42.738	44.875	47.119	48.533	49.503
		MONTHLY	6719	7055	7408	7778	**8167**	8412	8581
		ANNUAL	80631	84663	88896	93341	98008	100948	102967
MM49	E	HOURLY	39.153	41.110	43.166	45.324	47.590	49.018	49.998
		MONTHLY	6786	7126	7482	7856	**8249**	8496	8666
		ANNUAL	81437	85509	89785	94274	98988	101957	103996
MM50	E	HOURLY	39.544	41.521	43.597	45.777	48.066	49.508	50.498
		MONTHLY	6854	7197	7557	7935	**8331**	8581	8753
		ANNUAL	82252	86364	90683	95217	99977	102977	105036
MM51	E	HOURLY	39.940	41.937	44.033	46.235	48.547	50.003	51.003
		MONTHLY	6923	7269	7632	8014	**8415**	8667	8841
		ANNUAL	83074	87228	91589	96169	100977	104007	106087
MM52	E	HOURLY	40.339	42.356	44.474	46.697	49.032	50.503	51.513
		MONTHLY	6992	7342	7709	8094	**8499**	8754	8929
		ANNUAL	83905	88100	92505	97131	101987	105047	107148
MM53	E	HOURLY	40.742	42.779	44.918	47.164	49.523	51.008	52.028
		MONTHLY	7062	7415	7786	8175	**8584**	8841	9018
		ANNUAL	84744	88981	93430	98102	103007	106097	108219
MM54	E	HOURLY	41.150	43.207	45.368	47.636	50.018	51.518	52.549
		MONTHLY	7133	7489	7864	8257	**8670**	8930	9108
		ANNUAL	85591	89871	94365	99083	104037	107158	109301
MM55	E	HOURLY	41.561	43.639	45.821	48.112	50.518	52.033	53.074
		MONTHLY	7204	7564	7942	8339	**8756**	9019	9200
		ANNUAL	86447	90770	95308	100074	105077	108230	110394
MM56	E	HOURLY	41.977	44.076	46.279	48.593	51.023	52.554	53.605
		MONTHLY	7276	7640	8022	8423	**8844**	9109	9292
		ANNUAL	87312	91677	96261	101074	106128	109312	111498
MM57	E	HOURLY	42.397	44.516	46.742	49.079	51.533	53.079	54.141
		MONTHLY	7349	7716	8102	8507	**8932**	9200	9384
		ANNUAL	88185	92594	97224	102085	107189	110405	112613
MM58	E	HOURLY	42.821	44.962	47.210	49.570	52.049	53.610	54.682
		MONTHLY	7422	7793	8183	8592	**9022**	9292	9478
		ANNUAL	89067	93520	98196	103106	108261	111509	113739
MM59	E	HOURLY	43.249	45.411	47.682	50.066	52.569	54.146	55.229
		MONTHLY	7496	7871	8265	8678	**9112**	9385	9573
		ANNUAL	89958	94455	99178	104137	109344	112624	114877
MM60	E	HOURLY	43.681	45.865	48.159	50.567	53.095	54.688	55.781
		MONTHLY	7571	7950	8347	8765	**9203**	9479	9669
		ANNUAL	90857	95400	100170	105178	110437	113750	116025

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Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
MM61	E	HOURLY	44.118	46.324	48.640	51.072	53.626	55.235	56.339
		MONTHLY	7647	8029	8431	8853	**9295**	9574	9765
		ANNUAL	91766	96354	101172	106230	111542	114888	117186
MM62	E	HOURLY	44.559	46.787	49.127	51.583	54.162	55.787	56.903
		MONTHLY	7724	8110	8515	8941	**9388**	9670	9863
		ANNUAL	92683	97317	102183	107293	112657	116037	118358
MM63	E	HOURLY	45.005	47.255	49.618	52.099	54.704	56.345	57.472
		MONTHLY	7801	8191	8600	9030	**9482**	9766	9962
		ANNUAL	93610	98291	103205	108365	113784	117197	119541
MM64	E	HOURLY	45.455	47.728	50.114	52.620	55.251	56.908	58.046
		MONTHLY	7879	8273	8686	9121	**9577**	9864	10061
		ANNUAL	94546	99274	104237	109449	114922	118369	120737
MM65	E	HOURLY	45.909	48.205	50.615	53.146	55.803	57.477	58.627
		MONTHLY	7958	8356	8773	9212	**9673**	9963	10162
		ANNUAL	95492	100266	105280	110544	116071	119553	121944
MM66	E	HOURLY	46.369	48.687	51.121	53.677	56.361	58.052	59.213
		MONTHLY	8037	8439	8861	9304	**9769**	10062	10264
		ANNUAL	96447	101269	106332	111649	117231	120748	123163
MM67	E	HOURLY	46.832	49.174	51.633	54.214	56.925	58.633	59.805
		MONTHLY	8118	8523	8950	9397	**9867**	10163	10366
		ANNUAL	97411	102282	107396	112766	118404	121956	124395
MM68	E	HOURLY	47.301	49.666	52.149	54.756	57.494	59.219	60.403
		MONTHLY	8199	8609	9039	9491	**9966**	10265	10470
		ANNUAL	98385	103304	108470	113893	119588	123175	125639
MM69	E	HOURLY	47.774	50.162	52.670	55.304	58.069	59.811	61.007
		MONTHLY	8281	8695	9130	9586	**10065**	10367	10575
		ANNUAL	99369	104338	109554	115032	120784	124407	126895
MM70	E	HOURLY	48.251	50.664	53.197	55.857	58.650	60.409	61.617
		MONTHLY	8364	8782	9221	9682	**10166**	10471	10680
		ANNUAL	100363	105381	110650	116182	121992	125651	128164
MM71	E	HOURLY	48.734	51.171	53.729	56.416	59.236	61.013	62.234
		MONTHLY	8447	8870	9313	9779	**10268**	10576	10787
		ANNUAL	101366	106435	111756	117344	123211	126908	129446
MM72	E	HOURLY	49.221	51.682	54.266	56.980	59.829	61.623	62.856
		MONTHLY	8532	8958	9406	9876	**10370**	10681	10895
		ANNUAL	102380	107499	112874	118518	124444	128177	130740
MM73	E	HOURLY	49.713	52.199	54.809	57.549	60.427	62.240	63.485
		MONTHLY	8617	9048	9500	9975	**10474**	10788	11004
		ANNUAL	103404	108574	114003	119703	125688	129459	132048
MM74	E	HOURLY	50.211	52.721	55.357	58.125	61.031	62.862	64.119
		MONTHLY	8703	9138	9595	10075	**10579**	10896	11114
		ANNUAL	104438	109660	115143	120900	126945	130753	133368
MM75	E	HOURLY	50.713	53.248	55.911	58.706	61.642	63.491	64.761
		MONTHLY	8790	9230	9691	10176	**10685**	11005	11225
		ANNUAL	105482	110756	116294	122109	128214	132061	134702
MM76	E	HOURLY	51.220	53.781	56.470	59.293	62.258	64.126	65.408
		MONTHLY	8878	9322	9788	10277	**10791**	11115	11337
		ANNUAL	106537	111864	117457	123330	129496	133381	136049
MM77	E	HOURLY	51.732	54.319	57.034	59.886	62.881	64.767	66.062
		MONTHLY	8967	9415	9886	10380	**10899**	11226	11451
		ANNUAL	107602	112983	118632	124563	130791	134715	137409

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Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
MM78	E	HOURLY	52.249	54.862	57.605	60.485	63.509	65.415	66.723
		MONTHLY	9057	9509	9985	10484	**11008**	11339	11565
		ANNUAL	108678	114112	119818	125809	132099	136062	138784
MM79	E	HOURLY	52.772	55.410	58.181	61.090	64.144	66.069	67.390
		MONTHLY	9147	9604	10085	10589	**11118**	11452	11681
		ANNUAL	109765	115254	121016	127067	133420	137423	140171
MM80	E	HOURLY	53.299	55.964	58.763	61.701	64.786	66.729	68.064
		MONTHLY	9239	9701	10186	10695	**11230**	11566	11798
		ANNUAL	110863	116406	122226	128338	134755	138797	141573
MM81	E	HOURLY	53.832	56.524	59.350	62.318	65.434	67.397	68.745
		MONTHLY	9331	9798	10287	10802	**11342**	11682	11916
		ANNUAL	111972	117570	123449	129621	136102	140185	142989
MM82	E	HOURLY	54.371	57.089	59.944	62.941	66.088	68.071	69.432
		MONTHLY	9424	9895	10390	10910	**11455**	11799	12035
		ANNUAL	113091	118746	124683	130917	137463	141587	144419
MM83	E	HOURLY	54.915	57.660	60.543	63.570	66.749	68.751	70.126
		MONTHLY	9519	9994	10494	11019	**11570**	11917	12155
		ANNUAL	114222	119933	125930	132226	138838	143003	145863
MM84	E	HOURLY	55.464	58.237	61.149	64.206	67.416	69.439	70.828
		MONTHLY	9614	10094	10599	11129	**11686**	12036	12277
		ANNUAL	115364	121133	127189	133549	140226	144433	147322
MM85	E	HOURLY	56.018	58.819	61.760	64.848	68.091	70.133	71.536
		MONTHLY	9710	10195	10705	11240	**11802**	12156	12400
		ANNUAL	116518	122344	128461	134884	141628	145877	148795
MM86	E	HOURLY	56.578	59.407	62.378	65.497	68.771	70.835	72.251
		MONTHLY	9807	10297	10812	11353	**11920**	12278	12524
		ANNUAL	117683	123567	129746	136233	143045	147336	150283
MM87	E	HOURLY	57.144	60.001	63.002	66.152	69.459	71.543	72.974
		MONTHLY	9905	10400	10920	11466	**12040**	12401	12649
		ANNUAL	118860	124803	131043	137595	144475	148809	151786
MM88	E	HOURLY	57.716	60.601	63.632	66.813	70.154	72.258	73.704
		MONTHLY	10004	10504	11029	11581	**12160**	12525	12775
		ANNUAL	120049	126051	132354	138971	145920	150297	153303
MM89	E	HOURLY	58.293	61.207	64.268	67.481	70.855	72.981	74.441
		MONTHLY	10104	10609	11140	11697	**12282**	12650	12903
		ANNUAL	121249	127312	133677	140361	147379	151800	154836
MM90	E	HOURLY	58.876	61.820	64.911	68.156	71.564	73.711	75.185
		MONTHLY	10205	10715	11251	11814	**12404**	12777	13032
		ANNUAL	122462	128585	135014	141765	148853	153318	156385

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Employee Units Included:
Redlands Professional Firefighters Association
Redlands Association of Fire Management Employees

City of Redlands
SALARY SCHEDULE

Title	Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5	6 (Longevity 14 Years)	7 (Longevity 19 years)
Firefighter (24 hour days)	F50	NE	HOURLY	26.133	27.440	28.812	30.252	31.765	32.718	34.354	35.385
			MONTHLY	6342	6659	6992	7341	**7708.32**	7940	8337	8587
			ANNUAL	76100	79905	83900	88095	92500	95275	100039	103040
Fire Engineer (24 hour days)	F55	NE	HOURLY	30.808	32.349	33.966	35.664	37.448	38.571	40.500	41.715
			MONTHLY	7476	7850	8242	8655	**9087.28**	9360	9828	10123
			ANNUAL	89714	94199	98909	103855	109047	112319	117935	121473
Fire Captain (24 hour days)	F60	NE	HOURLY	36.062	37.865	39.759	41.746	43.834	45.149	47.406	48.828
			MONTHLY	8751	9189	9648	10130	**10637.00**	10956	11504	11849
			ANNUAL	105013	110264	115777	121566	127644	131473	138047	142188
Battalion Chief (40 hour week)	F79	E	HOURLY	65.580	68.859	72.302	75.918	79.713	82.105	86.210	88.796
			MONTHLY	11367	11936	12532	13159	**13817.00**	14232	14943	15391
			ANNUAL	136407	143228	150389	157909	165804	170778	179317	184697
Battalion Chief (56 hour week)	F80	NE	HOURLY	46.843	49.185	51.645	54.227	56.938	58.646	61.579	63.426
			MONTHLY	11367	11936	12532	13159	**13817.00**	14232	14943	15391
			ANNUAL	136407	143228	150389	157909	165804	170778	179317	184697
Deputy Fire Chief (40 hour week)	F85	E	HOURLY	81.974	86.073	90.377	94.896	99.640	102.630	107.761	110.994
			MONTHLY	14209	14919	15665	16449	**17271.00**	17789	18679	19239
			ANNUAL	170507	179032	187984	197383	207252	213470	224143	230867

Effective July 2025

*Due to rounding, salary schedules are close approximations of actual salary

Employee Units Included:
Redlands Professional Police Officers Association
Redlands Association of Safety Management Employees

City of Redlands
SALARY SCHEDULE

Title	Range	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity)	6 (Longevity)
Police Officer	P60	HOURLY	39.148	41.105	43.161	45.319	47.585	49.964	51.463
		MONTHLY	6786	7125	7481	7855	**8248**	8660	8920
		ANNUAL	81428	85499	89774	94263	98976	103925	107043
Police Corporal	P64	HOURLY	44.208	46.418	48.739	51.176	53.735	56.421	58.114
		MONTHLY	7663	8046	8448	8870	**9314**	9780	10073
		ANNUAL	91952	96549	101377	106446	111768	117356	120877
Police Sergeant	P70	HOURLY	52.708	55.344	58.111	61.016	64.067	67.271	69.289
		MONTHLY	9136	9593	10073	10576	**11105**	11660	12010
		ANNUAL	109633	115115	120871	126914	133260	139923	144121
Police Commander	P81	HOURLY	72.344	75.961	79.759	83.747	87.935	92.331	
		MONTHLY	12540	13167	13825	14516	**15242**	16004	
		ANNUAL	150476	157999	165899	174194	182904	192049	
Deputy Chief	P85	HOURLY	81.965	86.063	90.366	94.885	99.629	104.610	
		MONTHLY	14207	14918	15663	16447	**17269**	18132	
		ANNUAL	170487	179011	187962	197360	207228	217589	

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Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
M65		HOURLY	40.727	42.763	44.901	47.146	49.504	50.989	52.009
		MONTHLY	7059	7412	7783	8172	**8580.63**	8838	9015
		ANNUAL	84712	88947	93395	98064	102968	106057	108178
M66		HOURLY	41.745	43.832	46.024	48.325	50.741	52.263	53.309
		MONTHLY	7236	7598	7977	8376	**8795**	9059	9240
		ANNUAL	86829	91171	95729	100516	105542	108708	110882
M67		HOURLY	42.789	44.928	47.174	49.533	52.010	53.570	54.641
		MONTHLY	7417	7788	8177	8586	**9015**	9285	9471
		ANNUAL	89000	93450	98123	103029	108180	111426	113654
M68		HOURLY	43.858	46.051	48.354	50.771	53.310	54.909	56.007
		MONTHLY	7602	7982	8381	8800	**9240**	9518	9708
		ANNUAL	91225	95786	100576	105605	110885	114211	116496
M69		HOURLY	44.955	47.202	49.563	52.041	54.643	56.282	57.408
		MONTHLY	7792	8182	8591	9020	**9471**	9756	9951
		ANNUAL	93506	98181	103090	108245	113657	117067	119408
M70		HOURLY	46.079	48.383	50.802	53.342	56.009	57.689	58.843
		MONTHLY	7987	8386	8806	9246	**9708**	9999	10199
		ANNUAL	95843	100636	105667	110951	116498	119993	122393
M71		HOURLY	47.231	49.592	52.072	54.675	57.409	59.131	60.314
		MONTHLY	8187	8596	9026	9477	**9951**	10249	10454
		ANNUAL	98240	103152	108309	113725	119411	122993	125453
M72		HOURLY	48.411	50.832	53.373	56.042	58.844	60.610	61.822
		MONTHLY	8391	8811	9251	9714	**10200**	10506	10716
		ANNUAL	100696	105730	111017	116568	122396	126068	128589
M73		HOURLY	49.622	52.103	54.708	57.443	60.315	62.125	63.367
		MONTHLY	8601	9031	9483	9957	**10455**	10768	10984
		ANNUAL	103213	108374	113792	119482	125456	129220	131804
M74		HOURLY	50.862	53.405	56.076	58.879	61.823	63.678	64.952
		MONTHLY	8816	9257	9720	10206	**10716**	11038	11258
		ANNUAL	105793	111083	116637	122469	128592	132450	135099
M75		HOURLY	52.134	54.740	57.477	60.351	63.369	65.270	66.575
		MONTHLY	9037	9488	9963	10461	**10984**	11313	11540
		ANNUAL	108438	113860	119553	125531	131807	135761	138477
M76		HOURLY	53.437	56.109	58.914	61.860	64.953	66.902	68.240
		MONTHLY	9262	9726	10212	10722	**11259**	11596	11828
		ANNUAL	111149	116706	122542	128669	135102	139155	141939

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
M77		HOURLY	54.773	57.512	60.387	63.407	66.577	68.574	69.946
		MONTHLY	9494	9969	10467	10990	**11540**	11886	12124
		ANNUAL	113928	119624	125605	131886	138480	142634	145487
M78		HOURLY	56.142	58.949	61.897	64.992	68.241	70.289	71.694
		MONTHLY	9731	10218	10729	11265	**11828**	12183	12427
		ANNUAL	116776	122615	128746	135183	141942	146200	149124
M79		HOURLY	57.546	60.423	63.444	66.617	69.947	72.046	73.487
		MONTHLY	9975	10473	10997	11547	**12124**	12488	12738
		ANNUAL	119695	125680	131964	138562	145490	149855	152852
M80		HOURLY	58.984	61.934	65.030	68.282	71.696	73.847	75.324
		MONTHLY	10224	10735	11272	11836	**12427**	12800	13056
		ANNUAL	122688	128822	135263	142026	149128	153602	156674
M81		HOURLY	60.459	63.482	66.656	69.989	73.488	75.693	77.207
		MONTHLY	10480	11004	11554	12131	**12738**	13120	13383
		ANNUAL	125755	132043	138645	145577	152856	157442	160590
M82		HOURLY	61.971	65.069	68.323	71.739	75.326	77.585	79.137
		MONTHLY	10742	11279	11843	12435	**13056**	13448	13717
		ANNUAL	128899	135344	142111	149216	156677	161378	164605
M83		HOURLY	63.520	66.696	70.031	73.532	77.209	79.525	81.116
		MONTHLY	11010	11561	12139	12746	**13383**	13784	14060
		ANNUAL	132121	138727	145664	152947	160594	165412	168720
M84		HOURLY	65.108	68.363	71.781	75.370	79.139	81.513	83.143
		MONTHLY	11285	11850	12442	13064	**13717**	14129	14412
		ANNUAL	135424	142196	149305	156771	164609	169547	172938
M85		HOURLY	66.736	70.072	73.576	77.255	81.117	83.551	85.222
		MONTHLY	11567	12146	12753	13391	**14060**	14482	14772
		ANNUAL	138810	145750	153038	160690	168724	173786	177262
M86		HOURLY	68.404	71.824	75.415	79.186	83.145	85.640	87.353
		MONTHLY	11857	12450	13072	13726	**14412**	14844	15141
		ANNUAL	142280	149394	156864	164707	172942	178131	181693
M87		HOURLY	70.114	73.620	77.301	81.166	85.224	87.781	89.536
		MONTHLY	12153	12761	13399	14069	**14772**	15215	15520
		ANNUAL	145837	153129	160785	168825	177266	182584	186236
M88		HOURLY	71.867	75.460	79.233	83.195	87.355	89.975	91.775
		MONTHLY	12457	13080	13734	14420	**15141**	15596	15908
		ANNUAL	149483	156957	164805	173045	181698	187149	190892

Emplolyee Units Included:
Redlands Association of Management Employees

City of Redlands
SALARY SCHEDULE

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)	6 (Longevity Only)
M89		HOURLY	73.664	77.347	81.214	85.275	89.539	92.225	94.069
		MONTHLY	12768	13407	14077	14781	**15520**	15986	16305
		ANNUAL	153220	160881	168925	177372	186240	191827	195664
M90		HOURLY	75.505	79.280	83.244	87.407	91.777	94.530	96.421
		MONTHLY	13088	13742	14429	15150	**15908**	16385	16713
		ANNUAL	157051	164903	173148	181806	190896	196623	200555
M91		HOURLY	77.393	81.262	85.326	89.592	94.071	96.894	98.831
		MONTHLY	13415	14085	14790	15529	**16306**	16795	17131
		ANNUAL	160977	169026	177477	186351	195669	201539	205569
M92		HOURLY	79.328	83.294	87.459	91.832	96.423	99.316	101.302
		MONTHLY	13750	14438	15160	15917	**16713**	17215	17559
		ANNUAL	165001	173251	181914	191010	200560	206577	210709
M93		HOURLY	81.311	85.376	89.645	94.127	98.834	101.799	103.835
		MONTHLY	14094	14799	15538	16315	**17131**	17645	17998
		ANNUAL	169126	177583	186462	195785	205574	211741	215976
M94		HOURLY	83.344	87.511	91.886	96.481	101.305	104.344	106.431
		MONTHLY	14446	15169	15927	16723	**17559**	18086	18448
		ANNUAL	173355	182022	191123	200680	210714	217035	221376
M95		HOURLY	85.427	89.698	94.183	98.893	103.837	106.952	109.091
		MONTHLY	14807	15548	16325	17141	**17998**	18538	18909
		ANNUAL	177688	186573	195902	205697	215981	222461	226910
M96		HOURLY	87.563	91.941	96.538	101.365	106.433	109.626	111.819
		MONTHLY	15178	15936	16733	17570	**18448**	19002	19382
		ANNUAL	182131	191237	200799	210839	221381	228022	232583
M97		HOURLY	89.752	94.239	98.951	103.899	109.094	112.367	114.614
		MONTHLY	15557	16335	17152	18009	**18910**	19477	19866
		ANNUAL	186684	196018	205819	216110	226915	233723	238397
M98		HOURLY	91.996	96.595	101.425	106.497	111.821	115.176	117.479
		MONTHLY	15946	16743	17580	18459	**19382**	19964	20363
		ANNUAL	191351	200919	210965	221513	232588	239566	244357
M99		HOURLY	94.296	99.010	103.961	109.159	114.617	118.055	120.416
		MONTHLY	16345	17162	18020	18921	**19867**	20463	20872
		ANNUAL	196135	205942	216239	227051	238403	245555	250466
M100		HOURLY	96.653	101.486	106.560	111.888	117.482	121.007	123.427
		MONTHLY	16753	17591	18470	19394	**20364**	20975	21394
		ANNUAL	201038	211090	221645	232727	244363	251694	256728

Effective July 2025

*Due to rounding, salary schedules are close approximations of actual salary.

Department Director Salary Table (DD)

Range	Minimum Monthly Salary	Maximum Monthly Salary
04 - Director, Development Services	16,245	19,746
04 - Director, Management Services	16,245	19,746
04 - Director, Facilities and Community Services	16,245	19,746
04 - Director, Human Resources/Risk Management	16,245	19,746
05 - Director, Municipal Utilities and Engineering	17,068	20,747
06 - Assistant City Manager	17,320	21,666
07 - Fire Chief	18,258	24,123
08 - Police Chief	20,600	28,611

Salary Schedule (C)

Range	Minimum Monthly Salary	Maximum Monthly Salary
C1 - Library Director	13,249	18,067
C2 - City Attorney	19,838	24,614
C3 - City Manager	24,225	29,749

City of Redlands

Part Time Hourly Rate Schedule Effective July 7, 2025

CLASSIFICATION TITLE	HOURLY RATE	
Administrative Assistant		23.98
Adult Literacy Assistant		19.89
Background Investigator I/II	30.60	35.70
Camera Operator		17.29
Cemetery Aide		16.83
Community Service Officer I/II	24.40	26.43
IT/GIS Intern		16.83
Library Page		16.83
Library Clerk		18.15
Library Specialist		21.49
Maintenance Worker		21.93
Museum Attendant		16.83
Planning Intern		16.83
Program Aide		18.15

POSITION CHANGE LISTING

Salary Resolution No. 8697

Dept.	Current Position	Unit Range/Step	New Position	Unit Range/Step
Added Positions				
Fire			Substance Use Navigator-Grant Funded	MM30
Salary/Title Changes				
Development Services	Administrative Analyst	MM35	Sr. Administrative Assistant	T48

City Council Meeting **I. 11.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Approve a Professional Services Agreement with Davis Farr LLP for Infrastructure Inventory Update Services for a period of three (3) years with three (3) one-year Extended Term options for a total amount not-to-exceed $119,570 (Management Services/Finance Director Garcia)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motion is provided:

I move to approve a Professional Services Agreement with Davis Farr LLP, for a period of three years (3) with three (3) one-year Extended Term options for a total amount not-to-exceed $119,570.

RECOMMENDATION:

Staff recommends that Council approve the agreement with Davis Farr LLP for Infrastructure Inventory Update Services for a period of three (3) years with three (3) one-year Extended Term options for a total amount not-to-exceed $119,570.00.

DISCUSSION:

The Governmental Accounting Standards Board (GASB) issued Statement No. 34 in 1999, referred to as GASB 34, that established requirements for the annual financial reports of state and local governments. It is specific to infrastructure inventory updates and requires government entities to report infrastructure assets in their statement of net assets.

On March 17, 2025, a Request for Proposal (RFP-20250317VA) for professional services related to Infrastructure Inventory Update Services was posted to the City's online procurement system, PlanetBids. Bids were solicited from 62 potentially responsive bidders. The City received one response; Davis Farr LLP (Davis Farr) submitted the only proposal. The single bid proposal was reviewed by Finance staff for clarity and understanding of the project as well as the work to be performed, qualifications of key personnel, experience, and strong references, which include the City of Redlands.

Davis Farr is a full-service accounting firm that specializes in providing attest and advisory services to federal, state, and local governments throughout California and Washington. The firm was a leader in providing infrastructure valuation services to cities and counties when GASB 34 was implemented and has continuously provided infrastructure update services to the City of Redlands since that time. The scope of services that Davis Farr will provide will include complete infrastructure valuations, including right-of-way, in accordance with the provisions of GASB 34. The various type of infrastructure that will be inventoried and valued include streets (pavement and right-of-way), curbs/gutters, sidewalks, medians, storm drains, traffic signals, street lights, bus shelters, trees, sewer systems, water systems, library materials, etc.

The services will be performed at the end of the City's fiscal year, and will provide infrastructure update services for the fiscal years ending June 30th 2025, 2026 and 2027, and the option for fiscal years 2028, 2029, and 2030. Davis Farr will provide services for the following fixed fees, with a note that the increases are for estimated increases in the consumer price index:

Year Ending June 30th	Fixed Fee
2025	$18,500
2026	$19,050
2027	$19,620
2028	$20,200
2029	$20,800
2030	$21,400
Total	$119,570

Based on the above information and their review, City staff recommends the awarding of a contract to Davis Farr LLP for three (3) years with the option for three (3) one-year Extended Terms for a total not-to-exceed amount of $119,570 for a period of six (6) years.

ALTERNATIVES:

The City Council may choose to modify, table, or reject this item.

STRATEGIC PLAN:
N/A

SUBMITTED BY:
Danielle Garcia, Management Services/Finance Director

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager
Dana Abramovitz-Daniel, Procurement Manager

PREPARED BY:
Valerie Abrego, Management Analyst

Fiscal Impact

Fiscal Year:	2025
Revenue Generating:	No
Appropriation Required Y/N:	No
Amount:	$18,500
Budgeted Y/N:	Yes
Account No.:	101501

Discussion:

Funding for the Professional Services Agreement for Infrastructure Inventory Update Services with Davis Farr, LLP is included in the Department's adopted budget for FY 2025 & 2026. Future yearly amounts will be included with subsequent budget requests, according to the schedule below:

Year Ending June 30th	Fixed Fee
2025	$18,500
2026	$19,050
2027	$19,620
2028	$20,200
2029	$20,800
2030	$21,400
Total	$119,570

Attachments

RFP20250317VA
Davis Farr LLP PSA 06-2025

City of Redlands

Finance Department
35 Cajon St., Suite 30
Redlands, Ca 92373
Phone: 909-335-4789
www.cityofredlands.org/RFP

REQUEST FOR PROPOSAL (RFP)
TO PROVIDE:

INFRSTRUCTURE UPDATE SERVICES
RFP: 20250317VA

Date Issued: March 17, 2025
Date Due: Thursday, April 10th @ 5pm

Responses received and opened at:
City of Redlands
Attn: Management Services
35 Cajon Street, Suite 222
Redlands, CA 92373

City of REDLANDS "A City That Works"

CALENDAR OF EVENTS / RFP TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the Purchasing Manager. If the Purchasing Division finds it necessary to change any of these dates or times prior to the proposal due date, the change will be accomplished by addendum.

ACTION	COMPLETION DATE
Issue RFP	Monday, March 17th, 2025
Last Day for Questions	Wednesday, March 26th, 2025 @ 5:00 PM
Published Response to Questions	Friday, April 4th, 2025
Proposals Due	Thursday, April 10th, 2025 @ 5:00PM
Selection Committee Meeting	April 2025
City Council Approval	May/June 2025

1. BACKGROUND

The City of Redlands was incorporated in 1888. The City is a general law city and has a council-manager form of government with a five-member City Council. The City Council members are elected at large to serve as council members for four-year terms. Full service functions of the City government are carried out by approximately 500 full time and part-time staff members. The population of the City of Redlands is approximately 70,000 residents and consists of 36 square miles within the City limits. The City's General Fund Budget for Fiscal Year 2024-25 is approximately $127.5 million.

The City's Finance Division is responsible for the financial functions of the City which includes accounting, revenue collection, utility billing, cash management, budgeting and audits.

2. SCOPE OF SERVICES

The City of Redlands is seeking qualified consulting firms to submit proposals to provide infrastructure update services. These services will require an update of the City's detailed infrastructure inventory based on all capital and private developer projects accepted by the City during the fiscal year for the Fiscal Years 2024-2025, 2025-2026, and 2026-2027, with two one-year options (services for FY 2027-2028 and 2028-2029).

The City expects the selected consultant to perform or provide the following:

1) Provide a detailed schedule of infrastructure assets, and a separate schedule of additions and deletions to include, but not limited to, the following types of infrastructure assets:
    - Pavement
    - Curbs and gutters
    - Sidewalks
    - Street lights
    - Storm drain lines
    - Sewer lines
    - Water lines
    - Water booster pump station
    - Water wells
    - Library material

2) Executive Summary of the City's updated infrastructure shall be provided and will include:

    - Methodology for identifying infrastructure asset addition
    - Methodology for determining infrastructure asset cost
    - Depreciation policy
    - Summary of infrastructure asset changes, by network
    - Summary of changes in road system network assets
    - Summary of changes in storm drain system network assets
    - Summary of changes in sewer system network assets
    - Summary of changes in water system network assets
    - Summary of changes in library system network assets

3) The consultant will calculate accumulated depreciation and depreciation expense as of and for the appropriate fiscal year end.

4) The consultant will provide a report documenting the additions and deletions in infrastructure assets for the appropriate fiscal year end.

5) The consultant will begin work as soon as the information is available and provided by City staff. Based upon the availability of City staff and records, completion of the project will take approximately three to four weeks. Upon acceptance by the City, the Consultant will finalize the report.

3. COST PROPOSAL REQUIREMENTS

Cost proposals must be submitted via separate sealed envelope and apart from the vendor's actual project proposal. Cost proposals that are not received in a separate sealed envelope WILL cause the vendor's entire proposal to be disqualified.

The cost proposal must **itemize ALL** proposed fees as a part of the vendor's recommended solution. For the purposes of this RFP, this includes, but is not limited to the following:

1. Hourly rates for regular business hours (state regular business hours), if applicable.
2. Any additional travel or trip charges, if any.
3. Include any minimums that apply
4. Include any alternate pricing structures (such as block of hours).
5. Cost proposal must refer/reference specific Scope of Work items
6. If a specific requested service, function, or option is not offered/ available please indicate.
7. Provide a total cost for this assignment.
8. Include any general comments on pricing, or different levels of service.
9. Pricing should include all fees associated with this task.
10. It is expected that all proposers responding to this RFP will offer government or comparable most favorable rates. Any and all discounts offers must be clearly delineated.

AGREEMENT TERM: Three (3) years, with additional two (2) 1-year renewal options, with the same terms and conditions

If awarded the scope of work by the City, vendor invoices must include, at a minimum:

1. Company's name and address
2. Company's remittance address (if different from above)
3. Company's Federal I. D. number
4. City of Redlands PURCHASE ORDER number
5. Service date(s)
6. Service description
7. Breakdown of cost
8. Hourly rate
9. Copy of signed company Time Sheet
10. List of Materials, Equipment, and/or Permits plus mark-up
11. Total Amount Due

Upon satisfactory delivery of goods and services, the vendor shall submit an itemized invoice to:

City of Redlands / Accounts Payable
35 Cajon Street, Suite 30
Finance Department
Redlands, CA
92373

4. GENERAL PROPOSAL INSTRUCTIONS

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the City's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g. brochures, marketing material, etc., will not be considered in the evaluation.

You must have experience in the areas listed in this RFP, and you must include municipal references with your proposal.

Proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper. No binding (except for staples) shall be used. All proposals will include a USB drive with an electronic version of your proposal.

PROPOSAL FORMAT GUIDELINES

Proposals shall not exceed 10 single-sided (or 5 double-sided) pages in length, excluding résumés and other attachments.

The Proposal Format is as follows:

A. Cover Page.
The Proposal Cover Page located on page 12 of this RFP is to be used as the first page of the submission. This form must be fully completed and signed by an authorized officer of the firm.

B. Executive Summary.
This part of the response to the RFP should be limited to a brief narrative highlighting the proposer's qualifications and experience. Typically, this section should not exceed ***2 pages and these pages are included in your maximum of 10 single-sided sheets***.

C. Approach and Methodology:
Provide a straightforward and concise presentation. The proposal should include a description of your understanding of the City and emphasize a clear understanding of the scope of services required and demonstrate the necessary resources to perform the intended services.

D. Firm Information/Organization.

The Proposer must identify the Account Manager who will be working directly with the City and engaged in managing the work, and a list of principals, including sub-contractors. Resumes must be included which reference the Account Manager's qualifications and experience in managing similar projects (Resumes will not count towards your 10 single-sided page total). Describe firm's support organization, accessibility and quality assurance methods for optimizing staff utilization. List relevant projects worked on, dates showing length of time spent on each project and the specific duties responsibilities for each project.

Identify the responsibilities of the key individuals or principals, other than the Account Manager, who will be assigned to the proposed contract, and who will have major responsibilities for the performance of the services required. Include resumes that list relevant projects worked on, dates showing length of time spent on each project and the specific duties and responsibilities for each project.

The City reserves the right to approve or disapprove any change to the successful Proposer's Account Manager. Upon award of contract, the principals may not be changed without approval of the City. Personnel changes that impact the contract may result in the cancellation of the contract.

E. Proposed Project Timeline/Schedule

The proposer must identify a standard or typical schedule for implementation. This timeline should call out high level project milestones to be accomplished and a typical timeline by which they would be accomplished.

F. References.

Proposals should include references within the past five (5) years. You must include five (5) references total, including at least three (3) municipal (local government) references with your proposal.

Information shall include:

i. Names of key staff that participated on named projects and their specific responsibilities.
ii. A summary of your firm's demonstrated capability, including length of time that you have provided the services being requested in this Request for Proposal.
iii. Provide at least ***five*** **(5)** references that received similar services from your firm. The City may contact the organizations and individuals. Information provided shall include:
    a. Client name;
    b. Project description;
    c. Project start and end dates

Client project manager name, telephone, and electronic mail address.

5. EVALUATION CRITERIA

The City's evaluation and selection process is based upon the following criteria in evaluation and comparison of proposals submitted. The criteria listed are not necessarily all-inclusive.

1) The qualifications and previous experience of the vendor in performing similar work
    a. Qualifications will be based on, but not limited to, the following considerations:

        i. Quality and completeness of proposal

        ii. Proposer's experience, including the experience of staff to be assigned to the project and with other engagements of similar scope and complexity;

        iii. Proposer's ability to perform the work within the time specified;

        iv. Proposer's prior record of performance with other cities or governmental agencies;

2) Demonstrated level of competence and professional qualifications deemed necessary for the satisfactory performance of the services required.

Proposals will be reviewed by an evaluation committee organized by the City. The Committee reviews the proposal submitted by the prospective vendors. The Committee will determine and identify the vendors that are qualified to perform the services and will rank the vendors based on their demonstrated competence and professional qualifications deemed necessary for the satisfactory performance of the services required. Vendors with top ranking proposals may be selected for an interview. Negotiations will be undertaken with

the firm ranked most qualified, with the City's goal being to secure the services at a cost equivalent to the lowest cost offered to the City by an approved and qualified consultant which provides the City with the best long range economic value.

6. PROCESS FOR SUBMITTING PROPOSALS

A. Content of Proposal.
The proposal must be submitted using the format as indicated in the proposal format guidelines.

B. Number of Proposals.
Submit **three (3)** paper copies (with the separate, sealed cost proposal) and one (1) USB drive with the electronic version of your proposal and cost proposal to allow for thorough evaluation and comparative analysis.

C. Submission of Proposals.
The proposal shall be signed by an authorized individual from the professional firm. Complete written proposals must be submitted in sealed envelopes, with the USB drive included, and a separate envelope for the Fee Proposal no later than:

5:00 p.m. PST on Thursday, April 10th, 2025.

The outside of the proposal package shall be prominently marked with the following identification: "RFP # 20250317VA" together with the name and address of the submitter.

Proposals can be mailed, hand-delivered, or sent by courier to:

City of Redlands
Attn: Valerie Abrego
Management Services Department
35 Cajon Street, Suite 222
Redlands, CA 92373

D. Inquiries.
Any inquiry or request for interpretation received by the **City before Wednesday, March 26th, 2025 @ 5 p.m. PST will be given consideration. Post all questions** online at eProcurement system at **http://www.planetbids.com/portal/portal.cfm?CompanyID=24639**. Answers will be provided and posted according to the date listed on the Calendar of Events at the City's eProcurement system: **http://www.planetbids.com/portal/portal.cfm?CompanyID=24639**

E. Conditions for Proposal Acceptance.
This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or its entirety, and to waive minor irregularities in any proposal.

7. STANDARD TERMS AND CONDITIONS

COST FOR PREPARING PROPOSAL

The cost for developing the proposal is the sole responsibility of the proposer. All proposals submitted become the property of the City of Redlands. Submitted proposals, including fee proposals, are subject to the California Public Records Act.

PROPOSAL FORMS TO BE SUBMITTED (Pages 12-15 of this RFP):

- Proposal Cover page
- Exceptions or Deviations Form.
- Proposer's Certification/Addenda Acknowledgement
- No Proposal Form (If applicable)
- Vendor's IRS W-9 Form.

LITIGATION

Please list any past and/or pending litigation or disputes relating to the work described herein, that the firm has been involved in within the last five (5) years. List shall include project name, nature of litigation and outcome of litigation (if resolved).

INSURANCE REQUIREMENTS

A Certificate of Insurance will be furnished by the successful Contractor upon Notice of Award. The certificate(s) shall be completed by the Contractor's authorized agent and submitted to the City's Risk Management Department. The successful Contractor shall not commence any work in connection with the Agreement until it has obtained all of the following types of insurance and shall maintain such insurance for the duration of the Agreement. The Contractor shall secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City.

Comprehensive Commercial General Liability. Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Commercial General Liability Insurance in an amount of $1,000,000 per occurrence and $2,000,000 aggregate with an insurance carrier acceptable to the City and name the City as additional insured. Coverage shall be Primary and Non- Contributory.

Commercial Automobile Liability Insurance. Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Automobile Liability Insurance with minimum limits of $1,000,000, combined single limit for bodily injury liability and property damage liability and name the City as additional insured. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles.

Workers' Compensation and Employer's Liability Insurance. If applicable, the Contractor shall obtain, and maintain throughout the life of the Agreement, Workers' Compensation and Employer's Liability Insurance in the amount that meets the statutory requirement and shall be in force with an insurance carrier acceptable to the City. Waiver of Subrogation is required. Contractor and any sub-consultants or subcontractors shall comply fully with the California Workers' Compensation Law.

Professional Liability Insurance. If applicable, the Vendor shall obtain and maintain throughout the life of the Agreement Professional Liability Insurance in an amount of $1,000,000 per claims made and $2,000,000 aggregate with an insurance carrier accepted to the City.

The Contractor shall instruct their insurance broker to furnish properly executed certificates of insurance to the City.

The name of the insured Contractor, the specified job by name and/or RFP number, the name of the insurer, the number of the policy, its effective date and its termination date.

Certificates of insurance shall clearly evidence coverage required above.

Certificates of insurance shall be submitted by the broker directly either via email (insurance@cityofredlands.org) or US Mail to: City of Redlands, Risk Management Division PO

Box 3005 Redlands, CA 92373. The insurer will notify the City at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.

The city reserves the right to modify the insurance requirements set forth at any time during the process of solicitation or subsequent thereto.

INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

No oral interpretations will be made to any vendor as to the meaning of the Proposal Documents. Any inquiry or request for interpretation received by the **City before the indicated due date will be given consideration. Post all questions** online at, PlanetBids, the City's eProcurement system, at http://www.planetbids.com/portal/portal.cfm?CompanyID=24639. Answers will be provided posted at PlanetBids, the City's eProcurement system: http://www.planetbids.com/portal/portal.cfm?CompanyID=24639.

The City reserves the right to amend this RFP prior to the proposal due date. **Addenda or addendum will be sent published on PlanetBids, the City's eProcurement system at http://www.planetbids.com/portal/portal.cfm?CompanyID=24639.** In case any Proposer fails to acknowledge receipt of such addenda or addendum, his/her proposal will nevertheless be construed as though it had been received and acknowledged and the submission of his/her Proposal will constitute acknowledgment of the receipt of same. All addenda are a part of the Proposal Documents and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before Proposals are opened.

In the case of unit price items, the quantities of work to be done and materials to be furnished under this Proposal/Contract are to be considered as approximate only and are to be used solely for the comparison of Proposals received. The City and its Consultants do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Proposer plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and other proposal documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices proposal.

Each vendor shall carefully examine the Specifications and other applicable documents, and inform himself/herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the Contractor will in no way relieve him/her of the obligations and responsibilities assumed under the Contract.

Should a vendor find discrepancies or ambiguities in, or omissions from the Specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the City.

CHANGES / MODIFICATIONS

The City reserves the right to order changes in the scope of work and resulting contract. The successful Proposer has the right to request an equitable price adjustment in cases where modifications to the contract under the authority of this clause result in increased costs to the contractor. Price adjustments will be based on the unit prices proposed by the Contractor in response to this solicitation. Any contract resulting from this solicitation may be modified upon written and mutual consent of both parties.

GOVERNING LAWS AND REGULATIONS

The Proposer is required to be familiar with and shall be responsible for complying with the City's Purchasing Policies and Procedures, City resolutions, City rules, all federal, state and local laws,

ordinances, rules and professional standards or regulations that in any manner affect this solicitation, the selection process, protests, award of contract, contract management or any other activity associated with this solicitation and the subsequent work required of the successful Proposer.

PREVAILING WAGES
When applicable, the City is subject to the State of California prevailing wage laws as set forth in California Labor Code Section 1770 et seq. The contractor is responsible for determining the appropriate Department of Industrial Relations (DIR) classification for the various employees and subcontractors used for a particular project or service. The rates for each classification are posted on the DIR website at http://www.dir.ca.gov/DIRdatabases.html. All contractors performing work for the City are responsible for abiding by all applicable prevailing wage laws, and must furnish the City with Certified Payroll Records upon request.

BLACK OUT PERIOD
The black out period is defined as between the time the submittals for an Invitation to Bid, Request for Proposals, Request for Qualifications or the Invitation to Negotiate, as applicable, are issued by the City's Purchasing Division and the time the City Council awards the contract. During this black out period, any attempt to influence the thinking of City staff or officials for or against a specific cause related to a solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication, may result in disqualification of their award and/or contract. This does not apply to pre-solicitation conferences, oral presentations before the selection committee, contract negotiations, or communications with staff not concerning this solicitation

CONTRACT NEGOTIATION
Upon receipt of the proposals, the Selection Committee shall first determine and identify those persons or organizations that are qualified to perform the services and shall rank such persons and organizations based on their demonstrated competence and professional qualifications deemed necessary for the satisfactory performance of the services required.

Second, the cost proposals submitted by all qualified persons and organizations shall be opened and reviewed.

Third, negotiations shall be undertaken with the person or organization ranked most qualified in an attempt to secure the services at a cost equivalent to the lowest cost offered to the city by the qualified persons and organizations. If the person or organization ranked is unwilling to provide the services at a cost equivalent to such lowest cost: 1) such person or organization may nevertheless be awarded a contract, provided the purchasing agent, city manager or city council, as appropriate, determines the initiating city department director has substantiated that the cost for the services is reasonable and appropriate; or 2) negotiations with the most qualified person or organization may be terminated and the initiating city department may undertake similar negotiations with the other qualified person and organizations in order of rank.

The proposal signed by the successful Proposer along with documentation included in the proposal as required by this solicitation and other additional materials submitted by the Proposer and accepted by the City shall be the basis for negotiation of a contract addressing the requirements of the solicitation. The resulting contract will be approved by the City Manager or Purchasing Agent.

PAYMENTS
Payments shall be made 30 days from the receipt of invoice, and follow all City policies promulgated thereby.

BUSINESS LICENSES
The successful proposer will be required to obtain a City of Redlands business license prior to commencement of work.

INDEMNIFICATION
The successful Proposer must fully indemnify the City. Such indemnification will be documented in the contract documents.

RIGHT OF REJECTION
The City of Redlands reserves the right to reject any and/or all proposals, reserve the right to waive any informalities or irregularities in the proposal or examination process, reserve the right to select low proposal per item, and reserve the right to award proposals and/or contracts in the best interest of the City.

REFERENCE TERMS
Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect the meaning thereof. Any reference to gender shall be construed to include all genders, firms, partnerships and corporations. References in the singular shall be construed to include the plural and references in the plural shall be construed to include the singular. Any reference to the “City” or the “City of Redlands” shall be construed to refer to the City for which the solicitation was issued and the City shall be the legislative authority for all matters concerning this solicitation or the resulting contract(s).

PROPRIETARY INFORMATION
Responses to this Request for Proposals, upon receipt by the City, become public records. If any proposer believes that any portion of all of the response is confidential and proprietary, proposer shall clearly assert such exception and the specific legal authority of the asserted exemption. Such designation of an item as a trade secret may be challenged in court by any person. By the proposer’s designation of material submitted to the City as a “trade secret”, the proposer agrees to hold harmless the City for any award to a plaintiff for damages, costs or attorney’s fees and for costs and attorney’s fees incurred by the City by reason of any legal action challenging the proposer’s “trade secret” claim.

PROPOSAL COVER PAGE

Name of Firm, Entity or Organization:

Federal Employer Identification Number (EIN):

State of California License Number (If Applicable):

Name of Contact Person:

Title:

E-Mail Address:

Mailing Address:

Street Address (if different):

City, State, Zip:

Telephone: **Fax:**

Organizational Structure – Please Check One:

Corporation ☐ **Partnership** ☐ **Proprietorship** ☐ **Joint Venture** ☐ **Other** ☐

If Corporation:
Date of Incorporation: **State of Incorporation:**

States Registered in as Foreign Corporation:

Authorized Signature:

Print Name: _____

Signature: _____

Title: _____

Phone: _____

This document must be completed and returned with your Submittal.

EXCEPTIONS OR DEVIATIONS TO SPECIFICATIONS

Note: Proposer must sign the appropriate statement below as applicable.

( ) Proposer understands and agrees to all terms, conditions, requirements and specifications stated herein.

Firm: _____

Signature: _____

( ) Proposer takes exceptions to terms, conditions, requirements or specifications stated herein. (Proposer must itemize each exception below and return with the Proposal Form.)

Firm: _____

Signature: _____

Proposer should note that any exceptions taken from the stated terms and/or specifications *may,* but not necessarily will be cause for their submittal to be deemed "non-responsive", risking rejecting of the submittal.

Attached are _____ additional pages

PROPOSER'S CERTIFICATION

Submit To: City of Redlands ***Management Services Department*** ***35 Cajon Street, Suite 222*** ***Redlands, CA 92373*** ***Phone 909-335-4775*** ***Fax 909-335-4735***	CITY OF REDLANDS REQUEST FOR PROPOSAL (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT

DUE DATE: Thursday April 10th, 2025	**DUE TIME: 5:00pm**	**RFP #20250317VA**

TITLE: Infrastructure Update Services

VENDOR NAME:	**PHONE NUMBER:**
VENDOR MAILING ADDRESS:	**FAX NUMBER:**
CITY/STATE/ZIP:	**E-MAIL ADDRESS:**

"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for assessment of liquidated damages claims. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offer or and have not colluded with any offerors or parties to an RFP whatsoever for any fraudulent purpose."

_____	_____	_____	_____	_____
Addendum #	Addendum #	Addendum #	Addendum #	Addendum #

"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for the City of Redlands respondent agrees that if this proposal is accepted, the respondent will convey, sell, assign, or transfer to the City all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the City. At the City's discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."

_____	_____	_____
Authorized Agent Name, Title (Print)	Authorized Signature	Date

This form must be completed and returned with your Submittal

NO-PROPOSAL RESPONSE

City of Redlands
Statement of "No Proposal"

If you do not intend to submit a proposal for this project, please complete and return this form prior to date shown for receipt of proposals to: **City of Redlands, Management Services Department, 35 Cajon Street, Suite 222, Redlands, CA 92373, Attn: Valerie Abrego-Management Analyst**

We, the undersigned, have declined to submit a proposal on your **RFP #20250317VA for the following reasons:**

_____ Specifications are too "tight", i.e. geared toward one brand or manufacturer only (please explain reason below)

_____ Insufficient time to respond to Request for Proposals.

_____ We do not offer this product/s or equivalent.

_____ Remove us from your bidders' list for this commodity or service.

_____ Our product schedule would not permit us to perform to specifications.

_____ Unable to meet specifications.

_____ Unable to meet insurance requirements.

_____ Specifications unclear (please explain below).

_____ Competition restricted by pre-approved owner standards.

_____ Other (please specify below).

Remarks:

_____

_____

_____

Company Name: _____

Address: _____

Signature and Title:

Telephone Number _____ Date _____

AGREEMENT TO PERFORM PROFESSIONAL SERVICES

This agreement for the provision of Infrastructure Update Services ("Agreement") is made and entered in this 17th day of June, 2025 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and Davis Farr LLP a California limited liability partnership ("Consultant"). City and Consultant are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Consultant agree as follows:

ARTICLE 1 – ENGAGEMENT OF CONSULTANT

1.1 City hereby engages Consultant to provide infrastructure inventory update services for City (the "Services").

1.2 The Services shall be performed by Consultant in a professional manner, and Consultant represents that it has the skill and the professional expertise necessary to provide the Services to City at a level of competency presently maintained by other practicing professional consultants in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF CONSULTANT

2.1 The Services that Consultant shall perform are more particularly described in Exhibit "A," titled "Scope of Services," which is attached hereto and incorporated herein by this reference.

2.2 Consultant shall comply with applicable federal, state and local laws and regulations in the performance of this Agreement including, but not limited to, any applicable State prevailing wage laws.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City designates James Garland, Assistant Finance Director, as City's representative with respect to performance of the Services, and such person shall have the authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to performance of the Services.

ARTICLE 4 – PERFORMANCE OF SERVICES

4.1 Consultant shall perform and complete the Services in a prompt and diligent manner in accordance with the schedule set forth in Exhibit "B," titled "Project Schedule," which is attached hereto and incorporated herein by reference.

4.2 The term of this Agreement shall be for a period of three (3) years from the Effective Date of this Agreement (the "Initial Term"). The City shall have the option to extend the Initial Term of this Agreement by three (3) additional one-year terms (each, an "Extended Term"), on the same terms and conditions, by providing written notice to Consultant at least thirty (30) days prior to the expiration of the Initial Term or any Extended Term

4.3 If Consultant's Services include deliverable electronic visual presentation materials, such materials shall be delivered in a form, and made available to City, consistent with City Council-adopted policy for the same. It shall be the obligation of Consultant to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO CONSULTANT

5.1 The compensation for Consultant's performance of the Services shall not exceed the amount of Fifty-Seven Thousand One Hundred Seventy Dollars ($57,170.00) for the Services provided during the Initial Term. Should this Agreement be extended, the compensation for Consultant's performance for the Services shall not exceed the amount of Twenty Thousand Two Hundred Dollars ($20,200.00) for the first Extended Term; Twenty Thousand Eight Hundred Dollars ($20,800.00) for the second Extended Term; and Twenty-One Thousand Four Hundred Dollars ($21,400.00) for the third Extended Term, bringing the total possible amount of compensation to a not-to-exceed amount of One Hundred Nineteen Thousand Five Hundred Seventy Dollars ($119,570.00). For the Initial Term and each Extended Terms, City shall pay Consultant on a time and materials basis up to the not to not-to-exceed amount in accordance with the rates specified in Exhibit "C," titled "Fee Schedule," which is attached hereto and incorporated herein by this reference.

5.2 Consultant shall submit monthly invoices to City describing the Services performed during the preceding month. Consultant's invoices shall include a brief description of the Services performed, the dates the Services were performed, the number of hours spent and by whom, and a description of reimbursable expenses related to the Services. City shall pay Consultant no later than thirty (30) days after receipt and approval by City of Consultant's invoice.

5.3 Any notice or other communication required, or which may be given, pursuant to this Agreement, shall be in writing. Any such notice shall be deemed delivered (i) on the date of delivery in person; (ii) five (5) days after deposit in first class registered mail, with return receipt requested; (iii) on the actual delivery date if deposited with an overnight courier; or (iv) on the date sent by facsimile or electronic mail transmission (including PDF), if confirmed with a copy sent contemporaneously by first class, certified, registered or express mail; in each case properly posted and fully prepaid to the appropriate address set forth below, or such other address as a Party may provide notice in accordance with this section:

CITY:

Danielle Garcia, Director
Management Services-Finance
City of Redlands
35 Cajon Street, Suite 222
Redlands, CA 92373
dgarcia@cityofredlands.org

CONSULTANT:

Marcus D. Davis, Partner
Davis Farr LLP
18201 Von Karman Ave. Suite 1100
Irvine, CA 92612
mdavis@davisfarr.com
Phone: (949) 783-1750

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Consultant for the duration of its performance of the Services. Consultant shall not perform any Services unless and until the required insurance listed below is obtained by Consultant. Consultant shall provide City with certificates of insurance and endorsements evidencing such insurance prior to commencement of the Services. Insurance policies shall include a provision prohibiting cancellation or modification of the policy except upon thirty (30) days prior written notice to City.

A. Workers' Compensation and Employer's Liability insurance in the amount that meets statutory requirements with an insurance carrier acceptable to City, or certification to City that Consultant is self-insured or exempt from the workers' compensation laws of the State of California. Consultant shall execute and provide City with Exhibit "D," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

B. Comprehensive General Liability insurance with carriers acceptable to City in the minimum amount of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate, for public liability, property damage and personal injury is required. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

C. Consultant shall secure and maintain professional liability insurance throughout the term of this Agreement in the amount of One Million Dollars ($1,000,000) per claim made.

D. Business Auto Liability coverage, with minimum limits of One Million Dollars ($1,000,000) per occurrence, combined single limit bodily injury liability and property damage liability. This coverage shall include all Consultant owned vehicles used in connection with Consultant's provision of the Services, hired and non-owned vehicles, and employee non-ownership vehicles. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

E. Consultant is expressly prohibited from assigning or subcontracting any of the Services without the prior written consent of City. In the event of mutual agreement by the Parties to assign or subcontract a portion of the Services, Consultant shall add such assignee or subcontractor as an additional insured to the insurance policies required hereby and provide City with the insurance endorsements prior to any Services being performed by the assignee or subcontractor.

6.2 Consultant shall defend, indemnify and hold harmless City and its elected and appointed officials, employees and agents from and against any and all claims, losses or liability, including attorneys' fees, arising from injury or death to persons or damage to property occasioned by any negligent act or omission by, or the willful misconduct of, Consultant, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Consultant covenants and represents that it does not have any investment or interest in any real property that may be the subject of this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Consultant's Services. Consultant further covenants and represents that in the performance of its duties hereunder, no person having any such interest shall perform any Services under this Agreement.

7.2 Consultant agrees it is not a designated employee within the meaning of the Political Reform Act because Consultant:

A. Does not make a governmental decision whether to:

(i) approve a rate, rule or regulation, or adopt or enforce a City law;
(ii) issue, deny, suspend or revoke any City permit, license, application, certification, approval, order or similar authorization or entitlement;
(iii) authorize City to enter into, modify or renew a contract;
(iv) grant City approval to a contract that requires City approval and to which City is a party, or to the specifications for such a contract;
(v) grant City approval to a plan, design, report, study or similar item;
(vi) adopt, or grant City approval of, policies, standards or guidelines for City or for any subdivision thereof.

B. Does not serve in a staff capacity with City and in that capacity, participate in making a governmental decision or otherwise perform the same or substantially the same duties for City that would otherwise be performed by an individual holding a position specified in City's Conflict of Interest Code under Government Code section 87302.

7.3 In the event City determines that Consultant must disclose its financial interests, Consultant shall complete and file a Fair Political Practices Commission Form 700, Statement of Economic Interests, with the City Clerk's office pursuant to the written instructions provided by the City Clerk.

ARTICLE 8 – GENERAL CONSIDERATIONS

8.1 In the event any action is commenced to enforce or interpret any of the terms or conditions of this Agreement the prevailing Party shall, in addition to any costs and other relief, be entitled to the recovery of its reasonable attorneys' fees, including fees for the use of in-house counsel by a Party.

8.2 Consultant shall not assign any of the Services, except with the prior written approval of City and in strict compliance with the terms and conditions of this Agreement. Any assignment or attempted assignment without such prior written consent may, in the sole discretion of City, result in City's immediate termination of this Agreement.

8.3 Consultant is for all purposes under this Agreement an independent contractor and shall perform the Services as an independent contractor. Neither City nor any its agents shall have control over the conduct of Consultant or Consultant's employees, except as herein set forth. Consultant shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Consultant are for its account only, and in no event shall Consultant or personnel retained by it be deemed to have been employed by City or engaged by City for the account of, or on behalf of City. Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Consultant have any authority, express or implied, to bind City to any obligation.

8.4 This Agreement may be terminated by City, in its sole discretion, by providing not less than five (5) days prior written notice to Consultant of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Consultant's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Consultant at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Consultant. Upon receipt of a termination notice, Consultant shall immediately discontinue its provision of the Services and, within five (5) days of the date of the termination notice, deliver or otherwise make available to City, copies (in both hard copy and electronic form, where applicable) of project related data, design calculations, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by Consultant in performing the Services. Consultant shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.5 Consultant shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement. Such books shall be available at reasonable times for examination by City at the office of Consultant.

8.6 This Agreement, including the Exhibits incorporated herein by reference, represents the entire agreement and understanding between the Parties as to the matters contained herein, and any prior negotiations, written proposals or verbal agreements relating to such matters are superseded by this Agreement. Except as otherwise provided for herein, any amendment to this Agreement shall be in writing, approved by City and signed by City and Consultant.

8.7 This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflicts of laws provisions. The Parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated only in the state courts located in San Bernardino County, California, and the federal courts located in Riverside County, California.

8.8 If one or more of the sentences, clauses, paragraphs or sections contained in this Agreement is declared invalid, void or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not affect, impair or invalidate the remaining sentences, clauses, paragraphs or sections contained

herein, unless to do so would deprive a Party of a material benefit of its bargain under this Agreement.

IN WITNESS WHEREOF, duly authorized representatives of City and Consultant have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Mario Saucedo, Mayor

DAVIS FARR LLP

By: _____
Marcus D. Davis, Partner

ATTEST:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

Consultant will provide infrastructure inventory update services to the City as described below. This plan is general and will be tailored to meet the specific facts and circumstances facing City.

• Project kick-off – Consultant will meet with appropriate City Finance, Public Works, and other department staff as determined necessary by the City, to discuss the timing of the project, records required and expectations of City staff. Consultant will request the City to identify all City capital improvement projects accepted and placed in service by the City during the fiscal year. Additionally, we will request the City to identify all developer projects accepted by the City during the fiscal year.

• Planning – Consultant will review the listings provided by the City and work with the City to identify which of the projects represent infrastructure and which represent other capital assets of the City. Consultant will only be updating those assets identified as infrastructure. At present, those infrastructure networks and subsystems include:

Road System Network:

- Pavement
- Medians
- Curbs and gutters
- Sidewalks
- Bridges
- Street lights
- Traffic signals
- Trails
- Transit access stops
- Landscaping

Storm Drain System Network:

- Storm Drain Lines

Sewer System Network:

- Sewer lines

Water System Network:

- Water lines
- Water meters
- Water reservoirs
- Water channels
- Booster pump stations
- Water wells

Library Materials

Should any of the infrastructure additions involve right-of-way, Consultant will provide the City with a listing of square footage of the added right-of-way and the City will assign values to it.

• Fieldwork – Once the infrastructure assets have been identified, Consultant will request documents from the City as to the cost of the assets. These documents may include bid documents, reports to City Council accepting a project, final progress payments, pavement management system records, geographical information system records, as-built construction plans, zoning maps, etc. Consultant will use this information to document the cost of the infrastructure improvements and identify the segments within the City's infrastructure inventory that are affected by the project. Since Consultant has provided the City with infrastructure inventory services previously, Consultant will use their inventory records and update them for

the additions and deletions of the identified infrastructure assets. Consultant will also calculate depreciation expense and accumulated depreciation to be removed for deleted assets.

• Consultant will update the City's detailed infrastructure inventory based solely upon the information provided by the City.

• Consultant will calculate accumulated depreciation and depreciation expense as of and for each year ending June 30 for each year under the contract.

• Preparation of draft report – Upon completion of fieldwork, Consultant will prepare a draft report and submit it to the City for review and comment. The draft report will include an Executive Summary that documents our methodology for identifying infrastructure asset additions, methodology for identifying infrastructure asset cost, depreciation policies and a summary of infrastructure asset changes by network. Additionally, Consultant will provide detailed schedules of individual infrastructure asset additions and deletions.

• Preparation of final report – Consultant will update the draft report to incorporate any comments received from the City, and once approved by the City, Consultant will submit a final report to the City.

EXHIBIT "B"

PROJECT SCHEDULE

Consultant estimates the following timeline for completion of the infrastructure update services. The dates listed below are for the fiscal year ending June 30, 2025 only and are target dates only. Consultant anticipates that subsequent contracted fiscal years will follow a consistent schedule. Actual dates will be discussed and agreed to by the City.

Task	Target Date
Initial list of projects due from City	July 11, 2025
Davis Farr evaluates projects and requests details from City	July 18, 2025
City submits all documents to Davis Farr via SFTP site	September 2, 2025
Begin fieldwork	September 3, 2025
Complete fieldwork	September 22, 2025
Submit questions to City, if needed	September 22, 2025
City responses to questions due	September 26, 2025
Submit draft report to City	October 2, 2025
City provides comments on draft report to Davis Farr	October 6, 2025
Submit final report to City	October 8, 2025

EXHIBIT "C"

FEE SCHEDULE

Consultant will provide infrastructure update services for the fiscal years ending June 30, 2025, 2026 and 2027, with optional extensions for the years ending June 30, 2028, 2029 and 2030 at the sole discretion of the City for the following fixed fees.

Year Ended June 30,	Fixed Fee
2025	$18,500
2026	19,050
2027	19,620
2028	20,200
2029	20,800
2030	21,400

The breakout of the fixed fee for the fiscal year ending June 30, 2025 is as follows. The hours are based upon Consultant's previous experience in providing infrastructure update services for the City. Consultant anticipates the number of hours will be consistent each year. The increase in fixed fee is for estimated increase in the consumer price index.

Classification	Hours	Rate	Amount
Partner	6	$250	$ 1,500
Project Manager	40	150	6,000
Project Staff	100	110	11,000
Totals	146		$18,500

EXHIBIT "D"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

Every employer, except the State, shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations, a certificate of consent to self-insure, either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

CHECK ONE

_____I am aware of the provisions of Section 3700 of the 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 I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

_____I affirm that at all times, in performing the work and activities required or permitted under this Agreement, I shall not employ any person in any manner such that I become subject to the workers' compensation laws of California. However, at any time, if I employ any person such that I become subject to the workers' compensation laws of California, immediately I shall provide the City with a certificate of consent to self-insure, or a certification of workers' compensation insurance.

I certify under penalty of perjury under the laws of the State of California that the information and representations made in this certificate are true and correct.

DAVIS FARR LLP

By:_____ Date: _____
Marcus D. Davis, Partner

City Council Meeting **I. 12.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Approve an agreement with Center for Internet Security (CIS) to provide cybersecurity software and services in the amount of $46,200 for a 12-month period, and authorize the City Manager or designee to execute such related agreements for software products (Management Services/Finance Director Garcia)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motion is provided:

"I move that the City Council approve an agreement with Center for Internet Security (CIS) to provide cybersecurity software and services in the amount of $46,200 for a 12-month period, and authorize the City Manager or designee to execute such related agreements for software products."

RECOMMENDATION:

Staff recommends that the City Council approve the agreement with Center for Internet Security (CIS) to provide cybersecurity software and services in the amount of $46,200 for a 12-month period, and authorize the City Manager or designee to execute such related agreements for software products.

DISCUSSION:

The services to be procured are intended to support and supplement the City's current cybersecurity capabilities. Partnering with Center for Internet Security (CIS) will allow the City to take advantage of resources that promote best practices in securing information systems. The proposed services will help ensure continued vigilance against cyber threats and are aligned with broader efforts to protect the City's critical infrastructure. CIS will provide cybersecurity enhancements through third party services under separate contracts.

ALTERNATIVES:

City Council may choose to reject, modify, or table the proposed purchase.

STRATEGIC PLAN:

N/A

SUBMITTED BY:
Danielle Garcia, Management Services/Finance Director

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager
Dana Abramovitz-Daniel, Procurement Manager

PREPARED BY:
Eric Owens, Information Technology Manager

Fiscal Impact

Fiscal Year:	FY2024-25
Revenue Generating:	No
Appropriation Required Y/N:	No
Amount:	$46,200
Budgeted Y/N:	Y
Account No.:	604900
Discussion:	

Attachments

City Sole Source
CIS Agreement

Sole Source/ Single Source/ Standardization Form

For procurement of supplies, equipment and services valued at $5,000 and over

NOTE: Every question must be answered with appropriate documentation attached; incomplete forms will be immediately rejected by Purchasing.

Date: 5/2/25

To: Purchasing Division

From: Management Services - DoIT

Estimated Total Cost: $ 46,200

Proposed Vendor: CIS

Request Term: 12 Months

This form must accompany the purchase document whenever an exception to the competitive process is requested. Requests for goods and/or services from a specific vendor or limited to a specific brand, where substitutes to the recommended vendor or brand are unacceptable, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable.

The City Manager will determine whether the justification is appropriate. Requests for exception must be supported by factual statements that will pass an audit.

INSTRUCTIONS

1. Please check all applicable categories (a. through i.) below and provide additional information where indicated.

☐ a. The requested product is an integral repair part or accessory compatible with existing equipment.

Existing Equipment: _____

Manufacturer/Model Number: _____

Age: _____

Current Estimated Value: _____

☐ b. The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.

☐ c. I have standardized the requested product and the use of another brand/model would require considerable time and funding to evaluate.

☐ d. The requested product is one in which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.

☐ e. The requested product is used or demonstration equipment available at a lower-than-new cost.

☐ f. Repair/Maintenance service is available only from manufacturer or designated service representative.

☐ g. Upgrade to or enhancement of existing software is available only from manufacturer.

■ h. Service proposed by vendor is unique; therefore, competitive bids are not available or applicable.

☐ i. Other factors (provide detailed explanation in #2 below).

2. Provide a detailed explanation and pertinent documentation *for each category* checked in item 1 above. Attach additional sheets if necessary:

3. Was an evaluation of other equipment, products, or services performed?

☒ Yes ☐ No

***If yes, please explain the type of evaluation performed and provide all supporting documentation*:**

4. List below the name of each individual who was involved in the evaluation, if conducted, and in making the recommendation to procure this product or service. Attach additional information, if necessary.

Shawn Mac Gavin Eric Owens

5. Explain what action(s) the department would take if the sole/single source services were no longer available

The department would look for another solution that is not offered at a discounted rate and would solicit requests for multiple quotes from vendors.

6. I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department

Eric Owens Digitally signed by Eric Owens Date: 2025.05.02 11:10:54 -07'00' 5.2.2025

Prepared by Date

_____

Department Director Date

Purchasing Approvals

_____

Purchasing Agent Approval Date

_____

City Manager Approval Date

1.h. The Center for Internet Security (CIS) partnered with CrowdStrike to offer a heavily discounted version of CrowdStrike's Endpoint Security Services. This solution includes 24/7 monitoring directly through CIS and cannot be purchased from any other vendors.

3. The department reviewed comparable managed detection and response (MDR) solutions. This included BitDefender, CrowdStrike and Arctic Wolf. Purchasing these solutions through a competitive quote process would have still resulted in spending nearly $20,000 more than the CIS ESS offering.

ENDPOINT SECURITY SERVICES PURCHASE AGREEMENT

This SERVICES AGREEMENT ("Agreement") for Endpoint Security Services ("ESS") is made by and between the Center for Internet Security, Inc. ("CIS"), located at 31 Tech Valley Drive, East Greenbush, New York 12061-4134, a Maryland nonprofit corporation and City of Redlands, a municipal corporation and general law city ("Entity") with its principal place of business at: 35 Cajon Street, Redlands, California 92373. CIS and Entity are referred to herein collectively as the "Parties".

In consideration of the mutual covenants contained herein, the Parties do hereby agree as follows:

I. Purpose

The purpose of this Agreement is to set forth the mutual understanding between the Entity named above and CIS, with respect to CIS' provision of ESS and selected Add-on Services to the Entity.

II. Definitions

A. **Security Operation Center (SOC)**: CIS' 24 X 7 X 365 watch and warning center that provides cybersecurity infrastructure monitoring, dissemination of cyber threat warnings and vulnerability identification and mitigation recommendations.

B. **Endpoint Security Services ("ESS")**: Endpoint Security Services (ESS) includes the following services:

1. **Next Generation Antivirus (NGAV)**: A solution aimed at preventing cyber-attacks that is deployed on endpoint devices and has the following capabilities:

- Detect malicious activity using signature-based and behavior-based threat detection methods with the capability to automate prevention (block attacks);
- Deny/allow indicators list management to include anomalous behavior-based indicators;
- Endpoint and file quarantine functionality;
- Threat notification and alerts; and
- Web-based management interface with a cloud-based data administration component for enterprise deployment.

2. **Endpoint Detection & Response (EDR)**: Deployment and maintenance of an EDR software agent on Entity's identified endpoint devices, which will (a) block malicious activity at a device level if agreed to by the Entity; (b) remotely isolate compromised systems after coordination with the Entity; (c) identify threats on premise, in the cloud, or on remote systems; (d) inspect network traffic in a decrypted state on the endpoint for the limited purpose of identifying malicious activity; and (e) identify and remediate malware infections.

3. Centralized management of ESS data to allow system administration, event analysis and reporting by CIS SOC. Additionally, Entity will be able to interact with its own ESS data through the management system

C. **Add-on Endpoint Security Services**: From time to time, CIS may offer additional services to supplement ESS (the "Add-on Services"). Entity may purchase such Add-on Services for an additional fee either at the time it enters into this Agreement, or at a later date, pursuant to a separate order. Add-on Services are provided by CIS and/or its partners subject to the terms and conditions in this Agreement. Regardless of whether an Add-on Service is selected by Entity at the time it first enters into this Agreement, or at some later date, the term for CIS' provision of such Add-on Services shall run concurrently with the Term of this Agreement, unless otherwise agreed to in writing by the Parties. Add-on Services may include, but are not limited to the following CIS offerings:

- **ESS Mobile** expands the CIS ESS offering to include device-level protection to mobile devices. ESS Mobile monitors and records activities taking place on Android and iOS devices including phones and tablets, using endpoint detection and response technology enabling security teams to have visibility into malicious, unwanted, or accidental access to sensitive corporate data in mobile devices. It provides phishing and network prevention including detecting and preventing malicious connections; blocking URLs, IP addresses, and domains with poor reputations; including links sent via SMS, email, apps, and QR codes and offering extensive threat-hunting capabilities for mobile devices.
- **ESS Spotlight** leverages the cloud-native power of the CrowdStrike Falcon Platform to bring together endpoint detection and response (EDR) with vulnerability management to provide real-time visibility into vulnerabilities and exposures. ESS Spotlight enables SLTT government entities to consolidate key components of their security stacks to reduce costs and increase protection by creating a single view of their vulnerability exposure.

D. **Error**: A reproducible failure of ESS to perform in substantial conformity with its Documentation, as supplied by CrowdStrike.

III. Selection of ESS

CIS hereby agrees to supply Entity with ESS and, if applicable, any Add-on Services as set forth in one or more orders. ESS for additional endpoints may be ordered by Entity during the Term of this Agreement by submitting a written request to CIS. The service start date of subsequent orders for ESS shall be the date of each approved order, but services supplied pursuant to all orders shall terminate as of the end of the Term.

IV. Term of this Agreement

This Agreement will commence on the date it is signed by both Parties (the "Effective Date"), and shall continue in full force and effect for the period specified in the order attached as Exhibit 1 (the "Term").

V. Responsibilities

Appendix A, which is attached hereto and incorporated herein, contains the specific responsibilities of Entity and CIS regarding Endpoint Security Services and Add-on Services. Entity understands and agrees that, as a condition to commencement of services under this Agreement, it must comply with the terms and conditions set forth in Appendix A.

VI. Payment Terms

A. Initial ESS Purchase**.** In consideration for receipt of ESS and any Add-on Services, Entity agrees to pay the sum set forth in the order, in U.S. Dollars (USD). Payment shall be due and payable within thirty (30) days of the Effective Date. Payment may be made by: (i) EFT transfer; (ii) check made payable to Center for Internet Security and mailed to CIS Accounts Receivable, 31 Tech Valley Drive, East Greenbush, NY 12061; or (iii) credit card transaction according to the instructions provided to Entity by CIS. The amount payable shall not be reduced by any taxes or fees to be collected by a taxing jurisdiction, financial institution or payment processor incidental to the payment to CIS.

B. Purchase of ESS for Subsequent Terms. At least sixty (60) days prior to the expiration of the Term, CIS will provide Entity an order setting forth pricing for a subsequent Term. Payment associated with a subsequent Term shall be due to CIS no later than the last day of the then-current Term, and may be made using any of the methods described in Section VI(A) above. If such payment is not made prior to the end of the applicable Term, CIS may elect not to renew this Agreement for a subsequent Term.

VII. Title

The Endpoint Security Services include use of software that is licensed to CIS by a third-party provider, CrowdStrike, Inc. ("CrowdStrike"). All title and ownership rights of the software shall remain with CrowdStrike.

The Entity shall own all right, title and interest in data that it provides to CIS pursuant to this Agreement. Entity hereby grants CIS a non-exclusive, non-transferable license to access and use such data as is necessary to provide ESS and any Add-on Services under this Agreement.

VIII. Warranty

A. Warranty. CIS warrants to Entity that, throughout the applicable Term: (i) the Endpoint Security Services and any Add-on Services will operate without Error; and (ii) industry standard techniques have been used to prevent the ESS

and Add-on Services, at the time of installation, from injecting malicious software viruses into endpoints covered by this Agreement. Entity must notify CIS of any warranty claim during the Term. Entity's sole and exclusive remedy, and the entire liability of CIS, for a breach of this warranty will be for CIS, at its own expense and election, to implement one of the following solutions: (a) use commercially reasonable efforts to provide a work-around or correct such Error; or (b) terminate this Agreement and Entity's access to and use of ESS and Add-on Services, and refund the prepaid fee, prorated for the unused period of the Term. CIS shall have no obligation to Entity regarding Errors reported after the end of the applicable Term.

B. Exclusions. The warranties do not apply if the ESS or Add-on Services: (i) have been modified, except by CIS or CrowdStrike, or (ii) have not been installed, used, or maintained in accordance with this Agreement or the Documentation.

C. Disclaimer. EXCEPT FOR THE EXPRESS WARRANTIES IN THIS SECTION VIII, CIS MAKES NO OTHER WARRANTIES RELATING TO THE ESS OR THE ADD-ON SERVICES, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES OF NON-INFRINGEMENT OF THIRD-PARTY RIGHTS, FITNESS FOR A PARTICULAR PURPOSE, OR MERCHANTABILITY.

ENTITY ACKNOWLEDGES, UNDERSTANDS AND AGREES THAT CIS DOES NOT GUARANTEE OR WARRANT THAT USE OF ESS AND/OR THE ADD-ON SERVICES WILL FIND, LOCATE OR DISCOVER ALL SYSTEM THREATS, VULNERABILITIES, MALWARE, AND MALICIOUS SOFTWARE, AND ENTITY WILL NOT HOLD CIS RESPONSIBLE THEREFOR. ENTITY AGREES NOT TO REPRESENT TO ANY THIRD PARTY THAT CIS HAS PROVIDED SUCH GUARANTEE OR WARRANTY.

IX. Amendments to this Agreement

This Agreement may only be amended if agreed to in writing by both Parties.

X. No Third Party Rights

Nothing in this Agreement shall create or give to third parties any claim or right of action of any nature against Entity or CIS.

XI. Confidentiality Obligation

CIS acknowledges that information regarding the infrastructure and security of Entity's information systems, assessments and plans that relate specifically and uniquely to the vulnerability of customer information systems, Personal Data (as defined herein below), specific vulnerabilities identified as part of the Endpoint Security Services or Add-on Services, or information otherwise marked as confidential by Entity ("Confidential Information") may be provided by Entity to CIS in connection with this Agreement. The Entity acknowledges that it may receive from CIS trade secrets and confidential and proprietary information

("Confidential Information"). Both Parties agree to hold each other's Confidential Information in confidence to the same extent and the same manner as each party protects its own confidential information, but in no event will less than reasonable care be provided and a party's information will not be released in any identifiable form without the express written permission of such party or as required pursuant to lawfully authorized subpoena, court order or similar compulsive directive or is required to be disclosed by law. CIS further agrees that any third party involved in providing Endpoint Security Services shall be required to protect Entity's Confidential Information to the same extent as required under this Agreement. CIS shall, however, be permitted to disclose relevant aspects of such Confidential Information to its officers, employees, agents and CIS' cyber security partners, including federal partners, provided that such partners have agreed to protect the Confidential Information to the same extent as required under this Agreement. Entity shall be permitted to disclose relevant aspects of such Confidential Information to its officers, employees, and agents in order to assist in the performance of this Agreement. Subject to the limitations contained in this Section XI, the Parties agree to use all reasonable steps to ensure that Confidential Information received under this Agreement is not disclosed in violation of this Section XI.

XII. Notices

A. All notices permitted or required hereunder shall be in writing and shall be transmitted either:

1. via certified or registered United States mail, return receipt requested;
2. by personal delivery;
3. by expedited delivery service; or
4. by e-mail with acknowledgement of receipt of the notice.

Such notices shall be addressed as follows or to such different addresses as the Parties may from time-to-time designate:

CIS
Address: **CIS Services**
Center for Internet Security, Inc.
31 Tech Valley Drive
East Greenbush, NY 12061-4134
Telephone: **(518) 880-0766**
E-Mail: **Services@cisecurity.org**
with cc to: **legalnotices@cisecurity.org**

Entity
Name:
Title: **System Administrator**
Address: **35 Cajon st**
Redlands, California 92373
Telephone Number: **(909) 307-7305**
E-Mail **ggonzalez@cityofredlands.org**

Address:

B. Any such notice shall be deemed to have been given either at the time of personal delivery or, in the case of expedited delivery service or certified or registered United States mail, as of the date of first attempted delivery at the address and in the manner provided herein, or in the case of facsimile transmission or email, upon receipt.

C. The Parties may, from time to time, specify any new or different contact information as their address for purpose of receiving notice under this Agreement by giving fifteen (15) days written notice to the other Party sent in accordance herewith. The Parties agree to mutually designate individuals as their respective representatives for the purposes of receiving notices under this Agreement. Additional individuals may be designated in writing by the Parties for purposes of implementation and administration, resolving issues and problems and/or for dispute resolution.

XIII. Insurance and Indemnification

The following insurance coverage required by this Agreement shall be maintained by Consultant for the duration of its performance of the Services. Consultant shall not perform any Services unless and until the required insurance listed below is obtained by Consultant. Consultant shall provide City with certificates of insurance and endorsements evidencing such insurance prior to commencement of the Services. Insurance policies shall include a provision prohibiting cancellation or modification of the policy except upon thirty (30) days prior written notice to City.

A. Workers' Compensation and Employer's Liability insurance in the amount that meets statutory requirements with an insurance carrier acceptable to City, or certification to City that Consultant is self-insured or exempt from the workers' compensation laws of the State of California. Consultant shall execute and provide City with Exhibit " ," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

B. Comprehensive General Liability insurance with carriers acceptable to City in the minimum amount of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate, for public liability, property damage and personal injury is required. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

C. Consultant shall secure and maintain professional liability insurance throughout the term of this Agreement in the amount of One Million Dollars ($1,000,000) per claim made.

D. Business Auto Liability coverage, with minimum limits of One Million Dollars ($1,000,000) per occurrence, combined single limit bodily injury liability and property damage liability. This coverage shall include all Consultant owned vehicles used in connection with Consultant's provision of the Services, hired and non-owned vehicles, and employee non-ownership vehicles. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

E. Except as expressly noted in this Agreement, Consultant is expressly prohibited from assigning or subcontracting any of the Services without the prior written consent of City.

XIV. Consultant shall defend, indemnify and hold harmless City and its elected and appointed officials, employees and agents from and against any and all claims, losses or liability, including attorneys' fees, arising from injury or death to persons or damage to property occasioned by any negligent act or omission by, or the willful misconduct of, Consultant, or its officers, employees and agents in performing the Services.

The foregoing has been agreed to and accepted by the authorized representatives of each party whose signatures appear below:

City of Redlands	**Center for Internet Security, Inc.**
By:	By:
Mario Saucedo	Printed Name
Signature	Signature
Date Signed	Date Signed

Contract version date : 02/07/24

EXHIBIT 1

Center for Internet Security, Inc.
31 Tech Valley Drive
East Greenbush, New York 12061
United States

ORDER for City of Redlands
Order: SO-250519-0064998
Created Date: 5/19/2025
Valid Through: 9/16/2025
Prepared by: Ashanti Hoyles
Phone: (518) 516-3070

Order

Address Information

Bill To:
City of Redlands
35 Cajon st
Redlands, California 92373
United States

Buying Contact: Shawn Mac Gavin
Buying Email: smacgavin@cityofredlands.org

Ship To:
City of Redlands
35 Cajon st
Redlands, California 92373
United States

Shipping Contact: Shawn Mac Gavin
Shipping Email: smacgavin@cityofredlands.org

Related Information

Currency: USD

Billing Frequency: One-Time

Service Lines

Service	Product Code	Date	Qty	Term	List Price	Sales Price	NET
CIS Services MDR Advanced powered by CrowdStrike	CIS-MDR-ADV-CS-CISS	7/1/2025 - 6/30/2026	700	12 Mon	$5.00	$5.00	$42,000.00
CIS Services MDR Spotlight powered by CrowdStrike	CIS-MDR-SPOT-CS-CISS	7/1/2025 - 6/30/2026	700	12 Mon	$0.50	$0.50	$4,200.00

List Price Total:	$46,200.00
Sales Price Total:	$46,200.00
Net Amount:	$46,200.00
Balance Due Amount:	**$46,200.00**

Standard Terms

Please note that if the purchase(s) listed above are related to a new product/service, the Date(s) are determined based upon both the order being approved and all pre service requirements met. If the purchase(s) listed above are for a renewing product/service, the Date(s) reflect the actual term.

The fees are listed in USD and do not include any taxes (including but not limited to VAT or withholding taxes) or fees to be collected by a taxing jurisdiction, financial institution or payment processor incidental to the payment of the Balance Due Amount. If Customer is located in a country with applicable VAT/Withholding taxes, Customer is required to declare and make the VAT/Withholding payment. Once Customer makes the required VAT/Withholding payment, a copy of the receipt will be provided to CIS for our records.

Your acceptance of this Order shall constitute your intent to proceed with the purchase of the product or service listed above.

Customer: City of Redlands

Signature

Name

Title

Date

EXHIBIT "2"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

Every employer, except the State, shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations, a certificate of consent to self-insure, either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

CHECK ONE

_____I am aware of the provisions of Section 3700 of the 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 I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

_____I affirm that at all times, in performing the work and activities required or permitted under this Agreement, I shall not employ any person in any manner such that I become subject to the workers' compensation laws of California. However, at any time, if I employ any person such that I become subject to the workers' compensation laws of California, immediately I shall provide the City with a certificate of consent to self-insure, or a certification of workers' compensation insurance.

I certify under penalty of perjury under the laws of the State of California that the information and representations made in this certificate are true and correct.

CENTER FOR INTERNET SECURITY, INC.

By:_____ Date: _____
Name_____
Title_____

Appendix A

ESS Responsibilities

I. **Entity Responsibilities** - Entity acknowledges and agrees that CIS' ability to perform the Endpoint Security Services is subject to Entity fulfilling certain responsibilities listed below. All references to Endpoint Security Services or ESS in Appendix A shall be deemed to include Add-on Services purchased by Entity. Entity acknowledges and agrees that neither CIS nor any third-party provider shall have any responsibility whatsoever to perform the Endpoint Security Services in the event Entity fails to meet its responsibilities described below.

A. For purposes of this Agreement, Entity acknowledges and agrees that the scope of this Agreement is limited to the number of endpoint devices identified in the order Form. In the event that Entity installs the ESS software agent on a greater number of endpoint devices beyond those identified in the order Form, Entity will be charged for those additional endpoints, including any associated additional charges, and that those additional endpoint devices will be subject to the requirements of this Agreement. Entity will ensure the correct functioning and maintenance of the endpoint devices receiving Endpoint Security Services.

B. Entity shall at all times during the Term employ the most currently supported version of its chosen operating system software for the identified endpoint devices. Entity acknowledges and agrees that, if it uses an unsupported version of such operating system software, CIS cannot ensure proper functioning of the affected endpoint devices.

C. The following term applies only to ESS Mobile: Entity is responsible for using a Mobile Device Management (MDM) application that is supported by CIS and CrowdStrike to complete installation.

D. Entity shall provide the following to CIS prior to the commencement of the Endpoint Security Services and at any time during the Term of the Agreement if the information changes:

1. A completed Pre-installation Questionnaire (PIQ), the form of which will be provided to Entity by CIS, which will identify the number and types of endpoints to be monitored during the Term, including identification of the operating systems used in the endpoints. The PIQ will need to be revised whenever there is a change that would affect CIS' ability to provide the Endpoint Security Services;

2. Each endpoint device will have access to a secure Internet channel for ESS management and monitoring by CIS;

3. Accurate and up-to-date information, including the name, email, landline, and mobile numbers for all designated, authorized Point of

Contact(s); and

4. Entity will be responsible for installing the ESS software agent on its endpoints; CIS will provide Entity with a link to the ESS software agent.

D. During the Term of this Agreement, Entity shall provide the following:

1. Written notification to CIS SOC (SOC@MSISAC.ORG) at least thirty (30) days in advance of replacement of an existing endpoint device with another similar device and/or changes in operating systems for the endpoint devices that would affect CIS' ability to provide Endpoint Security Services;

2. Written notification to CIS SOC (SOC@MSISAC.ORG) at least twelve (12) hours in advance of any scheduled Internet outages affecting the endpoint devices;

3. A completed Escalation Procedure Form in the PIQ including the name, e-mail address and 24/7 contact information for all designated Points of Contact (POC). Revised information must be submitted when there is a change in status for any POC;

4. Sole responsibility for maintaining current maintenance and technical support contracts with Entity's software and hardware vendors for any endpoint device covered by ESS; and

5. Active involvement with CIS SOC to resolve any tickets requiring Entity input or action;

II. CIS Responsibilities

A. CIS shall be responsible for purchase of a commercial ESS capability provided by CrowdStrike, to be incorporated into the Endpoint Security Services, and for providing a link for the ESS software agent to Entity for Entity to install on their endpoints.

B. CIS will be responsible for the management and monitoring of the Endpoint Security Services to Entity's identified endpoint devices, including provision of the link for installation of the applicable ESS agent for the operating system of the endpoint devices, as identified by Entity in the PIQ.

C. CIS will provide the following as part of the Endpoint Security Services. These obligations do not apply to CIS' provision of any Add-on Services:

1. Analysis of logs from monitored security devices for attacks and malicious traffic;

2. Analysis of security events;

3. Correlation of security data/logs/events with information from other sources;

4. Notification of security events per the Escalation Procedures provided by Entity; and

5. CIS Security Operation Center. CIS will provide 24/7 telephone (1-866-787-4722) availability for assistance with events detected by the Endpoint Security Services.

D. Upon termination of this Agreement, CIS shall be responsible for the cancellation of the Endpoint Security Services. Entity will be responsible for removal of the ESS agent installed on Entity's endpoint devices.

III. Third Party Provider Terms and Conditions

Entity acknowledges and agrees that as part of providing ESS, CIS has contracted with the third-party provider, CrowdStrike. Entity further acknowledges and agrees that in return for receipt of ESS, it agrees to the following terms and conditions as an end user of CrowdStrike services under this Agreement:

A. Access & Use Rights. Subject to the terms and conditions of this Agreement, Entity has a non-exclusive, non-transferable, non-sublicensable license to access and use the Products in accordance with any applicable Documentation solely for Entity's Internal Use. The Product includes a downloadable object-code component ("Software Component"); Entity may install and run multiple copies of the Software Components solely for Entity's Internal Use. Entity's access and use is limited to the quantity and the period of time specified in this Agreement.

B. Restrictions. The access and use rights do not include any rights to (i) employ or authorize any third party (other than Partner) to use or view the Offering or Documentation; (ii) alter, publicly display, translate, create derivative works of or otherwise modify an Offering; (iii) sublicense, distribute or otherwise transfer an Offering to any third party; (iv) allow third parties to access or use an Offering (except for Partner as expressly permitted herein); (v) create public Internet "links" to an Offering or "frame" or "mirror" any Offering content on any other server or wireless or Internet-based device; (vi) reverse engineer, decompile, disassemble or otherwise attempt to derive the source code (if any) for an Offering (except to the extent that such prohibition is expressly precluded by applicable law), circumvent its functions, or attempt to gain unauthorized access to an Offering or its related systems or networks; (vii) use an Offering to circumvent the security of another party's network/information, develop malware, unauthorized surreptitious surveillance, data modification, data exfiltration, data ransom or data destruction; (viii) remove or alter any notice of proprietary right appearing on an Offering; (ix) conduct any stress tests, competitive benchmarking or analysis on, or publish any performance data of, an Offering (provided, that this does not prevent Entity from comparing the Products to other products for Entity's Internal Use); (x) use any feature of CrowdStrike APIs for any purpose other than in the performance of, and in accordance with, this Agreement; or (xi) cause, encourage or assist any third party to do any of the foregoing. Entity agrees to use an Offering in

accordance with laws, rules and regulations directly applicable to Entity and acknowledges that Entity is solely responsible for determining whether a particular use of an Offering is compliant with such laws.

C. Third Party Software. CrowdStrike uses certain third party software in its Products, including what is commonly referred to as open source software. Under some of these third party licenses, CrowdStrike is required to provide Entity with notice of the license terms and attribution to the third party. See the licensing terms and attributions for such third party software that CrowdStrike uses at: https://falcon.crowdstrike.com/opensource.

D. Installation and User Accounts. For those Products requiring user accounts, only the individual person assigned to a user account may access or use the Product. Entity is liable and responsible for all actions and omissions occurring under Entity's user accounts for Offerings.

E. Ownership & Feedback. The Offerings are made available for use or licensed, not sold. CrowdStrike owns and retains all right, title and interest (including all intellectual property rights) in and to the Offerings. Any feedback or suggestions that Entity provides to CrowdStrike regarding its Offerings (e.g., bug fixes and features requests) is non-confidential and may be used by CrowdStrike for any purpose without acknowledgement or compensation, provided, Entity will not be identified publicly as the source of the feedback or suggestion.

F. CrowdStrike Disclaimer. PARTNER, AND NOT CROWDSTRIKE, IS RESPONSIBLE FOR ANY WARRANTIES, REPRESENTATIONS, GUARANTEES, OR OBLIGATIONS TO ENTITY, INCLUDING REGARDING THE CROWDSTRIKE OFFERINGS. ENTITY ACKNOWLEDGES, UNDERSTANDS, AND AGREES THAT CROWDSTRIKE DOES NOT GUARANTEE OR WARRANT THAT IT WILL FIND, LOCATE, OR DISCOVER ALL OF ENTITY'S OR ITS AFFILIATES' SYSTEM THREATS, VULNERABILITIES, MALWARE, AND MALICIOUS SOFTWARE, AND ENTITY AND ITS AFFILIATES WILL NOT HOLD CROWDSTRIKE RESPONSIBLE THEREFOR. CROWDSTRIKE AND ITS AFFILIATES DISCLAIM ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, CROWDSTRIKE AND ITS AFFILIATES AND SUPPLIERS SPECIFICALLY DISCLAIM ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGMENT WITH RESPECT TO THE OFFERINGS. THERE IS NO WARRANTY THAT THE OFFERINGS WILL BE ERROR FREE, OR THAT THEY WILL OPERATE WITHOUT INTERRUPTION OR WILL FULFILL ANY OF ENTITY'S PARTICULAR PURPOSES OR NEEDS. THE OFFERINGS ARE NOT FAULT-TOLERANT AND ARE NOT DESIGNED OR INTENDED FOR USE IN ANY HAZARDOUS ENVIRONMENT REQUIRING FAIL-SAFE PERFORMANCE OR OPERATION. THE OFFERINGS ARE NOT FOR USE IN THE OPERATION OF AIRCRAFT NAVIGATION, NUCLEAR FACILITIES, COMMUNICATION SYSTEMS, WEAPONS SYSTEMS, DIRECT OR INDIRECT LIFE-SUPPORT SYSTEMS, AIR TRAFFIC CONTROL, OR ANY APPLICATION OR INSTALLATION WHERE FAILURE COULD RESULT IN DEATH, SEVERE PHYSICAL INJURY, OR PROPERTY DAMAGE. ENTITY AGREES THAT IT IS ENTITY'S RESPONSIBILITY TO ENSURE SAFE USE OF AN OFFERING IN SUCH APPLICATIONS AND INSTALLATIONS. CROWDSTRIKE DOES NOT WARRANT ANY THIRD PARTY PRODUCTS OR SERVICES.

G. Entity Obligations. Entity represents and warrants that: (i) it owns or has a right of use from a third party, and controls, directly or indirectly, all of the software, hardware and computer systems (collectively, "Systems") where the Products will be installed or that will be the subject of, or investigated during, the Offerings, (ii) to the extent required under any federal, state, or local U.S. or non-US laws (e.g., Computer Fraud and Abuse Act, 18 U.S.C. § 1030 et seq., Title III, 18 U.S.C. 2510 et seq., and the Electronic Communications Privacy Act, 18 U.S.C. § 2701 et seq.) it has authorized CrowdStrike to access the Systems and process and transmit data through the Offerings in accordance with this Agreement and as necessary to provide and perform the Offerings, (iii) it has a lawful basis in having CrowdStrike investigate the Systems, process the Entity Data and the Personal Data; (iv) that it is and will at all relevant times remain duly and effectively authorized to instruct CrowdStrike to carry out the Offerings, and (v) it has made all necessary disclosures, obtained all necessary consents and government authorizations required under applicable law to permit the processing and international transfer of Entity Data and Entity Personal Data from each Entity and Entity Affiliate, to CrowdStrike.

H. Falcon Platform. The Falcon Endpoint Protection Platform ("Falcon EPP Platform") uses a crowd-sourced environment, for the benefit of all customers, to help customers protect themselves against suspicious and potentially destructive activities. CrowdStrike's Products are designed to detect, prevent, respond to, and identify intrusions by collecting and analyzing data, including machine event data, executed scripts, code, system files, log files, dll files, login data, binary files, tasks, resource information, commands, protocol identifiers, URLs, network data, and/or other executable code and metadata. Entity, rather than CrowdStrike, determines which types of data, whether Personal Data or not, exist on its systems. Accordingly, Entity's endpoint environment is unique in configurations and naming conventions and the machine event data could potentially include Personal Data. CrowdStrike uses the data to: (i) analyze, characterize, attribute, warn of, and/or respond to threats against Entity and other customers, (ii) analyze trends and performance, (iii) improve the functionality of, and develop, CrowdStrike's products and services, and enhance cybersecurity; and (iv) permit Entity to leverage other applications that use the data, but for all of the foregoing, in a way that does not identify Entity or Entity's Personal Data to other customers. Neither Execution Profile/Metric Data nor Threat Actor Data are Entity's Confidential Information or Entity Data.

I. Processing Personal Data. Personal Data may be collected and used during the provisioning and use of the Offerings to deliver, support and improve the Offerings, comply with law, or otherwise in accordance with this Agreement. Entity authorizes CrowdStrike to collect, use, store, and transfer the Personal Data that Entity provides to CrowdStrike as contemplated in this Agreement.

J. Compliance with Applicable Laws. Both CrowdStrike and Entity agree to comply with laws directly applicable to it in the performance of this Agreement.

K. Definitions.

"CrowdStrike" shall mean CrowdStrike, Inc.

"CrowdStrike Data" shall mean the data generated by the CrowdStrike Offerings, including but not limited to, correlative and/or contextual data, and/or detections. For the avoidance of doubt, CrowdStrike Data does not include Entity Data.

"Entity Data" means the data generated by the Entity's Endpoint and collected by the Products.

"Documentation" means CrowdStrike's end-user technical documentation included in the applicable Offering.

"Endpoint" means any physical or virtual device, such as, a computer, server, laptop, desktop computer, mobile, cellular, container or virtual machine image.

"Execution Profile/Metric Data" means any machine-generated data, such as metadata derived from tasks, file execution, commands, resources, network telemetry, executable binary files, macros, scripts, and processes, that: (i) Entity provides to CrowdStrike in connection with this Agreement or (ii) is collected or discovered during the course of CrowdStrike providing Offerings, excluding any such information or data that identifies Entity or to the extent it includes Personal Data.

"Internal Use" means access or use solely for Entity's own internal information security purposes. By way of example and not limitation, Internal Use does not include access or use: (i) for the benefit of any person or entity other than Entity, or (ii) in any event, for the development of any product or service. Internal Use is limited to access and use by Entity's employees and Partner solely on Entity's behalf and for Entity's benefit.

"Entity" means an Entity of Partner that has agreed in writing to be contractually bound by these Entity Terms.

"Offerings" means, collectively, any Products or Product-Related Services.

"Partner" means Center for Internet Security, Inc.

"Personal Data" means information provided by Entity to CrowdStrike or collected by CrowdStrike from Entity used to distinguish or trace a natural person's identity, either alone or when combined with other personal or identifying information that is linked or linkable by CrowdStrike to a specific natural person. Personal Data also includes such other information about a specific natural person to the extent that the data protection laws applicable in the jurisdictions in which such person resides define such information as Personal Data.

"Product" means any of CrowdStrike's cloud-based software or other products provided to Entity through Partner, the available accompanying API's, the CrowdStrike Data, any Documentation.

"Product-Related Services" means, collectively, (i) Falcon OverWatch, (ii) Falcon Complete Team, (iii) the technical support services for certain Products provided by CrowdStrike, (iv) training, and (v) any other CrowdStrike services provided or sold with Products.

"Threat Actor Data" means any malware, spyware, virus, worm, Trojan horse, or other potentially malicious or harmful code or files, URLs, DNS data, network telemetry, commands, processes or techniques, metadata, or other information or data, in each case that is potentially related to unauthorized third parties associated therewith and that is collected or discovered during the course of CrowdStrike providing Offerings, excluding any such information or data that identifies Entity or to the extent that it includes Personal Data.

Contract Version Date: 02/07/2024

City Council Meeting **I. 13.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Approve an Agreement with San Bernardino County for the collection of Special District Assessments (Management Services/Finance Director Garcia)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motion is provided:

"I move that the City Council approve an agreement with the County of San Bernardino for the collection of special taxes, fees, and assessments on behalf of the City."

RECOMMENDATION:

Staff recommends that the City Council approve an agreement with the County of San Bernardino under which the County will collect special taxes, fees, and assessments on behalf of the City.

DISCUSSION:

The City has for many years maintained a number of special districts for the operation and maintenance of certain City-owned public spaces. These districts are funded through annual property tax assessments on implicated parcels. Under a 1997 agreement, these assessments have been collected by the County of San Bernardino Auditor-Controller/Treasurer/Tax Collector (County) on behalf of the City in conjunction with County-wide property tax collection.

Beginning in fiscal year 2016, the County began requiring the City to enter into an annual agreement authorizing continued County collection of special district assessments on behalf of the City. The County requests a nominal fee to cover the costs of collection and disbursement of the tax assessments to the City.

Staff is seeking Council approval of the attached agreement to collect the taxes related to City Community Facilities Districts (CFDs), Landscape Maintenance Districts (LMDs), and Street Lighting Districts (SLDs), the Paramedics Assessment and any other assessments that may need to be placed on the tax roll.

ALTERNATIVES:

Council may decide not to implement an agreement with the County and instead manage special district tax collection in another manner; however, this will require City staff to perform this collection process.

STRATEGIC PLAN:
N/A

SUBMITTED BY:
Danielle Garcia, Management Services/Finance Director

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney

PREPARED BY:
Valerie Abrego, Management Analyst

Fiscal Impact

Fiscal Year: 2024-2025

Appropriation Required Y/N: No

Discussion:

There is no impact as a result of approving the agreement with San Bernardino County. Nominal fees will be collected in exchange for the County using its process to collect the City's assessments, which are considerably lower than it would be if the City took on the collection process itself.

Attachments

FY 25-26 Special Assessments Collection Agreement

AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR

AGREEMENT FOR COLLECTION OF SPECIAL

TAXES, FEES, AND ASSESSMENTS

FISCAL YEAR 2025-26

THIS AGREEMENT is made and entered into this 17th day of June, 2025, by and between the COUNTY OF SAN BERNARDINO, hereinafter referred to as "County" and the City of Redlands, hereinafter referred to as "City".

WITNESSETH:

WHEREAS, Government Code Sections 29304 and 51800 authorize the County to recoup its collection costs when the County collects taxes, fees, or assessments for any city, school district, special district, zone or improvement district thereof; and

WHEREAS, the City and County have determined that it is in the public interest that the County, when requested by City, collect on the County tax rolls the special taxes, fees, and assessments for City.

NOW, THEREFORE, IT IS AGREED by and between the parties hereto as follows:

1. County agrees, when requested by City as hereinafter provided to collect on the County tax rolls the special taxes, fees, and assessments of City, and of each zone or improvement district thereof.

2. When County is to collect City's special taxes, fees, and assessments, City agrees to notify in writing the Auditor-Controller (268 W. Hospitality Lane, 4TH floor, San Bernardino, CA 92415) of the County on or before the 10th day of August of each fiscal year of the Assessor's parcel numbers and the amount of each special tax, fee, or assessment to be so collected. Any such notice, in order to be effective, must be received by the Auditor-Controller by said date.

3. County may charge City an amount per parcel for each special tax, fee, or assessment that is to be collected on the County tax rolls by the County for the City, not to exceed County's actual cost of collection.

4. City warrants that the taxes, fees, or assessments imposed by City and collected pursuant to this Agreement comply with all requirements of state law, including but not limited to, Articles XIIIC and XIIID of the California Constitution (Proposition 218).

5. City hereby releases and forever discharges County and its officers, agents, and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of City's responsibility under this

agreement, or other action taken by City in establishing a special tax, fee, or assessment and implementing collection of special taxes, fees or assessments as contemplated in this agreement.

6. The County Auditor-Controller has not determined the validity of the taxes or assessments to be collected pursuant to this contract, and the undersigned City hereby assumes any and all responsibility for making such a determination. The undersigned City agrees to indemnify, defend, and hold harmless the County and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract or the imposition of the taxes or assessments collected pursuant to this contract, and for any costs or expenses incurred by the County on account of any claim therefore, except where such indemnification is prohibited by law. If any judgment is entered against County or any other indemnified party as a result of action taken to implement this Agreement, City agrees that County may offset the amount of any judgment paid by County or by any indemnified party from any monies collected by County on City's behalf, including property taxes, special taxes, fees, or assessments. County may, but is not required to, notify City of its intent to implement any offset authorized by this paragraph.

7. City agrees that its officers, agents and employees will cooperate with County by answering inquiries made to City by any person concerning City's special tax, fee, or assessment, and City agrees that is officers, agents, and employees will not refer such individuals making inquiries to County officers or employees for response.

8. City shall not assign or transfer this agreement or any interest herein and any such assignment or transfer or attempted assignment or transfer of this agreement or any interest herein by City shall be void and shall immediately and automatically terminate this agreement

9. This agreement shall be effective for the 2025-26 fiscal year.

10. Either party may terminate this agreement for any reason upon 30 days written notice to the other party. The County Auditor-Controller shall have the right to exercise County's right and authority under this contract including the right to terminate the contract.

11. County's waiver of breach of any one term, covenant, or other provision of this agreement, is not a waiver of breach of any other term, nor subsequent breach of the term or provision waived.

12. Each person signing this agreement represents and warrants that he or she has been fully authorized to do so.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

City: City of Redlands

By: _____

Printed Name: Mario Saucedo

Title: Mayor

Date: 06/17/25

ENSEN MASON CPA, CFA,
AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR
SAN BERNARDINO COUNTY

By Authorized Deputy: _____

Printed Name: Franciliza Zyss

Title: Chief Deputy, Property Tax

Date: _____

City Council Meeting **I. 14.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Adopt Resolution No. 8693 relating to Senate Bill No. 1 Road Repair and Accountability Act (SB1) Project List and determine that this action is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act (Municipal Utilities and Engineering Director Harris)

MOTION(S):

If City Council determines the staff recommendation is appropriate, the following motion is provided:

I move to adopt Resolution No. 8693.

RECOMMENDATION:

Staff recommends City Council determine that adoption of Resolution No. 8693 is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act and adopt Resolution No. 8693.

DISCUSSION:

In April 2017, the California Legislature passed Senate Bill No. 1 Road Repair and Accountability Act (SB1). In order to address basic road maintenance, rehabilitation, and critical safety needs on both the California State highway system and local streets and road systems, SB1 dedicated approximately $1.5 billion each year statewide through the following:

- Increased per gallon fuel taxes;
- Increased per gallon diesel fuel excise taxes;
- Increased vehicle registration fees; and
- Provided for inflationary adjustments to tax rates in future years.

To be eligible for SB1 funding, cities must submit a proposed project list adopted by Resolution to the California Transportation Commission (CTC) each year. Once reviewed and adopted by the CTC, the list of cities eligible for funding is sent to the State Controller to begin the apportionment process. The proposed project list may be adjusted as funding is received, and constructed projects must have a minimum of twenty (20) years of estimated service life. For FY 25/26, staff propose to adopt the attached project list and to utilize the estimated $1,978,415 SB1 funding allocation to supplement the Pavement Management Program (PMP) 2025 Street Resurfacing Project.

Adoption of Resolution No. 8693 is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act since this action will not significantly impact the environment.

ALTERNATIVES:

City Council may deny the staff recommendation and provide alternate direction, although this will delay reimbursement of SB1 program funding to the City.

STRATEGIC PLAN:

Priority D - Strategic Objective 3. Infrastructure: Engineer and construct transportation facilities to accommodate all potential users – motorists, cyclists and pedestrians.

SUBMITTED BY:
John R. Harris, Municipal Utilities and Engineering Director

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Danielle Garcia, Management Services/Finance Director
Goutam K. Dobey, City Engineer

PREPARED BY:
Gerard Nepomuceno, Civil Engineer

Fiscal Impact

Fiscal Year: FY 25/26
Revenue Generating: Yes
Appropriation Required Y/N: No
Budgeted Y/N: Y
Account No.: 211910
Discussion:

This action has no fiscal impact. The Fiscal Year 25/26 budget includes the revenues and expenditures related to SB1 funding.

Attachments

A. Resolution No. 8693
B. Exhibit A to Resolution No. 8693

RESOLUTION NO. 8693

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS ADOPTING A ROAD REPAIR AND ACCOUNTABILITY ACT PROJECT LIST FOR THE 2025/26 FISCAL YEAR

WHEREAS, Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017), was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB1 includes accountability and transparency provisions that will ensue the residents of City of Redlands (City) are aware of the projects proposed for funding in our community, and which projects have been completed each fiscal year; and

WHEREAS, the City must include a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive an estimated $1,978,415 in RMRA funding in Fiscal Year 2025/26 from SB1; and

WHEREAS, this is the ninth year in which the City is receiving SB1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and nobility options for the traveling public that would not have otherwise been possible without SB1; and

WHEREAS, the City used the Pavement Management Program (PMP) to determine the SB 1 project list and ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB1 will supplement other funding to rehabilitate approximately forty-five (45) lane miles throughout the City in the PMP 2025 Street Resurfacing Project; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will assist the City in continuing to fund the City's PMP program;

NOW, THEREFORE, be it resolved by the City Council of the City of Redlands, as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. The following proposed project list is attached hereto as Exhibit "A" may utilize

fiscal year 2025/26 Road Maintenance and Rehabilitation Account revenues in their delivery. With the listing of these projects in the adopted fiscal year resolution, the City is affirming to the public and the State its intent to fund these projects with Road Maintenance and Rehabilitation Account Revenues:

> PMP 2025 Street Resurfacing Project will maintain and rehabilitate approximately forty-five (45) lane miles of various streets in the City of Redlands. The maintenance efforts include slurry sealing, crack filling, crack sealing, and thin asphalt overlay. The rehabilitation efforts include removing and replacing existing asphalt, grinding and overlay with hot mix asphalt, and full-depth reclamation. It also includes restriping, replacing traffic loops, manhole rim adjustment, etc. The project is anticipated to begin construction in fall 2025, with an estimated construction timeline of 6 months and an estimated project life of at least 20 years where rehabilitation methods are implemented.

Section 3. Adoption of this Resolution has no environmental impact and therefore such action is exempt from review under the California Environmental Quality Act ("CEQA") in accordance with State CEQA guidelines section 15061 (b)(3).

ADOPTED, SIGNED AND APPROVED this 17th day of June 2025

_____
Mario Saucedo, Mayor

ATTEST :

_____
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting thereof, held on the 17th day of June 2025, by the following vote.:

A YES :
NOES:
ABSTAIN :
ABSENT :

_____
Jeanne Donaldson, City Clerk

EXHIBIT “A”

PMP 2025 STREET RESURFACING PROJECT

[ATTACHED]

PMP 2025 STREET RESURFACING PROJECT

STREET SEGMENTS

No.	*Street Name*	*From Street*	*To Street*
1	4TH ST	FERN AVE	CYPRESS AVE
2	ALESSANDRO RD	CRESCENT AVE	CREEKSIDE DR
3	BROCKTON AVE	TEXAS ST	ORANGE ST
4	BUENA VISTA ST	OLIVE AVE	FERN AVE
5	CAJON ST	CITRUS AVE	HIGHLAND AVE
6	CALHOUN ST	COLTON AVE	BROCKTON AVE
7	CARRIE LN	LA VERNE ST	DEAD END
8	CHURCH ST	PENNSYLVANIA AVE	COLTON AVE
9	CHURCH ST	CITRUS AVE	CENTRAL AVE
10	CITRUS AVE	EUREKA ST	UNIVERSITY ST
11	COLTON AVE	6TH ST	CHURCH ST
12	COLTON AVE	UNIVERSITY ST	GROVE ST
13	COLUMBIA ST	COLTON AVE	BROCKTON AVE
14	COUNTRY CLUB DR	MARIPOSA DR	VERDE VISTA DR
15	COUNTRY CLUB DR	VERDE VISTA DR	COUNTRY CLUB DR
16	CRESCENT AVE	ALESSANDRO RD	CENTER ST
17	DEARBORN ST	SAN BERNARDINO	SESSUMS DR
18	DELAWARE AVE	CLAY ST	ORANGE ST
19	DEVONSHIRE DR	RESERVOIR RD	CRESTVIEW RD
20	EDGEMONT DR	EDGEMONT DR	DEAD END
21	EDGEMONT DR	LANTERN CREST DR	EDGEMONT DR
22	EUREKA ST	FERN AVE	CYPRESS AVE
23	FAIRMONT DR	EDGEFAIR LN	EDGEMONT DR
24	FERN ST	TERRACINA BLVD	SAN TIMOTEO CANYON RD
25	FRANKLIN AVE	SUMMIT B	OAK ST
26	GRAND VIEW DR	SUMMIT AVE	SUMMIT AVE
27	LA VERNE ST	CYPRESS AVE	FERN AVE
28	LANTERN CREST DR	EDGEMON DR	DEAD END
29	LAWTON ST	COLTON AVE	LUGONIA AVE
30	MARIGOLD AVE	SAN BERNARDINO AVE	PALMETTO AVE
31	MARIPOSA DR	COUNTRY CLUB DR	WABASH AVE
32	MICHIGAN ST	OLIVE AVE	GLENWOOD DR
33	MYRTLE ST	FERN AVE	OLIVE AVE
34	PALMETTO AVE	MARIGOLD AVE	CALIFORNIA ST
35	PANORAMA POINT DR	SUNSET DR	DEAD END
36	REDLANDS BLVD	KANSAS ST	TEXAS ST
37	SAN BERNARDINO AVE	MOUNTAIN VIEW AVE	CALIFORNIA ST
38	SAN BERNARDINO AVE	WOODBURY ST	CHURCH ST
39	SUN AVE	TEXAS ST	ORANGE ST
40	SUNSET DR S	RIDGE ST	MARIPOSA DR
41	SUNSET DR N	WABASH AVE	CALLE SOLESAR
42	TERRACINA BLVD	BROOKSIDE AVE	FERN AVE
43	UNION AVE	TEXAS ST	TRIBUNE ST
44	WASHINGTON ST	LUGONIA AVE	PENNSYLVANIA AVE

City Council Meeting **I. 15.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Approve the sole source purchase of a Leica Geosystems Laser Scanner and Software for the amount of $95,121.50 (Police Chief Tolber)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motion is provided:

I move to authorize the sole source purchase of a Leica Geosystems Laser Scanner and Software in the amount of $95,121.50.

RECOMMENDATION:

Staff recommends the sole source purchase of a Leica Geosystems Laser Scanner and Software in the amount of $95,121.50.

DISCUSSION:

The Redlands Police Department (RPD) frequently investigates complex crime scenes that require detailed and accurate documentation. This documentation is often used in both criminal and civil court proceedings, where juries rely on it to understand the sequence of events and the implications of the evidence presented. Over the years, expectations of law enforcement's ability to evaluate and document evidence have increased, commonly referred to as the "CSI effect." In response to these rising standards and advancements in technology, the department has implemented the use of drones to support various operations, including the comprehensive documentation of crime scenes.

The purchase of the Leica Geosystems Laser Scanner and accompanying software will enhance RPD's ability to document crime scenes through an integrated 3D laser scanning system. This system combines terrestrial data

collected by the scanner with aerial imagery captured by drones, preserving the scene exactly as it was discovered. In recent years, investigators have encountered crime scenes where certain areas are obstructed from aerial view, such as locations beneath freeway overpasses or dense tree canopies. This technology enables personnel to document such scenes using multiple data collection methods, which can then be merged to create a comprehensive, three-dimensional representation of the scene. Additionally, the laser scanner is capable of capturing interior spaces, allowing for accurate 3D documentation of building interiors.

Precision Survey Supply (PSS) is an authorized Leica Geosystems Public Safety distributor. PSS is the only distributor that offers the training, equipment, technical support and configuration specifically for the department's needs. Additionally, PSS is the only company that sells and configures the software to ensure that it integrates drone photogrammetry with a ground 3D laser scanner. Acquiring the Leica Geosystems Laser Scanner and accompanying software through PSS is the only available option that includes the full technology package, along with comprehensive training and 24-hour support. This capability will significantly enhance the department’s ability to document crime scenes, an essential factor in achieving successful outcomes in both criminal prosecutions and civil litigation.

Due to the exclusive offerings provided by PSS, a sole source purchase is requested for the equipment, software, and support in the total amount of $95,121.50. This price reflects a $71,271.14 discount offered by PSS.

ALTERNATIVES:

Do not approve the purchase of a Leica Geosystems Laser Scanner and Software in the amount of $95,121.50.

STRATEGIC PLAN:

N/A

SUBMITTED BY:
Rachel Tolber, Chief of Police

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director
Dana Abramovitz, Purchasing Manager

PREPARED BY:
Jimmy Nguyen, Management Analyst

Fiscal Impact

Fiscal Year:	2024-25
Revenue Generating:	N
Appropriation Required Y/N:	N
Budgeted Y/N:	Y
Account No.:	246200

Discussion:

There will be no fiscal impact to the General Fund.

Attachments

Sole Source Form
Sole Source Letter
Distribution Letter
Quote

Sole Source/ Single Source/ Standardization Form

For procurement of supplies, equipment and services valued at $5,000 and over

NOTE: Every question must be answered with appropriate documentation attached; incomplete forms will be immediately rejected by Purchasing.

Date: 5/14/25

TO: Purchasing Division

FROM: Stephen Crane

Purchase Requisition # MUNIS to generate

Estimated Total Cost: $ 95,121.50

Proposed Vendor: Precision Survey Supply

Request Term: _____

This form must accompany the purchase document whenever an exception to the competitive process is requested. Requests for goods and/or services from a specific vendor or limited to a specific brand, where substitutes to the recommended vendor or brand are unacceptable, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable.

The City Manager will determine whether the justification is appropriate. Requests for exception must be supported by factual statements that will pass an audit.

INSTRUCTIONS

1. Please check all applicable categories (a. through i.) below and provide additional information where indicated.

☒ a. The requested product is an integral repair part or accessory compatible with existing equipment.

Existing Equipment: _____

Manufacturer/Model Number: _____

Age: _____

Current Estimated Value: _____

☒ b. The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.

☐ c. I have standardized the requested product and the use of another brand/model would require considerable time and funding to evaluate.

☐ d. The requested product is one in which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.

☐ e. The requested product is used or demonstration equipment available at a lower-than-new cost.

☐ f. Repair/Maintenance service is available only from manufacturer or designated service representative.

☐ g. Upgrade to or enhancement of existing software is available only from manufacturer.

☒ h. Service proposed by vendor is unique; therefore, competitive bids are not available or applicable.

☐ i. Other factors (provide detailed explanation in #2 below).

2. Provide a detailed explanation and pertinent documentation *for each category* checked in item 1 above. Attach additional sheets if necessary:

Precision Survey Supply (PSS) is the only distributor that provides the training for the scanner and software that allows integration of aerial photography and 3D laser scanning (see attached letter). Additionally, they provide 24 hour support.

3. Was an evaluation of other equipment, products, or services performed?

☐ Yes ■ No

***If yes, please explain the type of evaluation performed and provide all supporting documentation*:**

4. List below the name of each individual who was involved in the evaluation, if conducted, and in making the recommendation to procure this product or service. Attach additional information, if necessary.

5. Explain what action(s) the department would take if the sole/single source services were no longer available

The department would not have the capability to do 3D laser scanning, nor the ability to integrate aerial photography with 3D laser scanning for crime scene documentation.

6. I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department

Jimmy Nguyen Digitally signed by Jimmy Nguyen 05/14/25

Prepared by Date

_____

Department Director Date

Purchasing Approvals

_____

Purchasing Agent Approval Date

_____

City Manager Approval Date

Precision Survey Supply

8628 Utica St, Suite 800 – Rancho Cucamonga, CA. 91786
909-931-4040 Main / 909-931-4009 Fax / 888-275-3054 Toll Free
www.precisionsurveysupply.com

May 14, 2025

Redlands Police Dept
30 Cajon Ave
Redlands, CA 92373

Re: Sole Source Letter for Leica Geosystems Forensic RTC360 / BLK Scan Station

To Whom It May Concern:

The Scan Station Forensic 3D RTC 360 laser scanner system manufactured by Leica Geosystems is the only 3-D laser scanning system made which combines all of the features and support infrastructure required to support the investigation mission of Redlands Police Department. The Leica Geosystems RTC 360 Scan Station is a 3D Laser Scan Station utilized to capture Crime Scenes, Traffic Fatality Scenes, and assist in emergency preparedness and coordinated police response. The Scan Station is designed, manufactured, and packaged exclusively by Precision Survey Supply. An average scene is between 8-10 scans at factor is 2 mins per scan the average scene will take approx. 20 minutes to capture. This not only allows for an expedited scene collection but allows Investigators to utilize their time investigating the crime and less time capturing data to analyze later. Without an instrument such as the Leica RTC 360 scene collection can average a couple of hours to several hours which would increase scene/road closures longer, increased overtime costs, and increased use of department resources which may result in longer service wait times for the public.

The unique features combined in the system include:

RTC360 Sole Source Specifications:

- Survey-Grade Laser Scanner High-speed, survey-grade laser scanner with integrated HDR spherical Imaging systems and Visual Inertial System (VIS) for real-time registration performance.
- Data acquisition < 2 minutes for full dome laser scan and spherical HDR image with a resolution of 6mm @ 10 meters
- Real-time registration Automatic point cloud alignment based on real-time tracking of scanner movement between setups using the Visual Inertial System (VIS) by video enhanced inertial measurements. Double scan Automatic removal of moving objects

SCANNING

- Distance measurement High-speed, high dynamic time-of-flight enhanced by Waveform Digitizing (WFD) technology.
- Speed: 2,000,000 Points Per Second Data Capture
- 5 independent VIS Camera's for Visual Inertial
- Laser Class: Class 1 (in accordance with IEC 608251:2014), 1550nm (invisible)
- Field of view 360° horizontal / 300° vertical
- Range Min. 0.5 - up to 130 m
- Accuracy Horizontal and vertical angle accuracy 18 arc seconds
- Range accuracy 1.0 mm + 10 ppm
- 3D point accuracy • 1.9 mm @ 10m • 2.9 mm @ 30m • 5.3 mm @ 40m
- Range noise* ** 0.4 mm @ 10 m, 0.5 mm @ 20

REGISTRATION

- In-Field Registration with or without tablet

- If using tablet – Data transfer to tablet in ≤ 10 Seconds
    - Ability to add supplementary data to scans (tags)
        - Voice
        - Text
        - Image
- Ability to measure in the scene in the field.
- Auto Cleaning with the ability to do a double pass.
- Auto Tracking for Registration using VIS Technology

IMAGING CAMERA

- HDR Automatic, 5 brackets NAVIGATION SENSORS
- 36 MP 3-camera system captures 432 MP raw data for a calibrated 360° x 300° spherical image.
- Speed 1 minute for full spherical HDR image in any lighting conditions
- Visual Inertial System (VIS) Video enhanced inertial measuring system to track movement of the scanner position relative to the previous setup in real-time.
- Tilt Compensation- IMU based, Dual-axis, Accuracy: 3' for any tilt position.
- Additional sensors- Altimeter, Compass, GNSS Satellite Positioning

OPERATION

- On scanner Touch-screen control with finger touch, full color WVGA graphic display 480 x 800 pixels
- Mobile devices Leica Cyclone FIELD 360 app for iPad or Android tablets including:
    - • Remote control of scan functions • 2D & 3D data viewing • Tagging • Automatic alignment of scans.
- Wireless Integrated wireless LAN (802.11 b/g/n)
- Data storage Leica MS256, 256GB exchangeable USB 3.0 flash drive DESIGN & PHYSICAL
- Housing Aluminum frame and side covers with enclosed mirror.
- Dimensions 4.7" x 9.4" x 9.1" or 120mm x 240mm x 230mm
- Weight 11.7 lbs. / 5.35 kg, without batteries
- Mounting mechanism- Quick mounting on 5/8" stub on lightweight tripod / optional tribrach adapter /survey tribrach adapter available

DRONE INFINITY SOFTWARE

- Leica internal ability to convert imagery to point cloud using the existing infrastructure of Leica Cyclone and IMS software.

POWER

- Internal battery 2 X Leica GEB361 internal, rechargeable Li-Ion batteries. Duration: Typically, up to four hours Weight: .75 lbs. / 340 g per battery
- External battery Leica GEV282 AC adaptor

ENVIRONMENTAL

- Operating temperature +23° to +104°F / -5° to +40°C+
- Storage temperature -40° to +158°F / -40° to +70° C

- Dust/Humidity- Solid particle/liquid ingress protection IP54 (IEC 60529)
- N.I.S.T Traceable Target Kit for ISO Compliance
- Factory training approved by IAI for CEU's

The Leica Geosystems 3D Forensic RTC360 Laser Scanner is unique from any other manufacture as stated above and can only be combined by Precision Survey Supply as follows:

- Leica is the sole manufacture that publishes their accuracy measurements and provides a diagnostic report for court. Other manufactures do NOT publish their accuracy or measurement of uncertainty in a documented report for discoverability.
- Leica RTC 360 is the only scanner manufactured which includes 3 fulltime HDR Cameras on board for 360 degrees of photography in 1 minute of capture time.
- Leica Geosystems RTC360 is the only manufacture scanner which includes 5 additional independent cameras of VIS (Visual inertial Systems) which actively tracks the movement of the scanner.
- Leica Geosystems RTC360 is the only manufacture scanner which has an on-board Check and Adjust feature to maintain the systems accuracy.
- Leica Geosystems RTC360 is the only manufacture scanner which has a scan speed of 2 million points per second.
- Leica Geosystems RTC360 is the only manufacture scanner which enables a dual battery system and has a automatic Hot Swappable technology, where the Scan Station will never power down as shortage of power.
- Precision Survey Supply offers a FREE Loaner Scanner during time of Service or Repair through Precision Survey Supply Direct.
- Leica has earned the rating of IP54, which means the scanner can be used in increment weather, dust, wind, and rain.
- Leica Geosystems is sole manufacture with a court decision regarding the data deemed as satisfied the Daubert Ruling, state courts, and a Scientific Evidence.
- Leica Geosystems is the sole manufacture where the training has been certified and accredited by IAI (International Association of Identification). No other manufacture has had their training accredited by a governing body.
- Leica Geosystems is the sole manufacture where the tools and software have been validated and passed the scrutiny of bullet path trajectory and Blood Pattern Analysis for court scientific evidence deliverables.
- Leica Geosystems is the sole manufacture which incorporates NIST Targets for laser scanning with the software workflow y generating a target calibration report.
- Precision Survey Supply's Integration of 3D Scanning Artifacts for a Calibration Report for court presentation
- Precision Survey Supply is the sole distributors which provides FREE 24/7 technical support.

Precision Survey Supply holds the sole source for this opportunity and distribution which combines the unique features within the package listed and built specifically for Forensic and Public Safety Investigations. The Leica RTC 360 and BLK 360 is unique in performance specification from all other products because it is the only scan station which will scan at 2 million points per second regardless of its resolution setting. Precision Survey Supply is the sole

distributor with the Leica Geosystems Forensic RTC360 Scan Station specifically configured for Redlands Police Department in the United States. No other company provides a single source solution for equipment, software, forensic based training, technical support, warranty center, and local service center. Precision Survey Supply is the sole vendor for the unique Lease and finance solutions and terms specifically designed for Redlands Police Department, if financing is necessary.

Sam El-Said
Public Safety / Law Enforcement Division
Precision Survey Supply
sam@precisionsurveysupply.com
8628 Utica Ave
Suite 800
Rancho Cucamonga, Ca. 91730
909-931-4040 Main
909-241-7422 Cell

May 13, 2025

RE: Precision Survey Supply and Leica Geosystems Public Safety Distribution

Precision Survey Supply (PSS) is a premier distributor of Leica Geosystems products contractually authorized to sell within Leica's defined public safety segment. PSS is operationally based in California and Arizona.

Currently, Precision Survey Supply is the sole selling entity recognized and authorized by Leica to resale high definition scanning (HDS) products to the Redlands Police Department in CA. Our network of distributors is based on the company's background and expertise. Leica represents that the distributor, under this agreement will be performed in a professional manner with reasonable skill, care and diligence, all in accordance with prudent forensic practices. PSS has historically offered additional unique aspects in relation to Leica equipment, to include:

- 24-hr, lifetime operational support for all products they sell
- A unique training program that emcompasses not only equipment, but also aspects of **cr**ash and crime scene reconstruction

Please contact PSS for information regarding these sole source aspects of their company's offerings.

Warm Regards,

Kevin R. Kinney
Dealer Manager
Leica Geosystems, Inc.
kevin.kinney@leica-geosystems.com
(605) 877-0643

- when it has to be **right**

Leica Geosystems

Precision Survey Supply, LLC
8628 Utica Avenue #800
Rancho Cucamonga, CA 91730 US
+19099314040
sam@precisionsurveysupply.com
www.precisionsurveysupply.com

Estimate

ADDRESS	SHIP TO
Redlands Police Dept 30 Cajon Ave Redlands, CA 92373	Redlands Police Dept 30 Cajon Ave Redlands, CA 92373

ESTIMATE #	DATE	
32875	05/06/2025	

ACTIVITY	QTY	RATE	AMOUNT
6018814 RTC360 Package With RCS 1x838300 Laser Scanner 1x 874800 Calibration Cert 4x 954519 GEB364 Battery 1x 817063Container 2x 842065 USB Stick 1x 799187 Charger Prof 5000 1x 5312306 RC Studio, 3TB Data, 1yr hydra.com/tos 1yr RTC360 Laser Scanner CCP Basic (6013561)	1	93,266.65	93,266.65T
842066 GST80, Lightweight Tripod for RTC360 Laser Scanner	1	2,800.00	2,800.00T
979836 Cyclone REGISTER 360 PLUS Permanent	1	10,700.00	10,700.00T
6018134 Cyclone Register 360 PLUS CCP 4 years to include: - Maintenance on Register 360 Software - Technical Support for 4 Years - Software Support for 4 Years - Firmware Upgrades for 4 Years	1	6,256.00	6,256.00
916318 IMS MAP 360 Pro Permanent Edition Includes Core Service CAD Includes Animation Component Includes Point Cloud Edition Service	1	6,800.00	6,800.00T
6015993 IMS Map360 Pro Edition CCP - 4 Years Includes: - Technical support for 4 Years - Product updates for 4 Years - Firmware Upgrades for 4 Years	1	5,280.00	5,280.00

ACTIVITY	QTY	RATE	AMOUNT
PSS32215 On-Site Forensic Training Accepted By: Signature: 4 days total at customer site. Forensic training manuals provided to attendees. Maximum class size of 8. Equipment, computers and facilities provided by customer. Travel and expenses of the trainer included. Introduction to application, equipment, software, and integrated Drone applications with 3D point cloud with existing software solutions. Training maybe executed and scheduled at anytime by agency.	1	11,760.00	11,760.00
PSS32215 Train the Trainer Certified Course this course is designed to certify 2 member of the department. Train the Trainer Forensic training manuals provided to attendees. This courser shall certify the attendee's to continue training and certification department personnel. Course includes the deployment of proper curriculum and instruction of the equipment, software, and application. The course will identify the teaching techniques, trouble shooting, materials provided electronically for dept reduplication. . Travel and expenses of the trainer included. Must be completed within 1 y ear of delivery of order.	1	14,750.00	14,750.00
PSS32230 High Definition Scanning External Data Collector MSI Gaming Series Desktop System Windows Home Edition Intel® Core i7 Processor current Generation Intel Core 15.6" High Res Display 64GB RAM 6 GB Dedicated Nvidia Video Card 2TB SSD NVMe Warranty : -2 years from purchase parts and labor -3rd Year all labor is covered all parts are the responsibility of the client	1	3,799.00	3,799.00T
PSS32201 27 inch gaming series monitor Warranty :	2	275.00	550.00T

ACTIVITY	QTY	RATE	AMOUNT
-2 years from purchase parts and labor -3rd Year all labor is covered all parts are the responsibility of the client			
PSS32202 Desktop Bundle Kit to include: - Keyboard - Mouse - Mouse Pad Warranty : -2 years from purchase parts and labor -3rd Year all labor is covered all parts are the responsibility of the client	1	87.50	87.50T
PSS32206 Precision Survey Supply 24/7 Tech Support Includes: - 24/7 Support on all related equipment and software. - Loaner Scan Station at no charge when system is run for repairs, services, or calibration.	1	4,599.00	4,599.00
PSS32222 RTC 360 Loaner Program - The loaner unit will be provided the same day the client unit is dropped off for service / repairs. - The loaner until will be free of charge - The Loaner unit will be provided with no expiration or time restraints.	1	0.00	0.00
PSS32226 RTC 360 Equipment Loaner - Precision Survey Supply staff will be on 24/7 standby for call out to provide additional Scanners, Computers, software, and any other related equipment needed on an emergency basis for large scene capture.	1	0.00	0.00

Does not include applicable taxes or shipping charges. Thank you!

SUBTOTAL	160,648.15
DISCOUNT	-71,271.14
TAX (8.75%)	5,744.49
TOTAL	**$95,121.50**

Accepted By

Accepted Date

City Council Meeting **J. 1.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Discussion and possible action relating to the cancellation of the August 5 and August 19, 2025, regular meetings of the City Council (Mayor Saucedo)

MOTION:

I move to approve the cancellation of the August 5 and August 19, 2025, regular meetings of the City Council.

DISCUSSION:

With City Council concurrence, I recommend the cancellation of the August 5 and August 19, 2025, regular meetings of the City Council. As the Council is aware, regular meetings in August have been canceled to allow Council Members and staff the opportunity to vacation or take time off with their families. Staff will work diligently to bring forward the necessary agenda reports to the meeting of July 15, 2025; therefore, staff believes there will be no impact or delay in City matters by the cancellation of the August 5 and August 19, 2025, regular meetings of the City Council.

The next regular meeting will be held on September 2, 2025.

SUBMITTED BY:
Mayor Mario Saucedo

City Council Meeting **K. 1.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Ordinance No. 2976 and Ordinance No. 2977
(Mayor to declare the meeting open as a public hearing)

1. Public Hearing to introduce Ordinance No. 2976 - Establishing Fiscal Year 2025/26 Annual Assessments for Landscape Maintenance District No. 1 in accordance with Lighting and Landscaping Act of 1972; and

2. Public Hearing to introduce Ordinance No. 2977 - Establishing Fiscal Year 2025/26 Annual Assessments for Street Lighting District No. 1 in Lighting and Landscaping Act of 1972

(Facilities and Community Services Director Crocker)

PROCEDURE FOR PUBLIC HEARING:

1. Mayor declares the meeting open as a public hearing.
2. Mayor calls upon Department Director for report.
3. Mayor calls for questions/comments from members of the City Council.
4. Mayor calls for comments/questions/testimony from members of the public (3 minutes per speaker).
5. Mayor calls upon City Clerk to note any written comments received.
6. Mayor closes the public hearing.
7. City Council considers the motion and votes.

MOTION(S):

If City Council determines the staff recommendation is appropriate, the following motion is provided:

I move to introduce Ordinance No. 2976 and Ordinance No. 2977.

RECOMMENDATION:

Staff recommends City Council introduce Ordinance No. 2976 and Ordinance No. 2977 approving the Engineer's Reports for Landscape Maintenance District No. 1 and Street Lighting District No. 1, and implementing the assessments for Fiscal Year 25/26.

DISCUSSION:

On July 7, 1987, City Council ordered the formation of Landscape Maintenance District No. 1 (LM District), which was established to ensure satisfactory levels of maintenance are provided. LM District assessments provide funding for labor, material, and equipment associated with landscape services provided by the City within the LM District. These services include turf and ground cover maintenance, irrigation, tree trimming, and LM District management.

On September 19, 1989, City Council ordered the formation of Street Lighting District No. 1 (SL District), which was established to generate funding for electricity to power street lights, labor, material, and equipment to replace burned out or damaged street light bulbs, damaged street light poles, and provide SL District management.

On May 6, 2025, City Council approved Donald Young, One Stop Permit Center Manager, as the Assessment Engineer for both districts. As the Assessment Engineer, Mr. Young is responsible for the preparation of the Engineer’s Reports required to levy the annual assessment in accordance with the California Streets and Highways Code.

On June 3, 2025, City Council adopted Resolution No. 8652, preliminarily approving the Engineer's Reports for the LM District and SL District, and adopted Resolution No. 8653, setting June 17, 2025, as the Public Hearing date for consideration of levying FY 25/26 assessments in accordance with the Lighting and Landscaping Act of 1972.

The intent of tonight's Public Hearing is to receive testimony from the public on the proposed assessments for FY 25/26 and introduction of Ordinance No. 2976 and Ordinance No. 2977 which approve the Engineer's Reports and authorize the FY 25/26 assessments for both districts.

ALTERNATIVES:

City Council may deny the staff recommendation. However, the San Bernardino County Assessor will not levy the assessments on the property tax bills without adoption of these ordinances.

STRATEGIC PLAN:

N/A

SUBMITTED BY:
Tabitha Crocker, Facilities and Community Services Assistant Director

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Christopher Boatman, Assistant City Manager
Danielle Garcia, Management Services/Finance Director
Brian Desatnik, Development Services Department Director

PREPARED BY:
Donald Young, One Stop Permit Center Manager

Fiscal Impact

Fiscal Year: 25/26
Revenue Generating: Yes
Appropriation Required Y/N: No
Discussion:
The proposed FY 25/26 the Street Lighting District No. 1 and Landscape Maintenance District No. 1 assessments will generate revenues to supplement necessary General Fund costs within the Facilities and Community Services Department budget to provide services within the districts.

Attachments

Attachment A - Ordinance No. 2976
Attachment B - Ordinance No. 2976 Exhibit A
Attachment C - Ordinance No. 2976 Summary
Attachment D - Ordinance No. 2977
Attachment E - Ordinance No. 2977 Exhibit A
Attachment F - Ordinance No. 2977 Summary

ORDINANCE NO. 2976

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REDLANDS ESTABLISHING FISCAL YEAR 2025/26 ANNUAL ASSESSMENTS FOR LANDSCAPE MAINTENANCE DISTRICT NO. 1 IN ACCORDANCE WITH THE LIGHTING AND LANDSCAPING ACT OF 1972

WHEREAS, on July 7, 1987, the City Council ordered the formation of Landscape Maintenance District No. 1 (the "District"), pursuant to Chapter 2.5 of Part 1 of Division 2 of Title 5 (commencing with Section 53311) of the California Government Code, commonly known as the "Mello-Roos Community Facilities Act of 1982" (the "Act"); and,

WHEREAS, the purpose of the District is to ensure satisfactory levels of funding for landscape maintenance are provided. District assessments provide funding for labor, material, and equipment associated with landscape services provided by the City within the District. These services include turf and ground cover maintenance, irrigation, and tree and bush trimming, adjacent properties annexed into the district, and to provide administrative management of the District; and,

WHEREAS, on May 6, 2025, City Council approved Donald Young, One Stop Permit Center Manager, as the Assessment Engineer for the District and the Assessment Engineer, Mr. Young is responsible for the preparation of the Engineer's Report required to levy the annual assessment in accordance with the California Government Code; and,

WHEREAS, on June 3, 2025 City Council adopted Resolution No. 8652, preliminarily approving the Engineer's Report for the District; and,

WHEREAS, on June 3, 2025, City Council adopted Resolution No. 8653, setting June 17, 2025 as the Public Hearing date for consideration of levying Fiscal Year 2025/2026 assessments in accordance with the Lighting and Landscaping Act of 1972.

NOW, THEREFORE, the City Council of the City of Redlands, acting in its capacity as the legislative body of Landscape Maintenance District No. 1, ORDAINS as follows:

Section 1. The above recitals are all true and correct.

Section 2. By the passage of this Ordinance, the Council authorizes the levy of a special tax at a rate in accordance with the rate and method of apportionment set forth in the Engineer's Report for the District on file with City Clerk of the City of Redlands, incorporated by reference herein, being the rate and method of apportionment specified in the Resolution of Intention to Establish the District.

Section 3. Properties or entities of the state, federal or other local governments shall, except as otherwise provided in Sections 53317.3 and 53317.5 of the Act, be exempt from the special tax.

Section 4. Only those properties identified in the Engineer's Report are subject to assessments of the District with assessment amounts as listed in Exhibit "A" attached hereto and incorporated by reference herein.

Section 5. All of the collections of the special tax shall be used as provided for in the Act and the Resolution of Formation.

Section 6. The special tax shall be collected in the same manner as ordinary ad valorem property taxes are collected and shall be subject to the same penalties and the same procedure, sale and lien priority in case of delinquency as is provided for ad valorem taxes, as such procedure may be modified by law from time to time.

Section 7. The City Council hereby determines that the adoption of this ordinance is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines section 15061(b)(3) because this City Council determines that it can be seen with certainty that approval of this ordinance will have no direct or indirect impact on the physical environment, and that approval of this ordinance is not a "project" under CEQA as that term is defined in Public Resources Code section 21065.

Section 8. Severability. If any section, sentence, clause or phrase of this ordinance or the application thereof to any entity, person or circumstance is held for any reason to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provisions or application, and to this end the provisions of this ordinance are severable. The City Council of the City of Redlands hereby declares that it would have adopted this ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Section 9. The Mayor shall sign this ordinance and the City Clerk shall certify to the adoption of this ordinance and shall cause it, or a summary of it, to be published once in a newspaper of general circulation within the City, and thereafter, this ordinance shall take effect as provided by law.

Section 10. The District Assessment Engineer is hereby authorized to transmit a certified copy of this ordinance and necessary documents to the San Bernardino County Assessor and Treasurer-Tax Collector, and to perform all other acts which are required by the Act, this ordinance, or by law in order to accomplish the purpose of this ordinance.

_____
Mario Saucedo, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk, City of Redlands, hereby certify that the foregoing Ordinance was duly introduced by the City Council at the regular meeting thereof, held on the 17th day of June 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

EXHIBIT A

Appendix D from Engineer's Report, Roll 2025/26

[Attached]

City of Redlands
Landscape Maintenance District No. 1 - Appendix D
Fiscal Year 2025/26
Assessment Roll (Sorted by APN)

APN	SITUS ADDRESS	ANNEXATION	CHARGE
0167-231-19-0000	709 LUGONIA AVE	Annexation L4-D	$ 6.00
0167-231-20-0000	705 LUGONIA AVE	Annexation L4-D	$ 6.00
0167-231-21-0000	1237 LAWTON ST	Annexation L4-D	$ 6.00
0167-271-61-0000	1135 CHURCH ST	Annexation L6-D	$ 6.00
0167-802-01-0000	1575 N COLUMBIA ST	Original 1-B	$ 39.65
0167-802-02-0000	1571 N COLUMBIA ST	Original 1-B	$ 36.05
0167-802-03-0000	1567 COLUMBIA ST	Original 1-B	$ 36.05
0167-802-04-0000	1563 COLUMBIA ST	Original 1-B	$ 36.05
0167-802-05-0000	1558 WOODBURY ST	Original 1-B	$ 36.05
0167-802-06-0000	1562 WOODBURY	Original 1-B	$ 36.05
0167-802-07-0000	1566 WOODBURY	Original 1-B	$ 36.05
0167-802-08-0000	1570 WOODBURY	Original 1-B	$ 39.65
0167-803-01-0000	1569 WOODBURY	Original 1-B	$ 39.65
0167-803-02-0000	1565 WOODBURY	Original 1-B	$ 36.05
0167-803-03-0000	1561 WOODBURY	Original 1-B	$ 36.05
0167-803-04-0000	610 ELISE	Original 1-B	$ 36.05
0167-803-05-0000	618 ELISE	Original 1-B	$ 36.05
0167-803-06-0000	626 ELISE	Original 1-B	$ 36.05
0167-803-07-0000	634 ELISE ST	Original 1-B	$ 36.05
0167-803-08-0000	1568 VERMONT	Original 1-B	$ 36.05
0167-803-09-0000	1574 VERMONT	Original 1-B	$ 39.65
0167-804-01-0000	633 ELISE	Original 1-B	$ 36.05
0167-804-02-0000	625 ELISE	Original 1-B	$ 36.05
0167-804-03-0000	617 ELISE	Original 1-B	$ 36.05
0167-804-04-0000	609 ELISE	Original 1-B	$ 36.05
0167-804-05-0000	601 ELISE	Original 1-B	$ 36.05
0167-804-06-0000	525 ELISE	Original 1-B	$ 36.05
0167-804-07-0000	517 ELISE	Original 1-B	$ 36.05
0167-804-08-0000	509 ELISE	Original 1-B	$ 36.05
0167-804-09-0000	1555 COLUMBIA ST	Original 1-B	$ 36.05
0167-804-10-0000	1551 COLUMBIA ST	Original 1-B	$ 36.05
0167-804-11-0000	1547 COLUMBIA ST	Original 1-B	$ 36.05
0167-804-12-0000	1543 N COLUMBIA ST	Original 1-B	$ 36.05
0167-804-13-0000	1528 CANTERBURY CIR	Original 1-B	$ 36.05
0167-804-14-0000	1530 CANTERBURY CIR	Original 1-B	$ 36.05
0167-804-15-0000	1532 CANTERBURY CIR	Original 1-B	$ 36.05
0167-804-16-0000	1534 CANTERBURY CIR	Original 1-B	$ 36.05
0167-804-17-0000	1536 CANTERBURY CIR	Original 1-B	$ 36.05
0167-804-18-0000	1538 CANTERBURY CIR	Original 1-B	$ 36.05
0167-804-19-0000	1540 CANTERBURY CIR	Original 1-B	$ 36.05
0167-823-01-0000	1539 CANTERBURY CIR	Original 1-B	$ 36.05
0167-823-02-0000	1537 CANTERBURY CIR	Original 1-B	$ 36.05
0167-823-03-0000	1535 CANTERBURY CIR	Original 1-B	$ 36.05
0167-823-04-0000	1533 CANTERBURY CIR	Original 1-B	$ 36.05
0167-823-05-0000	1531 CANTERBURY CIR	Original 1-B	$ 36.05
0167-823-06-0000	1509 CANTERBURY CIR	Original 1-B	$ 36.05
0167-823-07-0000	1507 CANTERBURY CIR	Original 1-B	$ 36.05
0167-823-08-0000	1505 CANTERBURY CIR	Original 1-B	$ 36.05
0167-823-09-0000	1503 CANTERBURY CIR	Original 1-B	$ 36.05
0167-823-10-0000	1501 CANTERBURY CIR	Original 1-B	$ 36.05
0167-824-01-0000	1539 COLUMBIA ST	Original 1-B	$ 36.05
0167-824-02-0000	1535 COLUMBIA ST	Original 1-B	$ 36.05
0167-824-03-0000	1531 COLUMBIA ST	Original 1-B	$ 36.05
0167-824-04-0000	1527 COLUMBIA ST	Original 1-B	$ 36.05
0167-824-05-0000	1523 COLUMBIA ST	Original 1-B	$ 36.05

City of Redlands
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Assessment Roll (Sorted by APN)

APN	SITUS ADDRESS	ANNEXATION	CHARGE
0167-824-06-0000	1519 COLUMBIA ST	Original 1-B	$ 36.05
0167-824-07-0000	1515 COLUMBIA ST	Original 1-B	$ 36.05
0167-824-08-0000	1511 COLUMBIA ST	Original 1-B	$ 36.05
0167-824-09-0000	1507 COLUMBIA ST	Original 1-B	$ 36.05
0167-824-10-0000	1503 COLUMBIA ST	Original 1-B	$ 36.05
0167-824-11-0000	1501 COLUMBIA ST	Original 1-B	$ 36.05
0167-824-12-0000	508 PENNSYLVANIA AVE	Original 1-B	$ 36.05
0167-824-13-0000	512 PENNSYLVANIA AVE	Original 1-B	$ 36.05
0167-824-14-0000	516 PENNSYLVANIA AVE	Original 1-B	$ 36.05
0167-824-15-0000	520 PENNSYLVANIA AVE	Original 1-B	$ 36.05
0167-824-16-0000	600 PENNSYLVANIA AVE	Original 1-B	$ 36.05
0167-824-17-0000	602 PENNSYLVANIA AVE	Original 1-B	$ 36.05
0167-824-18-0000	606 PENNSYLVANIA AVE	Original 1-B	$ 36.05
0167-824-19-0000	610 PENNSYLVANIA AVE	Original 1-B	$ 36.05
0167-824-20-0000	1500 CANTERBURY CIR	Original 1-B	$ 36.05
0167-824-21-0000	1502 CANTERBURY CIR	Original 1-B	$ 36.05
0167-824-22-0000	1504 CANTERBURY CIR	Original 1-B	$ 36.05
0167-824-23-0000	1506 CANTERBURY CIR	Original 1-B	$ 36.05
0167-824-24-0000	1508 CANTERBURY CIR	Original 1-B	$ 36.05
0167-824-25-0000	1510 CANTERBURY CIR	Original 1-B	$ 36.05
0167-824-26-0000	1512 CANTERBURY CIR	Original 1-B	$ 36.05
0167-824-27-0000	1514 CANTERBURY CIR	Original 1-B	$ 36.05
0167-824-28-0000	1516 CANTERBURY CIR	Original 1-B	$ 36.05
0167-824-29-0000	1518 CANTERBURY CIR	Original 1-B	$ 36.05
0167-824-30-0000	1520 CANTERBURY CIR	Original 1-B	$ 36.05
0167-824-31-0000	1522 CANTERBURY CIR	Original 1-B	$ 36.05
0167-824-32-0000	1524 CANTERBURY CIR	Original 1-B	$ 36.05
0167-851-39-0000	1832 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-40-0000	1828 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-41-0000	1824 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-42-0000	1820 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-43-0000	1816 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-44-0000	1812 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-45-0000	1808 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-46-0000	1804 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-47-0000	1800 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-48-0000	1835 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-49-0000	1831 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-50-0000	1827 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-51-0000	1823 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-52-0000	1819 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-53-0000	1815 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-54-0000	1811 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-55-0000	1807 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-851-56-0000	1803 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-861-37-0000	450 RIVERVIEW DR	Annexation L8-B	$ 6.00
0167-861-38-0000	1928 BROOKSTONE DR	Annexation L8-B	$ 6.00
0167-861-39-0000	1924 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-861-40-0000	1920 BROOKSTONE	Annexation L8-B	$ 6.00
0167-861-41-0000	1916 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-861-42-0000	1912 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-861-43-0000	1908 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-861-44-0000	1840 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-861-45-0000	1836 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-861-46-0000	1839 BROOKSTONE ST	Annexation L8-B	$ 6.00

City of Redlands
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APN	SITUS ADDRESS	ANNEXATION	CHARGE
0167-861-47-0000	1907 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-861-48-0000	1911 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-861-49-0000	1915 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-861-50-0000	1919 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-861-51-0000	1923 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-861-52-0000	1927 BROOKSTONE ST	Annexation L8-B	$ 6.00
0167-861-53-0000	410 RIVERVIEW DR	Annexation L8-B	$ 6.00
0167-861-54-0000	420 RIVERVIEW DR	Annexation L8-B	$ 6.00
0168-681-01-0000	1067 MENDICINO WY	Original 1-A	$ 62.09
0168-681-02-0000	1063 MENDICINO WY	Original 1-A	$ 62.09
0168-681-03-0000	1059 MENDICINO WY	Original 1-A	$ 62.09
0168-681-04-0000	1055 MENDICINO	Original 1-A	$ 62.09
0168-681-05-0000	1051 MENDICINO WY	Original 1-A	$ 62.09
0168-681-06-0000	1047 MENDOCINO	Original 1-A	$ 62.09
0168-681-07-0000	1043 MENDICINO WY	Original 1-A	$ 62.09
0168-681-08-0000	1039 MENDICINO	Original 1-A	$ 62.09
0168-681-09-0000	1035 MENDICINO	Original 1-A	$ 62.09
0168-681-10-0000	1756 MENDOCINO WY	Original 1-A	$ 62.09
0168-681-11-0000	1762 MENDOCINO WY	Original 1-A	$ 62.09
0168-681-12-0000	1768 MENDOCINO	Original 1-A	$ 62.09
0168-681-13-0000	1774 MENDICINO	Original 1-A	$ 62.09
0168-681-14-0000	1780 MENDICINO WY	Original 1-A	$ 62.09
0168-681-15-0000	1786 MENDICINO	Original 1-A	$ 62.09
0168-681-16-0000	1792 MENDOCINO	Original 1-A	$ 62.09
0168-681-17-0000	1798 MENDICINO	Original 1-A	$ 68.30
0168-681-18-0000	1008 ALPINE CT	Original 1-A	$ 68.30
0168-681-19-0000	1012 ALPINE	Original 1-A	$ 68.30
0168-681-20-0000	1016 ALPINE CT	Original 1-A	$ 68.30
0168-681-21-0000	1020 ALPINE	Original 1-A	$ 68.30
0168-681-22-0000	1024 ALPINE	Original 1-A	$ 68.30
0168-681-23-0000	1028 ALPINE CT	Original 1-A	$ 68.30
0168-681-24-0000	1032 ALPINE CT	Original 1-A	$ 68.30
0168-681-25-0000	1029 ALPINE CT	Original 1-A	$ 62.09
0168-681-26-0000	1025 ALPINE CT	Original 1-A	$ 62.09
0168-681-27-0000	1021 ALPINE ST	Original 1-A	$ 62.09
0168-681-28-0000	1017 ALPINE ST	Original 1-A	$ 62.09
0168-681-29-0000	1013 ALPINE	Original 1-A	$ 62.09
0168-681-30-0000	1009 ALPINE CT	Original 1-A	$ 62.09
0168-681-31-0000	1005 ALPINE CT	Original 1-A	$ 62.09
0168-681-32-0000	1042 MENDICINO WY	Original 1-A	$ 62.09
0168-681-33-0000	1046 MENDICINO	Original 1-A	$ 62.09
0168-681-34-0000	1050 MENDOCINO	Original 1-A	$ 62.09
0168-681-35-0000	1054 MENDICINO BLVD	Original 1-A	$ 62.09
0168-681-36-0000	1058 MENDICINO	Original 1-A	$ 62.09
0168-681-37-0000	1062 MENDICINO	Original 1-A	$ 62.09
0168-681-38-0000	1066 MENDICINO WY	Original 1-A	$ 62.09
0169-043-14-0000	506 W COLTON AVE	Annexation L7-D	$ 6.00
0169-053-12-0000	306 W COLTON AVE	Annexation L4-L	$ 6.00
0169-131-33-0000	507 LAWTON ST	Annexation L4-F	$ 6.00
0169-142-11-0000	511 W COLTON AVE	Annexation L4-I	$ 6.00
0169-182-02-0000		Annexation L4-O	$ 6.00
0169-182-03-0000	316 THE TERRACE	Annexation L4-O	$ 6.00
0169-182-04-0000		Annexation L4-O	$ 6.00
0169-212-17-0000	640 ORANGE ST	Annexation L4-X	$ 6.00
0169-212-18-0000	526 N ORANGE ST	Annexation L4-X	$ 6.00

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APN	SITUS ADDRESS	ANNEXATION	CHARGE
0169-212-19-0000	500 N ORANGE ST	Annexation L4-X	$ 6.00
0169-212-20-0000	402-414 N ORANGE ST	Annexation L4-X	$ 6.00
0169-212-21-0000	418-450 N ORANGE ST	Annexation L4-X	$ 6.00
0169-212-22-0000	522 ORANGE ST	Annexation L4-X	$ 6.00
0169-212-23-0000	602 ORANGE ST	Annexation L4-X	$ 6.00
0169-212-24-0000	683 N 6TH ST	Annexation L4-X	$ 6.00
0169-212-25-0000	552 ORANGE ST	Annexation L4-X	$ 6.00
0169-212-26-0000	454-482 N ORANGE ST	Annexation L4-X	$ 6.00
0169-212-27-0000	411 N 6TH ST	Annexation L4-X	$ 6.00
0169-281-39-0000	347 ORANGE ST	Annexation L6-C	$ 6.00
0169-301-08-0000	E REDLANDS BLVD	Annexation L7-G	$ 6.00
0169-301-10-0000	21 E REDLANDS BLVD	Annexation L7-G	$ 6.00
0169-301-11-0000	170 E REDLANDS BLVD	Annexation L7-G	$ 6.00
0169-313-16-0000	304 7TH ST	Annexation L7-I	$ 6.00
0169-321-01-0000		Annexation L6-A	$ 6.00
0169-321-02-0000	304 N 9TH ST	Annexation L6-A	$ 6.00
0169-343-07-0000	1210 W COLTON AVE	Annexation L4-S	$ 6.00
0169-411-07-0000	1205 W COLTON AVE	Annexation L4-H	$ 6.00
0171-161-18-0000	371 NEW YORK	Annexation L12-M	$ 6.00
0171-171-34-0000	380 N NEW YORK ST	Annexation L4-R	$ 18.00
0171-202-30-0000	404 BROOKSIDE AVE	Annexation L7-C	$ 6.00
0171-202-33-0000	420 BROOKSIDE AVE	Annexation L8-C	$ 6.00
0171-203-13-0000	302 BROOKSIDE AVE	Annexation L9-B	$ 6.00
0171-331-04-0000	243 CAJON ST	Annexation L4-J	$ 6.00
0171-332-30-0000	124 E OLIVE AVE	Annexation L10-E	$ 6.00
0171-341-33-0000	612 REDLANDS BLVD	Annexation L6-J	$ 6.00
0171-383-19-0000	680 E REDLANDS BLVD	Annexation L4-E	$ 6.00
0171-383-20-0000	680 E REDLANDS BLVD	Annexation L4-E	$ 6.00
0172-031-49-0000	30 S CENTER ST	Annexation L4-M	$ 6.00
0172-301-14-0000	1515 W CYPRESS AVE	Annexation L7-A	$ 6.00
0172-301-15-0000	1513 W CYPRESS AVE	Annexation L7-A	$ 6.00
0172-301-16-0000	1511 W CYPRESS AVE	Annexation L7-A	$ 6.00
0172-301-17-0000	1517 W CYPRESS AVE	Annexation L7-A	$ 6.00
0173-052-31-0000	432 SONORA CIR	Annexation L6-I	$ 6.00
0173-052-32-0000	430 SONORA CIR	Annexation L6-I	$ 6.00
0173-052-33-0000	428 SONORA CIR	Annexation L6-I	$ 6.00
0173-052-34-0000	426 SONORA CIR	Annexation L6-I	$ 6.00
0173-052-35-0000	424 SONORA CIR	Annexation L6-I	$ 6.00
0173-052-36-0000	422 SONORA CIR	Annexation L6-I	$ 6.00
0173-052-37-0000	420 SONORA CIR	Annexation L6-I	$ 6.00
0173-052-38-0000	418 SONORA CIR	Annexation L6-I	$ 6.00
0173-052-39-0000	416 SONORA CIR	Annexation L6-I	$ 6.00
0173-052-40-0000	412 SONORA CIR	Annexation L6-I	$ 6.00
0173-052-41-0000	410 SONORA CIR	Annexation L6-I	$ 6.00
0173-052-42-0000	457 LA VERNE	Annexation L6-I	$ 6.00
0173-062-01-0000	472 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-02-0000	470 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-03-0000	468 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-04-0000	466 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-05-0000	464 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-06-0000	462 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-07-0000	460 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-08-0000	458 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-09-0000	456 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-10-0000	454 SONORA CIR	Annexation L6-I	$ 6.00

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APN	SITUS ADDRESS	ANNEXATION	CHARGE
0173-062-11-0000	452 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-12-0000	450 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-13-0000	448 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-14-0000	446 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-15-0000	444 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-16-0000	442 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-17-0000	440 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-18-0000	438 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-19-0000	436 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-20-0000	434 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-21-0000	408 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-22-0000	406 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-23-0000	407 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-24-0000	473 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-25-0000	471 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-26-0000	469 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-27-0000	457 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-28-0000	455 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-29-0000	453 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-30-0000	451 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-31-0000	439 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-32-0000	437 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-33-0000	435 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-34-0000	431 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-35-0000	421 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-36-0000	423 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-37-0000	425 SONORA CIR	Annexation L6-I	$ 6.00
0173-062-38-0000	427 SONORA CIR	Annexation L6-I	$ 6.00
0174-021-41-0000	1377 KNOLL RD	Annexation L8-E	$ 6.00
0174-021-42-0000	1379 KNOLL RD	Annexation L8-E	$ 6.00
0174-241-31-0000	1475 FORD ST	Annexation L5-D	$ 12.00
0174-261-15-0000	1551 RESERVOIR RD	Annexation L10-G	$ 6.00
0174-281-33-0000	BUCKINGHAM	Annexation L12-L	$ 6.00
0174-281-34-0000	BUCKINGHAM	Annexation L12-L	$ 6.00
0174-281-35-0000	BUCKINGHAM	Annexation L12-L	$ 6.00
0174-281-37-0000	731 BUCKINGHAM DR	Annexation L12-L	$ 6.00
0174-621-01-0000	751 DEVONSHIRE DR	Annexation L2-A	$ 44.55
0174-621-02-0000	755 DEVONSHIRE DR	Annexation L2-A	$ 44.55
0174-621-03-0000	759 DEVONSHIRE DR	Annexation L2-A	$ 44.55
0174-621-04-0000	763 DEVONSHIRE DR	Annexation L2-A	$ 44.55
0174-621-05-0000	767 DEVONSHIRE DR	Annexation L2-A	$ 44.55
0174-621-06-0000	771 DEVONSHIRE DR	Annexation L2-A	$ 44.55
0174-621-07-0000	775 DEVONSHIRE DR	Annexation L2-A	$ 44.55
0174-621-08-0000	816 CONCORD	Annexation L2-A	$ 53.46
0174-621-09-0000	812 CONCORD	Annexation L2-A	$ 44.55
0174-621-10-0000	770 CONCORD	Annexation L2-A	$ 44.55
0174-621-11-0000	766 CONCORD	Annexation L2-A	$ 44.55
0174-621-12-0000	762 CONCORD	Annexation L2-A	$ 44.55
0174-621-13-0000	1609 SHEFFIELD	Annexation L2-A	$ 44.55
0174-621-14-0000	1613 SHEFFIELD	Annexation L2-A	$ 44.55
0174-621-15-0000	1617 SHEFFIELD	Annexation L2-A	$ 44.55
0174-621-16-0000	1621 SHEFFIELD	Annexation L2-A	$ 44.55
0174-621-17-0000	1625 SHEFFIELD	Annexation L2-A	$ 44.55
0174-621-18-0000	1629 SHEFFIELD	Annexation L2-A	$ 44.55
0174-621-19-0000	1633 SHEFFIELD	Annexation L2-A	$ 44.55

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APN	SITUS ADDRESS	ANNEXATION	CHARGE
0174-621-20-0000	1636 SHEFFIELD LN	Annexation L2-A	$ 44.55
0174-621-21-0000	1632 SHEFFIELD LN	Annexation L2-A	$ 44.55
0174-621-22-0000	1628 SHEFFIELD LN	Annexation L2-A	$ 44.55
0174-621-23-0000	801 LEXINGTON LN	Annexation L2-A	$ 44.55
0174-621-24-0000	805 LEXINGTON LN	Annexation L2-A	$ 44.55
0174-621-25-0000	809 LEXINGTON LN	Annexation L2-A	$ 44.55
0174-621-26-0000	813 LEXINGTON LN	Annexation L2-A	$ 53.46
0174-621-27-0000	812 LEXINGTON LN	Annexation L2-A	$ 53.46
0174-621-28-0000	808 LEXINGTON LN	Annexation L2-A	$ 44.55
0174-621-29-0000	804 LEXINGTON LN	Annexation L2-A	$ 44.55
0174-621-30-0000	800 LEXINGTON LN	Annexation L2-A	$ 44.55
0174-621-31-0000	1620 SHEFFIELD LN	Annexation L2-A	$ 44.55
0174-621-32-0000	1616 SHEFFIELD LN	Annexation L2-A	$ 44.55
0174-621-33-0000	769 CONCORD LN	Annexation L2-A	$ 44.55
0174-621-34-0000	811 CONCORD LN	Annexation L2-A	$ 44.55
0174-621-35-0000	815 CONCORD LN	Annexation L2-A	$ 53.46
0175-491-01-0000	1521 REBECCA CREST	Original 1-C	$ 1,572.77
0175-491-02-0000	REBECCA CREST	Original 1-C	$ 1,310.64
0175-491-03-0000	REBECCA CREST	Original 1-C	$ 1,310.64
0175-491-04-0000	1527 REBELLA CREST	Original 1-C	$ 1,310.64
0175-491-05-0000	1531 REBECCA CREST	Original 1-C	$ 1,310.64
0175-491-06-0000	1533 REBECCA CREST	Original 1-C	$ 1,310.64
0175-491-07-0000	1535 REBECCA CREST	Original 1-C	$ 1,310.64
0175-491-08-0000	1537 REBECCA CREST	Original 1-C	$ 1,310.64
0175-491-09-0000	1541 REBECCA CREST	Original 1-C	$ 1,572.77
0176-044-15-0000	605 VALLEY VIEW DR	Annexation L4-Q	$ 6.00
0176-402-04-0000	633 GOLDEN WEST DR	Annexation L12-E	$ 6.00
0176-402-06-0000	629 GOLDENWEST DR	Annexation L12-D	$ 6.00
0176-402-07-0000	627 GOLDEN WEST DR	Annexation L12-C	$ 6.00
0176-402-08-0000	GOLDEN WEST DR	Annexation L12-B	$ 6.00
0176-402-09-0000	623 GOLDEN WEST DR	Annexation L12-A	$ 6.00
0176-441-18-0000	1581 FRANKLIN AVE	Annexation L5-C	$ 78.37
0176-441-19-0000	1617 GARDEN ST	Annexation L5-C	$ 86.20
0176-441-20-0000	1613 GARDEN ST	Annexation L5-C	$ 86.20
0176-441-21-0000	1609 GARDEN ST	Annexation L5-C	$ 86.20
0176-441-22-0000	1583 FRANKLIN AVE	Annexation L5-C	$ 86.20
0176-441-23-0000	210 CANDY LN	Annexation L5-C	$ 78.37
0176-441-24-0000	226 CANDY LN	Annexation L5-C	$ 78.37
0176-441-25-0000	242 CANDY LN	Annexation L5-C	$ 78.37
0176-441-26-0000	250 CANDY LN	Annexation L5-C	$ 78.37
0176-441-27-0000	258 CANDY LN	Annexation L5-C	$ 78.37
0176-521-01-0000	1080 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-02-0000	1070 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-03-0000	1060 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-04-0000	1050 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-05-0000	1040 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-06-0000	1030 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-07-0000	1020 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-08-0000	1010 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-09-0000	1000 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-10-0000	912 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-11-0000	908 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-12-0000	904 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-13-0000	900 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-18-0000	1920 HORSE TRAIL DR	Annexation L10-H	$ 6.00

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APN	SITUS ADDRESS	ANNEXATION	CHARGE
0176-521-19-0000	1910 HORSE TRAIL DR	Annexation L10-H	$ 6.00
0176-521-20-0000	1900 HORSE TRAIL DR	Annexation L10-H	$ 6.00
0176-521-21-0000	1011 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-22-0000	1021 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-23-0000	1031 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-27-0000	1061 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-28-0000	1041 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-29-0000	907 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-30-0000	949 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-31-0000	901 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-521-32-0000	951 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-01-0000	948 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-02-0000	944 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-03-0000	940 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-07-0000	924 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-08-0000	920 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-09-0000	916 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-12-0000	921 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-13-0000	931 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-18-0000	911 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-20-0000	936 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-21-0000	928 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-22-0000	932 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-24-0000	915 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-25-0000	947 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0176-531-26-0000	945 SUNSET HILLS LN	Annexation L10-H	$ 6.00
0292-032-39-0000	1251 RESEARCH DR	Annexation L3-A	$ 195.55
0292-032-40-0000	1115 RESEARCH DR	Annexation L3-A	$ 39.88
0292-032-41-0000	1110 RESEARCH DR	Annexation L3-A	$ 62.73
0292-032-42-0000	2351 LUGONIA AVE	Annexation L3-A	$ 301.84
0292-033-11-0000	1101 N CALIFORNIA ST	Annexation L4-C	$ 6.00
0292-033-13-0000	1101 N CALIFORNIA ST	Annexation L12-H	$ 6.00
0292-034-16-0000	941 CALIFORNIA ST	Annexation L4-N	$ 6.00
0292-063-45-0000	1720 W REDLANDS BLVD	Annexation L10-C	$ 6.00
0292-064-13-0000	2094 W REDLANDS BLVD	Annexation L6-H	$ 6.00
0292-064-17-0000	2098 W REDLANDS BLVD	Annexation L6-H	$ 6.00
0292-064-21-0000	2046 REDLANDS BLVD	Annexation L6-H	$ 6.00
0292-064-22-0000	2072 W REDLANDS BLVD	Annexation L6-H	$ 6.00
0292-064-23-0000	2070 W REDLANDS BLVD	Annexation L6-H	$ 6.00
0292-064-24-0000	2050 REDLANDS BLVD	Annexation L6-H	$ 6.00
0292-064-25-0000	2068 W REDLANDS BLVD	Annexation L6-H	$ 6.00
0292-064-26-0000	2062 REDLANDS BLVD	Annexation L6-H	$ 6.00
0292-064-27-0000	2052 REDLANDS BLVD	Annexation L6-H	$ 6.00
0292-152-39-0000	2015 PARK AVE	Annexation L10-B	$ 6.00
0292-153-24-0000	1915 REDLANDS BLVD	Annexation L5-A	$ 6.00
0292-153-25-0000	1911 REDLANDS BLVD	Annexation L5-A	$ 6.00
0292-153-26-0000	721 NEVADA ST	Annexation L5-A	$ 6.00
0292-153-27-0000	721 NEVADA ST	Annexation L5-A	$ 6.00
0292-154-12-0000	1991 PARK AVE	Annexation L8-D	$ 6.00
0292-156-21-0000	1717 PARK AVE	Annexation L4-V	$ 6.00
0292-157-16-0000	1625 W REDLANDS BLVD	Annexation L9-A	$ 6.00
0292-157-20-0000	560 IOWA ST	Annexation L12-J	$ 6.00
0292-157-31-0000	1615 REDLANDS BLVD	Annexation L5-G	$ 6.00
0292-158-15-0000	ALABAMA ST	Annexation L11-B	$ 6.00
0292-165-15-0000	1890 ORANGE AVE	Annexation L6-F	$ 6.00

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APN	SITUS ADDRESS	ANNEXATION	CHARGE
0292-166-11-0000	1710 BARTON RD	Annexation L4-K	$ 6.00
0292-182-30-0000	614 ALABAMA ST	Annexation L4-T	$ 6.00
0292-182-31-0000	614 ALABAMA ST	Annexation L4-T	$ 6.00
0292-192-11-0000	301 TENNESSEE ST	Annexation L7-E	$ 6.00
0292-201-37-0000	141 KANSAS ST	Annexation L7-B	$ 6.00
0292-201-39-0000	125 KANSAS ST	Annexation L7-B	$ 6.00
0292-201-40-0000	210 BUSINESS CENTER CT	Annexation L7-B	$ 6.00
0292-202-17-0000	298 KANSAS ST	Annexation L10-A	$ 6.00
0292-202-18-0000	KANSAS ST	Annexation L10-A	$ 6.00
0292-251-10-0000	1280 ALABAMA ST	Annexation L12-G	$ 6.00
0292-310-07-0000	633 AMIGOS DR	Annexation L6-B	$ 6.00
0292-310-36-0000	617 AMIGOS DR	Annexation L7-F	$ 6.00
0292-321-10-0000	1981 W LUGONIA AVE	Annexation L4-G	$ 6.00
0292-331-15-0000	1910 ORANGE TREE LN	Annexation L5-E	$ 6.00
0292-331-16-0000	1902 ORANGE TREE LN	Annexation L5-E	$ 6.00
0292-341-17-0000	1751 PLUM LN	Annexation L12-I	$ 6.00
0292-341-24-0000	1711 PLUM LN	Annexation L11-A	$ 6.00
0292-341-25-0000	1741 PLUM LN	Annexation L11-A	$ 6.00
0292-351-08-0000	1806 ORANGE TREE LN	Annexation L11-C	$ 6.00
0292-381-08-0000	1653 PLUM LN	Annexation L6-G	$ 6.00
0292-441-11-0000	1230 INDIANA CT	Annexation L5-B	$ 6.00
0292-441-12-0000	1226 INDIANA CT	Annexation L5-B	$ 6.00
0292-441-13-0000	1222 INDIANA CT	Annexation L5-B	$ 6.00
0292-441-14-0000	1214 INDIANA CT	Annexation L5-B	$ 6.00
0292-441-15-0000	1210 INDIANA CT	Annexation L5-B	$ 6.00
0293-172-16-0000	1500 BARTON RD	Annexation L4-B	$ 27.00
0293-172-17-0000	1536 BARTON RD	Annexation L4-B	$ 27.00
0293-172-18-0000	1500 BARTON RD	Annexation L4-B	$ 6.00
0293-421-01-0000	1809 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-02-0000	1812 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-03-0000	1810 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-04-0000	1808 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-05-0000	1806 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-06-0000	1804 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-07-0000	1802 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-08-0000	1800 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-09-0000	1746 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-10-0000	1744 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-11-0000	1742 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-12-0000	1740 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-13-0000	1738 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-14-0000	1736 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-15-0000	1734 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-16-0000	1732 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-17-0000	1730 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-18-0000	1726 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-19-0000	1724 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-20-0000	1720 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-21-0000	1716 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-22-0000	1706 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-23-0000	1700 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-24-0000	1701 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-25-0000	1703 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-26-0000	1705 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-27-0000	1707 MORNING DOVE LN	Annexation L12-F	$ 6.00

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0293-421-28-0000	1709 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-29-0000	1711 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-30-0000	1715 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-31-0000	1717 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-32-0000	1719 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-33-0000	1721 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-34-0000	1723 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-35-0000	1725 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-36-0000	1727 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-37-0000	1729 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-38-0000	1731 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-39-0000	1733 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-40-0000	1735 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-41-0000	1737 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-42-0000	1743 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-43-0000	1747 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-44-0000	1803 MORNING DOVE LN	Annexation L12-F	$ 6.00
0293-421-45-0000	1805 MORNING DOVE LN	Annexation L12-F	$ 6.00
0294-091-47-0000	SMILEY RIDGE	Annexation L5-F	$ 6.00
0294-091-48-0000	1821 SMILEY RIDGE	Annexation L5-F	$ 6.00
1212-041-01-0000	1021 E PIONEER AVE	Annexation L10-F	$ 6.00
1212-081-54-0000	1709 DEANNA	Annexation L1-B	$ 101.35
1212-081-55-0000	1711 DEANNA	Annexation L1-B	$ 101.35
1212-081-56-0000	1715 DEANNA	Annexation L1-B	$ 101.35
1212-081-57-0000	1719 DEANNA	Annexation L1-B	$ 101.35
1212-081-58-0000	1723 DEANNA	Annexation L1-B	$ 101.35
1212-081-59-0000	1727 DEANNA WY	Annexation L1-B	$ 101.35
1212-081-60-0000	1731 DEANNA	Annexation L1-B	$ 101.35
1212-081-61-0000	1712 DEANNA	Annexation L1-B	$ 101.35
1212-081-62-0000	1708 DEANNA	Annexation L1-B	$ 101.35
1212-141-01-0000	1009 DOYLE	Annexation L1-A	$ 92.57
1212-141-02-0000	1013 DOYLE	Annexation L1-A	$ 92.57
1212-141-03-0000	1017 DOYLE	Annexation L1-A	$ 92.57
1212-141-04-0000	1021 DOYLE	Annexation L1-A	$ 92.57
1212-141-05-0000	1025 DOYLE ST	Annexation L1-A	$ 92.57
1212-141-06-0000	1029 DOYLE	Annexation L1-A	$ 92.57
1212-141-07-0000	1033 DOYLE	Annexation L1-A	$ 92.57
1212-141-08-0000	1037 DOYLE AVE	Annexation L1-A	$ 92.57
1212-141-09-0000	1041 DOYLE	Annexation L1-A	$ 92.57
1212-141-10-0000	1045 DOYLE	Annexation L1-A	$ 92.57
1212-141-11-0000	1058 STICKNEY	Annexation L1-A	$ 92.57
1212-141-12-0000	1054 STICKNEY	Annexation L1-A	$ 92.57
1212-141-13-0000	1050 STICKNEY	Annexation L1-A	$ 92.57
1212-141-14-0000	1046 STICKNEY	Annexation L1-A	$ 92.57
1212-141-15-0000	1042 STICKNEY	Annexation L1-A	$ 92.57
1212-141-16-0000	1038 STICKNEY CIR	Annexation L1-A	$ 101.83
1212-141-17-0000	1034 STICKNEY	Annexation L1-A	$ 101.83
1212-141-18-0000	1030 STICKNEY DR	Annexation L1-A	$ 101.83
1212-141-19-0000	1026 STICKNEY CIR	Annexation L1-A	$ 101.83
1212-141-20-0000	1022 STICKNEY AVE	Annexation L1-A	$ 101.83
1212-141-21-0000	1018 STICKNEY	Annexation L1-A	$ 101.83
1212-141-22-0000	1014 STICKNEY	Annexation L1-A	$ 101.83
1212-141-23-0000	1010 STICKNEY	Annexation L1-A	$ 101.83
1212-141-24-0000	1006 STICKNEY	Annexation L1-A	$ 101.83
1212-141-25-0000	1007 STICKNEY	Annexation L1-A	$ 92.57

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1212-141-26-0000	1011 STICKNEY	Annexation L1-A	$ 92.57
1212-141-27-0000	1015 STICKNEY	Annexation L1-A	$ 92.57
1212-141-28-0000	1019 STICKNEY	Annexation L1-A	$ 92.57
1212-141-29-0000	1023 STICKNEY	Annexation L1-A	$ 92.57
1212-141-30-0000	1027 STICKNEY	Annexation L1-A	$ 92.57
1212-141-31-0000	1031 STICKNEY	Annexation L1-A	$ 92.57
1212-141-32-0000	1032 DOYLE	Annexation L1-A	$ 92.57
1212-141-33-0000	1028 DOYLE	Annexation L1-A	$ 92.57
1212-141-34-0000	1024 DOYLE AVE	Annexation L1-A	$ 92.57
1212-141-35-0000	1020 DOYLE	Annexation L1-A	$ 92.57
1212-141-36-0000	1016 DOYLE	Annexation L1-A	$ 92.57
1212-141-37-0000	1012 DOYLE	Annexation L1-A	$ 92.57
1212-141-38-0000	1008 DOYLE	Annexation L1-A	$ 92.57
1212-141-39-0000	1601 DEANNA	Annexation L1-B	$ 111.48
1212-141-40-0000	1605 DEANNA	Annexation L1-B	$ 101.35
1212-141-41-0000	1609 DEANNA	Annexation L1-B	$ 101.35
1212-141-42-0000	1613 DEANNA	Annexation L1-B	$ 101.35
1212-141-43-0000	1617 DEANNA	Annexation L1-B	$ 101.35
1212-141-44-0000	1621 DEANNA	Annexation L1-B	$ 101.35
1212-141-45-0000	1625 DEANNA	Annexation L1-B	$ 101.35
1212-141-46-0000	1701 DEANNA	Annexation L1-B	$ 101.35
1212-141-47-0000	1705 DEANNA	Annexation L1-B	$ 101.35
1212-141-48-0000	1704 DEANNA WY	Annexation L1-B	$ 101.35
1212-141-49-0000	1700 DEANNA	Annexation L1-B	$ 101.35
1212-141-50-0000	1622 DEANNA	Annexation L1-B	$ 101.35
1212-141-51-0000	1618 DEANNA	Annexation L1-B	$ 101.35
1212-141-52-0000	1614 DEANNA	Annexation L1-B	$ 101.35
1212-141-53-0000	1606 DEANNA	Annexation L1-B	$ 101.35
1212-141-54-0000	1602 DEANNA	Annexation L1-B	$ 111.48
1212-191-60-0000	1572 GROVE ST	Annexation L4-W	$ 6.00
1212-191-61-0000	1588 GROVE ST	Annexation L4-W	$ 6.00
1212-191-62-0000	1564 GROVE ST	Annexation L4-W	$ 6.00
1212-191-63-0000	1560 GROVE ST	Annexation L4-W	$ 6.00
1212-191-64-0000	1556 GROVE ST	Annexation L4-W	$ 6.00
1212-191-65-0000	1552 GROVE ST	Annexation L4-W	$ 6.00
1212-191-66-0000	1548 GROVE ST	Annexation L4-W	$ 6.00
1212-191-67-0000	1544 GROVE ST	Annexation L4-W	$ 6.00
1212-191-68-0000	1540 GROVE ST	Annexation L4-W	$ 6.00
1212-191-69-0000	1536 GROVE ST	Annexation L4-W	$ 6.00
1212-191-70-0000	1541 KELLY AVE	Annexation L4-W	$ 6.00
1212-191-71-0000	1545 KELLY AVE	Annexation L4-W	$ 6.00
1212-191-72-0000	1549 KELLY AVE	Annexation L4-W	$ 6.00
1212-191-73-0000	1553 KELLY AVE	Annexation L4-W	$ 6.00
1212-191-74-0000	1557 KELLY AVE	Annexation L4-W	$ 6.00
1212-191-75-0000	1561 KELLY ST	Annexation L4-W	$ 6.00
1212-191-76-0000	1565 KELLY ST	Annexation L4-W	$ 6.00
1212-191-77-0000	1569 KELLY ST	Annexation L4-W	$ 6.00
1212-191-78-0000	1573 KELLY ST	Annexation L4-W	$ 6.00
1212-191-79-0000	1577 KELLY ST	Annexation L4-W	$ 6.00
1212-201-01-0000	1572 NELSON ST	Annexation L6-E	$ 6.00
1212-201-02-0000	1568 NELSON ST	Annexation L6-E	$ 6.00
1212-201-03-0000	1560 NELSON ST	Annexation L6-E	$ 6.00
1212-201-04-0000	1556 NELSON ST	Annexation L6-E	$ 6.00
1212-201-05-0000	1552 NELSON ST	Annexation L6-E	$ 6.00
1212-201-06-0000	1548 NELSON ST	Annexation L6-E	$ 6.00

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1212-201-07-0000	1540 NELSON ST	Annexation L6-E	$ 6.00
1212-201-08-0000	1536 NELSON ST	Annexation L6-E	$ 6.00
1212-201-09-0000	1528 NELSON ST	Annexation L6-E	$ 6.00
1212-201-10-0000	1524 NELSON ST	Annexation L6-E	$ 6.00
1212-201-11-0000	1520 NELSON ST	Annexation L6-E	$ 6.00
1212-201-12-0000	1346 PARADISE WY	Annexation L6-E	$ 6.00
1212-201-13-0000	1343 PENNSYLVANIA AVE	Annexation L6-E	$ 6.00
1212-201-14-0000	1349 PENNSYLVANIA AVE	Annexation L6-E	$ 6.00
1212-201-15-0000	1350 PARADISE WY	Annexation L6-E	$ 6.00
1212-201-16-0000	1354 PARADISE WY	Annexation L6-E	$ 6.00
1212-201-17-0000	1521 MORIARTY ST	Annexation L6-E	$ 6.00
1212-201-18-0000	1525 MORIARTY ST	Annexation L6-E	$ 6.00
1212-201-19-0000	1529 MORIARTY ST	Annexation L6-E	$ 6.00
1212-201-20-0000	1533 MORIARTY ST	Annexation L6-E	$ 6.00
1212-201-21-0000	1537 MORIARTY ST	Annexation L6-E	$ 6.00
1212-201-22-0000	1541 MORIARTY ST	Annexation L6-E	$ 6.00
1212-201-23-0000	1545 MORIARTY ST	Annexation L6-E	$ 6.00
1212-201-24-0000	1549 MORIARTY ST	Annexation L6-E	$ 6.00
1212-201-25-0000	1553 MORIARTY ST	Annexation L6-E	$ 6.00
1212-201-26-0000	1557 MORIARTY ST	Annexation L6-E	$ 6.00
1212-201-27-0000	1561 MORIARTY ST	Annexation L6-E	$ 6.00

Summary Fields	Value
APN total count:	571
CHARGE total sum:	$ 28,784.34

Legal Ad Description

Consideration of Ordinance No. 2976 - An Ordinance of the City of Redlands levying special taxes within the City of Redlands Landscape Maintenance District No. 1 in accordance with the Lighting and Landscaping Act of 1972. In July 1987, the City ordered the formation of Landscape Maintenance District No. 1 to ensure satisfactory levels of funding for landscape maintenance are provided. District assessments provide funding for labor, material, and equipment associated with landscape services provided by the City within the District. These services include turf and ground cover maintenance, irrigation, and tree and bush trimming adjacent to properties annexed into the district, and to provide administrative management of the District. The proposed ordinance would set the 2025-2026 maximum tax rates and authorize the City Clerk to file all necessary information with the San Bernardino County Auditor Controller, no later than the levy deadline of August 10, 2025.

ORDINANCE NO. 2977

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REDLANDS ESTABLISHING FISCAL YEAR 2025/26 ANNUAL ASSESSMENTS FOR STREET LIGHTING MAINTENANCE DISTRICT NO. 1 IN ACCORDANCE WITH THE LIGHTING AND LANDSCAPING ACT OF 1972

WHEREAS, on September 19, 1989, City Council ordered the formation of Street Lighting District No. 1 (the "District"), pursuant to Chapter 2.5 of Part 1 of Division 2 of Title 5 (commencing with Section 53311) of the California Government Code, commonly known as the "Mello-Roos Community Facilities Act of 1982" (the "Act"); and

WHEREAS, the purpose of the District is to ensure satisfactory levels of funding for street lighting maintenance are provided. District assessments provide funding to generate funding for electricity to power street lights, labor, material, and equipment to replace burned out or damaged street light bulbs, and damaged street light poles for properties annexed into the district, and to provide administrative management of the District; and,

WHEREAS, on May 6, 2025, City Council approved Donald Young, One Stop Permit Center Manager, as the Assessment Engineer for the District and the Assessment Engineer, Mr. Young is responsible for the preparation of the Engineer's Report required to levy the annual assessment in accordance with the California Government Code; and,

WHEREAS, on June 3, 2025 City Council adopted Resolution No. 8652, preliminarily approving the Engineer's Report for the District; and,

WHEREAS, on June 3, 2025, City Council adopted Resolution No. 8653, setting June 17, 2025 as the Public Hearing date for consideration of levying Fiscal Year 2025/2026 assessments in accordance with the Lighting and Landscaping Act of 1972.

NOW, THEREFORE, the City Council of the City of Redlands, acting in its capacity as the legislative body of Street Lighting Maintenance District No. 1, ORDAINS as follows:

Section 1. The above recitals are all true and correct.

Section 2. By the passage of this Ordinance, the Council authorizes the levy of a special tax at a rate in accordance with the rate and method of apportionment set forth in the Engineer's Report for the District on file with City Clerk of the City of Redlands, incorporated by reference herein, being the rate and method of apportionment specified in the Resolution of Intention to Establish the District.

Section 3. Properties or entities of the state, federal or other local governments shall except as otherwise noted in Sections 53317.3 and 53317.5 of the Act, be exempt from the special tax.

Section 4. Only those properties identified in the Engineer's Report are subject to assessments of the District with assessment amounts as listed in Exhibit "A" attached hereto and incorporated by reference herein.

Section 5. All of the collections of the special tax shall be used as provided for in the Act and the Resolution of Formation.

Section 6. The special tax shall be collected in the same manner as ordinary ad valorem property taxes are collected and shall be subject to the same penalties and the same procedure, sale and lien priority in case of delinquency as is provided for ad valorem taxes, as such procedure may be modified by law from time to time.

Section 7. The City Council hereby determines that the adoption of this ordinance is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines section 15061(b)(3) because this City Council determines that it can be seen with certainty that approval of this ordinance will have no direct or indirect impact on the physical environment, and that approval of this ordinance is not a "project" under CEQA as that term is defined in Public Resources Code section 21065.

Section 8. Severability. If any section, sentence, clause or phrase of this ordinance or the application thereof to any entity, person or circumstance is held for any reason to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provisions or application, and to this end the provisions of this ordinance are severable. The City Council of the City of Redlands hereby declares that it would have adopted this ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Section 9. The Mayor shall sign this ordinance and the City Clerk shall certify to the adoption of this ordinance and shall cause it, or a summary of it, to be published once in a newspaper of general circulation within the City, and thereafter, this ordinance shall take effect as provided by law.

Section 10. The District Assessment Engineer is hereby authorized to transmit a certified copy of this ordinance and necessary documents to the San Bernardino County Assessor and Treasurer-Tax Collector, and to perform all other acts which are required by the Act, this ordinance, or by law in order to accomplish the purpose of this ordinance.

_____

Mario Saucedo, Mayor

ATTEST:

_____

Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk, City of Redlands, hereby certify that the foregoing Ordinance was duly introduced by the City Council at the regular meeting thereof, held on the 17th day of June 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

EXHIBIT “A”

Appendix D from Engineer’s Report, Roll 2025/26

[Attached]

City of Redlands
Street Lighting District No. 1 - Appendix D
Fiscal Year 2025-2026
Assessment Roll (Sorted by APN)

APN	SITUS ADDRESS	ANNEXATION	ZONE	CHARGE
0167-081-13-0000		Annexation S10-E	Zone 1 & 3	$13.76
0167-081-14-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-15-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-16-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-17-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-18-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-19-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-20-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-21-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-22-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-23-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-24-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-25-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-26-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-27-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-28-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-29-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-30-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-31-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-32-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-33-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-34-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-35-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-36-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-37-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-38-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-39-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-40-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-41-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-42-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-43-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-44-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-081-45-0000		Annexation S10-E	Zone 1 & 3	13.76
0167-101-13-0000		Annexation S7-E	Zone 1 & 3	198.10
0167-231-19-0000		Annexation S1-D	Zone 3	20.05
0167-231-20-0000		Annexation S1-D	Zone 3	20.05
0167-231-21-0000		Annexation S1-D	Zone 3	20.05
0167-271-61-0000		Annexation S3-D	Zone 3	100.25
0167-851-39-0000		Annexation S5-B	Zone 1	14.05
0167-851-40-0000		Annexation S5-B	Zone 1	14.05
0167-851-41-0000		Annexation S5-B	Zone 1	14.05
0167-851-42-0000		Annexation S5-B	Zone 1	14.05
0167-851-43-0000		Annexation S5-B	Zone 1	14.05
0167-851-44-0000		Annexation S5-B	Zone 1	14.05
0167-851-45-0000		Annexation S5-B	Zone 1	14.05
0167-851-46-0000		Annexation S5-B	Zone 1	14.05
0167-851-47-0000		Annexation S5-B	Zone 1	14.05
0167-851-48-0000		Annexation S5-B	Zone 1	14.05
0167-851-49-0000		Annexation S5-B	Zone 1	14.05
0167-851-50-0000		Annexation S5-B	Zone 1	14.05
0167-851-51-0000		Annexation S5-B	Zone 1	14.05
0167-851-52-0000		Annexation S5-B	Zone 1	14.05
0167-851-53-0000		Annexation S5-B	Zone 1	14.05
0167-851-54-0000		Annexation S5-B	Zone 1	14.05

City of Redlands
Street Lighting District No. 1 - Appendix D
Fiscal Year 2025-2026
Assessment Roll (Sorted by APN)

APN	SITUS ADDRESS	ANNEXATION	ZONE	CHARGE
0167-851-55-0000		Annexation S5-B	Zone 1	14.05
0167-851-56-0000		Annexation S5-B	Zone 1	14.05
0167-861-37-0000		Annexation S5-B	Zone 1	14.05
0167-861-38-0000		Annexation S5-B	Zone 1	14.05
0167-861-39-0000		Annexation S5-B	Zone 1	14.05
0167-861-40-0000		Annexation S5-B	Zone 1	14.05
0167-861-41-0000		Annexation S5-B	Zone 1	14.05
0167-861-42-0000		Annexation S5-B	Zone 1	14.05
0167-861-43-0000		Annexation S5-B	Zone 1	14.05
0167-861-44-0000		Annexation S5-B	Zone 1	14.05
0167-861-45-0000		Annexation S5-B	Zone 1	14.05
0167-861-46-0000		Annexation S5-B	Zone 1	14.05
0167-861-47-0000		Annexation S5-B	Zone 1	14.05
0167-861-48-0000		Annexation S5-B	Zone 1	14.05
0167-861-49-0000		Annexation S5-B	Zone 1	14.05
0167-861-50-0000		Annexation S5-B	Zone 1	14.05
0167-861-51-0000		Annexation S5-B	Zone 1	14.05
0167-861-52-0000		Annexation S5-B	Zone 1	14.05
0167-861-53-0000		Annexation S5-B	Zone 1	14.05
0167-861-54-0000		Annexation S5-B	Zone 1	14.05
0168-271-13-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-14-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-15-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-16-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-17-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-18-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-19-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-20-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-21-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-22-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-23-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-24-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-25-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-26-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-27-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-28-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-29-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-30-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-31-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-32-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-33-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-34-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-35-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-36-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-37-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-38-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-39-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-40-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-41-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-42-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-43-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-44-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-45-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-46-0000		Annexation S10-U	Zone 1, 3 & 4	14.32

City of Redlands
Street Lighting District No. 1 - Appendix D
Fiscal Year 2025-2026
Assessment Roll (Sorted by APN)

APN	SITUS ADDRESS	ANNEXATION	ZONE	CHARGE
0168-271-47-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-271-48-0000		Annexation S10-U	Zone 1, 3 & 4	14.32
0168-731-01-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-02-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-03-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-04-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-05-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-06-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-07-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-08-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-09-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-10-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-11-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-12-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-13-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-14-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-15-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-16-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-17-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-18-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-19-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-20-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-21-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-22-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-23-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-24-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-731-25-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-01-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-02-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-03-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-04-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-05-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-06-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-07-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-08-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-09-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-10-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-11-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-12-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-13-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-14-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-15-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-16-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-17-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-18-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-19-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-20-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-21-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-22-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-23-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-24-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-25-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-26-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-27-0000		Annexation S10-C	Zone 1, 3 & 4	17.12

City of Redlands
Street Lighting District No. 1 - Appendix D
Fiscal Year 2025-2026
Assessment Roll (Sorted by APN)

APN	SITUS ADDRESS	ANNEXATION	ZONE	CHARGE
0168-741-28-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-29-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-30-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-31-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-32-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-33-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-34-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-35-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-36-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-37-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-38-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-39-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-40-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-41-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-42-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-43-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-44-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-45-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-46-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-47-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-48-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-49-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-50-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-51-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-52-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-53-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-54-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-55-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-56-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-57-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-58-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-59-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-60-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-61-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-62-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-63-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-64-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-65-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-66-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-67-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-68-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-69-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-70-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-71-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-72-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-73-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-74-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-75-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-76-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-77-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-741-78-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-01-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-02-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-03-0000		Annexation S10-C	Zone 1, 3 & 4	17.12

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APN	SITUS ADDRESS	ANNEXATION	ZONE	CHARGE
0168-751-04-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-05-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-06-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-07-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-08-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-09-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-10-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-11-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-12-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-13-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-14-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-15-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-16-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-17-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-18-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-19-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-20-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-21-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-22-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-23-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-24-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-25-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-26-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-27-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-28-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-29-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-30-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-31-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-32-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-33-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-34-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-35-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-36-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-37-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-38-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-39-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-40-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-41-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-42-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-43-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-44-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-45-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-46-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-47-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-48-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-49-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-50-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-51-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-52-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-53-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-54-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-55-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-751-56-0000		Annexation S10-C	Zone 1, 3 & 4	17.12
0168-771-01-0000		Annexation S10-H	Zone 1 & 4	15.27

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APN	SITUS ADDRESS	ANNEXATION	ZONE	CHARGE
0168-771-02-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-03-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-04-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-05-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-06-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-07-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-08-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-09-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-10-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-11-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-12-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-13-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-14-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-15-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-16-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-17-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-18-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-19-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-20-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-21-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-22-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-23-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-24-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-25-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-26-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-27-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-28-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-29-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-30-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-31-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-32-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-33-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-34-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-35-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-36-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-37-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-38-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-39-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-40-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-41-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-42-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-43-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-44-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-45-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-46-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-47-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-48-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-49-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-771-50-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-01-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-02-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-03-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-04-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-05-0000		Annexation S10-H	Zone 1 & 4	15.27

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APN	SITUS ADDRESS	ANNEXATION	ZONE	CHARGE
0168-781-06-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-07-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-08-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-09-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-10-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-11-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-12-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-13-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-14-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-15-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-16-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-17-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-18-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-19-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-20-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-21-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-22-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-23-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-24-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-25-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-26-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-27-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-28-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-29-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-30-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-31-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-32-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-33-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-781-34-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-01-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-02-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-03-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-04-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-05-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-06-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-07-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-08-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-09-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-10-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-11-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-12-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-13-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-14-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-15-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-16-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-17-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-18-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-19-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-20-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-21-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-22-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-23-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-24-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-25-0000		Annexation S10-H	Zone 1 & 4	15.27

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APN	SITUS ADDRESS	ANNEXATION	ZONE	CHARGE
0168-791-26-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-27-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-791-28-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-01-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-02-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-03-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-04-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-05-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-06-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-07-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-08-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-09-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-10-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-11-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-12-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-13-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-14-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-15-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-16-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-17-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-18-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-19-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-20-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-21-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-22-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-23-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-24-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-25-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-26-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-27-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-28-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-29-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-30-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-31-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-32-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-33-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-34-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-35-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-36-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-37-0000		Annexation S10-H	Zone 1 & 4	15.27
0168-801-38-0000		Annexation S10-H	Zone 1 & 4	15.27
0169-011-32-0000		Annexation S10-J	Zone 4	29.44
0169-011-33-0000		Annexation S10-J	Zone 4	29.44
0169-011-34-0000		Annexation S10-J	Zone 4	29.44
0169-011-35-0000		Annexation S10-J	Zone 4	29.44
0169-011-38-0000		Annexation S10-J	Zone 4	14.72
0169-011-39-0000		Annexation S10-J	Zone 4	14.72
0169-043-14-0000		Annexation S4-D	Zone 1	58.35
0169-053-12-0000		Annexation S1-L	Zone 3	20.05
0169-131-33-0000		Annexation S1-F	Zone 1	19.45
0169-142-11-0000		Annexation S1-I	Zone 3	20.05
0169-182-02-0000		Annexation S1-P	Zone 1	12.97
0169-182-03-0000		Annexation S1-P	Zone 1	12.97
0169-182-04-0000		Annexation S1-P	Zone 1	12.97

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APN	SITUS ADDRESS	ANNEXATION	ZONE	CHARGE
0169-212-17-0000		Annexation S1-Y	Zone 3	60.15
0169-212-18-0000		Annexation S1-Y	Zone 3	20.05
0169-212-19-0000		Annexation S1-Y	Zone 3	20.05
0169-212-20-0000		Annexation S1-Y	Zone 3	40.10
0169-212-21-0000		Annexation S1-Y	Zone 3	80.20
0169-212-22-0000		Annexation S1-Y	Zone 3	60.15
0169-212-23-0000		Annexation S1-Y	Zone 3	20.05
0169-212-24-0000		Annexation S1-Y	Zone 3	20.05
0169-212-25-0000		Annexation S1-Y	Zone 3	20.05
0169-212-26-0000		Annexation S1-Y	Zone 3	20.05
0169-212-27-0000		Annexation S1-Y	Zone 3	20.05
0169-272-29-0000		Annexation S10-Q	Zone 1	65.48
0169-281-39-0000		Annexation S3-C	Zone 3	20.05
0169-281-45-0000		Annexation S10-Q	Zone 2	98.22
0169-281-46-0000		Annexation S10-Q	Zone 1	32.74
0169-301-08-0000		Annexation S4-G	Zone 4	7.01
0169-301-10-0000		Annexation S4-G	Zone 4	7.01
0169-301-11-0000		Annexation S4-G	Zone 4	7.01
0169-313-16-0000		Annexation S4-I	Zone 1	77.80
0169-321-01-0000		Annexation S3-A	Zone 3	40.10
0169-321-02-0000		Annexation S3-A	Zone 3	40.10
0169-343-07-0000		Annexation S1-T	Zone 3	20.05
0169-411-07-0000		Annexation S1-H	Zone 4	105.15
0170-481-20-0000		Annexation S10-F	Zone 1 & 4	17.28
0170-481-21-0000		Annexation S10-F	Zone 1 & 4	17.28
0170-481-22-0000		Annexation S10-F	Zone 1 & 4	17.28
0170-481-23-0000		Annexation S10-F	Zone 1 & 4	17.28
0170-481-24-0000		Annexation S10-F	Zone 1 & 4	17.28
0170-481-25-0000		Annexation S10-F	Zone 1 & 4	17.28
0170-481-26-0000		Annexation S10-F	Zone 1 & 4	17.28
0170-481-27-0000		Annexation S10-F	Zone 1 & 4	17.28
0170-481-28-0000		Annexation S10-F	Zone 1 & 4	17.28
0170-481-29-0000		Annexation S10-F	Zone 1 & 4	17.28
0170-481-30-0000		Annexation S10-F	Zone 1 & 4	17.28
0170-481-31-0000		Annexation S10-F	Zone 1 & 4	17.28
0170-481-32-0000		Annexation S10-F	Zone 1 & 4	17.28
0170-481-33-0000		Annexation S10-F	Zone 1 & 4	17.28
0170-481-34-0000		Annexation S10-F	Zone 1 & 4	17.28
0171-011-67-0000		Annexation S10-V	Zone 1	19.45
0171-161-17-0000		Annexation S7-A	Zone 3	181.54
0171-171-34-0000		Annexation S1-S	Zone 3	99.15
0171-202-30-0000		Annexation S4-C	Zone 3	40.10
0171-202-33-0000		Annexation S5-C	Zone 1	19.45
0171-203-13-0000		Annexation S6-B	Zone 1	38.90
0171-331-04-0000		Annexation S1-J	Zone 3	20.05
0171-332-30-0000		Annexation S7-D	Zone 1	38.90
0171-341-33-0000		Annexation S3-J	Zone 3	80.20
0171-383-19-0000		Annexation S1-E	Zone 3	20.05
0171-383-20-0000		Annexation S1-E	Zone 3	20.05
0171-431-05-0000		Annexation S10-P	Zone 3	120.30
0172-031-49-0000		Annexation S1-M	Zone 3	20.05
0172-091-24-0000		Annexation S10-G	Zone 1	26.93
0172-091-25-0000		Annexation S10-G	Zone 1	26.93
0172-091-26-0000		Annexation S10-G	Zone 1	26.93

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APN	SITUS ADDRESS	ANNEXATION	ZONE	CHARGE
0172-091-27-0000		Annexation S10-G	Zone 1	26.93
0172-091-28-0000		Annexation S10-G	Zone 1	26.93
0172-091-29-0000		Annexation S10-G	Zone 1	26.93
0172-091-30-0000		Annexation S10-G	Zone 1	26.93
0172-091-31-0000		Annexation S10-G	Zone 1	26.93
0172-091-32-0000		Annexation S10-G	Zone 1	26.93
0172-091-33-0000		Annexation S10-G	Zone 1	26.93
0172-091-34-0000		Annexation S10-G	Zone 1	26.93
0172-091-35-0000		Annexation S10-G	Zone 1	26.93
0172-091-36-0000		Annexation S10-G	Zone 1	26.93
0172-121-03-0000		Annexation S8-A	Zone 3	20.05
0172-121-10-0000		Annexation S10-O	Zone 3	26.73
0172-121-11-0000		Annexation S10-O	Zone 3	26.73
0172-121-14-0000		Annexation S10-O	Zone 3	26.73
0172-301-14-0000		Annexation S4-A	Zone 4	25.24
0172-301-15-0000		Annexation S4-A	Zone 4	12.62
0172-301-16-0000		Annexation S4-A	Zone 4	12.62
0172-301-17-0000		Annexation S4-A	Zone 4	12.62
0172-301-18-0000		Annexation S10-B	Zone 1 & 4	23.48
0172-301-19-0000		Annexation S10-B	Zone 1 & 4	23.48
0172-301-20-0000		Annexation S10-B	Zone 1 & 4	23.48
0172-301-21-0000		Annexation S10-B	Zone 1 & 4	23.48
0172-301-22-0000		Annexation S10-B	Zone 1 & 4	23.48
0172-301-26-0000		Annexation S10-B	Zone 1 & 4	23.48
0173-251-21-0000		Annexation S10-N	Zone 3	60.15
0174-021-41-0000		Annexation S5-E	Zone 1	19.45
0174-021-42-0000		Annexation S5-E	Zone 1	19.45
0174-261-15-0000		Annexation S7-G	Zone 1	155.60
0174-281-33-0000		Annexation S9-B	Zone 1	14.59
0174-281-34-0000		Annexation S9-B	Zone 1	14.59
0174-281-35-0000		Annexation S9-B	Zone 1	14.59
0174-281-37-0000		Annexation S9-B	Zone 1	14.59
0174-621-01-0000		Annexation S1-N	Zone 1	19.45
0174-621-02-0000		Annexation S1-N	Zone 1	19.45
0174-621-03-0000		Annexation S1-N	Zone 1	19.45
0174-621-04-0000		Annexation S1-N	Zone 1	19.45
0174-621-05-0000		Annexation S1-N	Zone 1	19.45
0174-621-06-0000		Annexation S1-N	Zone 1	19.45
0174-621-07-0000		Annexation S1-N	Zone 1	19.45
0174-621-08-0000		Annexation S1-N	Zone 1	19.45
0174-621-09-0000		Annexation S1-N	Zone 1	19.45
0174-621-10-0000		Annexation S1-N	Zone 1	19.45
0174-621-11-0000		Annexation S1-N	Zone 1	19.45
0174-621-12-0000		Annexation S1-N	Zone 1	19.45
0174-621-13-0000		Annexation S1-N	Zone 1	19.45
0174-621-14-0000		Annexation S1-N	Zone 1	19.45
0174-621-15-0000		Annexation S1-N	Zone 1	19.45
0174-621-16-0000		Annexation S1-N	Zone 1	19.45
0174-621-17-0000		Annexation S1-N	Zone 1	19.45
0174-621-18-0000		Annexation S1-N	Zone 1	19.45
0174-621-19-0000		Annexation S1-N	Zone 1	19.45
0174-621-20-0000		Annexation S1-N	Zone 1	19.45
0174-621-21-0000		Annexation S1-N	Zone 1	19.45
0174-621-22-0000		Annexation S1-N	Zone 1	19.45

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0174-621-23-0000		Annexation S1-N	Zone 1	19.45
0174-621-24-0000		Annexation S1-N	Zone 1	19.45
0174-621-25-0000		Annexation S1-N	Zone 1	19.45
0174-621-26-0000		Annexation S1-N	Zone 1	19.45
0174-621-27-0000		Annexation S1-N	Zone 1	19.45
0174-621-28-0000		Annexation S1-N	Zone 1	19.45
0174-621-29-0000		Annexation S1-N	Zone 1	19.45
0174-621-30-0000		Annexation S1-N	Zone 1	19.45
0174-621-31-0000		Annexation S1-N	Zone 1	19.45
0174-621-32-0000		Annexation S1-N	Zone 1	19.45
0174-621-33-0000		Annexation S1-N	Zone 1	19.45
0174-621-34-0000		Annexation S1-N	Zone 1	19.45
0174-621-35-0000		Annexation S1-N	Zone 1	19.45
0174-631-01-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-02-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-03-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-04-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-05-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-06-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-07-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-08-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-09-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-11-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-12-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-13-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-14-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-15-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-16-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-17-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-18-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-19-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-20-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-21-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-22-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-23-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-24-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-25-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-26-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-27-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-28-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-29-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-30-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-31-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-32-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-33-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-34-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-35-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-37-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-38-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-39-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-40-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-41-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-42-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-43-0000		Annexation S10-A	Zone 1 & 3	25.19

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0174-631-44-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-45-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-46-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-47-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-48-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-49-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-50-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-51-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-52-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-53-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-54-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-55-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-56-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-57-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-58-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-63-0000		Annexation S10-A	Zone 1 & 3	25.19
0174-631-64-0000		Annexation S10-A	Zone 1 & 3	25.19
0176-014-16-0000		Annexation S10-R	Zone 3	30.08
0176-014-17-0000		Annexation S10-R	Zone 3	30.08
0176-441-18-0000		Annexation S2-D	Zone 1	33.07
0176-441-19-0000		Annexation S2-D	Zone 1	33.07
0176-441-20-0000		Annexation S2-D	Zone 1	33.07
0176-441-21-0000		Annexation S2-D	Zone 1	33.07
0176-441-22-0000		Annexation S2-D	Zone 1	33.07
0176-441-23-0000		Annexation S2-D	Zone 1	33.07
0176-441-24-0000		Annexation S2-D	Zone 1	33.07
0176-441-25-0000		Annexation S2-D	Zone 1	33.07
0176-441-26-0000		Annexation S2-D	Zone 1	33.07
0176-441-27-0000		Annexation S2-D	Zone 1	33.07
0176-521-01-0000		Annexation S7-H	Zone 2	41.50
0176-521-02-0000		Annexation S7-H	Zone 2	41.50
0176-521-03-0000		Annexation S7-H	Zone 2	41.50
0176-521-04-0000		Annexation S7-H	Zone 2	41.50
0176-521-05-0000		Annexation S7-H	Zone 2	41.50
0176-521-06-0000		Annexation S7-H	Zone 2	41.50
0176-521-07-0000		Annexation S7-H	Zone 2	41.50
0176-521-08-0000		Annexation S7-H	Zone 2	41.50
0176-521-09-0000		Annexation S7-H	Zone 2	41.50
0176-521-10-0000		Annexation S7-H	Zone 2	41.50
0176-521-11-0000		Annexation S7-H	Zone 2	41.50
0176-521-12-0000		Annexation S7-H	Zone 2	41.50
0176-521-13-0000		Annexation S7-H	Zone 2	41.50
0176-521-18-0000		Annexation S7-H	Zone 2	41.50
0176-521-19-0000		Annexation S7-H	Zone 2	41.50
0176-521-20-0000		Annexation S7-H	Zone 2	41.50
0176-521-21-0000		Annexation S7-H	Zone 2	41.50
0176-521-22-0000		Annexation S7-H	Zone 2	41.50
0176-521-23-0000		Annexation S7-H	Zone 2	41.50
0176-521-27-0000		Annexation S7-H	Zone 2	41.50
0176-521-28-0000		Annexation S7-H	Zone 2	41.50
0176-521-29-0000		Annexation S7-H	Zone 2	41.50
0176-521-30-0000		Annexation S7-H	Zone 2	41.50
0176-521-31-0000		Annexation S7-H	Zone 2	41.50
0176-521-32-0000		Annexation S7-H	Zone 2	41.50

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0176-531-01-0000		Annexation S7-H	Zone 2	41.50
0176-531-02-0000		Annexation S7-H	Zone 2	41.50
0176-531-03-0000		Annexation S7-H	Zone 2	41.50
0176-531-07-0000		Annexation S7-H	Zone 2	41.50
0176-531-08-0000		Annexation S7-H	Zone 2	41.50
0176-531-09-0000		Annexation S7-H	Zone 2	41.50
0176-531-12-0000		Annexation S7-H	Zone 2	41.50
0176-531-13-0000		Annexation S7-H	Zone 2	41.50
0176-531-26-0000		Annexation S7-H	Zone 2	41.50
0176-531-18-0000		Annexation S7-H	Zone 2	41.50
0176-531-20-0000		Annexation S7-H	Zone 2	41.50
0176-531-21-0000		Annexation S7-H	Zone 2	41.50
0176-531-22-0000		Annexation S7-H	Zone 2	41.50
0176-531-24-0000		Annexation S7-H	Zone 2	41.50
0176-531-25-0000		Annexation S7-H	Zone 2	41.50
0292-032-39-0000		Original District	Zone 3	200.50
0292-032-40-0000		Original District	Zone 3	40.10
0292-032-41-0000		Original District	Zone 3	60.15
0292-032-42-0000		Original District	Zone 3	320.80
0292-033-11-0000		Annexation S1-C	Zone 4	231.33
0292-033-13-0000		Annexation S9-D	Zone 3	80.20
0292-034-16-0000		Annexation S1-O	Zone 3	20.05
0292-063-45-0000		Annexation S7-C	Zone 4	42.06
0292-064-13-0000		Annexation S3-H	Zone 4	84.12
0292-064-17-0000		Annexation S3-H	Zone 4	84.12
0292-064-21-0000		Annexation S3-H	Zone 4	84.12
0292-064-22-0000		Annexation S3-H	Zone 4	42.06
0292-064-23-0000		Annexation S3-H	Zone 4	42.06
0292-064-24-0000		Annexation S3-H	Zone 4	147.21
0292-064-25-0000		Annexation S3-H	Zone 4	42.06
0292-064-26-0000		Annexation S3-H	Zone 4	21.03
0292-064-27-0000		Annexation S3-H	Zone 4	21.03
0292-152-39-0000		Annexation S7-B	Zone 3	100.25
0292-153-24-0000		Annexation S2-A	Zone 3	80.20
0292-153-25-0000		Annexation S2-A	Zone 3	80.20
0292-153-26-0000		Annexation S2-A	Zone 3	40.10
0292-153-27-0000		Annexation S2-A	Zone 3	40.10
0292-153-28-0000		Annexation S10-I	Zone 1 & 4	59.43
0292-153-30-0000		Annexation S10-I	Zone 1 & 4	19.81
0292-153-31-0000		Annexation S10-I	Zone 1 & 4	59.43
0292-153-32-0000		Annexation S10-I	Zone 1 & 4	19.81
0292-153-33-0000		Annexation S10-I	Zone 1 & 4	19.81
0292-153-34-0000		Annexation S10-I	Zone 1 & 4	19.81
0292-153-35-0000		Annexation S10-I	Zone 1 & 4	19.81
0292-153-36-0000		Annexation S10-I	Zone 1 & 4	19.81
0292-153-37-0000		Annexation S10-I	Zone 1 & 4	19.81
0292-153-38-0000		Annexation S10-I	Zone 1 & 4	19.81
0292-153-39-0000		Annexation S10-I	Zone 1 & 4	79.24
0292-153-40-0000		Annexation S10-I	Zone 1 & 4	19.81
0292-153-41-0000		Annexation S10-I	Zone 1 & 4	19.81
0292-153-42-0000		Annexation S10-I	Zone 1 & 4	19.81
0292-153-43-0000		Annexation S10-I	Zone 1 & 4	19.81
0292-154-12-0000		Annexation S5-D	Zone 3	100.25
0292-154-22-0000		Annexation S10-K	Zone 1 & 4	80.96

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0292-154-23-0000		Annexation S10-K	Zone 1 & 4	19.45
0292-154-24-0000		Annexation S10-K	Zone 1 & 4	19.45
0292-154-25-0000		Annexation S10-K	Zone 1 & 4	19.45
0292-156-21-0000		Annexation S1-W	Zone 3	120.30
0292-157-16-0000		Annexation S6-A	Zone 4	189.27
0292-157-20-0000		Annexation S9-E	Zone 1	19.45
0292-157-31-0000		Annexation S2-H	Zone 4	21.03
0292-158-17-0000		Annexation S8-B	Zone 3	40.10
0292-165-15-0000		Annexation S3-F	Zone 3 & 4	222.51
0292-166-11-0000		Annexation S1-K	Zone 4	273.39
0292-182-30-0000		Annexation S1-U	Zone 4	21.03
0292-182-31-0000		Annexation S1-U	Zone 4	21.03
0292-192-11-0000		Annexation S4-E	Zone 4	231.33
0292-201-37-0000		Annexation S4-B	Zone 3	40.10
0292-201-39-0000		Annexation S4-B	Zone 3	47.57
0292-310-07-0000		Annexation S3-B	Zone 1	19.45
0292-310-36-0000		Annexation S4-F	Zone 1	38.90
0292-310-42-0000		Annexation S10-M	Zone 1	19.45
0292-321-10-0000		Annexation S1-G	Zone 4	105.15
0292-331-15-0000		Annexation S2-F	Zone 3	80.20
0292-331-16-0000		Annexation S2-F	Zone 3	80.20
0292-381-08-0000		Annexation S3-G	Zone 1	19.45
0292-441-11-0000		Annexation S2-B	Zone 3	12.03
0292-441-12-0000		Annexation S2-B	Zone 3	12.03
0292-441-13-0000		Annexation S2-B	Zone 3	12.03
0292-441-14-0000		Annexation S2-B	Zone 3	12.03
0292-441-15-0000		Annexation S2-B	Zone 3	12.03
0293-172-16-0000		Annexation S1-B	Zone 4	126.18
0293-172-17-0000		Annexation S1-B	Zone 4	126.18
0293-172-18-0000		Annexation S1-B	Zone 4	21.03
0293-421-01-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-02-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-03-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-04-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-05-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-06-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-07-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-08-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-09-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-10-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-11-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-12-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-13-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-14-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-15-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-16-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-17-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-18-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-19-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-20-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-21-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-22-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-23-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-24-0000		Annexation S9-A	Zone 1 & 4	4.50

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0293-421-25-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-26-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-27-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-28-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-29-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-30-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-31-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-32-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-33-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-34-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-35-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-36-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-37-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-38-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-39-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-40-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-41-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-42-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-43-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-44-0000		Annexation S9-A	Zone 1 & 4	4.50
0293-421-45-0000		Annexation S9-A	Zone 1 & 4	4.50
0294-181-02-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-181-03-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-181-04-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-181-05-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-181-06-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-181-07-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-181-08-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-181-09-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-181-10-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-181-11-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-181-12-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-181-13-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-181-14-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-181-15-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-01-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-02-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-03-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-04-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-06-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-07-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-08-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-09-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-10-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-11-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-12-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-16-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-17-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-18-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-19-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-191-20-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-201-09-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-201-11-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-201-13-0000		Annexation S10-S	Zone 1 & 3	49.54

City of Redlands
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Assessment Roll (Sorted by APN)

APN	SITUS ADDRESS	ANNEXATION	ZONE	CHARGE
0294-201-15-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-201-19-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-201-21-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-201-27-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-201-28-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-211-02-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-211-03-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-211-04-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-211-06-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-211-07-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-211-08-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-211-09-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-211-10-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-211-12-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-211-13-0000		Annexation S10-S	Zone 1 & 3	49.54
0294-222-01-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-222-02-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-222-03-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-222-04-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-222-05-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-222-06-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-222-07-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-222-08-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-222-09-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-222-10-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-222-11-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-222-12-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-232-01-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-232-02-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-232-03-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-232-04-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-232-05-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-232-06-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-232-07-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-242-01-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-242-02-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-242-03-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-242-04-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-242-05-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-242-06-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-252-01-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-252-02-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-252-03-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-252-04-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-252-05-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-252-06-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-252-07-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-252-08-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-252-09-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-252-10-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-252-11-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-252-12-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-252-13-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-262-01-0000		Annexation S10-T	Zone 1 & 3	36.13

City of Redlands
Street Lighting District No. 1 - Appendix D
Fiscal Year 2025-2026
Assessment Roll (Sorted by APN)

APN	SITUS ADDRESS	ANNEXATION	ZONE	CHARGE
0294-262-02-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-262-03-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-262-04-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-262-05-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-262-06-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-262-07-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-262-08-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-262-09-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-262-10-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-262-11-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-262-12-0000		Annexation S10-T	Zone 1 & 3	36.13
0294-262-13-0000		Annexation S10-T	Zone 1 & 3	36.13
1212-021-01-0000		Annexation S10-D	Zone 1	16.94
1212-021-02-0000		Annexation S10-D	Zone 1	16.94
1212-021-03-0000		Annexation S10-D	Zone 1	16.94
1212-021-04-0000		Annexation S10-D	Zone 1	16.94
1212-021-05-0000		Annexation S10-D	Zone 1	16.94
1212-021-06-0000		Annexation S10-D	Zone 1	16.94
1212-021-07-0000		Annexation S10-D	Zone 1	16.94
1212-021-08-0000		Annexation S10-D	Zone 1	16.94
1212-021-09-0000		Annexation S10-D	Zone 1	16.94
1212-021-10-0000		Annexation S10-D	Zone 1	16.94
1212-021-11-0000		Annexation S10-D	Zone 1	16.94
1212-021-12-0000		Annexation S10-D	Zone 1	16.94
1212-021-13-0000		Annexation S10-D	Zone 1	16.94
1212-021-14-0000		Annexation S10-D	Zone 1	16.94
1212-021-15-0000		Annexation S10-D	Zone 1	16.94
1212-021-16-0000		Annexation S10-D	Zone 1	16.94
1212-021-17-0000		Annexation S10-D	Zone 1	16.94
1212-021-18-0000		Annexation S10-D	Zone 1	16.94
1212-021-19-0000		Annexation S10-D	Zone 1	16.94
1212-021-20-0000		Annexation S10-D	Zone 1	16.94
1212-021-21-0000		Annexation S10-D	Zone 1	16.94
1212-021-22-0000		Annexation S10-D	Zone 1	16.94
1212-021-23-0000		Annexation S10-D	Zone 1	16.94
1212-021-24-0000		Annexation S10-D	Zone 1	16.94
1212-021-25-0000		Annexation S10-D	Zone 1	16.94
1212-021-26-0000		Annexation S10-D	Zone 1	16.94
1212-021-27-0000		Annexation S10-D	Zone 1	16.94
1212-021-28-0000		Annexation S10-D	Zone 1	16.94
1212-021-29-0000		Annexation S10-D	Zone 1	16.94
1212-021-30-0000		Annexation S10-D	Zone 1	16.94
1212-021-31-0000		Annexation S10-D	Zone 1	16.94
1212-021-32-0000		Annexation S10-D	Zone 1	16.94
1212-021-33-0000		Annexation S10-D	Zone 1	16.94
1212-021-34-0000		Annexation S10-D	Zone 1	16.94
1212-021-35-0000		Annexation S10-D	Zone 1	16.94
1212-021-36-0000		Annexation S10-D	Zone 1	16.94
1212-021-37-0000		Annexation S10-D	Zone 1	16.94
1212-021-38-0000		Annexation S10-D	Zone 1	16.94
1212-021-39-0000		Annexation S10-D	Zone 1	16.94
1212-021-40-0000		Annexation S10-D	Zone 1	16.94
1212-021-41-0000		Annexation S10-D	Zone 1	16.94
1212-021-42-0000		Annexation S10-D	Zone 1	16.94

City of Redlands
Street Lighting District No. 1 - Appendix D
Fiscal Year 2025-2026
Assessment Roll (Sorted by APN)

APN	SITUS ADDRESS	ANNEXATION	ZONE	CHARGE
1212-021-43-0000		Annexation S10-D	Zone 1	16.94
1212-021-44-0000		Annexation S10-D	Zone 1	16.94
1212-021-45-0000		Annexation S10-D	Zone 1	16.94
1212-021-46-0000		Annexation S10-D	Zone 1	16.94
1212-021-47-0000		Annexation S10-D	Zone 1	16.94
1212-021-48-0000		Annexation S10-D	Zone 1	16.94
1212-021-49-0000		Annexation S10-D	Zone 1	16.94
1212-021-50-0000		Annexation S10-D	Zone 1	16.94
1212-021-51-0000		Annexation S10-D	Zone 1	16.94
1212-021-52-0000		Annexation S10-D	Zone 1	16.94
1212-021-53-0000		Annexation S10-D	Zone 1	16.94
1212-021-54-0000		Annexation S10-D	Zone 1	16.94
1212-021-55-0000		Annexation S10-D	Zone 1	16.94
1212-021-56-0000		Annexation S10-D	Zone 1	16.94
1212-021-57-0000		Annexation S10-D	Zone 1	16.94
1212-021-58-0000		Annexation S10-D	Zone 1	16.94
1212-021-59-0000		Annexation S10-D	Zone 1	16.94
1212-021-60-0000		Annexation S10-D	Zone 1	16.94
1212-021-61-0000		Annexation S10-D	Zone 1	16.94
1212-021-62-0000		Annexation S10-D	Zone 1	16.94
1212-041-01-0000		Annexation S7-F	Zone 1	77.80
1212-191-60-0000		Annexation S1-X	Zone 1	19.45
1212-191-61-0000		Annexation S1-X	Zone 1	19.45
1212-191-62-0000		Annexation S1-X	Zone 1	19.45
1212-191-63-0000		Annexation S1-X	Zone 1	19.45
1212-191-64-0000		Annexation S1-X	Zone 1	19.45
1212-191-65-0000		Annexation S1-X	Zone 1	19.45
1212-191-66-0000		Annexation S1-X	Zone 1	19.45
1212-191-67-0000		Annexation S1-X	Zone 1	19.45
1212-191-68-0000		Annexation S1-X	Zone 1	19.45
1212-191-69-0000		Annexation S1-X	Zone 1	19.45
1212-191-70-0000		Annexation S1-X	Zone 1	19.45
1212-191-71-0000		Annexation S1-X	Zone 1	19.45
1212-191-72-0000		Annexation S1-X	Zone 1	19.45
1212-191-73-0000		Annexation S1-X	Zone 1	19.45
1212-191-74-0000		Annexation S1-X	Zone 1	19.45
1212-191-75-0000		Annexation S1-X	Zone 1	19.45
1212-191-76-0000		Annexation S1-X	Zone 1	19.45
1212-191-77-0000		Annexation S1-X	Zone 1	19.45
1212-191-78-0000		Annexation S1-X	Zone 1	19.45
1212-191-79-0000		Annexation S1-X	Zone 1	19.45
1212-201-01-0000		Annexation S3-E	Zone 1	25.93
1212-201-02-0000		Annexation S3-E	Zone 1	25.93
1212-201-03-0000		Annexation S3-E	Zone 1	25.93
1212-201-04-0000		Annexation S3-E	Zone 1	25.93
1212-201-05-0000		Annexation S3-E	Zone 1	25.93
1212-201-06-0000		Annexation S3-E	Zone 1	25.93
1212-201-07-0000		Annexation S3-E	Zone 1	25.93
1212-201-08-0000		Annexation S3-E	Zone 1	25.93
1212-201-09-0000		Annexation S3-E	Zone 1	25.93
1212-201-10-0000		Annexation S3-E	Zone 1	25.93
1212-201-11-0000		Annexation S3-E	Zone 1	25.93
1212-201-12-0000		Annexation S3-E	Zone 1	25.93
1212-201-13-0000		Annexation S3-E	Zone 1	25.93

City of Redlands
Street Lighting District No. 1 - Appendix D
Fiscal Year 2025-2026
Assessment Roll (Sorted by APN)

APN	SITUS ADDRESS	ANNEXATION	ZONE	CHARGE
1212-201-14-0000		Annexation S3-E	Zone 1	25.93
1212-201-15-0000		Annexation S3-E	Zone 1	25.93
1212-201-16-0000		Annexation S3-E	Zone 1	25.93
1212-201-17-0000		Annexation S3-E	Zone 1	25.93
1212-201-18-0000		Annexation S3-E	Zone 1	25.93
1212-201-19-0000		Annexation S3-E	Zone 1	25.93
1212-201-20-0000		Annexation S3-E	Zone 1	25.93
1212-201-21-0000		Annexation S3-E	Zone 1	25.93
1212-201-22-0000		Annexation S3-E	Zone 1	25.93
1212-201-23-0000		Annexation S3-E	Zone 1	25.93
1212-201-24-0000		Annexation S3-E	Zone 1	25.93
1212-201-25-0000		Annexation S3-E	Zone 1	25.93
1212-201-26-0000		Annexation S3-E	Zone 1	25.93
1212-201-27-0000		Annexation S3-E	Zone 1	25.93
1212-431-02-0000		Annexation S9-F	Zone 3	100.25

Summary Fields	Value
APN total count:	987
CHARGE total sum:	$25,452.67

Legal Ad Description

Consideration of Ordinance No. 2977 - An Ordinance of the City of Redlands levying special taxes within the City of Redlands Street Lighting District No. 1 in accordance with the Lighting and Landscaping Act of 1972. In September 1989, the City ordered the formation of Street Lighting District No. 1 to ensure satisfactory levels of funding for street lighting maintenance are provided within the District. Assessments provide funding for electricity to power streetlights, labor, material, and equipment to replace burned out or damaged street light bulbs, and damaged street light poles for properties annexed into the district, and to provide administrative management of the District. The proposed ordinance would set the 2025-2026 maximum tax rates and authorize the City Clerk to file all necessary information with the San Bernardino County Auditor Controller, no later than the levy deadline of August 10, 2025.

City Council Meeting **L. 1.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of a Real Estate Transfer Agreement between Redlands Historical Museum Association and the City of Redlands and determination that approval of the agreement is exempt from the California Environmental Quality Act according to Section 15061(b)(3) (Assistant City Manager Boatman)

MOTION(S):

If the City Council determines that the staff's recommendation is appropriate, the following motions are provided:

1. I move that the City Council determine that approval of the Real Estate Transfer Agreement with the Redlands Historical Museum Association is exempt from environmental review according to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act; and

2. I move that the City Council approve the Real Estate Transfer Agreement with the Redlands Historical Museum Association.

RECOMMENDATION:

It is recommended that the City Council review the report and attachments and approve the Transfer Agreement between the Redlands Historical Museum Association and the City of Redlands.

DISCUSSION:

Background

The vision for a community museum in Redlands originated in the late 20th century with the formation of the Redlands Historical Museum Association (RHMA). In October 2000, the Redlands City Council responded to this community-driven initiative by adopting Resolution No. 5800, which designated the City Hall building at 30 Cajon Street as the future site of the Redlands

Historical Museum. The resolution also appointed the Board of Trustees of the A.K. Smiley Public Library as the prospective museum administrators. However, in the years that followed, it became evident that the facility was still needed for city administration and public safety functions, rendering the location unfeasible for the museum's development.

RHMA subsequently initiated a search for an alternative site. After evaluating and dismissing several locations, RHMA acquired the property at 700 Brookside Avenue in 2014, establishing it as the future home of the museum, which was formally named the Museum of Redlands (MOR). That same year, the City Council adopted Resolution No. 7445, reaffirming the City's commitment to accept the museum upon completion and again designating the A.K. Smiley Public Library Board of Trustees as the future administrators. The Council recognized that the museum would provide significant public benefit by promoting cultural enrichment, tourism, and economic development.

Construction of the MOR commenced in January 2021 and was divided into three phases. Fundraising efforts have continued throughout the development process. In recognition of the MOR's community value, the City Council has provided significant financial support. On April 19, 2022, the Council approved a $1 million mid-year grant to RHMA for construction costs. On May 7, 2024, the Council approved a $1 million loan to RHMA, to be repaid within two years at an interest rate of 4%. At that same meeting, the Council also entered into a promissory note to advance an additional $2 million at zero interest, with the understanding that the funds would be reimbursed through a $2 million state grant committed to the City upon project completion.

In addition to the City's contributions, the project has received substantial support from the A.K. Smiley Public Library Endowment Fund and generous donors throughout the community. As a result, the long-envisioned dream of establishing a museum dedicated to preserving and presenting the history of Redlands is nearing realization. In December 2024, the City Council approved a short-term lease agreement with RHMA, effective February 2025, allowing library staff to begin installing exhibits and relocating artifacts into the completed facility. Construction of the Museum was substantially completed that same month, with only minor punch list items remaining.

Over the past six months, RHMA and the City have engaged in negotiations to finalize the transfer of the museum building and property—renumbered as 1 North Center Street—to the City of Redlands. The attached transfer agreement formalizes this transition and outlines the respective responsibilities of both parties.

Transfer Agreement

Under the terms of the agreement, RHMA will convey the property, including the newly constructed multipurpose museum building and associated improvements, to the City at no cost. In return, the City commits to maintaining and operating

the property primarily as a historical museum and community resource for a minimum of 25 years, or until such time as RHMA ceases to exist as a nonprofit organization. The A.K. Smiley Public Library Board of Trustees will oversee museum operations, with the City assuming full responsibility for staffing, maintenance, and utility costs.

Under the Agreement, the Redlands Historical Museum Association (RHMA) is granted specific rights related to ongoing participation in the Museum's operations, particularly regarding the Museum store and event pavilion. RHMA is given the option to operate and manage both the Museum store and the adjacent event pavilion through a mutually agreed-upon licensing agreement with the City. Any revenue generated by RHMA from these operations is subject to annual audits, which the City may conduct at its own cost.

The net proceeds from RHMA's operation of the store or pavilion must be used exclusively to support and enhance the Museum, in collaboration with the A.K. Smiley Public Library Board. RHMA may also host special fundraising events connected to these facilities, with the funds directed to the Museum endowment. The City retains the right to audit how such funds are used to ensure compliance with these purposes. In addition, RHMA is provided a dedicated office within the Museum and access to a shared conference room, subject to terms outlined in a future license agreement. However, these licensing rights—specifically those related to the store and pavilion—are conditional upon RHMA’s repayment of an outstanding City loan. If RHMA defaults on the loan, and such default is not cured within the allowed period, the City may terminate RHMA’s licensing rights by providing written notice.

The proposed Real Estate Transfer Agreement affirms the City of Redlands’ longstanding commitment to preserving and promoting the community’s rich cultural and historical heritage. Through the acceptance of the Museum of Redlands property and the assumption of operational, financial, and administrative responsibilities, the City is making a significant investment in the long-term success of this important civic asset. The agreement reflects a collaborative effort with the Redlands Historical Museum Association, the City, and A.K. Smiley Public Library to ensure the Museum serves as a vibrant center for education, culture, and community engagement.

CEQA Determination

The proposed Real Estate Transfer Agreement is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), also known as the "Common Sense Exemption." This exemption applies when it can be clearly seen that the activity in question will not have a significant effect on the environment.

In this case, the project involves the transfer of ownership of an already constructed and substantially completed facility—the Museum of

Redlands—from the Redlands Historical Museum Association to the City of Redlands. The agreement does not authorize any new development, construction, or physical alteration to the environment. The museum will continue to be used for its intended public purpose as a cultural and historical resource. All operational responsibilities, including maintenance and programming, will be assumed by the City, consistent with existing use and community expectations.

Because the agreement results only in an administrative action and does not have the potential to cause a direct or reasonably foreseeable indirect physical change in the environment, it meets the criteria for exemption under CEQA Guidelines Section 15061(b)(3).

ALTERNATIVES:

Decline to accept the transfer or renegotiate terms

STRATEGIC PLAN:

The Museum of Redlands will be a significant contributor to strategic priority A (Quality of Life), as it honors our community's heritage and provides a broad range of recreational and educational opportunities for our residents.

SUBMITTED BY:

Library - Director Don McCue

RECOMMENDED BY:

Charles M. Duggan Jr., City Manager

REVIEWED BY:

Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

PREPARED BY:

Don McCue Director

Fiscal Impact

Fiscal Year:	25/26
Revenue Generating:	N
Appropriation Required Y/N:	Y
Amount:	824,034
Discussion:	

City staff have estimated the total annual operating cost for the Museum of Redlands (MOR) in Fiscal Year 2025–26 to be approximately $824,034, which includes expenses related to staffing, maintenance, insurance, utilities, and other operational needs. Of this amount, $406,434 has already been included in the adopted FY 2025–26 budget to support staffing, utilities, and general maintenance in anticipation of the property transfer. The remaining funds required to fully support museum operations will be appropriated during the mid-biennium budget review process.

Attachments

Real Estate Transfer Agreement

Exhibit C to the Agreement - Naming Rights

REAL ESTATE TRANSFER AGREEMENT

THIS REAL ESTATE TRANSFER AGREEMENT (the "Agreement") is entered into as of this 17th day of June, 2025, (the "Effective Date"), by and between REDLANDS HISTORICAL MUSEUM ASSOCIATION, a California nonprofit public benefit corporation (which is also a 501(c)(3) corporation), hereafter referred to as "RHMA" and THE CITY OF REDLANDS, a California Municipal Corporation and General Law City, hereafter referred to as "CITY". RHMA and CITY may each be referred to as a "Party" or collectively as the "Parties".

RECITALS

WHEREAS, RHMA is the owner of the real property located in Redlands, California, commonly referred to as 1 North Center Street, Redlands, CA (APN 0171191300000) consisting of a parcel of land together with all easements and appurtenances thereto (the "Land"), and a recently constructed multi-purpose event and exhibition building and related offices (the "Improvements") and all other improvements located thereon (collectively the "Premises"); and

WHEREAS, RHMA desires to convey to CITY the Premises free of charge for use as a historical museum and for related public purposes on the terms and conditions contained in this Agreement; and

WHEREAS, CITY has agreed to accept the Premises and to abide by the terms and conditions regarding its use and management as described herein; and

WHEREAS, RHMA as Landlord and CITY as TENANT entered a Lease for the Premises dated February 4, 2025 (the "Lease"), whereby CITY is now in possession of the Premises; and

WHEREAS, CITY as lender and RHMA as borrower entered into a Loan Agreement (the "Loan Agreement") dated March 5, 2024, pursuant to which CITY made a loan (the "Loan") to RHMA to pay for certain final improvements to the Premises; and

WHEREAS, RHMA entered into a June 2022 Agreement with the A.K. Smiley Public Library Board of Trustees, and then entered two Addendums to the same Agreement related to the financing of a portion of the construction of the Premises.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto do hereby agree as follows:

ARTICLE 1
CONVEYANCE OF PROPERTY AND RELATED CONDITIONS

1.1 Subject to the terms and conditions hereof, RHMA agrees to convey to CITY, and CITY agrees to receive and accept from RHMA:

i. The Land described and/or shown on **Exhibit "A"** attached hereto, together with all privileges, rights, easements and appurtenances belonging to such land, including without limitation, all right, title and interest (if any) of RHMA in and to any streets, alleys, passages, and other rights-of-way or appurtenances included in, adjacent to or used in connection with the Land;

ii. The Improvements described and/or shown on **Exhibit "A"** including all buildings, structures and other improvements and all of RHMA's right, title and interest, if any, in all fixtures, systems and facilities located on the Land;

iii. All of RHMA's right, title and interest in all intangible assets of any nature relating to the Land or the Improvements, including, without limitation, all of RHMA's right, title, and interest in all (i) warranties and guaranties relating to the Improvements in the possession or control of RHMA, (ii) all use, occupancy, building and operating licenses, permits, and approvals, (iii) all use and ownership of the name "Museum of Redlands", and (iii) all plans and specifications related to the Land and Improvements, in each case to the extent that RHMA may legally transfer the same (the "Intangible Property").

1.2 Purchase Price. The Land, Improvements and Intangible Property are conveyed from RHMA to CITY free of any cost or charge other than the CITY's agreement to abide by the covenants and promises contained herein, including ARTICLE 2, below.

ARTICLE 2

COMMITMENTS BY CITY TO RHMA IN EXCHANGE FOR RECEIPT OF THE PREMISES

2.1 In exchange for the conveyance of the Land, Improvements, and Intangible Property referred to herein (collectively, the "Property"), CITY promises and covenants as follows:

A. CITY shall utilize the Property principally and in perpetuity as a historical, cultural and community resource open to the public and operated principally as the CITY location where objects and presentations of historical, scientific, artistic, or cultural interest are stored and exhibited (the "Museum"); provided that nothing herein shall preclude the CITY from other incidental uses of the Museum for city-sponsored events or renting the Museum for private events.

B. The City designates the A.K. Smiley Public Library Board of Trustees ("Library Board") as the administrator of the Museum. In the event the Library Board were to cease to exist, the CITY shall appoint a successor administrator of the Museum.

C. RHMA hereby transfers to CITY all branding rights associated with the Museum of Redlands logo and agrees to execute any separate agreements to effectuate such transfer as may be reasonably requested by the CITY. A facsimile of the logo is attached hereto as **Exhibit "B**". RHMA shall retain the right to use the logo on its letterhead, website, and other media, provided the words "Museum of Redlands Association" appear prominently in proximity to the logo.

D. CITY shall be responsible for the maintenance of the Property, including the Land and Improvements, including the landscaping, which shall all be maintained to a level equal to or exceeding the A.K. Smiley Library building and the Lincoln Shrine and surrounding grounds.

E. RHMA may enhance and/or improve the landscaping of the Property at RHMA expense with the prior approval of the City Manager of CITY or his/her designee and subject to compliance with any applicable public contracting/prevailing wage requirements and approval by the CITY of any separate agreement between CITY and a landscaping contractor. CITY may require RHMA to deliver to CITY the entire expected cost of the landscaping enhancements and/or improvements prior to entering any such agreement with a landscaping contractor.

F. RHMA must approve in writing any and all additional exterior artwork or statuary proposed by the City to be located on the Premises, either attached or unattached to the Premises, which approval shall not be unreasonably withheld. In no event shall any addition proposed by CITY in accordance with this section impact or diminish the existing naming rights as reflected in **Exhibit "C".**

G. CITY shall be responsible for any and all costs of maintenance of the Property including, but not limited to, the cost of utilities, insurance, repair, maintenance and upkeep, and all other costs of operations and maintenance of the Property.

H. CITY shall be responsible for any and all costs of staffing and employment associated with the Museum during its hours of operation.

I. CITY shall allow RHMA to participate in the following ongoing roles in connection with the Museum:

- Act in advisory capacity as a resource to the Library Board regarding operations at the Museum.

- Promotion of public understanding of and support for the Museum in coordination with the CITY.

- Refer volunteers and docents to CITY to serve at CITY's discretion at the Museum.

- Fundraising for support of the Museum, the RHMA endowment and special projects/exhibits for the Museum.

- Act in an advisory capacity to the Library Board regarding RHMA activities and responsibilities relating to the Museum.

J. With respect to any Museum store and event pavilion:

i. RHMA shall have the option of managing, operating and overseeing the Museum store and event pavilion subject to the approval by the parties of a mutually agreeable licensing agreement.

ii. All net revenues from RHMA's operation of the Museum store or event pavilion shall be subject to annual audits upon request by CITY, and at CITY's sole cost and expense, as described in a mutually agreeable licensing agreement approved by the parties.

iii. All net revenues obtained in the normal course of business shall be utilized by RHMA exclusively to support and enhance the Museum in a manner to be determined in collaboration with the Library Board. In addition, RHMA may sponsor special sales or events in conjunction with the Museum store or event pavilion that would raise funds to be donated to the Museum endowment. CITY, at its sole cost and expense, shall have the right to audit the use of any funds acquired by RHMA pursuant to this subparagraph to ensure that the funds have been used for the purposes described herein.

K. Upon execution of this Agreement, CITY shall recognize, and assume legal responsibility to preserve and maintain the naming rights of those individuals or entities named in various parts of the Museum space as set forth in **Exhibit "C",** and/or any other naming rights conveyed by RHMA in accordance with Section 2.1 (L) below. CITY agrees to indemnify and hold harmless RHMA and its successors in interest, if any, from all claims arising out of or related to City's, or City's officers, officials, employees, agents and volunteers' intentional acts for failure to preserve the naming rights set forth in **Exhibit "C".**

L. RHMA shall have the exclusive right to designate and sell future naming rights not listed in **Exhibit "C"** at the Museum consistent with city policy and subject to City Council approval, which approval shall not be unreasonably withheld. City Council approval may only be withheld in the event the City Council makes a specific finding that the naming rights proposed by RHMA would result in a significant negative impact to the CITY's image or reputation and CITY shall act upon any such proposed naming rights at the next regularly scheduled meeting of the City Council after written notification by RHMA. Failure by CITY to act on a naming request within 60 days of receipt by CITY of such written request, shall result in the name being deemed

approved. RHMA shall bear all costs associated with alteration to the Premises caused by the installation and maintenance of any future naming rights.

RHMA agrees to indemnify and hold harmless City, and City's officers, officials, employees, agents and volunteers from all claims, actions, lawsuits or disputes arising out of or related to RHMA's designation and sale of future naming rights not listed in **Exhibit "C".**

M. RHMA shall be provided, without cost or charge, with one (1) office space at the Museum as depicted on **Exhibit "E"** and non-exclusive use of the Museum conference room subject to availability and consistent with the terms and conditions of a mutually agreeable license agreement approved by both parties.

N. The covenants and other terms set forth in Section 2.1(J), including any rights and obligations of CITY and RHMA under Section 2.1(J), shall immediately terminate upon written notice of termination delivered by CITY to RHMA should RHMA fail to repay the Loan in accordance with the terms of the Loan Agreement (which failure to repay continues beyond any applicable notice and cure period under the Loan Agreement).

2.2 Covenants Conditioned on RHMA Tax-Exempt Status. In the event RHMA ceases to be an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, the covenants and other terms set forth in Section 2.1, including any rights and obligations of CITY and RHMA thereunder, shall immediately terminate without the necessity of any notice of termination, except for the terms set forth in Section 2.1(A) and Section 2.1(K), which shall continue in perpetuity.

3.3 Assignment. This Agreement may not be assigned, in whole or in part, by RHMA without the prior written consent of CITY, which may be granted or withheld in CITY's sole and reasonable discretion. Any proposed assignee must be a nonprofit public benefit corporation duly organized and validly existing under the laws of the State of California and recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code, and must be mutually acceptable to both RHMA and CITY. Any assignment in violation of this provision shall be null and void. No approved assignment shall relieve the assigning party of its obligations under this Agreement unless expressly agreed to in writing by CITY.

ARTICLE 3

POWER OF TERMINATION

The Property is being conveyed subject to the use restrictions set forth in Section 2.1(A). In the spirit of the 1898 Smiley Library deed of gift, in the event CITY ceases to operate the Museum principally as a museum for the benefit of the community, RHMA shall have the power to terminate the fee simple estate in the Property conveyed pursuant to the terms of the Grant Deed attached as **Exhibit D,** provided the power to terminate is not prohibited by or does not violate any Federal, State or local laws.

ARTICLE 4

TITLE AND SURVEY

4.1 Title and Survey. Upon execution of this Agreement, CITY shall, at CITY's cost and expense, obtain a preliminary title report or commitment (the "Preliminary Report") from a reputable title company of its choosing, together with legible copies of all recorded encumbrances and exceptions to title.

4.2 Review of the Preliminary Report. Within ten (10) Business Days of receiving the preliminary title report, CITY shall deliver to RHMA a notice (the "Title Objection Notice") setting forth (i) any matters shown on the Preliminary Report to which CITY objects and requires be eliminated, (ii) any modifications, supplements or other modifications of any legal description, description of exceptions or other matters set forth in the Preliminary Report, and (iii) any endorsements or other affirmative title insurance coverage required to be included in the Title Policy (the "Required Title Condition"). CITY's failure to give the Title Objection Notice shall be deemed to constitute CITY's approval of all matters disclosed in the Preliminary Report. If CITY delivers the Title Objection Notice, RHMA shall have five (5) Business Days from the receipt of CITY's notice to provide CITY with written notice of RHMA's election to remove or otherwise cure to CITY's satisfaction any objections prior to or at the Closing ("RHMA's Response Notice"); provided however, RHMA shall be obligated to eliminate monetary liens, and any exceptions created or consented to by RHMA after the Effective Date, unless approved in writing by CITY. If RHMA delivers or is deemed to have delivered a notice of election not to cure a disapproved item, then CITY may either (i) elect to terminate this Agreement, or (ii) waive in writing its prior disapproval of such item and accept title subject to such previously disapproved item by delivering notice of CITY's election to RHMA within five (5) Business Days after CITY's receipt of the RHMA Response Notice. If RHMA fails to timely deliver the RHMA Response Notice within such five (5) Business Day period, then RHMA shall be deemed to have elected not to cure the disapproved matters set forth in the Title Objection Notice. If CITY fails to deliver its notice of election to terminate this Agreement or waive its prior disapproval as provide in clauses (i) and (ii) above within such five (5) Business Day period, CITY shall be deemed to have waived its disapproval.

4.3 Required Title Condition. Title to the Property shall be conveyed to CITY subject only to the following matters: (a) current, non-delinquent real estate taxes and assessments, (B) the matters set forth in the Preliminary Report and any Supplemental Report and permitted as part of the Required Title Condition, (c) the Lease (provided that the CITY and RHMA acknowledge that the Lease shall terminate concurrently with the transfer of the Property), and (d) any other matters approved in writing by CITY or deemed approved by CITY under the provisions of Section 4.2 above.

4.4 Title Insurance Policy. At the Close of Escrow (as defined below), Escrow Holder shall commit to issue to and in favor of CITY an extended coverage owner's policy of title insurance with respect to the Property in the amount of $28,000,000, effective on the date of the Close of Escrow, insuring fee simple title to the Property in CITY subject only to such

exceptions as shall have been approved by the CITY and together with such endorsements as CITY may reasonably request.

ARTICLE 5
ESCROW

5.1 Opening of Escrow. CITY and RHMA shall cause an escrow ("Escrow") to be opened with First American Title Company located at 901 Via Piemonte, Suite 150, Ontario, CA 9176, Attention: Kelly Simoneau, Ksimoneau@firstam.com ("Escrow Agent"), by delivery to Escrow Agent of a fully executed copy of this Agreement. Escrow Agent shall promptly deliver to CITY and RHMA written confirmation of the date of the "Opening of Escrow." As used in this Agreement, the term "Opening of Escrow" means the day on which Escrow Agent receives a fully executed copy of this Agreement and has notified each Party in writing of such receipt and the specific date of the Opening of Escrow.

5.2 Escrow Instructions. This Agreement shall constitute escrow instructions to Escrow Agent as well as the agreement of the Parties relating to the transfer of the Property. If any other printed escrow instructions are requested of the Parties and the terms thereof conflict or are inconsistent with any provision of this Agreement or any deed, instrument, or document executed or delivered in connection with the transaction contemplated hereby, the provisions of this Agreement, or such deed, instrument or document, shall control. Escrow Agent is hereby appointed and designated to act as Escrow Agent and instructed to deliver, pursuant to the terms of this Agreement, the documents and funds to be deposited into Escrow as provided this Agreement.

5.3 Close of Escrow. Provided the Parties' closing conditions have been satisfied, the closing of this transaction (the "Close of Escrow" or the "Closing") shall occur at the offices of Escrow Holder not later than 30 days from opening of escrow (the "Outside Closing Date"). In the event that the transaction does not close by the Outside Closing Date, despite the good faith efforts of CITY and RHMA, this Agreement shall be cancelled and the parties shall have no further rights or responsibilities to the other arising from this Agreement.

ARTICLE 6
CLOSING

6.1 Time and Place. The Closing shall take place on or before the Outside Closing Date in the offices of Escrow Holder, on such date as mutually agreed upon between RHMA and CITY.

6.2 RHMA's Closing Deliveries. At the Closing, RHMA shall deliver to Escrow Holder, executed and properly acknowledged where applicable:

(a) Grant Deed in the form of **Exhibit D**, fully executed and properly acknowledged by RHMA, conveying to CITY the Property;

(b) An owner's affidavit in the form customarily required by Escrow Holder, fully executed by RHMA; and

(c) Such other funds, instruments or documents as may be reasonably requested by Escrow Holder or reasonably necessary to allow the Escrow Holder to issue the owner's policy to CITY.

6.3 CITY's Closing Deliveries. At the Closing, CITY shall deliver to Escrow Holder:

(a) A Certificate of Acceptance with respect to the Grant Deed; and

(b) A preliminary change of ownership report; and

(c) Such other funds, instruments or documents as may be reasonably requested by Escrow Holder.

6.4 Escrow Holder's Duties. At the Closing, Escrow Holder shall: (i) record the Grant Deed, together with the Certificate of Acceptance, in the Official Records of San Bernardino County; and (ii) do such other items requested by CITY and RHMA, in writing, consistent with this Agreement.

6.5 Prorations. All real and personal property taxes for the Property for the current calendar year shall be prorated on and as of the Closing Date.

6.6 Closing Costs. Except as expressly provided in this Agreement, each party shall bear its own costs and expenses (including attorneys' fees) in connection with its negotiation, due diligence investigation and conduct of the Transaction. City shall pay the costs of a standard CLTA owner's policy of title insurance for the Property, the cost of any transfer and excise taxes required in connection with the transfer of the Property, Article 4. CITY shall pay any additional premiums charged by Escrow Holder for an extended ALTA coverage owner's policy of title insurance for the Property and for any endorsements requested by CITY and any mortgagee policy obtained by CITY. All other costs associated with the closing of the Transaction shall be borne by the parties in accordance with custom in San Bernardino County, California, as determined by Escrow Holder, unless otherwise specified in this Agreement. The terms of this Section 6.6 shall survive the Closing.

6.7 Possession. CITY shall be entitled to, and RHMA shall provide to CITY, exclusive possession of the Property immediately after the Close of Escrow. The Parties acknowledge that the Lease shall be deemed terminated concurrently with the Closing.

ARTICLE 7
REPRESENTATIONS AND WARRANTIES

7.1 RHMA's Representations and Warranties. RHMA hereby represents, warrants and covenants to CITY that as of the date hereof and reaffirmed as of the Close of Escrow:

(a) Organization and Standing. RHMA is a nonprofit public benefit corporation, duly organized and validly existing under the laws of the State of California, and has full power and

authority to enter into this Agreement and to consummate the transaction contemplated by this Agreement (the "Transaction").

(b) Tax Exempt Status. Borrower is an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

(c) Binding Agreement. The acceptance and performance of the terms and provisions of this Agreement have been duly authorized and approved by all necessary parties. Upon RHMA's execution and delivery of this Agreement, this Agreement shall be binding and enforceable against RHMA in accordance with its terms, and upon RHMA's execution of the additional documents contemplated by this Agreement, they shall be binding and enforceable against RHMA in accordance with their terms, except in each case as enforceability may be limited by bankruptcy, insolvency, and similar laws and equitable principles affecting the enforcement of creditors' rights generally.

(d) Consents. To RHMA's knowledge, neither the execution or delivery of this Agreement nor the consummation of the Transaction is subject to any requirement that RHMA obtain any consent, approval or authorization of, or make any declaration or filing with, any governmental authority or third party which has not been obtained or which, in any case or in the aggregate, if not obtained or made would render such execution, delivery or consummation illegal or invalid, or would constitute a default under, result in the creation of any lien, charge or encumbrance upon the Property. RHMA has not committed nor obligated itself in any manner whatsoever to sell the Property or any portion thereof to any party other than CITY. Except for in connection with any security agreement or mortgage to be discharged on the Closing Date (or prior), RHMA has not hypothecated or assigned the rents or income for the Property in any manner.

(e) Litigation. There is no litigation, arbitration or administrative proceeding pending, nor to RHMA's knowledge, threatened against RHMA with respect to the Property or this Agreement (or that could otherwise have a material adverse impact on CITY after the Closing), nor is there any basis known to RHMA for any such action or proceeding.

(f) Conflict. To RHMA's knowledge, neither the execution of this Agreement, the consummation of the transactions hereby contemplated, nor the fulfillment of the terms hereof, will conflict with or result in a breach of any of the terms, conditions, or provisions of, or constitute a default under, any agreement or instrument to which RHMA is, or is asserted to be, a party affecting the Property or to which the Property is subject or any applicable laws or regulations of any governmental body having jurisdiction.

(g) Agreements; Leases. To RHMA's knowledge, there are no leases, service contracts or other agreements affecting the Property that would be binding on CITY after the Closing Date, except as disclosed in the Preliminary Report.

(h) Hazardous Substances. To RHMA's knowledge, except as disclosed in any written environmental report delivered by RHMA to CITY (the "Environmental Report"), the Property has not been used to generate, manufacture, refine, transport, treat, store, handle, dispose, transfer, produce, or process Hazardous Substances (defined below) or solid waste, except in compliance with all applicable federal, state, and local laws, rules, and regulations, and RHMA has not caused

or knowingly permitted and has no knowledge of the presence or any Release (defined below) of any Hazardous Substances on or offsite the Property. For the purposes of this Agreement, "Hazardous Substances" shall include, without limitation, asbestos, polychlorinated biphenyls, and petroleum (including crude oil or any fraction thereof), and materials or substances defined as "hazardous waste," "hazardous substances," "hazardous materials," "pollutants," or "toxic substances" in the Comprehensive Environmental Response Compensation and Liability Act of 1980, as amended by the Superfund Amendments and Reauthorization Act of 1986 (PL 99-499); the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, *et. seq*.; the Toxic Substance Control Act, 15 U.S.C. Section 2601, *et. seq*.; the Resource Conservation and Recovery Act, as amended, 42 U.S.C. Section 6901, *et. seq*.; the Federal Water Pollution Control Act, as amended, 33 U.S.C. Section 1251, *et. seq*.; any environmental law promulgated by the State of California; and in the rules or regulations adopted and guidelines promulgated pursuant to said laws. "Release" shall mean releasing, spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, disposing or dumping.

(i) Attachment. There are no attachments, executions or assignments for the benefit of creditors, receiverships, conservatorship or voluntary or involuntary proceedings in bankruptcy or pursuant to any other debtor relief law which have been filed by RHMA or, to RHMA's knowledge, are pending in current judicial or administrative proceedings against RHMA.

ARTICLE 8
CONDITIONS PRECEDENT; SURVIVAL OF REPRESENTATIONS AND WARRANTIES

8.1 Representations and Warranties. The truth of the representations and warranties set forth in Section 7.1 on and as of the date hereof and on and as of the Close of Escrow shall be a condition precedent to CITY's obligations to accept the Property and otherwise perform under this Agreement. All representations and warranties by RHMA and CITY set forth in this Agreement shall survive the execution and delivery of this Agreement, the recordation of the Grant Deed and the Close of Escrow.

8.2 No Material Adverse Change. It shall be a condition precedent to CITY's obligation to accept the Property and otherwise perform under this Agreement that (i) no material adverse change shall have occurred to the physical condition of the Property after the Effective Date, (ii) RHMA shall have removed all monetary liens or encumbrances and such other matters as RHMA has committed to remove pursuant to Article 4, and (iii) Escrow Holder be committed to issue the title policy required by Section 4.4. This Section 8.2 shall be satisfied as of the actual Closing Date, and the failure of this condition as of the Closing Date shall entitle CITY to terminate this Agreement.

ARTICLE 9
LAND AND IMPROVEMENTS CONVEYED IN "AS IS" CONDITION

9.1 Conveyance in AS-IS Condition. CITY has been in possession of the Land and Improvements as a tenant in possession since February 4, 2025 and has had an opportunity to inspect, analyze and assess the Property. **EXCEPT AS MAY BE EXPRESSLY REPRESENTED HEREIN, IN THE EXHIBITS ATTACHED HERETO AND IN THE DOCUMENTS TO BE EXECUTED AND DELIVERED BY SELLER TO BUYER AT CLOSING, CITY AGREES THAT: (1) THE PROPERTY SHALL BE CONVEYED, AND CITY SHALL ACCEPT POSSESSION OF THE PROPERTY AT CLOSING ON AN "AS-IS-WHERE-IS" BASIS**; (2) **RHMA HAS MADE NO REPRESENTATIONS OR WARRANTIES WHETHER EXPRESS OR IMPLIED REGARDING THE PROPERTY, THE CONDITION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE PROPERTY OR ANY AMENITIES OR IMPROVEMENTS THEREON (INCLUDING WITHOUT LIMITATION ANY WARRANTY RELATING TO THE VALUE, NATURE OR CONDITION OF THE PROPERTY, OR THE SUBSURFACE OF THE PROPERTY, ITS SUITABILITY FOR CITY'S PURPOSES OR THE STATUS OF THE PROPERTY UNDER LOCALLY APPLICABLE LAW) EXCEPT THOSE WHICH ARE SPECIFICALLY STATED IN THIS AGREEMENT. RHMA HEREBY DISCLAIMS ANY AND ALL REPRESENTATIONS AND WARRANTIES, WRITTEN OR ORAL, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES AS TO CONDITION, FITNESS, FITNESS FOR A PARTICULAR PURPOSE, THE WATER, STRUCTURAL INTEGRITY, SOIL, GEOLOGY, THE MANNER OR QUALITY OF THE CONSTRUCTION OR MATERIALS (IF ANY) INCORPORATED INTO THE PROPERTY, THE STATE OF REPAIR OR LACK OF REPAIR OF THE PROPERTY, GOVERNMENTAL APPROVALS, MERCHANTABILITY, OR ENVIRONMENTAL STATUS, EXCEPT AS SPECIFICALLY STATED IN THIS AGREEMENT.**

ARTICLE 10
INDEMNITY

10.1 RHMA Indemnity. Subject to the limitations set forth in this Agreement, RHMA agrees to indemnify, defend and hold CITY and its elected officials, officers, agents, employees, affiliates, attorneys, heirs, successors and assigns (collectively, "CITY's Indemnified Parties") harmless from and against any and all liabilities, liens, claims, damages, costs, expenses, suits or judgments paid or incurred by any of CITY's Indemnified Parties and all expenses related thereto, including, without limitation, court costs and reasonable attorneys' fees arising out of or in any way connected or related to: (i) any breach or nonperformance by RHMA of any provision or covenant contained in this Agreement or in any certificate or other instrument or document furnished (or to be furnished) by RHMA with respect to the transactions contemplated hereunder, (ii) any liability arising because of a breach of any contract by RHMA or breach of any service contract by RHMA which occurred

or arose or is alleged to have occurred or arisen prior to Closing and which is not due to actions taken by CITY or CITY's agents; (iii) the ownership, maintenance, construction and construction-related issues performed by RHMA before Closing, or RHMA's operation of the Premises before Closing; and (iv) Any claim arising from events or conditions that occurred or that is alleged to have occurred by RHMA, or RHMA's officers, directors, partners, members, agents, employees, affiliates, attorneys, heirs, successors and assigns that occur before Closing. The indemnities set forth in this Section shall survive Closing without limitation.

10.2 CITY's Indemnity. Subject to the limitations set forth in this Agreement, CITY agrees to indemnify, defend and hold RHMA and its officers, directors, partners, members, agents, employees, affiliates, attorneys, heirs, successors and assigns (collectively, "RHMA's Indemnified Parties") harmless from and against any and all liabilities, liens, claims, damages, costs, expenses, suits or judgments paid or incurred by any of RHMA's Indemnified Parties and all expenses related thereto, including, without limitation, court costs and reasonable attorneys' fees arising out of or in any way connected or related to: (i) the ownership, maintenance, construction and construction-related issues performed by City after Closing, or City's operation of the Premises after Closing, (ii) Any claim arising from events or conditions that occur entirely after the Closing, excluding any claims from events or conditions that occur due to the actions of RHMA or RHMA's officers, directors, partners, members, agents, employees, affiliates, attorneys, heirs, successors, (iii) any breach or nonperformance by CITY of any of City's covenants contained in this Agreement or in any certificate or other instrument or document furnished (or to be furnished) by CITY with respect to the transactions contemplated hereunder, (iv) any liability arising because of a breach of any service contract by CITY which occurred or is alleged to have occurred after Closing and which is not due to actions taken by RHMA or RHMA's agents.

ARTICLE 11
MISCELLANOUS

11.1 Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto with respect to the transactions contemplated herein, and it supersedes all prior discussions, understandings or agreements between the parties relating to the transactions contemplated herein, including, but not limited to, the Memorandum of Understanding/Division of Responsibilities dated April 19, 2022. For avoidance of doubt, this Agreement does not supersede the Loan Agreement or the Agreement between the CITY and RHMA for the Grant of Funds for Improvements to the Proposed "Museum of Redlands" dated April 19, 2022 and, the May 7, 2024 Memorandum of Understanding advancing State Grant Funding to RHMA. All Exhibits and Schedules attached hereto are a part of this Agreement and are incorporated herein by reference.

11.2 Binding On Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

11.3 Waiver. The excuse or waiver of the performance by a party of any obligation of the other party under this Agreement shall only be effective if evidenced by a written statement signed by the party so excusing or waiving. No delay in exercising any right or remedy shall constitute a waiver thereof, and no waiver by RHMA or CITY of the breach of any covenant of this Agreement shall be construed as a waiver of any preceding or succeeding breach of the same or any other covenant or condition of this Agreement.

11.4 Governing Law. This Agreement shall be governed by and construed under the internal laws of the State of California, without regard to the principles of conflicts of law.

11.5 Counterparts. This Agreement may be executed in any number of counterparts, and it shall be sufficient that the signature of each party appear on one or more such counterparts. All counterparts shall collectively constitute a single agreement.

11.6 Notices. All notices or other communications required or provided to be sent by either party shall be in writing and shall be sent by: (i) United States Postal Service, certified mail, return receipt requested, (ii) any nationally known overnight delivery service for next day delivery, (iii) facsimile with written confirmation of receipt from sending facsimile machine, or (iv) delivered in person. All notices shall be deemed to have been given on the date of receipt or the intended recipient's refusal of receipt if sent by certified mail, or on the next Business Day if sent by nationally known overnight delivery service, or on the date when a facsimile is sent or on the date of personal delivery. All notices shall be addressed to the parties at the addresses below:

CITY OF REDLANDS	REDLANDS HISTORICAL MUSEUM ASSOCIATION
Attn: City Clerk 35 Cajon Street, Suite 4 P.O. Box 3005 (mailing) Redlands, CA 92373	c/o Mundell, Odlum & Haws, LLP 650 E. Hospitality Lane, Suite 470 San Bernardino, California 92408

Any address or name specified above may be changed by notice given to the addressee by the other party in accordance with this Section. The inability to deliver notice because of a changed address of which no notice was given as provided above, or because of rejection or other refusal to accept any notice, shall be deemed to be the receipt of the notice as of the date of such inability to deliver or rejection or refusal to accept. Any notice to be given by any party hereto may be given by the counsel for such party.

11.7 Attorneys' Fees. In the event of a judicial or administrative proceeding or action by one party against the other party with respect to the interpretation or enforcement of this Agreement, the prevailing party shall be entitled to recover reasonable costs and expenses including, without limitation, reasonable attorneys' fees and expenses, whether at the investigative, pretrial, trial or appellate level. The prevailing party shall be determined by the court based upon an assessment of which party's major arguments or position prevailed.

11.8 Time Periods. If the time for performance of any obligation hereunder expires on a day that is not a Business Day, the time for performance shall be extended to the next Business Day.

11.9 Modification of Agreement. No modification of this Agreement shall be deemed effective unless in writing and signed by both parties.

11.10 Further Instruments. Each party, promptly upon the request of the other, shall execute and have acknowledged and delivered to the other or to the Escrow Holder, as may be appropriate, any and all further instruments reasonably requested or appropriate to evidence or give effect to the provisions of this Agreement and which are consistent with the provisions of this Agreement.

11.11 Descriptive Headings; Word Meaning. The descriptive headings of the paragraphs of this Agreement are inserted for convenience only and shall not control or affect the meaning or construction of any provisions of this Agreement. Words such as "herein," "hereinafter," "hereof" and "hereunder" when used in reference to this Agreement, refer to this Agreement as a whole and not merely to a subdivision in which such words appear, unless the context otherwise requires. The singular shall include the plural, and the masculine sender shall include the feminine and neuter, and vice versa, unless the context otherwise requires. The word "including" shall not be restrictive and shall be interpreted as if followed by the words "without limitation.

11.12 Business Day. As used herein, the term "Business Day" means any day other than Saturday, Sunday and any day which is a legal holiday in the State of California.

11.13 Construction of Agreement. This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared primarily by counsel for one of the parties, it being recognized that both CITY and RHMA have contributed substantially and materially to the preparation of this Agreement.

11.14 Severability. The parties hereto intend and believe that each provision in this Agreement comports with all applicable local, state and federal laws and judicial decisions. However, if any provision in this Agreement is found by a court of law to be in violation of any applicable local, state or federal law, statute, ordinance, administrative or judicial decision, or public policy, or if in any other respect such a court declares any such provision to be illegal, invalid, unlawful, void or unenforceable as written, then it is the intent of all parties hereto that, consistent with and with a view towards preserving the economic and legal arrangements among the parties hereto as expressed in this Agreement, such provision shall be given force and effect to the fullest possible extent, and that the remainder of this Agreement shall be construed as if such illegal, invalid, unlawful, void or unenforceable provision were not contained herein, and that the rights, obligations and interests of the parties under the remainder of this Agreement shall continue in full force and effect.

11.15 Survival. All of the representations and warranties set forth in this Agreement and the covenants set forth in Article 2 shall survive the Closing, and shall not merge into any deed, assignment or other instrument executed or delivered pursuant hereto.

11.16 No Third Party Beneficiary. No term or provision of this Agreement or the exhibits hereto is intended to be, nor shall any such term or provision be construed to be, for the benefit of any

person, firm, corporation or other entity not a party hereto (including, without limitation, any broker), and no such other person, firm, corporation or entity shall have any right or cause of action hereunder.

11.17 Brokers. RHMA and CITY warrant, each to the other, that they have not dealt with any finder, broker or realtor in connection with the Transaction, and each agrees to indemnify, defend and hold the other harmless from and against any claim for brokerage commissions, compensation or fees by any broker, agent or finder in connection with the sale of the Property or the other transactions contemplated hereby resulting from the acts of the indemnifying party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

Redlands Historical Museum Association

By: _____
Name: _____
Title: _____

City of Redlands

By: _____
Name: _____
Title: _____

ATTEST:

_____
Jeanne Donaldson, City Clerk

ESCROW AGENT:

The undersigned Escrow Agent hereby accepts the foregoing Real Estate Transfer Agreement and Joint Escrow Instructions, agrees to act as Escrow Agent under such agreement in strict accordance with its terms, agrees to insert as the "Date of Opening of Escrow" below, the date this Agreement was signed by both Seller and Buyer and received by Escrow Agent, and agrees to comply with the applicable provisions of the Internal Revenue Code with respect to the transactions contemplated hereby.

FIRST AMERICAN TITLE COMPANY

By:_____

Name: Kelly Simoneau

Its: Senior Commercial Escrow Officer

Date of Opening of Escrow:_____

EXHIBIT A

LEGAL DESCRIPTION

0171-191-24-0000

ALL THAT PORTION LOT 4, BLOCK 27, ACCORDING TO MAP NO. 4, PART OF THE SECOND PRELIMINARY MAP OF REDLANDS, IN THE OF CITY REDLANDS, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 5, PAGE 6 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE NORTHWESTERLY RIGHT OF WAY OF BROOKSIDE AVENUE (100 FEET AND THE SOUTHWESTERLY RIGHT OF WAY OF CENTER STREET (80 FEET WIDE); THENCE ALONG SAID NORTHWESTERLY RIGHT OR WAY OF BROOKSIDE AVENUE SOUTH 56 DEG 20'30" WEST, 317 FEET; THENCE PARALLEL WITH THE SOUTHWESTERLY RIGHT OF WAY OF CENTER STREET NORTH 33 DEG 40'00" WEST, 240 FEET; THENCE PARALLEL WITH THE SAID NORTHWESTERLY RIGHT OF WAY OF BROOKSIDE AVENUE NORTH 56 DEG 20'30" EAST, 317 FEET TO POINT ON THE SOUTHWESTERLY RIGHT OF WAY OF SAID CENTER STREET; THENCE ALONG SAID SOUTHWESTERLY RIGHT OF WAY OF SAID CENTER STREET SOUTH 33 DEG 40'00" EAST 240 FEET TO THE POINT OF BEGINNING. EX ST

EXHIBIT B

MUSEUM OF REDLANDS LOGO



EXHIBIT C

NAMING RIGHTS DOCUMENTS

[Attached]

EXHIBIT D

FORM OF GRANT DEED

RECORDING REQUESTED BY:

_____

WHEN RECORDED MAIL TO:

City of Redlands
P.O. Box 3005
Redlands, California 92373
Attention: City Clerk

(Space Above for Recorder's Use)

APN Number 0171-191-24-0000

GRANT DEED CONTAINING POWER OF TERMINATION

The undersigned Grantor declares that Documentary Transfer Tax is not shown pursuant to Section 11932 of the California Revenue and Taxation Code, as amended.

PART 1

Section 1: Grant of Property. FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which is hereby acknowledged, REDLANDS HISTORICAL MUSEUM ASSOCIATION, a California nonprofit public benefit corporation, (the "Grantor"), hereby grants to CITY OF REDLANDS, a municipal corporation(“Grantee”), the real property in the City of Redlands, County of San Bernardino, State of California, described in Exhibit "A" attached to and incorporated in this Agreement by this reference (the “Property”).

THIS GRANT AND CONVEYANCE IS MADE AND ACCEPTED SUBJECT TO COVENANTS, CONDITIONS, RESTRICTIONS, RESERVATIONS, RIGHTS OF WAY AND EASEMENTS NOW OF RECORD.

PART II

Section 2: Covenants. Grantee shall utilize the Property principally and in perpetuity as a historical, cultural and community resource open to the public and operated principally as the Grantee location where objects and presentations of historical, scientific, artistic, or cultural interest are stored and exhibited (the “Museum”); provided that nothing herein shall preclude the Grantee from other incidental uses of the Museum for city-sponsored events or renting the Museum for private events.

PART III

Section 3: Grantor Power of Termination Regarding the Property.

3.1 The Grantor hereby reserves a power of termination pursuant to Civil Code Sections 885.010, et seq., exercisable by the Grantor, in its reasonable discretion, upon ninety (90) calendar days written notice to the Grantee referencing this Section 3.1, to terminate the fee interest of the Grantee in the Property and/or any improvements to the Property and revest such fee title in the Grantor and take possession of all or any portion of such real property and improvements, without compensation to the Grantee, upon material breach by the Grantee of the covenant set forth in Section 2 of this Grant Deed ("Event of Default").

3.2 The ninety (90) calendar day written notice specified Section 3.1 shall specify the Event of Default by the Grantee triggering the Grantor's exercise of its power of termination. The Grantor shall proceed with its remedy set forth in Section 3.1 only if the Grantee continues in default for a period of ninety (90) calendar days following such notice or, upon commencing to cure such default, fails to diligently and continuously prosecute said cure to satisfactory conclusion.

3.3 Upon the Grantor's exercise of its power of termination pursuant to this Section 3, the Grantee or its successors or assigns shall, subject to the provisions of Section 3.2 with respect to a cure of such Event of Default, convey by grant deed to the Grantor title to the Property, as specified in the Grantor's notice pursuant to Section 3.1, and all improvements thereon, in accordance with Civil Code Section 1109, as such code section may hereafter be amended, renumbered, replaced or substituted. Such conveyance shall be duly acknowledged by the Grantee and a notary in a manner suitable for recordation. The Grantor may enforce its rights pursuant to this Section 3.3 by means of an injunctive relief or forfeiture of title action filed in any court of competent jurisdiction.

3.4 THE GRANTEE ACKNOWLEDGES AND AGREES THAT THE GRANTOR'S EXERCISE OF ITS POWER OF TERMINATION AND RIGHT OF REENTRY PURSUANT TO THIS SECTION 3 WORK A FORFEITURE OF THE ESTATE IN THE PROPERTY CONVEYED TO THE GRANTEE THROUGH THE GRANT DEED. THE GRANTEE HEREBY EXPRESSLY WAIVES, TO THE MAXIMUM EXTENT ALLOWED BY LAW, ANY AND ALL EQUITABLE AND LEGAL DEFENSES THAT THE GRANTEE MAY HAVE TO SUCH FORFEITURE, INCLUDING, BUT NOT LIMITED TO, THE DEFENSES OF LACHES, WAIVER, ESTOPPEL, SUBSTANTIAL PERFORMANCE OR COMPENSABLE DAMAGES. THE GRANTEE FURTHER EXPRESSLY WAIVES, TO THE MAXIMUM EXTENT ALLOWED BY LAW, ANY AND ALL RIGHTS AND DEFENSES THAT THE GRANTEE MAY HAVE UNDER CALIFORNIA CIVIL CODE SECTION 3275 OR ANY OTHER STATUTE OR COMMON LAW PRINCIPLE OF SIMILAR EFFECT. THE GRANTEE ACKNOWLEDGES THAT THE TERMS AND CONDITIONS OF THE GRANT DEED REFLECT THE POSSIBILITY OF FORFEITURE BY VIRTUE OF THE EXERCISE OF THE GRANTOR'S POWER OF TERMINATION PROVIDED IN THIS SECTION 3 AND FURTHER ACKNOWLEDGE THAT IT HAS RECEIVED INDEPENDENT AND ADEQUATE

CONSIDERATION FOR ITS WAIVER AND RELINQUISHMENT OF RIGHTS AND REMEDIES PURSUANT TO THIS SECTION 3.5.

GRANTEE'S INITIALS _____

IN WITNESS WHEREOF, the Grantor has executed this Grant Deed as of

_____, 20__.

GRANTOR:
REDLANDS HISTORICAL MUSEUM ASSOCIATION

By:_____

EXHIBIT “A” TO GRANT DEED

LEGAL DESCRIPTION

0171-191-24-0000

ALL THAT PORTION LOT 4, BLOCK 27, ACCORDING TO MAP NO. 4, PART OF THE SECOND PRELIMINARY MAP OF REDLANDS, IN THE OF CITY REDLANDS, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 5, PAGE 6 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE NORTHWESTERLY RIGHT OF WAY OF BROOKSIDE AVENUE (100 FEET AND THE SOUTHWESTERLY RIGHT OF WAY OF CENTER STREET (80 FEET WIDE); THENCE ALONG SAID NORTHWESTERLY RIGHT OR WAY OF BROOKSIDE AVENUE SOUTH 56 DEG 20'30" WEST, 317 FEET; THENCE PARALLEL WITH THE SOUTHWESTERLY RIGHT OF WAY OF CENTER STREET NORTH 33 DEG 40'00" WEST, 240 FEET; THENCE PARALLEL WITH THE SAID NORTHWESTERLY RIGHT OF WAY OF BROOKSIDE AVENUE NORTH 56 DEG 20'30" EAST, 317 FEET TO POINT ON THE SOUTHWESTERLY RIGHT OF WAY OF SAID CENTER STREET; THENCE ALONG SAID SOUTHWESTERLY RIGHT OF WAY OF SAID CENTER STREET SOUTH 33 DEG 40'00" EAST 240 FEET TO THE POINT OF BEGINNING. EX ST

A notary public or other officer completing this certificate verified only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)

) ss.

COUNTY OF _____)

On _____, 2025, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they/executed the same in his/her/their authorized capacity(ies) and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

_____

Notary Public

In and For Said County and State

FORM OF CERTIFICATE OF ACCEPTANCE

This is to Certify that the interest in real property conveyed by the Grant Deed Containing Power of Termination dated _____, 2025, from Redlands Historical Museum Association, a California nonprofit public benefit corporation, to City of Redlands, a municipal corporation, is hereby accepted by the undersigned officer or agent on behalf of the City Council of the City of Redlands pursuant to the authority conferred by Resolution No. 7893 of the City Council of the City of Redlands adopted on July 17, 2018, and the grantee consents to recordation thereof by its duly authorized officer.

Dated: _____

By: _____

Name: Charles M. Duggan, Jr.

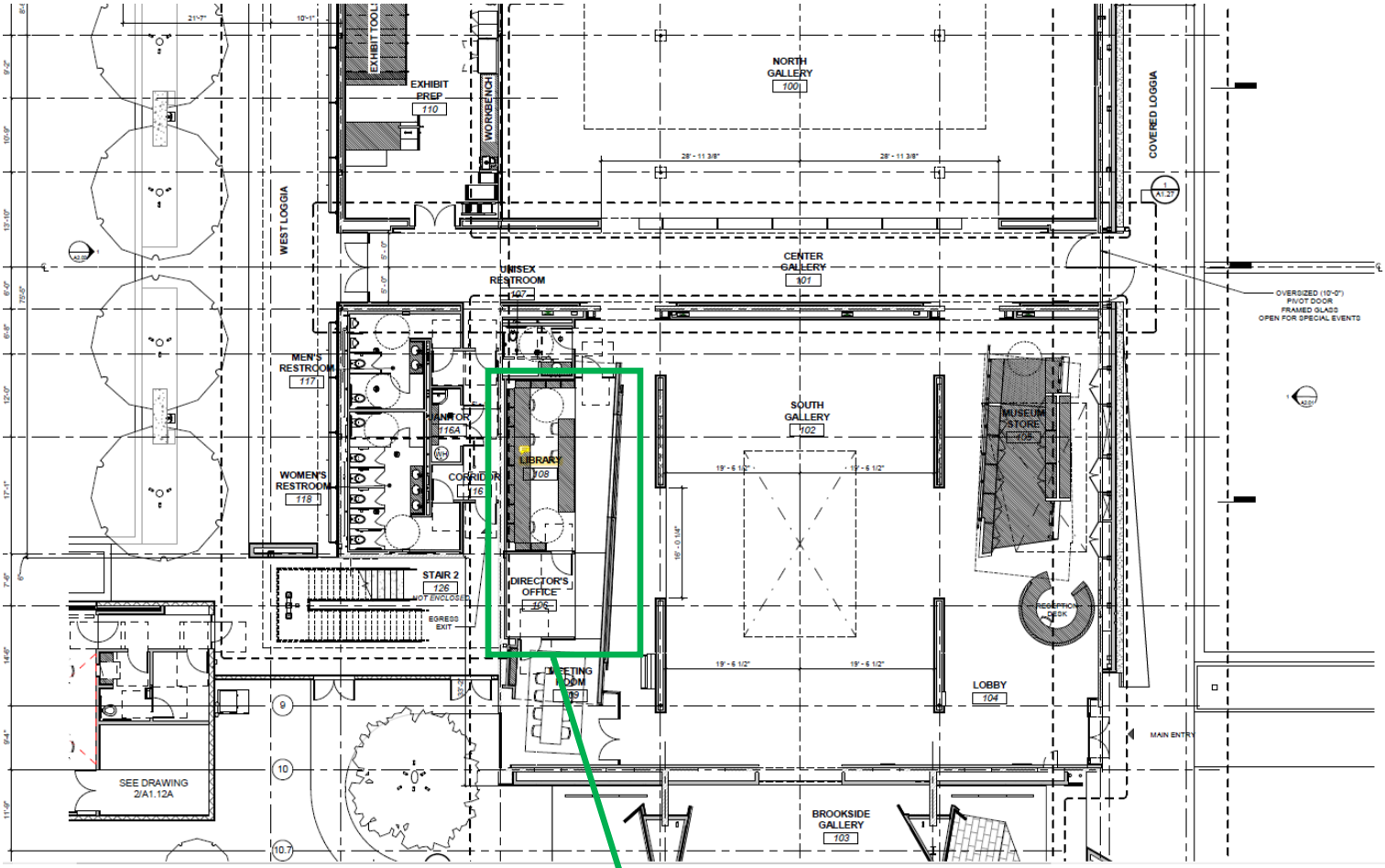
Title: City Manager

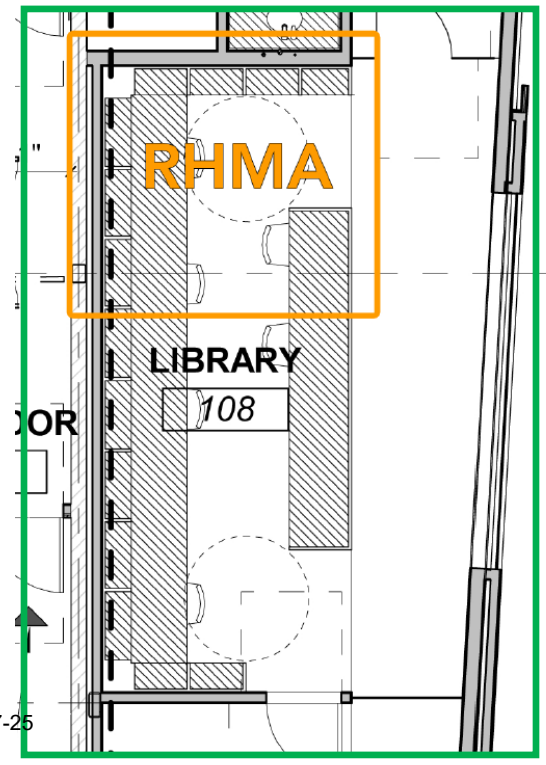
ATTEST: _____

Jeanne Donaldson, City Clerk

EXHIBIT E

DEPICTION OF OFFICE SPACE





Donor	Inscription	Location / Details (If not defined in Inscription)
	INDOOR	
Jack H. Brown Family Foundation	JACK H. BROWN NORTH GALLERY	
Clara Mae Clem	CLARA MAE CLEM CENTRAL GALLERY	
Alice Daniels	DANIELS FAMILY BROOKSIDE GALLERY	
Bud Feldkamp	FELDKAMP FAMILY MUSEUM STORE	
G. Bradford Hinckley	BRAD HINCKLEY HISTORY TIMELINE	
Elizabeth and Robert Heinze	RATCLIFFE-HEINZE FAMILY LOBBY	
Dr. Edward and Linda Serros	EDWARD & LINDA SERROS CONFERENCE ROOM	
David and Robin Maupin	MAUPIN FAMILY ADMINISTRATIVE CENTER	
Dr. Larry and Char Burgess	WILL J. REID FOUNDATION RESEARCH LIBRARY	
Rev. Lowell and Shirley Linden	LOWELL & SHIRLEY LINDEN ENTRANCE DESK	
Jim and Becky Malachowski	MALACHOWSKI GREEN ROOM	
Dr. Boyd Nies	HELEN NIES EXHIBITION SPACE	
Jerry and Marilyn Bean	JERRY & MARILYN BEAN EXHIBITION SPACE	
David and Diana McLaughlin	DAVID & DIANA MCLAUGHLIN EXHIBITION SPACE	
Raymond and Cindy Totten	RAY & CINDY TOTTEN EXHIBITION WALL	North Gallery
Franci Lee Free	BARRY & JANET LEE FAMILY STAGE	
Bill and Lori Hatfield	HATFIELD FAMILY EXHIBIT PREP STUDIO	
Greg and Lori Horter	GREG & LORI HORTER STORAGE SYSTEM	Collections
Contemporary Club	CONTEMPORARY CLUB ESTABLISHED 1894 TO SERVE REDLANDS	Gallery Bench
Mark and Liz Beguelin	MARK & LIZ BEGUELIN	Gallery Bench
Bruce and Deborah Hinckley	BRUCE & DEBBIE HINCKLEY FAMILY	Gallery Bench
Donna West	DR J ROBERT & DONNA WEST	Gallery Bench
Donna & John Zdrojewski	DONNA & JOHN ZDROJEWSKI DISPLAY CASE	Store
	OUTDOOR	
Tim and Carol Rochford	ROCHFORD FAMILY BUILDING	
Laura and Jack Dangermond	LAURA & JACK DANGERMOND EVENTS PAVILION & COURTYARD	
Dr. Larry and Char Burgess	LARRY & CHARLOTTE BURGESS MAIN ENTRANCE	
Marilyn Solter	SOLTER FAMILY GARDEN STAGE	
William and Janet Buster	WM C BUSTER FAMILY CENTRAL GALLERY ENTRANCE BENITA MARIE BUSTER CENTRAL GALLERY ENTRANCE	EAST END OF CENTRAL ENTRANCE WEST SIDE OF CENTRAL ENTRANCE
Monte and Nelda Stuck	NELDA & MONTE STUCK	GARDEN BENCH
Contemporary Club	CONTEMPORARY CLUB ESTABLISHED 1894 TO SERVE REDLANDS	GARDEN BENCH
John and Karen Tincher	TINCHER FAMILY	GARDEN BENCH
Larry and Cindy Munz	MUNZ FAMILY	GARDEN BENCH
Phillip Doolittle	COURTESY OF PHILLIP DOOLITTLE	WATER FOUNTAIN
Jane and Marty Davis	JANE & MARTY DAVIS	ORANGE IN RELIEF
David and Marguerite Wilson	MARGUERITE & DAVID M WILSON	ORANGE IN RELIEF
Sharen and Jim Jeffries	CHRESTEN KNUDSEN FAMILY	ORANGE IN RELIEF
James and Patricia Sandos	JIM & TISH SANDOS	LEAF IN RELIEF
Dr. James and Patricia Belote	JAMES & PATTI BELOTE	LEAF IN RELIEF
Peter and Serena Davis	PETER & SERENA DAVIS	LEAF IN RELIEF
Paul and Joann Barich	PAUL & JOANN BARICH GARDEN DRIVE	
Stephen and Ahleda Stockton	STEVE & LEDA STOCKTON PLAZA	

Donor	Inscription	Location / Details (If not defined in Inscription)
	TREES	
Burgesons Heating & AC, Inc.	IN HONOR OF BURGESON'S FOUNDERS ELGAR & EVA BURGESON	COASTAL OAK
William and Nancy Emmerson	NAN & BILL EMMERSON	COASTAL OAK
Gerald and Robin Grube	GERALD & ROBIN GRUBE	COASTAL OAK
Don and Susan McCue	HAL & JO MUELLER PARENTS OF SUSAN McCUE	COASTAL OAK
Don and Susan McCue	RAY & BARBARA McCUE PARENTS OF DON McCUE	COASTAL OAK
Garry and Elaine Cohoe	GARRY & ELAINE COHOE	COASTAL OAK
Susan & Paul Shimoff	SUSAN & PAUL SHIMOFF	HOLLY OAK
Ann & Vaughn Bryan	ANN & VAUGHN BRYAN	HOLLY OAK
Radha and Praful Shah	RADHA & PRAFUL SHAH	CHINESE ELM
Jim and Carol Snodgress	JIM & CAROL SNODGRESS	CHINESE ELM
Luann Bangsund	LUANN BANGSUND	CHINESE ELM
Joseph and Kathy Maiberger	JOE & KATHY MAIBERGER	CHINESE ELM
Richard and Barbara Nance	DICK & BARBARA NANCE	CHINESE ELM
Ronald Running	RONALD RUNNING	CHINESE ELM
Margie Gifford	JUNIE & LOUISE SCHULTZ DON & MARGIE GIFFORD FAMILY	CHINESE ELM
Stan & Ellen Weisser	STAN & ELLEN WEISSER	CHINESE ELM
Robert Garcia	IN MEMORY OF SUSAN GARCIA	NAVEL ORANGE
Don and Susan McCue	DON & SUSAN MCCUE	NAVEL ORANGE
John Oliver	JOHN & KAREN OLIVER	NAVEL ORANGE
Tom and Julie Cutler	TOM & JULIE CUTLER	NAVEL ORANGE
Terry and Geneil Vines	TERRY & GENEIL VINES	NAVEL ORANGE
Terry and Geneil Vines	VINES CHILDREN STEFFANI • THERON • KEVIN • BRITTANI • ZACHARY	NAVEL ORANGE
Steve & Vickie Becker	IN HONOR OF OUR GRANDCHILDREN EVA • CALUM • LUCA • HOLDEN STEVEN & VICKIE	NAVEL ORANGE
Jim Gerrard/Gail Rice	JIM GERRARD & GAIL RICE	NAVEL ORANGE
Barbara Riordan	IN HONOR OF THE CRAM FAMILY	NAVEL ORANGE
Gene & Dale Bauer	GENE & DALE BAUER	NAVEL ORANGE
Cheryl Lossett	LOSSETT FAMILY	NAVEL ORANGE
Richard & Kristen Thibedeau	RICHARD & KRISTIN THIBEDEAU	NAVEL ORANGE
Tim and Meike Murone	TIM & MEIKE MURONE NATALIE • TEEJAY • TRISTAN	PEPPER TREE
Cheryl Lossett	LOSSETT FAMILY	PEPPER TREE
janise Talley	IN MEMORY OF TERRY TALLEY	CHITALPA MORNING CLOUD TREE
Kathy Talbert Weller	TALBERT FAMILY	CHITALPA MORNING CLOUD TREE
John & Sally Robertson	JOHN & SALLY ROBERTSON	CHITALPA MORNING CLOUD TREE
Todd Loza & Nathan Gonzales	TODD LOZA & NATHAN GONZALES	CHITALPA MORNING CLOUD TREE
Richard Wilson	ELIZABETH & RICHARD WILSON	CHITALPA MORNING CLOUD TREE
Marty Davis	IN MEMORY OF ANN & RALPH DAVIS	CHITALPA MORNING CLOUD TREE
Tom Atchely	REDLANDS AREA HISTORICAL SOCIETY	CHITALPA MORNING CLOUD TREE
Elizabeth Bawden	BAWDEN FAMILY	CHITALPA MORNING CLOUD TREE
Leslie Best	TO HONOR THE CITRUS LEGACY OF MY GRANDMOTHER, ROSE DANIELS BEST	CHITALPA MORNING CLOUD TREE

City Council Meeting **L. 2.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of a Property Donation Agreement with the Dearborn Park Trust 3/1/17 for the donation to City of Assessor's Parcel No. 0170-302-07-0000 and determine that approval of the agreement is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act (Assistant City Manager Boatman)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motions are provided:

1. I move that the City Council find that approval of the Property Donation Agreement with Dearborn Park Trust 3/1/17 is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act; and

2. I move that the City Council approve the Property Donation Agreement with the Dearborn Park Trust 3/1/17 donating Assessor's Parcel No. 0170-302-07-0000 to the City.

RECOMMENDATION:

Staff Recommends that the City Council determine that approval of the Property Donation Agreement with the Dearborn Park Trust 3/1/17 is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act. Staff further recommends that the City Council approve the Property Donation Agreement with the Dearborn Park Trust 3/1/17.

DISCUSSION:

The Dearborn Park Trust 3/1/17 (Trust) is the owner of certain real property located on Dearborn Street, immediately adjacent to a City facility, comprising approximately eight thousand (8,000) square feet. The Trust submitted an unsolicited offer of donation to the City. On January 21, 2025, the City Council approved the acceptance of the donation of property subject to satisfactory completion of the City's due diligence. The due diligence has been completed and staff is now recommending that the City Council approve the Property Donation Agreement.

Determination of General Plan Conformity

Prior to the acquisition or sale of real property by a local agency, Government Code Section 65402 requires that such acquisition or sale be submitted to the Planning Commission (Commission) for an evaluation as to its conformity with the General Plan. The proposed donation herein for the property identified as APN: 0170-302-07-0000 was submitted to the Planning Commission for evaluation on November 12, 2024.

The Commission evaluated the proposed donation for General Plan conformity and provided its report through the adoption of a resolution (Attachment C). Through the adoption of this resolution, the Commission found that acceptance of the donation would be in conformance with the General Plan in that it is consistent with General Plan Policies 4-A.41, 7-P.26, and 7-P.27.

Furthermore, approval of the Property Donation Agreement is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3). Section 15061(b)(3) states that an activity is covered by the common sense exemption where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. The approval of the agreement will only transfer ownership of the subject property and will not result in a physical change in the environment. Therefore, the proposed donation is exempt from further CEQA review.

ALTERNATIVES:

The City Council may elect not to approve the agreement and direct staff accordingly.

STRATEGIC PLAN:

Not Applicable.

SUBMITTED BY:
Christopher Boatman, Assistant City Manager

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

PREPARED BY:
Tricia Swope, Manager, Facilities and Community Services

Fiscal Impact

Fiscal Year: FY 2024-25

Discussion:

There will be minimal fiscal impact related to the costs of recording the transfer of ownership.

Attachments

A. Property Donation Agreement

B. Map of Parcel 0170-302-07

C. Planning Commission Reso No. 1691

APN: 0170-302-07-0000

DONATION AGREEMENT

THIS AGREEMENT ("Agreement") is made this 17th day of June, 2025 (the "Effective Date") by and between the City of Redlands, a California municipal corporation, herein called "RECIPIENT," and Carl D Brandstetter as Trustee of Dearborn Park Trust, U/A dated March 1, 2017, as to an undivided 50% interest and Stephen Peter Buoye and Diana Tilton Buoye, Co-Trustees of the Stephen and Diana Buoye Revocable Trust, under agreement dated June 11, 2024, as to an undivided 50% interest, as tenants in common (collectively, "DONOR.") The RECIPIENT and DONOR are sometimes individually referred to as "Party" and collectively as "Parties."

WHEREAS, DONOR is the fee simple owner of certain real property located in San Bernardino County, identified as Assessor's Parcel No. 0170-302-07-0000, comprising approximately eight thousand (8,000) square feet and as more particularly described on Exhibit "A" attached hereto (the "Property");

WHEREAS, DONOR desires to donate the Property to the RECIPIENT for public use purposes, and the RECIPIENT intends to accept the Property for use in connection with the City's water facility.

WHEREAS, the Parties now desire to set forth the terms and conditions of the donation in this Agreement.

NOW, THEREFORE, RECIPIENT and DONOR agree as follows:

1. Incorporation of Recitals. The Recitals set forth above are incorporated into and made a part of this Agreement as though fully set forth herein

2. Donation of Property. DONOR shall grant the Property to RECIPIENT and, in consideration of the donation to RECIPIENT, RECIPIENT shall accept the grant of the Property, or interest therein, upon the terms and conditions set forth in this Agreement. While no money shall change hands between the parties, DONOR shall receive the benefits of a donation to RECIPIENT, as well as transferring the obligations associated with the Property to RECIPIENT, and RECIPIENT is willing to accept such obligations in exchange for the Property.

3. Obligations of Donor.

3.1 Fee Interest. Upon acceptance by RECIPIENT, DONOR shall convey, assign and transfer its fee interest in the Property to RECIPIENT, free and clear of all liens, encumbrances, easements, leases (recorded or unrecorded), bonds, assessments, and taxes except for (i) liens for non-delinquent property taxes and assessments, and (ii) those liens and encumbrances and easements which, in the sole discretion of RECIPIENT, are acceptable pursuant to Section 6 of this Agreement.

3.2 Representations and Warranties of Donor. RECIPIENT acknowledges and agrees that DONOR makes no representations or warranties, express or implied, regarding the condition of the Property, including but not limited to its environmental condition, structural integrity, zoning, compliance with law, or fitness for any particular purpose.

3.2.1 **"AS-IS, WHERE-IS" ACCEPTANCE. RECIPIENT ACCEPTS THE PROPERTY IN ITS "AS-IS, WHERE-IS" CONDITION, WITH ALL FAULTS, DEFECTS (WHETHER PATENT OR LATENT), AND CONDITIONS, KNOWN OR UNKNOWN. RECIPIENT ACKNOWLEDGES THAT IT HAS HAD THE OPPORTUNITY TO INSPECT THE PROPERTY, CONDUCT DUE DILIGENCE, AND INVESTIGATE ALL MATTERS AFFECTING THE PROPERTY'S SUITABILITY FOR RECIPIENT'S INTENDED USE.**

3.2.2 Release and Assumption of Risk. Except with to the extent arising from or relating to the negligent acts or omissions of DONOR ("Unreleased Claims"), RECIPIENT, on behalf of itself and its successors and assigns, expressly waives, releases, and discharges DONOR from any and all claims, liabilities, losses, or obligations related to:

(i) the presence or release of any Hazardous Substances on, under, or about the Property, whether existing now or discovered in the future;

(ii) the past, present, or future compliance of the Property with any federal, state, or local laws, including Environmental Laws, building, zoning, and land use regulations;

(iii) any structural, geological, or other physical conditions of the Property, including defects or deficiencies in any buildings or improvements, whether or not disclosed in any reports or studies provided by DONOR; and

(iv) any other matter affecting the use, ownership, or operation of the Property.

3.2.3 Waiver of Claims. RECIPIENT acknowledges that it has reviewed and accepts any environmental reports, structural evaluations, or other disclosures provided by DONOR. RECIPIENT assumes all responsibility for any required remediation, repairs, or modifications and, except with respect to any Unreleased Claims, or the breach of any of DONOR's representations and warranties or disclosures set forth herein, waives any right to seek damages, contribution, or reimbursement from DONOR for any costs incurred in connection with the Property.

3.3 Representations and Warranties of DONOR. Donor hereby makes the following representations and warranties with respect to the Property, each of which is true and correct as of the date of this Agreement and shall survive the transfer of the Property and recordation of the Deed.

3.3.1 Litigation and Investigations. There is no pending or threatened litigation, administrative proceeding, or other legal or governmental action with respect to the Property. DONOR has not received any formal or informal notice alleging that conditions on the

Property are in violation of any Laws or Environmental Laws or informing DONOR that the Property is subject to investigation or inquiry regarding the violation of any Laws or Environmental Laws.

3.3.2 Access to the Property. There is vehicular access to the Property either directly through a public right of way or through a recorded easement; and

3.3.3 No Insolvency Proceedings. DONOR has not (i) made a general assignment for the benefit of creditors; (ii) filed any voluntary petition in bankruptcy or suffered the filing of any involuntary petition by its creditors; (iii) suffered the appointment of a receiver to take possession of all or substantially all of its assets; (iv) suffered the attachment or other judicial seizure of substantially all of its assets; or (v) admitted in writing its inability to pay its debts as they come due.

3.3.4 No Other Agreements, Undertakings or Tenancies. DONOR will not enter into any agreements or undertake any new obligations prior to Recordation Date which will in any way burden, encumber or otherwise affect the Property without the prior written consent of the RECIPIENT.

3.3.5 Notice of Changes. DONOR shall promptly notify RECIPIENT of any facts that would cause any of the representations contained in this Agreement to be untrue as of the Recordation Date. If RECIPIENT reasonably concludes that a fact materially and adversely affects the Property, RECIPIENT shall have the option to terminate this Agreement by delivering written notice to Donor and Title Officer.

3.3.6 Hazardous Materials. DONOR represents and warrants to the RECIPIENT that, to DONOR's knowledge, the Property is free from any Hazardous Substances and is in compliance, in all material respects, with all Environmental Laws. DONOR further represents that there has been no release, discharge, or disposal of any such Hazardous Substances on, under, or about the Property, and the Property has not been used by DONOR for activities that would reasonably be expected to result in Hazardous Substances contamination or violation of Environmental Laws.

(i) Definitions.

(1) "Environmental Laws" means all federal, state, local, or municipal laws, rules, orders, regulations, statutes, ordinances, codes, decrees, or requirements of any government authority regulating, relating to, or imposing liability or standards of conduct concerning any Hazardous Substance (as defined subsequently in this Agreement), or pertaining to occupational health or industrial hygiene (and only to the extent that the occupational health or industrial hygiene laws, ordinances, or regulations relate to Hazardous Substances on, under, or about the Property), occupational or environmental conditions on, under, or about the Property, as now in effect, including without limitation, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) and the Superfund Amendments and Reauthorization Act of 1986 (SARA) [42 U.S.C.A. §§ 9601 et seq.]; the Resource Conservation and Recovery Act of 1976 (RCRA) and the Solid Waste Disposal Act [42 U.S.C.A. §§ 6901 et seq.]; the Clean Water Act, also known as the Federal Water Pollution Control Act (FWPCA) [33

U.S.C.A. §§ 1251 et seq.]; the Toxic Substances Control Act (TSCA) [15 U.S.C.A. §§ 2601 et seq.]; the Hazardous Materials Transportation Act (HMTA) [49 U.S.C.A. §§ 1801 et seq.]; the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) [7 U.S.C.A. §§ 136 et seq.]; the Clean Air Act (CAA) [42 U.S.C.A. §§ 7401 et seq.]; the Safe Drinking Water Act (SDWA) [42 U.S.C.A. §§ 300f et seq.]; the Surface Mining Control and Reclamation Act of 1977 (SMCRA) [30 U.S.C.A. §§ 1201 et seq.]; the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA or EPCRTKA) [42 U.S.C.A. §§ 11001 et seq.]; the Occupational Safety and Health Act of 1970 (OSHA) [29 U.S.C.A. §§ 655, 657]; the California laws regarding the underground storage of hazardous substances [H & S C §§ 25280 et seq.]; the Hazardous Substance Account Act [H & S C §§ 25300 et seq.]; the California laws regarding hazardous waste control [H & S C §§ 25100 et seq.]; the Safe Drinking Water and Toxic Enforcement Act of 1986 [H & S C §§ 25249.5 et seq.]; the Porter-Cologne Water Quality Control Act [Wat C §§ 13000 et seq.], and any amendments of or regulations promulgated under the statutes cited above and any other federal, state, or local law, statute, ordinance, or regulation now in effect that pertains to occupational health or industrial hygiene, and only to the extent that the occupational health or industrial hygiene laws, ordinances, or regulations relate to Hazardous Substances on, under, or about the Property, or the regulation or protection of the environment, including ambient air, soil, soil vapor, groundwater, surface water, or land use.

(2) "Hazardous Substances" includes without limitation:

a. Those substances included within the definitions of "hazardous substance," "hazardous waste," "hazardous material," "toxic substance," "solid waste," or "pollutant or contaminant" in CERCLA, RCRA, TSCA, HMTA, or under any other Environmental Law;

b. Those substances listed in the United States Department of Transportation (DOT) Table [49 CFR 172.101], or by the Environmental Protection Agency (EPA), or any successor agency, as hazardous substances [40 CFR Part 302];

c. Other substances, materials, and wastes that are or become regulated or classified as hazardous or toxic under federal, state, or local laws or regulations; and

d. Any material, waste, or substance that is: a petroleum or refined petroleum product, asbestos, polychlorinated biphenyl, designated as a hazardous substance pursuant to 33 U.S.C.A. § 1321 or listed pursuant to 33 U.S.C.A. § 1317, a flammable explosive, or a radioactive material.

4. Closing and Recordation Date.

4.1 Title.

4.1.1 RECIPIENT shall have a period of fifteen days from the later of the Effective Date or its receipt of a preliminary title report issued by the Title Officer to evaluate title to the Property (the "Title Objection Period") and to deliver written notice to DONOR of any objections to title matters that, in RECIPIENT's sole discretion, are unacceptable. If RECIPIENT fails to provide such notice within the Title Objection Period, the condition of title shall be deemed

accepted, provided, however, any and all monetary liens or encumbrances shall be automatically disapproved irrespective of whether RECIPIENT provides such notice. Upon receipt of RECIPIENT's notice of title objections or deemed objection to any monetary liens, DONOR shall have a reasonable period, not to exceed ten (10) days, to elect whether to cure such objections. If DONOR elects not to cure, or fails to cure within such time, RECIPIENT may, at its sole option, either (i) terminate this Agreement with no further obligation or liability, or (ii) accept title subject to such objections.

4.1.2 Simultaneously with the Recordation Date, Title Officer shall issue an ALTA Standard Policy of Title Insurance (formerly referred to as a CLTA Title Policy) ("Title Policy") subject only to (i) liens for real property taxes, bonds, and assessments not then due, and (ii) exceptions to coverage which are expressly approved in writing by RECIPIENT (collectively "Approved Exceptions"), provided, however, in no event shall RECIPIENT accept title to the Property subject to any monetary lien and in no event shall any monetary lien or encumbrance constitute an Approved Exception.

4.2 Donor's Deposits. DONOR shall deposit with Title Officer on or prior to the Recordation Date a grant deed in a form substantially similar to that attached hereto as Exhibit "B" executed and acknowledged by Donor, conveying to RECIPIENT good and marketable fee simple title to the Property ("Deed") subject to the restrictions set forth therein.

4.3 Recipient's Deposits. An executed Certificate of Acceptance for the Deed.

4.4 Recordation Date. The conveyance of the Property to RECIPIENT and the closing of this transaction ("Closing") shall take place within thirty (30) days ("Recordation Date") following the execution of this Agreement.

4.5 Closing Instructions. On the Recordation Date (or any extension thereof), Title Officer shall do the following:

(i) record the Deed (marked for return to RECIPIENT) with the San Bernardino County Recorder;

(ii) issue the Title Policy;

(iii) If Title Officer is unable to simultaneously perform all of the instructions set forth above, Title Officer shall notify RECIPIENT and DONOR and retain all funds and documents pending receipt of further instructions jointly issued by RECIPIENT and DONOR.

4.6 Closing Costs and Prorations. RECIPIENT shall pay the following closing costs and prorations through the Recordation Date:

(i) All governmental conveyancing fees and taxes due upon transfer of the Property, except that no documentary transfer tax will be payable with respect to this transaction, pursuant to Revenue and Taxation Code Section 11922;

(ii) The recording charges in connection with recordation of the Deed;

(iii) All charges in connection with issuance of the Title Policy;

(iv) All charges related to any survey undertaken in connection with an ALTA Extended Policy of Title Insurance;

(v) All charges in connection with removing any Disapproved Exceptions pursuant to Section 6.4 and to cure any defect in vesting in order to satisfy the condition set forth in Section 9(v).

(vi) All fees and charges levied by Title Officer.

4.7 Real Estate Taxes, Bonds, and Assessments. RECIPIENT is a public entity exempt from payment of property taxes to the San Bernardino County Tax Assessor's office.

5. Acceptance. The acceptance of the Property by RECIPIENT and the Recordation Date are subject to the satisfaction of the following no later than the Recordation Date:

(i) RECIPIENT's approval of the condition of the Property as provided in Section 4 and title to the Property as provided in Section 6;

(ii) DONOR's performance of all obligations under this Agreement;

(iii) No adverse material change shall have occurred with respect to the condition of the Property from the end of the Feasibility Period through the Recordation Date; and

(iv) Title Officer being prepared to issue the Title Policy on the Recordation Date, subject only to the Approved Exceptions.

6. Termination Right. This Agreement may be terminated by RECIPIENT upon three (3) days written notice to DONOR and Title Officer if the conditions to closing set forth in Section 8 have not been fulfilled on or before the Recordation Date. Upon termination by RECIPIENT pursuant to this Section 10, DONOR shall be responsible for all costs and expenses of Title Officer.

7. Notices. As used in this Agreement, notice includes but is not limited to, the communication of any notice, request, demand, approval, statement, report, acceptance, consent, waiver and appointment. All notices must be in writing. Notice is given either (i) when delivered in person to the person or company intended named below, or (ii) when sent via reputable overnight courier (such as Federal Express), addressed by name and addressed to the party or persons intended, as follows:

To RECIPIENT:

Address: City of Redlands

Attention: Jeanne Donaldson, City Clerk
35 Cajon Street, Suite 4
P.O. Box 3005
Redlands, CA 92373
Phone: (909) 798-7512
Email: jdonaldson@cityofredlands.org

To DONOR:

Address: Stephen Peter Buoye, Trustee
11522 Crafton Avenue
Redlands, CA 92374-8521
Phone: (909) 499-8353
Email: buoyeproperties@verizon.net

until such time as a party gives notice of the change of address in accordance with the terms of this Section.

8. Modification. This Agreement shall not be changed, modified or amended except upon the written consent of the Parties hereto.

9. Entire Agreement & Interpretation. This Agreement is the result of negotiations between the Parties and is intended by the Parties to be a final expression of their understanding with respect to the matters herein contained. This Agreement supersedes any and all other prior agreements and understandings, oral or written, in connection therewith. No provision contained herein shall be construed against the DONOR solely because it prepared this Agreement in its executed form.

10. Binding on Successors. DONOR and RECIPIENT, their respective assigns and successors in interest, shall be bound by all the terms and conditions contained in this Agreement, and all the parties thereto shall be jointly and severally liable thereunder.

11. Tax Matters. If applicable, the Parties agree to cooperate in good faith to execute and provide any tax-related forms or other documentation reasonably requested by the other Party in connection with the donation of the Property. This includes, but is not limited to, RECIPIENT acknowledging receipt of the donation by signing Internal Revenue Form 8283 (Non-Cash Charitable Contributions) before the Recordation Date. Any such forms shall be completed and returned within thirty (30) business days after receipt, provided that compliance does not impose any material obligation or liability on the responding Party.

12. Counterparts. This Agreement may be executed in one or more counterparts. Each shall be deemed an original and all, taken together, shall constitute one and the same instrument.

[signature page follows]

SIGNATURE PAGE FOR THE DONATION AGREEMENT BETWEEN THE REDLANDS UNIFIED SCHOOL DISTRICT AND THE CITY OF REDLANDS, A CALIFORNIA MUNICIPAL CORPORATION:

IN THE WITNESS THEREOF, the Parties have caused this Agreement to be executed by their duly-authorized representatives, as of the Effective Date set forth above.

DONOR:

CARL D BRANDSTETTER AS TRUSTEE OF THE DEARBORN PARK TRUST, U/A DATED MARCH 1, 2017

By: _____
Name: Carl D. Brandstetter
Its: Trustee

Dated: _____

STEPHEN PETER BUOYE AND DIANA TILTON BUOYE, CO-TRUSTEES OF THE STEPHEN AND DIANA BUOYE REVOCABLE TRUST, UNDER AGREEMENT DATED JUNE 11, 2024

By: _____
Name: Stephen Peter Buoye
Its: Co-Trustee

Date: _____

By: _____
Name: Diana Tilton Buoye
Its: Co-Trustee

Dated: _____

RECIPIENT:

CITY OF REDLANDS

By: _____
Name: Mario Saucedo
Its: Mayor of the City of Redlands

Dated: _____

EXHIBIT "A"
THE PROPERTY

0170-302-07-0000

CHICAGO COLONY RESVERVATION PTN LOT 15 COM AT PT IN CEN LI DEARBORN ST 337.3 FT S FRM CEN LI TERRACE AVE SD PT BEING NW COR CITY PROPERTY TH E 176 FT TH S 52 DEG W 104 FT TH S 63 DEG 29 MIN W 105.1 FT TO PT IN CEN LI DEARBORN ST 111 FT S OF PT BEG TH N 111 FT TO PT BEG

EXHIBIT "B"
FORM OF GRANT DEED

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO

City of Redlands
35 Cajon Street, Suite 4
Redlands, CA 92373
Attention: Jeanne Donaldson, City Clerk

EXEMPT FROM RECORDING FEES PURSUANT
TO GOVERNMENT CODE SECTION 27383

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APNs: 0170-302-07-0000

Grant Deed

The undersigned Grantor(s) declare(s): City of Redlands is exempt from property taxes. (Rev & Tax Code 11922)

Documentary transfer tax is $ -0- .
☐ Computed on full value of property conveyed, or
☐ Computed on full value less value of liens and encumbrances remaining at time of sale.
☐ Unincorporated area ☒ _____, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

Carl D Brandstetter as Trustee of Dearborn Park Trust, U/A dated March 1, 2017, as to an undivided 50% interest and Stephen Peter Buoye and Diana Tilton Buoye, Co-Trustees of the Stephen and Diana Buoye Revocable Trust, under agreement dated June 11, 2024, as to an undivided 50% interest, as tenants in common

hereby GRANT(S) to

the City of Redlands, a California municipal corporation

that certain real property in the County of San Bernardino, in the State of California, as described in EXHIBIT A attached.

Dated: _____, 2025 ----------

By: Exhibit Only – Do not Execute
_____ (Name)

_____ (Title)

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____)

On _____ before me, _____, Notary Public
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ **(Seal)**

CERTIFICATE OF ACCEPTANCE

Pursuant to Section 27281 of the
California Government Code

This is to certify that the interest in real property conveyed by the Grant Deed dated _____, 2025, from Carl D Brandstetter as Trustee of Dearborn Park Trust, U/A dated March 1, 2017, as to an undivided 50% interest and Stephen Peter Buoye and Diana Tilton Buoye, Co-Trustees of the Stephen and Diana Buoye Revocable Trust, under agreement dated June 11, 2024, as to an undivided 50% interest, as tenants in common, collectively, as Grantor thereunder, to the City of Redlands, a California municipal corporation, as Grantee thereunder, is hereby accepted by the undersigned officer on behalf of the City of Redlands, a California municipal corporation, pursuant to the authority conferred by Resolution No. 6756, adopted by the City Council of the City of Redlands on _____, 2025, and the Grantee consents to recordation thereof by its duly authorized officer.

Dated: _____, 2025

The City of Redlands, a California municipal corporation

By Exhibit Only – Do not Execute
_____ (Name)
_____ (Title)

EXHIBIT “A” TO GRANT DEED

0170-302-07-0000

CHICAGO COLONY RESVERVATION PTN LOT 15 COM AT PT IN CEN LI DEARBORN ST 337.3 FT S FRM CEN LI TERRACE AVE SD PT BEING NW COR CITY PROPERTY TH E 176 FT TH S 52 DEG W 104 FT TH S 63 DEG 29 MIN W 105.1 FT TO PT IN CEN LI DEARBORN ST 111 FT S OF PT BEG TH N 111 FT TO PT BEG



Redlands Regular Meeting of 06-17-25

Title

This map was produced by the City of Redlan
Geographic Information System.
The City of Redlands assumes no warranty o
legal responsibility for the information contain
on this map.
The data used to generate this map is dynam
in nature, therefore the information shown ma
or may not be the most current.

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Scale

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Feet

City of Redland
Department of Innovation & Technolo
Geographic Information Systems

City of REDLANDS "A CITY THAT WORK

October 20, 2021

RESOLUTION NO. 1691

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF REDLANDS FINDING THAT A POTENTIAL PURCHASE OF A 0.16-ACRE PARCEL LOCATED ON DEARBORN STREEET (APN: 0170-302-07-0000) WOULD BE IN CONFORMITY WITH THE REDLANDS GENERAL PLAN.

WHEREAS, the City of Redlands is considering acquiring a parcel of real property located with frontage on Dearborn Street (APN: 0170-302-07-0000), on the east side of Dearborn Street and 94 feet south of Independence Avenue (the "Property"); and

WHEREAS, the Property consists of approximately 7,080.6 square-feet (or 0.16 acre) of vacant and unimproved land, with existing landscaping and groundcover, and is presently designated for Low Density Residential land use on the 2035 General Plan Land Use Map; and

WHEREAS, the Property will require an amendment to the land use element of the General Plan to "Public/Institutional" to accommodate the anticipated future use as unimproved open space; and

WHEREAS, prior to the acquisition of real property by a local agency, California Government Code Section 65402 requires that the location, purpose, and extent of the acquisition be presented to the Planning Commission and that the Planning Commission render a report as to the conformity of the proposed acquisition with the City's General Plan; and

WHEREAS, on November 12, 2024, the Planning Commission held a public meeting and considered the City's staff's oral and written reports, and the testimony submitted by the public, concerning a General Plan conformity finding for the Property; and

WHEREAS, a determination of General Plan conformity is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3) which provides that CEQA applies only to projects which have the potential for causing a significant effect on the environment. There is no possibility that this determination may have a significant effect on the environment.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF REDLANDS AS FOLLOWS:

Section 1. California Environmental Quality Act. This determination of General Plan conformity for the potential acquisition of one parcel totaling approximately 7,080.6 square-feet located on the east side of Dearborn Street and 94 feet south of Independence Avenue (APN: 0170-302-07-0000) is exempt from environmental review in accordance with CEQA Guidelines Section 15061(b)(3), as there is no possibility of significant environmental effects from this determination or the acquisition of real property.

Section 2. General Plan Policies. The proposed acquisition of the Property will implement or achieve the intent of the following General Plan policies.

Chapter 4: Livable Community

Action 4-A.41: Seek to acquire land to be dedicated as open space and preserve it from development.

Chapter 7: Healthy Community

Policy 7-P.26: Preserve as open space those areas that cannot be mitigated for flood hazard.
Policy 7-P.27: Support a multi-use concept of flood plains, flood-related facilities, and waterways, including, where appropriate, the following uses:

- Flood control;
- Groundwater recharge;
- Mineral extraction;
- Open space;
- Nature study;
- Habitat preservation;
- Pedestrian, equestrian, and bicycle circulation; and
- Outdoor sports and recreation.

Section 3. Determination of General Plan Conformity. The Planning Commission hereby determines that the proposed acquisition of the Property would be in conformance with Redlands General Plan, subject to the City Council changing the General Plan land use designation to "Public/Institutional" for the Property in the future.

Section 4. Effective Date. This Resolution shall become effective upon adoption.

ADOPTED, SIGNED, AND APPROVED this 12th day of November, 2024.

Karah Shaw, Chair
Planning Commission

ATTEST:

Linda McCasland,
Secretary to the Planning Commission

I, Linda McCasland, Secretary to the Planning Commission of the City of Redlands, hereby certify that the foregoing resolution was duly adopted by the Planning Commission at a regular meeting thereof held on the 12th day of November, 2024, by the following vote:

AYES: 7
NOES: 0
ABSENT: 0
ABSTAIN: 0

Linda McCasland,
Secretary to the Planning Commission

City Council Meeting **L. 3.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of a Professional Services Agreement with RRM Design Group for a total contract amount not-to-exceed $142,990 for the preparation of standard design plans for Accessory Dwelling Units (ADUs) and determine that this action is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act (Development Services Director Desatnik)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motions are provided:

1. I move that the City Council determine that approval of the agreement with RRM Design Group is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act; and

2. I further move that the City Council approve the Professional Services Agreement with RRM Design Group.

RECOMMENDATION:

Staff recommends that City Council approve the Professional Services Agreement with RRM Design Group for a total contract amount not-to-exceed $142,990 to prepare ADU standard design plans and determine that approval of this Agreement is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act

DISCUSSION:

ADU standard plans have become an increasingly popular tool used by local jurisdictions to help meet their affordable housing goals by reducing homeowners' design costs for the construction of new ADUs. The ADU standard plans provided by RRM would be pre-plan checked by the City and made permit-ready, available free of charge to residents of the City of Redlands. The City will purchase the plans from RRM and offer them as an incentive to promote the construction of smaller, more affordable ADUs.

On February 5, 2025, the Development Services Department issued a request for proposal (RFP) for design services for ADU standard design plans as part of the City's effort to encourage pre-approved ADU production to meet local housing needs. A copy of the RFP is included as Attachment A to this report. The RFP requested three freestanding floor plans, including a 600-square-foot studio or one-bedroom; a 700-to-750-square-foot, one-bedroom one-bathroom; and an 800-to-900-square-foot two-bedroom one-bathroom unit. The design firm selected would provide at least three different options for design themes that complement the City's single-family neighborhood architectural styles.

The City received four complete proposals from design firms and, after evaluating them, staff selected RRM Design Group (RRM) as the most qualified firm to complete the project. RRM has extensive experience in preparing high-quality ADU pre-approved standard designs for other local jurisdictions and has worked with cities such as Coachella, Jurupa Valley, Claremont, and San Luis Obispo.

RRM will provide the pre-approved ADU standard design plans as requested by the City. Each ADU pre-approved standard design plan unit will comply with the City's ADU Development Standards, according to the current edition of the California Residential Code and the Redlands Municipal Code. The architectural styles will include Craftsman, California Ranch, Contemporary, and Mid-Century Modern. The City will utilize these renderings to promote the ADU plans through handouts, brochures, social media, and the City website.

This item is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act.

ALTERNATIVES:

City Council may elect not to approve this action and provide alternative direction to staff. However, any delays would impact the timeline and the encumbrance of funds allocated in the current fiscal year to the project.

STRATEGIC PLAN:

Priority A - Quality of Life, Strategic Objective 2 Economic Vitality

SUBMITTED BY:
Brian Desatnik, Development Services Director

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager
Christopher Boatman, Assistant City Manager
Danielle Garcia, Management Services/Finance Director
Dana Abromovitz-Daniel, Procurement Manager

PREPARED BY:
Tricia Munoz, Development Services/Management Analyst

Fiscal Impact

Fiscal Year:	2024-2025
Revenue Generating:	N
Appropriation Required Y/N:	N
Amount:	$142,990
Budgeted Y/N:	Y
Account No.:	101164-6106

Discussion:

There will be no impact on the general fund with approval of this item. Sufficient funding exists in the 2024-2025 Development Services Department Planning Division Budget.

Attachments

Attachment A - RFP

Attachment B - RRM Professional Service Agreement

City of Redlands

Development Services Department
www.cityofredlands.org

REQUEST FOR PROPOSAL
RFP No. 20250205TM
TO PROVIDE:

Pre-Approved Accessory Dwelling Plans

Date Issued: February 05, 2025
Date Due: February 21, 2025 @ 4*:00 p.m. P.S.T.*

Responses received and opened at:

City of Redlands,
Development Services Department
35 Cajon Street, Suite 20
Redlands, CA 92373

I. INTRODUCTION

A. Background

The City was incorporated in 1888. The City is a general law city and has a council-manager form of government with a five-member City Council serving five districts. The City Council Members are elected at large to serve as council members for four-year terms. Full-service functions of the City government are carried out by approximately 635 full-time and part-time staff members. The population of the City is approximately 72,000 residents and consists of 36 square miles within the City limits. The City's General Fund Budget for fiscal year 2024-25 is approximately $127.5 million.

B. Purpose

The City is seeking to enter into a contract with a firm which can provide prototype plans for a pre-approved Accessory Dwelling Units (ADU) program. The City of Redlands (City) intends to encourage pre-approved ADU production to meet local housing needs. This coincides with navigating an evolving housing policy landscape such as the Housing Accountability Act. Senate Bill 35 Streamlining the Housing Crisis Act (Senate Bill 330), and Assembly Bill 2162. The City recognizes that ADUs represent a substantial opportunity to realize its goals by providing diverse housing options to meet the needs of smaller households, young adults, seniors, persons with special needs, extended families, and lower-income households. In addition to the baseline prototype plans, we have a need for a variety of scope options to meet the needs of our community.

C. RFP Contact

All correspondence, including Proposals and questions, must be submitted to the person identified below (RFP Contact):

City of Redlands
Development Services Department
Attn: Tricia Munoz, Management Analyst
35 Cajon Street, Suite 20
Redlands, CA 92374
(909) 335-4599 Ext. 9 Phone
Email: tmunoz@cityofredlands.org

Proposals will not be accepted by email or facsimile. Proposals must be submitted via hard copy with original signature submitted to the address indicated above.

II. PROPOSAL TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the Purchasing Manager. If the

Purchasing Division finds it necessary to change any of these dates or times prior to the proposal due date, the change will be accomplished by addendum.

Release of RFP No. 20250205TM	Wednesday, February 5, 2025
Deadline for Submission of Questions (submitted online)	Tuesday, February 11, 2025, at 4:00 pm PST
Submittal of Answers to Questions (posted online)	Thursday, February 13, 2025
Deadline for Proposals	Tuesday, February 18, 2025, by 4:00 pm PST
Date for Tentative Contract Award	April 2025

Note: The City is closed on from Friday, February 14, 2025 through Monday, February 17, 2025.

Questions regarding the contents of this RFP must be submitted on or before the Deadline for Submission of Questions and directed to the RFP Contact online through PlanetBids https://pbsystem.planetbids.com/portal/24639/portal-home. All questions will be answered, and both the question and answer will be posted as an Addendum to the RFP in PlanetBids.

III. DEFINITIONS

Capitalized terms used in this RFP shall have the meanings given to them in the RFP and as defined below:

Agreement: The Contract between the City and the Proposer resulting from the award issued pursuant to this RFP to the successful Proposer.

Consultant: Any individual, company, firm, corporation, partnership or other organization to whom a contract award is made by the City. Consultant is also referred to as “Proposer” or “Vendor” within this RFP.

Facilitator: A City designated individual tasked with managing the processes of the evaluation panel.

Proposal: The offer to provide specific goods or services at specified prices and/or other conditions specified in the RFP.

Request For Proposal (RFP): The request for an offer from Proposers interested in providing the identified services sought to be procured by the City. The RFP specifies the evaluation factors to be used and contains or incorporates by reference contractual terms and conditions applicable to the procurement.

Reference Terms: Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect the meaning thereof. Any reference to gender shall be construed to include all genders, firms, partnerships and corporations. References in the singular shall be construed to include the plural and references in the plural shall be construed to include the singular. Any reference to the “City” or the “City of Redlands” shall be construed to refer to the

City for which the solicitation was issued, and the City shall be the legislative authority for all matters concerning this solicitation or the resulting contract(s).

Services: The requested professional services described in this RFP.

Subcontractor: An individual, company, firm, corporation, partnership or other organization, not in the employment of or owned by Consultant who is performing services on behalf of Consultant under the Agreement or under a separate contract with or on behalf of Consultant.

IV. SCOPE OF WORK

The City is in need of developing a series of permit-ready housing units and allow homeowners to streamline the process of using those plans for their unique and individual needs.

A. SERVICE DESCRIPTIONS

Provide for the following design guidelines:

- One (1) approximately 600 sf, free-standing studio or one-bedroom ADU in compliance with California Residential Code, not exceeding 16 feet in height and designed to conform to a typical flat lot
- One (1) approximately 700-750 sf, free-standing one-bedroom, one-bathroom ADU in compliance with California Residential code, not exceeding 16 feet in height and designed to conform to a typical flat lot
- One (1) approximately 800-900 sf, free-standing two-bedroom, one-bathroom ADU in compliance with California Residential code, not exceeding 16 feet in height and designed to conform to a typical flat lot

Each plan type should be designed to adapt to and include three alternate elevation styles to conform to the City's identified architectural styles: Craftsman, California Ranch, Contemporary, or Mid-Century Modern. Style options include alternative roof forms, materials, colors, accents, and ornamentation. Each plan type is to be provided with reverse floor plans.

The plans shall be designed / approved using the current edition of the California Residential Code and the Redlands Municipal Code. One (1) building code update of the plans shall be included in the proposal.

Public Outreach should include up to two meetings.

V. GENERAL PROPOSAL INSTRUCTIONS

You must have experience in providing this service in this RFP, and you must include municipal references with your proposal.

Firms interested in submitting a proposal are advised to closely examine the **ALL SECTIONS** contained within the Request for Proposals. Firms interested in submitting a hard copy proposal shall submit **three (3) color copies** of their proposal, and in addition to the hard copies and sealed cost proposal in a separate envelope, an electronic copy on a flash drive shall be included with the proposal submitted. Proposals should be clearly marked as **"RFP No. 20250205TM Pre-Approved ADU Plans"** and the proposal fee structure shall be submitted in a separate envelope clearly marked as **"RFP No. 20250205TM Fee and Service Structure"**. The proposals shall include the name of the respondent.

City of Redlands
Development Services Department
Attn: Tricia Munoz, Management Analyst
35 Cajon Street, Suite 20
Redlands, CA 92373

All proposals and copies of proposals shall be submitted on recycled content paper and contain no non-recyclable materials. To be considered for award of this work, proposals must be received on or before the date and time set forth in Section II: Proposal Timeline: **4:00 pm PST on Tuesday, February 18, 2025.**

Proposals sent by email or facsimile will not be accepted. It is the sole responsibility of each proposer to ensure that its proposal reaches the City by the time and dates specified above. Once opened, all responses become a public record and will be available for the public to review.

If you opt to submit electronically, please submit according to the Proposal Format Guidelines below and refer to Section VI. Process for Submitting Proposal Subsection C. Submittal of Proposal.

PROPOSAL FORMAT GUIDELINES

All proposals shall be submitted in the format outlined herein. Any proposal that does not comply with the requirements in the sole opinion of the City, may be rejected. The City of Redlands will receive competitive proposals from vendors having specific experience and qualifications in the areas identified in this RFP. Under competitive negotiation procedures, the terms of the service contract, the price of the service, the method of service delivery, and the conditions of performance are all negotiable. A negotiated contract will be awarded to the vendor that best meets the proposed needs at a reasonable price, not necessarily the lowest price.

Proposal Forms

- Proposal cover page

- Exceptions or Deviations Form
- Proposer Certification / Addenda Acknowledgement Form or No-Proposal Response Form
- IRS W-9 Form
- Current Certificate of Insurance

Interested firms should provide the City with the following information:

A. Cover Page

This is to be used as the first page of the submission. This form must be fully completed and signed by an authorized officer of the firm.

B. Executive Summary

This part of the response to the RFP should be limited to a brief narrative highlighting the proposer's qualifications and experience. Typically, this section should not exceed one (1) page.

C. Approach and Methodology

Provide a straightforward and concise presentation. The proposal should include a description of your understanding of the City and emphasize a clear understanding of the scope of services required and demonstrate the necessary resources to perform the intended services.

D. Firm Information/Organization

The Proposer must identify the Account Manager who will be working directly with the City and engaged in managing the work. Resumes must be included which reference the individual's qualifications and experience in managing similar projects. List relevant projects worked on, dates showing length of time spent on each project and the specific duties responsibilities for each project.

Identify the responsibilities of the key individuals, other than the Account Manager, who will be assigned to the proposed contract, and who will have major responsibilities for the performance of the services required. Include resumes that list relevant projects worked on, dates showing length of time spent on each project and the specific duties and responsibilities for each project.

The City reserves the right to approve or disapprove any change to the successful Proposer's Account Manager. Personnel changes that impact the contract may result in the cancellation of the contract.

E. Staffing

Provide a list of principals, including subcontractors, with their qualifications. Upon award of contract, principals may not be changed

without approval of the City. Describe firm's support organization, accessibility and quality assurance methods for optimizing staff utilization.

F. References

The information requested in this section should describe your qualifications within the past five (5) years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

1. Names of key staff that participated on named projects and their specific responsibilities.
2. A summary of your firm's demonstrated capability, including the length of time that you have provided the services being requested in this Request for Proposal.
3. Provide at least three references that received similar services from your firm. The City may contact the organizations and individuals. Information provided shall include:
    a. Client name.
    b. Project description.
    c. Project start and end dates
    d. Client project manager name, telephone, and electronic mail address.

G. Fee/Cost Proposal

A fee proposal should be submitted and include material, supplies, and any associated travel expense rates, if not already included in the personnel rate. This proposal should be in a **separate sealed envelope** marked with **"RFP No. 20250205TM Pre-Approved ADU Plans Fee Proposal"** and your firm's name. Failure to do so may result in your firm's disqualification.

The cost proposal will specifically address the cost to consumers for the services and products proposed.

1. The Cost Proposal must provide a detailed fee schedule itemizing the services including (but should not be limited to) the following:
2. Hourly rates for regular business hours (state regular business hours).
3. Any addition
4. Travel or trip charges, if any.
5. Include any minimums that apply
6. Include any alternate pricing structures (such as block of hours).
7. Cost proposal must refer/reference specific Scope of Work items
8. If a specific requested service, function, or option is not offered/ available please indicate.

9. Provide the total cost for this assignment.
10. Include any general comments on pricing, or different levels of service.
11. Pricing should include all fees associated with this task.
12. It is expected that all proposers responding to this RFP will offer government or comparable most favorable rates. Any and all discounts offers must be clearly delineated.
13. In addition, all prices must be firm and fixed for this assignment following the notice of award

VI. PROCESS FOR SUBMITTING PROPOSAL

A. Content of Proposal

The proposal must be submitted using the format as indicated in the proposal format guidelines.

B. Number of Proposals

Submit three (3) color copies of your proposal to allow for thorough evaluation and comparative analysis.

Proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings.

An electronic version in PDF format on a flash drive will also be required with your submittal if not submitting electronically in our eProcurement system.

C. Submission of Proposal

The proposal shall be signed by an authorized individual of the professional firm. Complete written proposals must be submitted in sealed envelopes, with a separate envelope for the Fee Proposal **no later than 4:00 p.m. PST on Tuesday, February 18, 2025**.

The outside of the proposal package shall be prominently marked with the following identification: "**RFP No. 20250205TM for Pre-Approved Design Plans**" together with the name and address of the submitter.

Proposals can be mailed, hand-delivered or sent by courier to:

City of Redlands
Development Services Department
Attn: Tricia Munoz, Management Analyst
35 Cajon Street, Suite 20
Redlands, CA 92374

Electronic Submission of Proposal: Proposal can be submitted electronically in lieu of hard copies in our eProcurement systems at system subject to the same proposal deadline as stated above in this section.

D. Inquiries

Any inquiry or request for interpretation received by the city before the indicated questions due date will be given consideration. Post all questions online at eProcurement system at www.cityofredlands.org/RFP *by 4:00 pm PST Tuesday, February 11, 2025.* Answers will be provided and posted at the city website eProcurement system https://www.cityofredlands.org/rfp *on Thursday, February 13, 2025.*

E. Conditions of Acceptance

This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or its entirety, and to waive minor irregularities in any proposal.

VII. EVALUATION

Proposals will be subject to an Initial Review to confirm responsiveness, by determining whether each Proposal includes the stipulated content, required certifications or licensing, etc., and is presented in the required format, in order for the Proposal to advance for evaluation. Any reasonable person reviewing for responsiveness must be able to ascertain that the Proposal meets these requirements.

The City's evaluation and selection process is based upon the following criteria in evaluation and comparison of proposals submitted. The criteria listed are not necessarily all-inclusive.

A. Ability to provide services in a timely manner add clarification of timely manner
B. References
C. Qualifications (work experience and directly related experience)
D. Compliance with RFP requirements and
E. Methodology to be employed in conducting the scope of services

The following is an outline of the procedures the City will use in the selection process:

A. The city organizes the Screening and Selection Committee (Committee).

B. The Committee reviews the proposals submitted by the prospective vendors.
C. The Committee selects proposals which qualify based on the qualifications and previous experience performing similar work.
D. The Committee will determine and identify the vendors that are qualified to perform the services and will rank the vendors based on their demonstrated competence and professional qualifications deemed necessary for the satisfactory performance of the services required. Vendors with top ranking proposals may be selected for an interview.
E. The Committee will make a selection based on qualifications. Negotiations will be undertaken with the firm ranked most qualified with the City's goal being to secure the services at a cost equivalent to the lowest cost offered to the City by an approved and qualified vendor and provides to the City the best long range economic value by the qualified vendors.
F. If a contract cannot be successfully negotiated with the top-rated vendor /firm, the negotiations with the designated vendor /firm may be terminated in writing and negotiations may be started with the next highest rated proposal. This process will continue until the negotiations are successfully concluded with a vendor /firm.

The City may, at its sole discretion, create a shortlist of Proposals for further evaluation; require an oral interview, presentation, or demonstration; and utilize outside experts to assist in the evaluation process.

The City will establish an evaluation panel with responsibility for reviewing all Proposals and conducting the qualifications evaluation. A Facilitator will manage the integrity of the qualifications evaluation process and will not be a voting member of the evaluation panel. An initial meeting will be scheduled and held with the evaluation panel members, wherein the Facilitator will distribute all relevant documents to the evaluators including the RFP, evaluation worksheets for each Proposal, and written evaluation instructions.

After the initial meeting, evaluators will independently review and score the Proposals. The evaluation panel will then convene again to discuss the individual scores to resolve questions and to discuss the basis for individual scores, but not for the evaluators to agree upon scoring. At the end of this discussion, each evaluator will be given an option to revise his/her scores.

Evaluators will make independent determinations for scores, including review and understanding of any additional information obtained by the group discussion. In the event a score is revised, the evaluator will strike out the original score, document the new score, and provide comments to support the revision.

If clarifying information is needed at any point, the Facilitator will contact Proposer(s) to obtain the necessary information. The Facilitator will then provide the information to the evaluation panel electronically or verbally, as appropriate.

If the qualifications evaluation process includes components such as oral interviews, product demonstration, and/or site visits, the Facilitator will coordinate those with evaluators. Individual scoring and any subsequent evaluation panel meetings with respect to such components must be conducted.

Once all scorings are finalized and documented, the Facilitator will collect individual evaluation worksheets to create a final qualifications evaluation scoring worksheet and rank the proposals first, second, third, etc.

Following the qualifications evaluation and ranking of the proposals, the Facilitator will open all fee proposals. The ranking of the proposals will not be altered once the fee proposals have been opened. However, the fee proposals will be used during negotiations with the selected Proposer(s).

VIII. STANDARD TERMS AND CONDITIONS

A. Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the proposer. All proposals submitted become the property of the City of Redlands. Submitted proposals, including fee proposals, are subject to the California Public Records Act.

B. Firm's Current Workload and Schedule

Provide information supporting firm's ability to perform in a timely fashion. Present workload of key personnel assigned to this project. Indicate that the personnel listed in the submittal shall be available for and assigned to the City based on illustrated workload. Indicate firm's ability to meet budget and schedule. It will be important to limit response to similar projects based on current and near future workload.

C. Sub-consultants/Subcontractors

Contractor shall submit a list of sub-consultants and subcontractors. No substitutions shall be made without prior written approval by the City.

D. Intangibles

Describe any significant or unique accomplishments or awards for work performed for similar agencies. Provide any additional information which may

be relevant to the evaluation of your submission relative to the City's project.

E. Litigation

Please list any past and/or pending litigation or disputes relating to the work described herein, that the firm has been involved in within the last five (5) years. List shall include project name, nature of litigation and outcome of litigation (if resolved).

F. Licenses

Firm shall submit proof of licensing as may be required by local, state, or federal agencies to perform the required work.

G. INSURANCE REQUIREMENTS

A Certificate of Insurance will be furnished by the successful Contractor upon Notice of Award. The certificate(s) shall be completed by the Contractor's authorized agent and submitted to the City's Risk Management Department. The successful Contractor shall not commence any work in connection with the Agreement until it has obtained all of the following types of insurance and shall maintain such insurance for the duration of the Agreement. The Contractor shall secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City.

- **Comprehensive Commercial General Liability**. Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Commercial General Liability Insurance in an amount of $1,000,000 per occurrence and $2,000,000 aggregate with an insurance carrier acceptable to the City and name the City as additional insured.

- **Commercial Automobile Liability Insurance.** Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Automobile Liability Insurance with minimum limits of $1,000,000, combined single limit for bodily injury liability and property damage liability and name the City as additional insured. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles.

- **Workers' Compensation and Employer's Liability Insurance**. If applicable, the Contractor shall obtain, and maintain throughout the life of the Agreement, Workers' Compensation and Employer's Liability Insurance in the amount that meets the statutory requirement and shall be in force with an insurance carrier acceptable to the City. Contractor and any sub-consultants or subcontractors shall comply fully with the California Workers' Compensation Law.

- **Professional Liability Insurance**. If applicable, the Vendor shall obtain and maintain throughout the life of the Agreement Professional Liability Insurance in an amount of $1,000,000 per claims made and $2,000,000 aggregate with an insurance carrier accepted to the City.

- **The Contractor shall instruct their insurance broker to furnish properly executed certificates of insurance to the City.**
    - The name of the insured Contractor, the specified job by name and/or RFP number, the name of the insurer, the number of the policy, its effective date and its termination date.

    - Certificates of insurance shall clearly evidence coverage required above.

    - Certificates of insurance shall be submitted by the broker directly either via email (insurance@cityofredlands.org) or US Mail to: City of Redlands, Risk Management Division PO Box 3005 Redlands, CA 92373. The insurer will notify the City at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.

    - The city reserves the right to modify the insurance requirements set forth at any time during the process of solicitation or subsequent thereto.

H. EXAMINATION OF PROPOSAL DOCUMENTS

Each vendor shall carefully examine the Specifications and other applicable documents and inform himself/herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the Contractor will in no way relieve him/her of the obligations and responsibilities assumed under the Contract.

Should a vendor find discrepancies or ambiguities in, or omissions from the Specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the City,

I. INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

No oral interpretations will be made to any vendor as to the meaning of the Proposal Documents. Any inquiry or request for interpretation received by the **City before the indicated due date will be given consideration. Post all questions** online at eProcurement system at www.cityofredlands.org/RFP.

Answers will be provided posted at the city website, eProcurement system: www.cityofredlands.org/rfp

The City reserves the right to amend this RFP prior to the proposal due date. **Addenda or addendum will be sent published on the City's website, eProcurement system at *www.cityofredlands.org/rfp***. In case any Proposer fails to acknowledge receipt of such addenda or addendum, his/her proposal will nevertheless be construed as though it had been received and acknowledged and the submission of his/her Proposal will constitute acknowledgment of the receipt of same. All addenda are a part of the Proposal Documents, and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before Proposals are opened.

In the case of unit price items, the quantities of work to be done and materials to be furnished under this Proposal/Contract are to be considered as approximate only and are to be used solely for the comparison of Proposals received. The City and its Vendors do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Proposer plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and other proposal documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices proposal.

J. CHANGES / MODIFICATIONS

The City reserves the right to order changes in the scope of work and resulting contract. The successful Proposer has the right to request an equitable price adjustment in cases where modifications to the contract under the authority of this clause result in increased costs to the contractor. Price adjustments will be based on the unit prices proposed by the Contractor in response to this solicitation. Any contract resulting from this solicitation may be modified upon written and mutual consent of both parties.

K. GOVERNING LAWS AND REGULATIONS

The Proposer is required to be familiar with and shall be responsible for complying with the City's Purchasing Policies and Procedures, City resolutions, City rules, all federal, state and local laws, ordinances, rules and professional standards or regulations that in any manner affect this solicitation, the selection process, protests, award of contract, contract management or any other activity associated with this solicitation and the subsequent work required of the successful Proposer.

L. PREVAILING WAGES

When applicable, the City is subject to the State of California prevailing wage laws as set forth in California Labor Code Section 1770 et seq. The contractor is responsible for determining the appropriate Department of Industrial Relations (DIR) classification for the various employees and subcontractors used for a particular project or service. The rates for each classification are posted on the DIR website at http://www.dir.ca.gov/DIRdatabases.html. All contractors performing work for the City are responsible for abiding by all applicable prevailing wage laws and must furnish the City with Certified Payroll Records upon request.

M. BLACK OUT PERIOD

The blackout period is defined as between the time the submittals for an Invitation to Bid, Request for Proposals, Request for Qualifications or the Invitation to Negotiate, as applicable, are issued by the City's Purchasing Division and the time the City Council awards the contract. During this black out period, any attempt to influence the thinking of City staff or officials for or against a specific cause related to a solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication, may result in disqualification of their award and/or contract. This does not apply to pre-solicitation conferences, oral presentations before the selection committee, contract negotiations, or communications with staff not concerning this solicitation.

N. CONTRACT NEGOTIATION

Upon receipt of the proposals, the Selection Committee shall first determine and identify those persons or organizations that are qualified to perform the services and shall rank such persons and organizations based on their demonstrated competence and professional qualifications deemed necessary for the satisfactory performance of the services required.

Second, the cost proposals submitted by all qualified persons and organizations shall be opened and reviewed.

Third, negotiations shall be undertaken with the person or organization ranked most qualified in an attempt to secure the services at a cost equivalent to the lowest cost offered to the city by the qualified persons and organizations. If the person or organization ranked is unwilling to provide the services at a cost equivalent to such lowest cost: 1) such person or organization may nevertheless be awarded a contract, provided the purchasing agent, city manager or city council, as appropriate, determines the initiating city department director has substantiated that the cost for the services is reasonable and appropriate; or 2) negotiations with the most qualified person or organization may be terminated and the initiating city department may undertake similar negotiations with the other qualified person and organizations in order of rank.

The proposal signed by the successful Proposer along with documentation included in the proposal as required by this solicitation and other additional materials submitted by the Proposer and accepted by the City shall be the basis for negotiation of a contract addressing the requirements of the solicitation. The resulting contract will be approved in accordance with the City's Purchasing Ordinance.

O. FISCAL YEAR FUNDING APPROPRIATION

Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the City, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the fiscal period at the time of the contract. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation by the City of funds thereafter. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled and the contractor shall be entitled to reimbursement for the reasonable value of any nonrecurring cost incurred but not advertised in the price of the supplied or services delivered under the contract or otherwise recoverable.

P. PAYMENTS

Payments shall be made 30 days from the receipt of the invoice and follow all City policies promulgated thereby.

Q. BUSINESS LICENSES

The successful proposer will be required to obtain a City of Redlands business license prior to commencement of work.

R. INDEMNIFICATION

The successful Proposer must fully indemnify the City. Such indemnification will be documented in the contract documents.

S. RIGHT OF REJECTION

The City of Redlands reserves the right to reject any and/or all proposals, reserve the right to waive any informalities or irregularities in the proposal or examination process, reserve the right to select low proposal per item, and reserve the right to award proposals and/or contracts in the best interest of the City.

T. REFERENCE TERMS

Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect the meaning thereof. Any reference to gender shall be construed to include all genders, firms, partnerships, and corporations. References in the singular shall be construed to include the plural and references

in the plural shall be construed to include the singular. Any reference to the "City" or the "City of Redlands" shall be construed to refer to the City for which the solicitation was issued, and the City shall be the legislative authority for all matters concerning this solicitation or the resulting contract(s).

U. RIGHT TO AUDIT RECORDS

The City shall be entitled to audit the books and records of the Contractor or any sub-contractor to the extent that such books and records relate to the performance of the Agreement or any sub-contract to the Agreement. Such books and records shall be maintained by the Contractor for a period of ten (10) years from the date of final payment under the Agreement and by the sub-contractor for a period of ten (10) years from the date of final payment under the sub-contract unless a shorter period is otherwise authorized in writing.

V. ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the proposal response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this proposal. If submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the Proposer's authorized signature affixed to the proposal attests to this.

W. PROPRIETARY INFORMATION

Responses to this Request for Proposals, upon receipt by the City, become public records. If any proposer believes that any portion of all of the response is confidential and proprietary, proposer shall clearly assert such exception and the specific legal authority of the asserted exemption. Such designation of an item as a trade secret may be challenged in court by any person. By the proposer's designation of material submitted to the City as a "trade secret", the proposer agrees to hold harmless the City for any award to a plaintiff for damages, costs or attorney's fees and for costs and attorney's fees incurred by the City by reason of any legal action challenging the proposer's "trade secret" claim.

X. ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES

The Proposer by submitting a proposal acknowledges that other public agencies may seek to "Piggy-Back" under the same terms and conditions during the effective period of any resulting contract services and/or purchases being offered in this proposal/bid for the same prices and/or terms being proposed. The successful Proposer has the option to agree or disagree to allow contract Piggybacks on a case-by-case basis. Before a public agency is allowed to Piggy-Back any contract, the agency must first obtain the Proposer's approval. Without the Proposer's approval, the seeking agency cannot Piggy-Back.

Y. QUALIFICATION CRITERIA

The information requested in this section should describe your qualifications within the past five years that are similar in size and scope to demonstrate competence to perform these services.

All documents should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements and specifications of the RFP. Proposals will be evaluated by the City Committee. The most qualified firm will be selected based on, but not limited to, the following considerations. The successful proposer will have a strong combination of:

- Knowledge of Code
- Professional quality service;
- Expertise and experience;
- Strong administrative support personnel;
- Sense of value and creativity;
- Excellent communication;
- Flexibility;
- Ability to provide additional services as necessary
- Explanation of compensation structure;
- Excellent references; and
- Organizational stability.

AA. AGREEMENT TERM: Service Period

The Agreement period will be for a period of one year beginning in April 2025. As part of the contract/agreement, the City of Redlands will reserve the right to select or reject employees and sub-contractors providing services.

PROPOSAL DOCUMENTS

PROPOSAL COVER PAGE

Name of Firm, Entity or Organization:

Federal Employer Identification Number (EIN):

State of California License Number (If Applicable):

Name of Contact Person:

Title:

E-Mail Address:

Mailing Address:

Street Address (if different):

City, State, Zip:

Telephone: **Fax:**

Organizational Structure – Please Check One:

Corporation ☐ **Partnership** ☐ **Proprietorship** ☐ **Joint Venture** ☐ **Other** ☐

If Corporation:
Date of Incorporation: **State of Incorporation:**

States Registered in as Foreign Corporation:

Authorized Signature:

Print Name: _____

Signature: _____

Title: _____

Phone: _____

This document must be completed and returned with your Submittal.

EXCEPTIONS OR DEVIATIONS TO SPECIFICATIONS

Note: Proposer must sign the appropriate statement below as applicable.

( ) Proposer understands and agrees to all terms, conditions, requirements and specifications stated herein.

Firm: _____

Signature: _____

( ) Proposer takes exceptions to terms, conditions, requirements, or specifications stated herein. (Proposer must itemize each exception below and return with the Proposal Form.)

Firm: _____

Signature: _____

The proposer should note that any exceptions taken from the stated terms and/or specifications *may,* but not necessarily will be cause for their submittal to be deemed "non-responsive", risking rejecting of the submittal.

Attached are _____ additional pages.

This document must be completed and returned with your Submittal

PROPOSER'S CERTIFICATION

Submit To: City of Redlands City of Redlands Development Services Department 35 Cajon Street, Suite 20 P.O. Box 3005 Redlands, CA 92373	CITY OF REDLANDS REQUEST FOR PROPOSAL (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT

DUE DATE: February 18, 2025	**DUE TIME: 4:00pm PST**	**RFP No. 20250205TM**

TITLE: SMARA Consulting

VENDOR NAME:	**PHONE NUMBER:**
VENDOR MAILING ADDRESS:	**FAX NUMBER:**
CITY/STATE/ZIP:	**E-MAIL ADDRESS:**

"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for assessment of liquidated damages claims. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offer or and have not colluded with any offerors or parties to an RFP whatsoever for any fraudulent purpose."

_____ Addendum #	_____ Addendum#	_____ Addendum #	_____ Addendum #	_____ Addendum #

"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for the City of Redlands respondent agrees that if this proposal is accepted, the respondent will convey, sell, assign, or transfer to the City all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the City. At the City's discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."

_____ _____

Authorized Agent Name, Title (Print) Authorized Signature Date

This form must be completed and returned with your Submittal

NO-PROPOSAL RESPONSE

City of Redlands
Statement of "No Proposal"

If you do not intend to submit a proposal for this project, please complete and return this form prior to date shown for receipt of proposals to: **City of Redlands, Development Services Department, 35 Cajon Street, Suite 20, Redlands, CA 92373, Attn: Tricia Munoz, Management Analyst**

We, the undersigned, have declined to submit a proposal on your **RFP No. 20250205TM** for services to perform sand and gravel annual site inspections, review of financial assurances and related inspection services for compliance with the State Surface Mining and Reclamation Act (SMARA) for the following reasons:

_____ Specifications are too "tight", i.e. geared toward one brand or manufacturer only (please explain reason below)

_____ Insufficient time to respond to Request for Proposals.

_____ We do not offer this product/s or equivalent.

_____ Remove us from your bidders' list for this commodity or service.

_____ Our product schedule would not permit us to perform to specifications.

_____ Unable to meet specifications.

_____ Unable to meet insurance requirements.

_____ Specifications unclear (please explain below).

_____ Competition restricted by pre-approved owner standards.

_____ Other (please specify below).

Remarks:

_____

_____

_____

Company Name: _____

Address: _____

Signature and Title: _____

Telephone Number _____ Date _____

AGREEMENT TO PERFORM PROFESSIONAL SERVICES

This agreement for the provision of professional services developing a series of pre-approved accessory dwelling unit (ADU) standard design plans ("Agreement") is made and entered in this 17th day of June, 2025 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and RR Design Group, a California corporation ("Consultant"). City and Consultant are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Consultant agree as follows:

ARTICLE 1 – ENGAGEMENT OF CONSULTANT

1.1 City hereby engages Consultant to provide professional services developing a series of pre-approved accessory dwelling unit (ADU) standard design plans services for City (the "Services").

1.2 The Services shall be performed by Consultant in a professional manner, and Consultant represents that it has the skill and the professional expertise necessary to provide the Services to City at a level of competency presently maintained by other practicing professional consultants in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF CONSULTANT

2.1 The Services that Consultant shall perform are more particularly described in Exhibit "A," titled "Scope of Services," which is attached hereto and incorporated herein by this reference.

2.2 Consultant shall comply with applicable federal, state and local laws and regulations in the performance of this Agreement including, but not limited to, any applicable State prevailing wage laws.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City designates Brian Desatnik, Development Services Director, as City's representative with respect to performance of the Services, and such person shall have the authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to performance of the Services.

ARTICLE 4 – PERFORMANCE OF SERVICES

4.1 Consultant shall perform and complete the Services in a prompt and diligent manner in accordance with the schedule set forth in Exhibit "B," titled "Project Schedule," which is attached hereto and incorporated herein by reference.

4.2 Consultant shall complete the Services by December 31, 2025, unless the Services are terminated earlier as provided for herein.

4.3 If Consultant's Services include deliverable electronic visual presentation materials, such materials shall be delivered in a form, and made available to City, consistent with City Council-adopted policy for the same. It shall be the obligation of Consultant to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO CONSULTANT

5.1 Compensation: Total compensation for Consultant's performance of the Services shall not exceed the amount of One Hundred Forty-Two Thousand Nine Hundred Ninety Dollars ($142,990). City shall pay Consultant on a time and materials basis up to the not to exceed amount in accordance with Exhibit "C," titled "Fee Schedule" which is attached hereto and incorporated herein by reference.

5.2 Consultant shall submit monthly invoices to City describing the Services performed during the preceding month. Consultant's invoices shall include a brief description of the Services performed, the dates the Services were performed, the number of hours spent and by whom, and a description of reimbursable expenses related to the Services. City shall pay Consultant no later than thirty (30) days after receipt and approval by City of Consultant's invoice.

5.3 Any notice or other communication required, or which may be given, pursuant to this Agreement, shall be in writing. Any such notice shall be deemed delivered (i) on the date of delivery in person; (ii) five (5) days after deposit in first class registered mail, with return receipt requested; (iii) on the actual delivery date if deposited with an overnight courier; or (iv) on the date sent by facsimile or electronic mail transmission (including PDF), if confirmed with a copy sent contemporaneously by first class, certified, registered or express mail; in each case properly posted and fully prepaid to the appropriate address set forth below, or such other address as a Party may provide notice in accordance with this section:

CITY:	CONSULTANT:
City Clerk	Randy Russom, Principal Manager
City of Redlands	RRM Design Group
35 Cajon Street	3765 S. Higuera St., Ste 102
P.O. Box 3005 (mailing)	San Luis Obispo, CA 93401
Redlands, CA 92373	rwrussom@Consultantdesign.com
jdonaldson@cityofredlands.org	Phone: (805) 543-1794
Phone: (909) 798-7531	Fax: (805) 543-4609

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Consultant for the duration of its performance of the Services. Consultant shall not perform any Services unless and until the required insurance listed below is obtained by Consultant. Consultant shall provide City with certificates of insurance and endorsements evidencing such insurance prior to commencement of the Services. Insurance policies shall include a provision prohibiting cancellation or modification of the policy except upon thirty (30) days prior written notice to City.

A. Workers' Compensation and Employer's Liability insurance in the amount that meets statutory requirements with an insurance carrier acceptable to City, or certification to City that Consultant is self-insured or exempt from the workers' compensation laws of the State of California. Consultant shall execute and provide City with Exhibit "D," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

B. Comprehensive General Liability insurance with carriers acceptable to City in the minimum amount of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate, for public liability, property damage and personal injury is required. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

C. Consultant shall secure and maintain professional liability insurance throughout the term of this Agreement in the amount of One Million Dollars ($1,000,000) per claim made.

D. Business Auto Liability coverage, with minimum limits of One Million Dollars ($1,000,000) per occurrence, combined single limit bodily injury liability and property damage liability. This coverage shall include all Consultant owned vehicles used in connection with Consultant's provision of the Services, hired and non-owned vehicles, and employee non-ownership vehicles. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

E. Consultant is expressly prohibited from assigning or subcontracting any of the Services without the prior written consent of City. In the event of mutual agreement by the Parties to assign or subcontract a portion of the Services, Consultant shall add such assignee or subcontractor as an additional insured to the insurance policies required hereby and provide City with the insurance endorsements prior to any Services being performed by the assignee or subcontractor.

6.2 Consultant shall defend, indemnify and hold harmless City and its elected and appointed officials, employees and agents from and against any and all claims, losses or liability, including attorneys' fees, arising from injury or death to persons or damage to property occasioned by any negligent act or omission by, or the willful misconduct of, Consultant, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Consultant covenants and represents that it does not have any investment or interest in any real property that may be the subject of this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Consultant's Services. Consultant further covenants and represents that in the performance of its duties hereunder, no person having any such interest shall perform any Services under this Agreement.

7.2 Consultant agrees it is not a designated employee within the meaning of the Political Reform Act because Consultant:

A. Does not make a governmental decision whether to:

(i) approve a rate, rule or regulation, or adopt or enforce a City law;
(ii) issue, deny, suspend or revoke any City permit, license, application, certification, approval, order or similar authorization or entitlement;
(iii) authorize City to enter into, modify or renew a contract;
(iv) grant City approval to a contract that requires City approval and to which City is a party, or to the specifications for such a contract;
(v) grant City approval to a plan, design, report, study or similar item;
(vi) adopt, or grant City approval of, policies, standards or guidelines for City or for any subdivision thereof.

B. Does not serve in a staff capacity with City and in that capacity, participate in making a governmental decision or otherwise perform the same or substantially the same duties for City that would otherwise be performed by an individual holding a position specified in City's Conflict of Interest Code under Government Code section 87302.

7.3 In the event City determines that Consultant must disclose its financial interests, Consultant shall complete and file a Fair Political Practices Commission Form 700, Statement of Economic Interests, with the City Clerk's office pursuant to the written instructions provided by the City Clerk.

ARTICLE 8 – GENERAL CONSIDERATIONS

8.1 In the event any action is commenced to enforce or interpret any of the terms or conditions of this Agreement the prevailing Party shall, in addition to any costs and other relief, be entitled to the recovery of its reasonable attorneys' fees, including fees for the use of in-house counsel by a Party.

8.2 Consultant shall not assign any of the Services, except with the prior written approval of City and in strict compliance with the terms and conditions of this Agreement. Any assignment or attempted assignment without such prior written consent may, in the sole discretion of City, result in City's immediate termination of this Agreement.

8.3 Consultant is for all purposes under this Agreement an independent contractor and shall perform the Services as an independent contractor. Neither City nor any its agents shall have control over the conduct of Consultant or Consultant's employees, except as herein set forth. Consultant shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Consultant are for its account only, and in no event shall Consultant or personnel retained by it be deemed to have been employed by City or engaged by City for the account of, or on behalf of City. Consultant shall have no

authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Consultant have any authority, express or implied, to bind City to any obligation.

8.4 This Agreement may be terminated by City, in its sole discretion, by providing not less than five (5) days prior written notice to Consultant of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Consultant's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Consultant at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Consultant. Upon receipt of a termination notice, Consultant shall immediately discontinue its provision of the Services and, within five (5) days of the date of the termination notice, deliver or otherwise make available to City, copies (in both hard copy and electronic form, where applicable) of project related data, design calculations, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by Consultant in performing the Services. Consultant shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.5 Consultant shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement. Such books shall be available at reasonable times for examination by City at the office of Consultant.

8.6 This Agreement, including the Exhibits incorporated herein by reference, represents the entire agreement and understanding between the Parties as to the matters contained herein, and any prior negotiations, written proposals or verbal agreements relating to such matters are superseded by this Agreement. Except as otherwise provided for herein, any amendment to this Agreement shall be in writing, approved by City and signed by City and Consultant.

8.7 This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflicts of laws provisions. The Parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated only in the state courts located in San Bernardino County, California, and the federal courts located in Riverside County, California.

8.8 If one or more of the sentences, clauses, paragraphs or sections contained in this Agreement is declared invalid, void or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not affect, impair or invalidate the remaining sentences, clauses, paragraphs or sections contained herein, unless to do so would deprive a Party of a material benefit of its bargain under this Agreement.

[Signatures on following page]

IN WITNESS WHEREOF, duly authorized representatives of City and Consultant have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Mario Saucedo, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

RRM DESIGN GROUP

By: _____
Randy Russom, Principal Manager

EXHIBIT "A"

SCOPE OF SERVICES

Task A.1: Initiation Meeting
Following the review of existing data, the Consultant will meet with City to establish a mutual understanding of the key issues, further define the scope, project schedule, expectations, layout of significant project milestones, meeting times, deliverable targets, and review pertinent data. The meeting is assumed to be virtual.

Deliverables:
- One (1) meeting with City

Task A.2: Data Gathering and Document Research
As a first step in the process, the Consultant will collect and review all data relevant from design guidelines, the general plan, the development code, specific plans, the local jurisdiction's unique requirements, and other planning efforts that have a bearing on the community's ADU development efforts. Consultant will work with City staff to compile a preliminary survey of existing City lots to identify the typical prevalent sizes and configurations. Next, Consultant, in coordination with City, will review identified opportunities for implementation to further inform the final design solutions. Finally, Consultant will prepare a program memo to document the project goals and alternatives the City wishes to achieve with the final designs.

Deliverables:
- ADU due diligence memorandum
- One (1) meeting with City

ADU Design
The baseline generic prototypes, which could be utilized as ADUs or standalone single-family dwellings designed to fit on generic flat lots, include the following:

- One (1) approximately 600 sf, free-standing studio ADU in compliance with California Residential Code, not exceeding 16 feet in height and designed to conform to a typical flat lot
- One (1) approximately 600 sf, one-bedroom ADU in compliance with California Residential Code, not exceeding 16 feet in height and designed to conform to a typical flat lot
- One (1) approximately 700-750 sf, free-standing one-bedroom, one-bathroom ADU in compliance with California Residential code, not exceeding 16 feet in height and designed to conform to a typical flat lot

- One (1) approximately 800-900 sf, free-standing two-bedroom, one-bathroom ADU in compliance with California Residential code, not exceeding 16 feet in height and designed to conform to a typical flat lot

The plans shall be designed/approved using the current edition of the California Residential Code and the Redlands Municipal Code. One (1) building code update of the plans shall be included in the proposal. Each plan type will be designed to adapt to and include three alternate elevation styles to conform to the City's identified architectural styles: Craftsman, California Ranch, Contemporary, or Mid-Century Modern. The style options will be expressed through material, colors, accents, and detailing with a minimum of structural differentiation. The final permit documents will provide each plan type with reverse floor plans.

Each of the four base plans may be provided with design options, including ADA adaptable and fully accessible options, storage options, additional bedroom or flex space options, and multiple entry locations to allow personalization and site flexibility. This approach allows for the base plans to serve as many times as the number of designs.

At least one plan will provide for a universal design and an ADA-compliant accessible plan, including a step- free entrance and sufficient maneuverable space for a wheelchair in the bedroom, kitchen, living room, and bathroom. The doorways would be 32 inches at minimum.

Task A.3: Conceptual ADU Plan Development
Consultant will compile the relevant data and goals from the research and City meetings to establish a straightforward program with identified constraints and opportunities. This program will be used as the basis for the preliminary design. Based on the initial description, Consultant will provide design concept options for the final plan direction through staff review.

Deliverables:
- PDF format submittal
- One (1) meeting with the City; a preliminary plan option review
- Preliminary site/floor plans for four (4) unit prototypes

Schedule:
- Three (3) weeks included staff review meetings

Meeting:
- One (1) concept design review meeting

Task A.4: Preliminary (30%) ADU Design
Consultant recognizes that residential design can be one of the purest manifestations of community character, and many people are passionate about homes. Therefore, Consultant encourages a collaborative approach to working with staff to deliver designs that respond to the community's unique character. Following the initial staff collaboration in Task A.3 above, Consultant will design a series of preliminary site plans/floor plans, sections, and elevations for the unit prototypes. Consultant will review the designs with staff for comment and approval at approximately the 30% completion stage. The designs will include typical front elevation style options. Plans will be based on generic sites as directed by staff.

Deliverables:

- PDF format submittal
- One (1) meeting with the City; a preliminary plan, massing, and elevation review meeting (currently expected to be conducted remotely on the platform of the City's choice)
- Preliminary site/floor plans for four (4) unit prototypes
- Preliminary style options for front elevation of three (3) options per plan for a total of twelve (12) front elevations

Schedule:

- Four (4) weeks included staff review meetings

Meeting:

- One (1) preliminary design (30% set) review meeting prior to the development of the final schematic design package for review and approval to proceed

Task A.5: Schematic (65%) ADU Design

Based on staff feedback on the preliminary design, Consultant will refine the schematic design to an approximately 65% completion level for review by staff and any public outreach efforts. The submittal will be architecture- specific and for a non-specific generic site; no civil engineering or landscape architecture will be provided for review. It is assumed that City will coordinate all submittals, applications, and notices associated with any public hearings if desired. Attendance and presentation at Park and Recreation Commission (PRC), Design Review Board (DRB), Planning Commission (PC), and City Council (CC) for any public outreach or hearings are addressed in Task A.6.

Deliverables:

- PDF format 65% plan set
- Floor plans for four (4) ADU prototypes with design options
- Sections for four (4) ADU prototypes
- Elevations for four (4) ADU prototypes; four (4) sides for each unit
- Three (3) style options of the front elevations of each of the four (4) ADU base unit prototypes
- Color and material boards: one (1) for each elevation style as printed images
- Twelve (12) three-dimensional color-rendered front views suitable for publication

Schedule:

- Six (6) weeks included staff review meetings

Meeting:

- One (1) staff review meetings

Task A.6: Public Meetings

As part of the review process, the City has indicated up to two public reviews for outreach, PC, or CC. The State of California has exempted ADUs from a design review or entitlement process, so

Consultant will perceive this as a potentially optional task. Consultant will provide support for staff review and presentation at public hearings as desired. It is anticipated City will provide all needed applications and public noticing if required and work as the applicant for the review process. Consultant will attend and present at all public hearings and provide plan revisions and coordination as applicable.

Deliverables:

- Up to two (2) public presentations
- Submittal documents and revisions to include:
- PDF format 65% plan set
- Floor plans for four (4) ADU prototypes with design options
- Sections for four (4) ADU prototypes
- Elevations for four (4) ADU prototypes; four (4) sides for each unit
- Three (3) style options of the front elevations of each of the four (4) ADU base unit prototypes
- Color and material boards: one (1) for each elevation style as printed images
- Twelve (12) three-dimensional color-rendered front views suitable for publication

Meeting:

- Two (2) public hearings

ADU Construction Documents

Task A.7: Document Preparation and Plan Review

The Consultant endeavors to provide simple, cost-effective designs and plans complying with California Residential Code conventional construction requirements provides a strong base for further modification. A fully construction- ready plan of conditions meets code requirements. All unit elevations are customizable to allow for variations in exterior materials and door and window fenestration to express individual owners' tastes and community character. This will be achieved by stating the minimum shear wall panel requirements for each exterior wall. Most interior walls will not be used for bearing, allowing further flexibility for the end user. For construction cost, speed, and simplicity, designs are anticipated to utilize truss roof framing.

Consultant's goal will be to express the design intent with a structural system that considers the most material and cost-efficient approach to provide a more implementable, affordable housing solution. This detailed review is typically only achievable with an in-house structural design team where all parties share a mutual goal.

Title 24 energy compliance will be four orientation designs, allowing full implementation across sites. No mechanical and electrical engineering design is anticipated beyond typical line diagrams. Again, design efficiency will be a key parameter for mechanical and electrical design. Consultant is a leader in efficient, sustainable design. We anticipate only one round of plan check revisions and resubmittal.

Consultant anticipates a single City-coordinated review for all departments. The City will be responsible for coordinating plan reviews.

As part of the construction document scope, an ADU application submission template will be developed to allow individual lot-specific submissions and alternate design submissions. The submission template will be developed to be submitted using the City's standard submittal process.

Plans to be produced according to the following criteria:

- All designs shall fully comply with the 2022 California Residential Code, California Code of Regulations,
- Title 24, and Part 2.5
- All designs shall comply with the 2022 California Building Code (CBC), California Code of Regulations, Title 24, and Part 2 for structure(s) or elements(s) exceeding the design limitations in the CRC or specifically directed by the CRC to use the CBC
- Minimum Energy Compliance Design Criteria: State Title 24 Energy Compliance documentation in all four primary orientations (north-, south-, east-, and west-facing)
- Climate Zone: 10
- Exterior Wall Insulation: R-15
- Attic Insulation: R-30
- Designed for both heating and cooling: 92 AFUE (Heating); 15 SEER (cooling)

Foundation Design Criteria:

- The foundation design is generally site-specific, although the building code does allow for code minimums and the waiving of site-specific soils geotechnical investigations. The foundation design is provided for building sites that do not exceed a slope of one vertical to three horizontal units
- The design does not assume unstable soil or expansive clay soil:
    - Soil Bearing Pressure: 1,000 PSF (without Geotechnical Report)
    - Lateral Bearing Pressure: 100 PCF
    - Foundation Depth Below Ground Surface: 18 inches minimum
    - Front porch options shall be provided on at least one elevation style of each plan type.

Porch detailing shall include at a minimum:

- Ledger and attachment details
- Porch framing member size, spacing and connection details
- Column size and isolated footing design, including connection details
- Any soffit and finish trim details required to fulfill the design intent

Fire Resistive Construction Details:

- The proposed detached units should be anticipated to be located within four feet of a real or assumed property line on the rear or side elevation

- Therefore, for each of the proposed plan elevations, the rear and side elevations will be designed with options to comply with CRC Table R332.1 (1) Fire Resistance Protection/Rating of exterior Wall elements
- High-severity fire zone details, including:
  - One- (1-) hour fire-rated wall construction detail for each architectural style that would comply with ASTM e119 or ul 263 testing
  - One- (1-) hour fire-rated projection details on the underside of the projection for each architectural plan style and assume a two-foot minimum fire separation distance
  - Design elevation where the opening on the exterior firewalls shall not exceed 25% of the wall area
  - Specifications and details of roofing material and roof sheathing that would comply with a two- (2-) foot minimum fire separation distance

Deliverables:
Each of the four (4) plan sets will include:

- PDF format plan set
- Jurisdictional-specific cover sheet
- Generic site plan with fillable information; no grading, stormwater, or utilities information five (5) feet beyond unit
- Floor plan
- Reverse floor plan
- Foundation plans – slab on grade only
- Floor framing plans – optional task for raised floor design
- Roof plan
- Roof framing/truss plan and profiles - truss roof assumed
- Roof framing plan – optional task for stick framed roof instead of trusses
- Sections; as necessary, maximum of two (2) per unit
- External elevations; one (1) front, two (2) sides, and one (1) rear as plan typical elevations
- Front exterior elevation options; two (2) optional front elevations per plan, with associated details
- Renderings of exterior; one (1) exterior elevation rendering per style for marketing publication provided as individual graphic files
- Recommended external and internal materials
- Architectural and structural details
- Mechanical, electrical, and plumbing plans; limited to line diagram electrical and mechanical, gas isometric only
- T24 Energy calculations (compliant for all building orientations)
- No fire sprinklers plans are to be provided other than designating the requirement for fire sprinklers as applicable
- CALGreen (Title 24/Part 11) requirements sheet

- One (1) plan review cycle is anticipated

Final Delivery Documents:

- 24 x 36 PDF file
- 11 x 17 PDF file (non-scalable)
- Color exterior renderings suitable for marketing and publication
- Illustrative floor plan for marketing and publication
- Schedule: Eight (8) weeks of production time till initial submittal

Meeting:

- One (1) pre-submittal 90% set review meeting

Task A.8: Framed Raised Floor and Stem Wall

Should the County elect to provide a raised framed floor and stem wall foundation option as part of the pre- approved ADU plan sets to address flood zones area, this task can be engaged in designing and detailing the floor and foundation system. The design will be based on the foundation design values in Chapter 18 of the 2022 CBC

Deliverables:

- One (1) meeting with City (virtual) prior to commencement
- Four (4) updated plan sets

Task A.9: Stick Framed Roof Structural Design

The basis of the structural design is a premanufactured roof truss. However, due to the rural nature of your county, an optional task would be to provide a stick-framed roof system consisting of rafters, ridge beams, and ceiling beams. Each element would be designed to the appropriate snow load, resulting in a size range chart on the structural drawings.

Deliverables:

- One (1) meeting with City (virtual) prior to commencement
- Four (4) updated plan sets

Task A.10: Code Updates

Consultant will provide updated sets of the four plans addressing the 2025 code update. This work will be completed
within six months of the County's adoption of the 2025 codes.

Deliverables:

- One (1) meeting with City (virtual) prior to commencement
- Four (4) updated plan sets

Manage The Project

Task A.11: Project Management/Coordination

The foundation of Consultant's practice relies on expert and proactive project management. Successfully accomplishing each unique assignment within the needed timeframe and allocated budget is essential. Consultant focuses on capturing a clear direction on final deliverables and end products at the beginning of a project, establishing a shared understanding of the project with the City and Consultant. This provides an essential project "road map," Consultant develops a critical path schedule, monitoring and updating it regularly throughout the process.

We regularly provide status reports of project progress and coordinate closely with the City's project manager and key Consultant. Consultant views close collaboration as a key mechanism to ensure issues are well-vetted and fully addressed because better projects result from multiple perspectives. In addition, all product deliverables are reviewed internally for quality control purposes before the City submittal.

Consultant has found it helpful to establish mutually agreeable, timely turnaround review times in managing a schedule. One practical approach can be for the City to provide one redlined, marked-up version of comments from its staff so that all comments are reconciled and expedite the revision process. Early consultation with affected agencies and stakeholders is vital for a smooth and efficient process. These approaches reduce potential surprises that can add costs, cause delays, and dilute consensus. In addition, the performance of project managers is evaluated in several ways:

- Monthly review of compliance with project budgets by task by Consultant management and principals. Our Deltek Vision project management and accounting software also allow project managers and principals to track daily time entries and task budgets
- Ongoing oversight by the principal-in-charge regarding contract and schedule adherence as well as overall project progress
- Periodically, report cards are provided to clients to solicit feedback on the project manager and overall project performance
- Annually, project managers are evaluated on the quality of their performance
- Throughout the project process, client feedback is sought by both Consultant project managers and contract
- personnel to ensure satisfaction and provide the opportunity for adjustment if needed

We take project management seriously and are committed to delivering on time and on budget. Consultant may need to coordinate and meet with City, various departments, and interest groups in addition to those specifically outlined in this scope. This will include information teleconferences, meetings, research correspondence, status reports, record keeping, project coordination, electronic file management, preparation for meetings, and all other coordination during the project.

Deliverables:

- PDFs, project administration, and coordination as needed

- Conference calls and emails as needed
- Print sets for plan check submittal and resubmittal

Public Outreach Task
Consultant may support City with the preparation of documents and/or graphics to further support awareness about ADUs, their approval process, and the prototype plans available to the public.

TASK A.12: PUBLICATION MATERIALS
To help establish clear messaging related to the ADU prototype plans, Consultant will develop complementary publication materials that will provide user-friendly information to the public about the process of constructing an ADU on their property. These publication materials may include a series of one-page fact sheets, applicable checklists and/or worksheets, brochures, flyers, mailers, and online images that promote the utilization of the ADU prototype plans. This task includes collaboration with City responsible for printing materials and posting content on the City's website and/or social media channels.

Deliverables:
- Publication materials will include a series of one- (1-) page fact sheets, applicable checklists and/ or worksheets, and brochures, flyers, and mailers. Number of documents and/or graphics are to be determined should this optional task be requested
- Digital images, based on graphics included in the final architectural drawing sets, will be provided in a format suitable for sharing on the City's website and/or social media channels. Number of documents and/or graphics are to be determined should this optional task be requested.

Work Program Assumptions
- Meeting notices: The City is responsible for printing and distributing physical meeting notices when needed. If requested, the costs of providing printing and/or distribution of meeting notices would be on a time and materials basis.
- Meeting attendance: The project budget does not include attendance at public meetings. The costs of additional meeting attendance would be on time and materials. In addition, meetings are assumed to be conducted using a virtual format.
- Draft documents: A draft of each document will be provided to staff and revised based on a single set of consolidated comments providing clear direction.
- Printing: This budget assumes the City will be responsible for printing and distributing documents
- Environmental review: The scope of work requested does not include environmental documentation or clearance pursuant to the California Environmental Quality Act. As such, environmental documentation and technical studies are not included in this work program. However, such documentation would be provided on a time and materials basis if requested.

- Ownership: Upon completion of the final plan review and delivery, the prototype plans will become the
- intellectual property of the city.
- Public Use: Upon final approval, an approved record set will be provided for county records as the Master Plan. Separate sets for public distribution will be provided with county logos and watermarked “APPROVED FOR USE IN THE CITY OF REDLANDS ONLY.”
- This proposal assumes the City will own and maintain the approved architect or engineer stamped originals, issue users unstamped copies, and require a hold harmless agreement to be signed by the end user. The wording suggested similar to ”By using these permit-ready accessory dwelling unit construction documents, the user agrees to release, hold harmless, and indemnify the City, its elected officials and employees, and the architect or engineer who prepared these construction documents from any claims, liabilities, suits, and demands on account of any injury, damage or loss to persons or property, including injury or death, or economic losses, arising out of the use of these construction documents.”

EXHIBIT "B"
PROJECT SCHEDULE

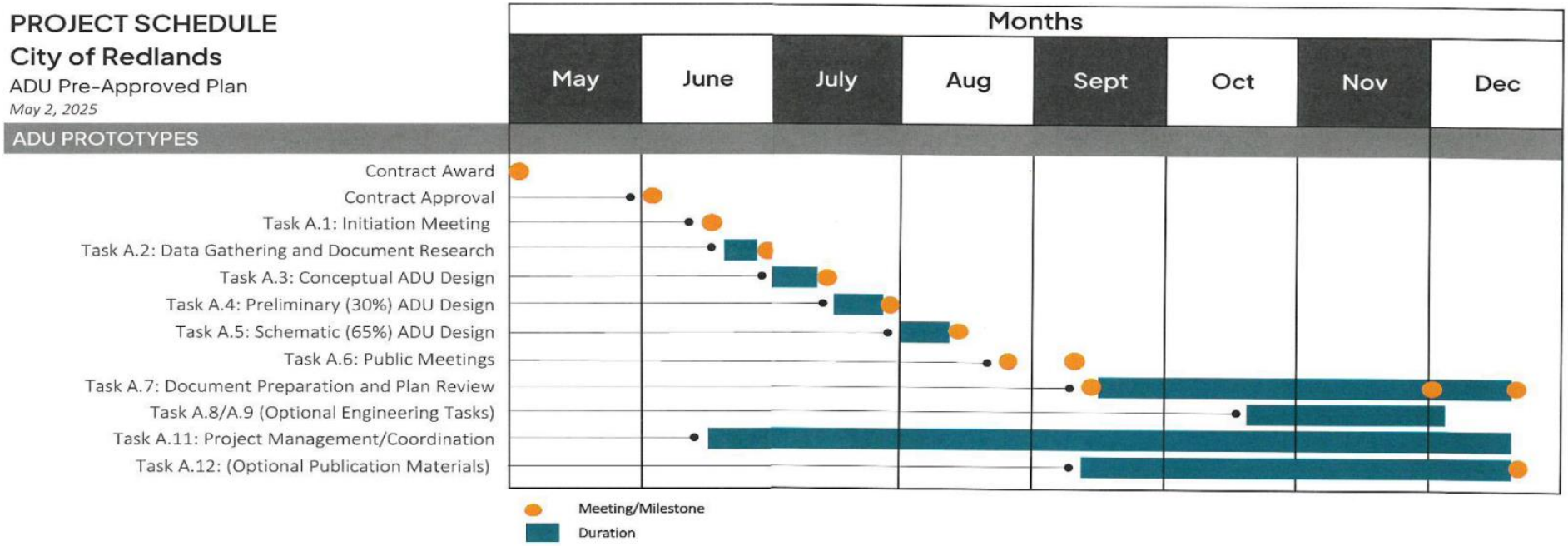


EXHIBIT "C"

FEE SCHEDULE

FEE SCHEDULE
City of Redlands
Four ADU Prototype Plans
May 2, 2025

				RBM RANDY RUSSOM		RBM JESSICA MEADOWS		RBM ELIZABETH OCAMPO VIVERO		RBM JOEY COX		RBM PLANNING STAFF		RBM ARCH STAFF		RBM ENG STAFF	
				Principal/Project Manager		Structural Engineer		Principal Planner		Job Captain		Planning Production Staff		Architectural Production Staff		Engineering Production Staff	
				252 $ per hour		210 $ per hour		225 $ per hour		135 $ per hour		155 $ per hour		130 $ per hour		140 $ per hour	
ESTABLISH A STRONG FOUNDATION		**FEE TYPE**	**ESTIMATED FEE**														
A.1	Project Initiation/Kickoff	T&M NTE	$ 1,364	2	$504	1	$210	2	$380	2	$270	0	$0	0	$0	0	$0
A.2	Data Gathering and Document Research	T&M NTE	$ 3,774	2	$504	0	$0	2	$450	4	$540	8	$1,240	8	$1,040	0	$0
		Total:	$ 5,138														
ADU DESIGN		**FEE TYPE**	**ESTIMATED FEE**														
A.3	Conceptual ADU Plans	T&M NTE	$ 2,104	4	$4	0	$0	0	$0	4	$540	0	$0	12	$1,560	0	$0
A.4	Preliminary (30%) ADU Design	T&M NTE	$ 9,156	8	$2,016	0	$0	0	$0	24	$3,240	0	$0	30	$3,900	0	$0
A.5	Schematic (65%) ADU Design	T&M NTE	$ 13,184	12	$3,024	2	$420	0	$0	24	$3,240	0	$0	50	$6,500	0	$0
A.6	Public Meetings	T&M NTE	$ 7,992	16	$4,032	0	$0	0	$0	4	$540	12	$1,860	12	$1,560	0	$0
		Value:	$ 32,436														
ADU CONSTRUCTION DOCUMENTS		**FEE TYPE**	**ESTIMATED FEE**														
A.7	Document Preparation and Plan Review	T&M NTE	$ 56,508	24	$6,048	16	$3,360	0	$0	60	$8,100	0	$0	160	$20,800	130	$18,200
A.8	Raised Floor and Stem Wall (Optional Below)	T&M NTE	$ -	0	$0	0	$0	0	$0	0	$0	0	$0	0	$0	0	$0
A.9	Framed Roof Design (Optional Below)	T&M NTE	$ -	0	$0	0	$0	0	$0	0	$0	0	$0	0	$0	0	$0
A.10	Code Updates (Optional Below)	T&M NTE	$ -	0	$0	0	$0	0	$0	0	$0	0	$0	0	$0	0	$0
		Value:	$ 56,508														
MANAGE THE PROJECT		**FEE TYPE**	**ESTIMATED FEE**														
A.11	Project Management/Coordination	T&M NTE	$ 6,888	24	$6,048	4	$840	0	$0	0	$0	0	$0	0	$0	0	$0
A.12	Public Information Documents (Optional Below)	T&M NTE	$ -	0	$0	0	$0	0	$0	0	$0	0	$0	0	$0	0	$0
		Value:	$ 6,888														

Subtotal	$ 100,970
Reimbursable Expenses	$ 2,500
Estimated Project Total	$ 103,470

Fee Footnote
Estimated fees for tasks shown as "Time and Materials - Not to Exceed" (T&M/NTE) are provided for informational purposes only. Amounts billed for these tasks, which will reflect actual hours, will not be exceeded without prior approval by the client.

Reimbursable Expenses
Incidental expenses incurred by RRM Design Group or any subconsultant it may hire to perform services for this project are reimbursed by the client at actual cost plus 10% to cover its overhead and administrative expenses.

Adjustment to Hourly Billing Rates
RRM reserves the right to adjust hourly rates on an annual basis.

OPTIONAL TASKS		**FEE TYPE**	**ESTIMATED FEE**														
c	Framed Floor and Stem Wall (Optional)	T&M NTE	$ 8,120	0	$0	12	$2,520	0	$0	0	$0	0	$0	0	$0	40	$5,600
A.9	Framed Roof Design (Optional)	T&M NTE	$ 6,160	0	$0	8	$1,680	0	$0	0	$0	0	$0	0	$0	32	$4,480
A.10	2025 Code Updates (Optional)	T&M NTE	$ 7,456	8	$2,016	8	$1,680	0	$0	0	$0	0	$0	16	$2,080	12	$1,680
A.12	Public Information Documents (Optional)	T&M NTE	$ 10,630	0	$0	0	$0	8	$1,800	8	$1,080	50	$7,750	0	$0	0	$0
A13	4th Elevation Style per plan (Optional)	T&M NTE	$ 7,154	2	$504	1	$210	0	$0	8	$1,080	0	$0	24	$3,120	16	$2,240
		Value:	$ 39,520														

EXHIBIT "D"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

Every employer, except the State, shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations, a certificate of consent to self-insure, either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

CHECK ONE

_____I am aware of the provisions of Section 3700 of the 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 I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

_____I affirm that at all times, in performing the work and activities required or permitted under this Agreement, I shall not employ any person in any manner such that I become subject to the workers' compensation laws of California. However, at any time, if I employ any person such that I become subject to the workers' compensation laws of California, immediately I shall provide the City with a certificate of consent to self-insure, or a certification of workers' compensation insurance.

I certify under penalty of perjury under the laws of the State of California that the information and representations made in this certificate are true and correct.

RRM DESIGN GROUP

By:_____ Date: _____
Randy Russom, Principal

City Council Meeting **L. 4.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of Resolution No. 8695 approving Agreement 3CA07221 with the Department of Forestry and Fire Protection (Cal Fire) for wildland protection during fiscal year 2025-2026 for an amount not to exceed $332,672.55 (Fire Chief Sessler)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motion is provided:

I move that the City Council adopt Resolution No. 8695 with the Department of Forestry and Fire Protection (Cal Fire) for wildland protection during fiscal year 2025-2026 for an amount not to exceed $332,672.55.

RECOMMENDATION:

Staff recommends that City Council approve Resolution No. 8695 with the Department of Forestry and Fire Protection (Cal Fire) for supplemental fire resources such as helicopters, aircraft retardant drops, hand-crews, and unified command for wildland fire incidents for an amount not to exceed $332,672.55 during fiscal year 2025-2026.

DISCUSSION:

With the annexation of the area located south of Sunset Drive into the City of Redlands in 1990, the California Department of Forestry (CAL FIRE) and the City of Redlands entered into a Wildland Fire Protection Agreement. Since then, the agreement is reviewed, updated and approved annually. The agreement previously provided for the protection of 2,900 acres of wildland within the city. However, the coverage increased to 5,985 acres in fiscal year 2022. This widened the protection of the wildland areas affected. Specifically, CAL FIRE provides supplemental fire resources such as helicopters, aircraft retardant

drops, hand-crews, and unified command for wildland fire incidents. The agreement covers the period beginning July 1, 2025, to June 30, 2026, and requires annual amendments to reflect any changes in CAL Fire's costs for providing service. The annual cost for FY 2025-2026 is $322,672.55. The agreement allows for a more predictable fire suppression cost, considering that just one moderate vegetation fire could result in significant suppression costs associated with the utilization of highly specialized equipment, materials, and the costs of command staff and personnel.

ALTERNATIVES:

City Council may choose to deny approval of the Wildland Fire Protection Agreement.

STRATEGIC PLAN:

Priority B - Public Health and Safety

SUBMITTED BY:
Rich Sessler, Fire Chief

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

PREPARED BY:
Bruni Reyes, Management Analyst

Fiscal Impact

Fiscal Year:	2025-2026
Revenue Generating:	N
Appropriation Required Y/N:	N

Discussion:

The total cost for services under the Wildland Fire Protection Agreement from Cal Fire for fiscal year 2025-2026 is $322,672.55. This cost includes a per acre rate of $50.18 and an administrative rate of 10.77% or $5.40 for a total rate of $55.58. The total cost has been budgeted in the Fire Department's FY 25/26 budget.

Attachments

Resolution No. 8695
Agreement No. 3CA07221

RESOLUTION NO. 8695

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CALFIRE) FOR WILDLAND PROTECTION SERVICES DURING FISCAL YEAR 2025/2026.

WHEREAS, the City wishes to approve an agreement with the Department of Forestry and Fire Protection (CALFIRE) for wildland protection services in order to protect the public health and safety from wildfires with supplemental fire resources from CALFIRE such as helicopters, aircraft retardant drops, hand-crews, and unified command for wildland fire incidents.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDLANDS AS FOLLOWS:

Section 1. The City of Redlands does hereby approve the agreement with the California Department of Forestry and Fire Protection (CALFIRE) dated June 17th, 2025 (Contract # 3CA07221) attached hereto as Exhibit "A". This agreement provides Wildland Protection during the State fiscal year 2025/2026.

Section 2. The Mayor of the City of Redlands is hereby authorized to sign and execute said agreement on behalf of the City of Redlands.

ADOPTED, SIGNED AND APPROVED ON this 17th day of June 2025.

_____
Mario Saucedo, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, California, do hereby certify that the foregoing was duly adopted by the City Council at a regular meeting thereof held on the 17th day of June 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

EXHIBIT A

Agreement No. 3CA07221

[Attached]

DEPARTMENT OF FORESTRY AND FIRE PROTECTION
P.O. Box 944246
SACRAMENTO, CA 94244-2460
(916) 653-7772
Website: www.fire.ca.gov

May 15, 2025

Rich Sessler
PO Box 3005
Redlands, CA 92373

Chief Sessler:

Please find the following documents enclosed:

- **(1) Full LG-W Agreement** (Courtesy Copy) - between the City of Redlands and the California Department of Forestry and Fire Protection (CAL FIRE) for Wildland Services during the fiscal years of 2025 through 2026.

- **(1) LG-W Agreement Signature Page** Please return dated with the wet/docusigned (scanned) signatures. (See email address below)

Additional documents required:

- **Resolution** Agreement approved by the board. Please return dated with the wet/docusigned (scanned) signatures. (See email address below)

- **Letter of Intent** Signed by your designated official. Please return dated with the wet/docusigned (scanned) signatures. (See email address below)

The Resolution must be signed by the same person signing the LG-W Agreement.

Once the signature page, letter of intent, and resolution agreement have been signed, please scan and email them to me at alison.hesterly@fire.ca.gov

I will then forward the completed package to Cooperative Fire in Sacramento. Please do not mail a copy to Sacramento.

Feel free to contact me at 760-442-2594 or via email if you have any questions and/or concerns.

Respectfully,

Alison Hesterly

Alison Hesterly
Battalion 3511

STATE OF CALIFORNIA

COOPERATIVE FIRE PROGRAMS
LOCAL RESPONSIBILITY AREA WILDLAND PROTECTION
REIMBURSEMENT AGREEMENT

LG-W REV 8/2024

AGREEMENT NUMBER	**3CA07221**
REGISTRATION NUMBER:	

1. This Agreement is entered into between the State Agency and the Local Agency named below:

STATE AGENCY'S NAME

California Department of Forestry and Fire Protection – (CAL FIRE)

LOCAL AGENCY'S NAME

City of Redlands

2. The term of this Agreement is: July 1, 2025 through June 30, 2026

3. The maximum amount of this Agreement is: $ Three Hundred Thirty Two Thousand Six Hundred Seventy Two Dollar and Fifty Five Cents.

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work – Includes page 2 (contact page) in count for Exhibit A	2	pages
Exhibit B – Budget Detail and Payment Provisions	2	pages
Exhibit C* – General Terms and Conditions; DGS GTC Version: 02/2025	0	pages
Exhibit D – Special Terms and Conditions (Attached hereto as part of this Agreement)	1	pages
Exhibit E – Additional Provisions	6	pages

*Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this Agreement as if attached hereto.
General Terms and Conditions can be viewed at: http://www.dgs.ca.gov/ols

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

LOCAL AGENCY

LOCAL AGENCY'S NAME

BY *(Authorized Signature)* ✍ | DATE SIGNED *(Do not type)*

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

STATE OF CALIFORNIA

AGENCY NAME
California Department of Forestry and Fire Protection

BY *(Authorized Signature)* ✍ | DATE SIGNED *(Do not type)*

PRINTED NAME AND TITLE OF PERSON SIGNING
Matthew Sully, Deputy Director, Cooperative Fire Protection

ADDRESS P.O. Box 944246, Sacramento, CA 94244-2460

California Department of General Services Use Only

EXHIBIT A

COOPERATIVE FIRE PROGRAMS

AGREEMENT FOR PROTECTION OF WILDLANDS WITHIN LOCAL AGENCY RESPONSIBILITY AREA

1. The project representatives during the term of this Agreement will be:

CAL FIRE Unit Chief:		Local Agency:	City of Redlands
Name:	Shane Littlefield	Name:	Rich Sessler
Phone:	909-881-6900	Phone:	909-798-7600
Fax:	909-881-6969	Fax:	909-798-7602

All required correspondence shall be sent through U.S. Postal Service by certified mail and directed to:

CAL FIRE Unit Chief:	Shane Littlefield	Local Agency:	City of Redlands
Section/Unit:	San Bernardino-Inyo-Mono	Section/Unit:	
Attention:	Alison Hesterly	Attention:	Rich Sessler
Address:	3800 N. Sierra Way San Bernardino, CA 92405	Address:	PO Box 3005 Redlands, CA 92373-1505
Phone:	909-881-6900	Phone:	909-798-7600
Fax:	909-881-6969	Fax:	909-798-7602

Send an additional copy of all correspondence to:

CAL FIRE
Cooperative Fire Services
P.O. Box 944246
Sacramento, CA 94244-2460

2. AUTHORIZATION

This Agreement is entered into this 1st day of July, 2025, by and between the State of California, hereinafter called STATE and City of Redlands, County of San Bernardino, State of California, hereinafter called Local Agency through its duly authorized officers. As used herein, Director shall mean Director of the California Department of Forestry and Fire Protection (CAL FIRE). Where the standard clauses for example in Exhibit C, use the word “Contractor” that word shall mean LOCAL AGENCY as LOCAL AGENCY is used in this Agreement.

Section 4142 of the Public Resources Code provides that the Director may enter into cooperative Agreements with local jurisdictions for the purpose of providing wildland fire protection.

3. SCOPE OF WORK

LOCAL AGENCY has the responsibility for protection of life, property, and wildland areas comprising 5985 acres of land as indicated on the map included under Exhibit E and desires to contract with the STATE to provide wildland fire protection to said area.

STATE has the ability to provide wildland fire protection for said area, of the type and degree, which it now provides on adjacent State Responsibility Areas.

4. SERVICES BY STATE

A. STATE shall provide wildland fire protection for the areas defined in the above section.

B. For those areas, which are adjacent to State Responsibility Area, STATE will provide wildland fire protection at the same level of service it now provides on adjacent State Responsibility Area.

C. For those areas (islands), which are not adjacent to State Responsibility Area, the wildland fire protection provided by the STATE will be limited to those resources identified in the preplanned wildland response for the respective area. Any resources beyond those specified in the preplanned wildland response are assistance by hire and the financial responsibility of the LOCAL AGENCY.

5. ADMINISTRATION

A. LOCAL AGENCY agrees that STATE may dispatch fire protection resources available under this Agreement to other areas of the state when needed at the sole discretion of STATE.

B. STATE response will be subject to availability of resources.

C. Incident Management within the contract area shall conform to current Incident Command System criteria for Unified Command.

D. STATE and LOCAL AGENCY shall, through established dispatch procedures, immediately notify each other of any fire incident within the contract area.

6. MUTUAL AID

LOCAL AGENCY shall provide mutual aid response into the contract area for wildfires. Structural fire protection remains the jurisdictional and financial responsibility of LOCAL AGENCY.

7. ENTIRE AGREEMENT

This Agreement contains the whole Agreement between the parties. It cancels and supersedes any previous Agreement for the same or similar services.

EXHIBIT B

BUDGET DETAIL, INVOICING, PAYMENT AND RECONCILIATION

1. Invoicing and Payment:

A. LOCAL AGENCY shall pay STATE for providing said protection at the rate of $50.18 per acre, plus an 10.77% administrative charge for a total of $332,672.55 upon presentation of an invoice by STATE. The rate per acre and administrative charge will be calculated by STATE prior to January 1, of each year and annually thereafter, for the succeeding fiscal year subject to approval by LOCAL AGENCY. This Agreement shall be amended each fiscal year to reflect new rates.

B. STATE shall provide thirty (30) day written notice to LOCAL AGENCY of the cost per acre and the administrative charge to be assessed for each subsequent fiscal year during the term of this Agreement; LOCAL AGENCY shall have thirty (30) days to approve said rate; if written approval is not received by STATE within said period, STATE's obligations hereunder shall terminate; LOCAL AGENCY shall be liable for all amounts due up to and including the date of such termination.

C. To minimize the need for reconciliation payment is expected in full after the LOCAL AGENCY receives the STATE invoice. Payments made by the LOCAL AGENCY will cover the protection rate per acre and the administrative charge for the protection services rendered by STATE and including any other costs as provided herein, giving credit for all payments made by LOCAL AGENCY and claiming the balance due to STATE, if any, or refunding to LOCAL AGENCY the amount of any overpayment.

2. Budget Contingency Clause

A. If the LOCAL AGENCY's governing authority does not appropriate sufficient funds for the current year or any subsequent years covered under this Agreement, which results in an inability to pay the STATE for the services specified in this Agreement, the LOCAL AGENCY shall promptly notify the STATE and this Agreement will terminate pursuant to the notice periods required herein.

B. If funding for any fiscal year is reduced or deleted by the LOCAL AGENCY for purposes of this program, the LOCAL AGENCY shall promptly notify the STATE, and the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced amount, pursuant to the notice terms herein

C. If the STATE Budget Act does not appropriate sufficient funds to provide the services for the current year or any subsequent years covered under this Agreement, which results in an inability to provide the services specified in this Agreement to the LOCAL AGENCY, the STATE shall promptly notify the LOCAL AGENCY, and this Agreement will terminate pursuant to the notice periods required herein.

D. If funding for any fiscal year is reduced or deleted by the STATE Budget Act for purposes of this program, the STATE shall promptly notify the LOCAL AGENCY, and the LOCAL AGENCY shall have the option to either cancel this Agreement with no liability occurring to the LOCAL AGENCY, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced services, pursuant to the notice terms herein.

E. Notwithstanding the foregoing provisions in paragraphs A and B above, the LOCAL AGENCY shall remain responsible for payment for all services actually rendered by the STATE under this Agreement regardless of LOCAL AGENCY funding being reduced, deleted or not otherwise appropriated for this program. The LOCAL AGENCY shall promptly notify the STATE in writing of any budgetary changes that would impact this Agreement.

F. LOCAL AGENCY and STATE agree that this Budget Contingency Clause shall not relieve or excuse either party from its obligation(s) to provide timely notice as may be required elsewhere in this Agreement.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. **Cancellation**

   Failure of either party to meet any of the terms and conditions of this Agreement, including non-payment of monies due hereunder, shall be cause for the termination of this Agreement; such termination shall become effective upon written receipt of 30 day notice of cancellation.

2. **Audit**

   If the Agreement is over $10,000, the parties shall, in accordance with Government Code Section 10532, be subject to examination and audit of the State Auditor General for a period of three (3) years after final payment under the Agreement. Examination and audit shall be confined to those matters connected with performance of the Agreement including, but not limited to, cost of administering the Agreement The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon Agreement or understanding.

3. **Operating Plan**

   Prior to April 1 of each year, STATE and LOCAL AGENCY shall establish a joint Operating Plan for the contract area, which shall be attached after Exhibit E. If LOCAL AGENCY received its structural fire protection from another local agency, the local agency providing the structural fire protection must be party to the Operating Plan.

4. **Extension of Agreement**

   Unless there is written notice by LOCAL AGENCY to terminate this Agreement STATE shall extend this Agreement for a single one-year period from the original termination date. The cost of services provided by STATE during the extended period shall be based upon the rates published for the fiscal year in which the extended period falls had a new Agreement been entered into.

5. **Modification**

   This Agreement may be amended at any time by written mutual consent of the parties hereto.

6. **Indemnification**

   Each party, to the extent permitted by law, agrees to indemnify and hold harmless the other party, its officers, agents, and employees from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the indemnifying party.

EXHIBIT E

ADDITIONAL PROVISIONS

Attachments

☒ Budget Plan

☒ Topographic Map

☒ Operating Plan

☐ Annual Report

LOCAL RESPONSIBILITY AREA (LRA) WILDLAND PROTECTION REIMBURSEMENT AGREEMENT

Program Cost Account (PCA #) **39002**

**THIS IS THE BUDGET PLAN FOR THE LOCAL RESPONSIBILITY AREA (LRA)
WILDLAND FIRE PROTECTION REIMBURSEMENT AGREEMENT BETWEEN THE
STATE OF CALIFORNIA, DEPARTMENT OF FORESTRY & FIRE PROTECTION (CAL FIRE)
AND THE CITY/TOWN OF Redlands A LOCAL AGENCY
FOR THE 2025/2026 FISCAL YEAR**

AGREEMENT COST CALCULATIONS:

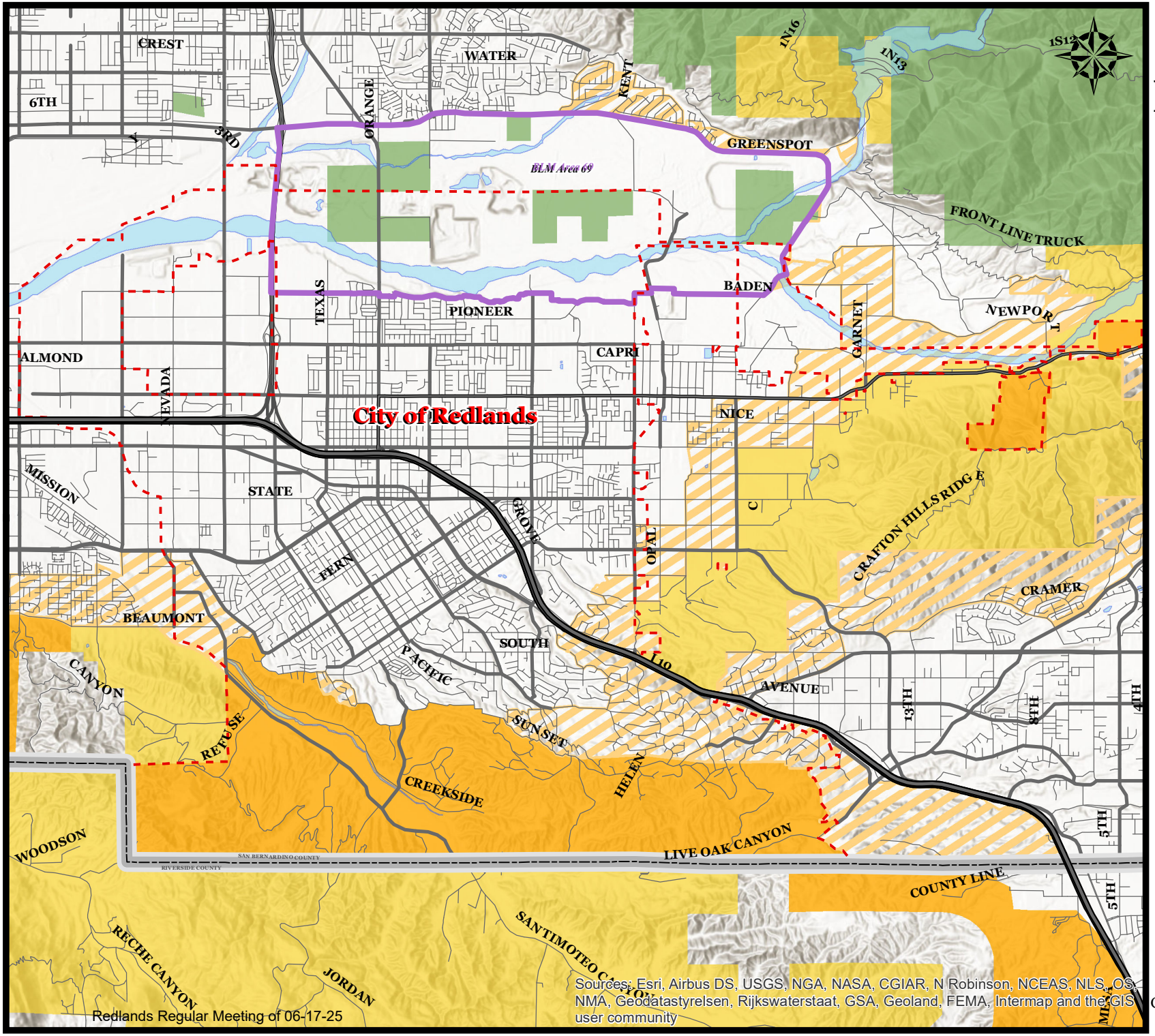
Number of Acres 5985

General Fund Reimbursement	$ 19.69	$ 117,844.65
Unit Budget	$ 30.49	$ 182,482.65
Sub-Total		$ 300,327.30
Admin Rate	10.77%	$ 32,345.25
Total Protection Cost		**$ 332,672.55**

Comments Section:

City of Redlands

Wildland Protection Agreement (WPA)



0 0.5 1 2 Miles

Misc. Symbology

- County Line
- City of Redlands
- BLM Area 691
- Water Features
- CAL FIRE UOP
- CAL FIRE WPA

Direct Protection Area (DPA)

- State DPA
- Federal DPA
- Local DPA

WPA: 5985 Acres

Contract #: 3CA07221

Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community

Elizabeth A. Smith
CAL FIRE San Bernardino Unit
Prepared on: Oct. 31, 2024

REDLANDS WILDLAND CONTRACT AREA OPERATIONAL PLAN

Between

CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION (CAL FIRE), San Bernardino Unit,

And

REDLANDS FIRE DEPARTMENT

Purpose

The purpose of this operating plan is to increase and/or enhance the fire ground operations within the California Department of Forestry and Fire Protection (CAL FIRE) San Bernardino Unit Redlands Wildland Contract area including mutual threat zones. This plan would allow responding agencies to pre-designate the Unified Ordering point, VHF Radio Frequencies, establishment of a Unified Command structure for wildland fires in the contract area.

Proposal

1. The proposed plan is to:
    a. Suppress Wildland fires within the contract area and/or mutual threat zone.
2. Area involved;
    a. See attached map, Redlands Wildland Contract area inclusive of mutual threat zones.

Procedures

1. Regardless of which agency Company Officer is on scene of the incident first, the first arriving Company Officer shall;
    a. Assume command,
    b. Establish jurisdiction,
    c. Determine threats with potential,
    d. Provide a report on conditions,
    e. Formulate and effect a plan of action,
    f. Prioritize control objectives,
    g. Life, Property and Natural Resources,
    h. Request additional resources as appropriate,
    i. Establish the Unified Ordering Point.
2. The Unified Ordering Point shall be the California Department of Forestry and Fire Protection (CAL FIRE) San Bernardino Unit Emergency Command Center (BDCC).
3. Regardless of which agency Chief Officer is on scene of the incident first;

a. The first arriving Chief Officer will transition command from the initial attack incident commander.
b. Announce and assume command.
c. Establish an Incident Command Post.

4. Wildland fires will be managed via Unified Command structure affording all agencies with jurisdictional responsibility to establish a common set of objectives and strategies.
5. Common communications shall be established utilizing the FIRESCOPE Statewide channel plan with the following VHF frequencies.
    a. Command
        i. Common command frequency assigned by the BDCC
    b. Tactical
        ii. Common tactical frequencies assigned by the BDCC
    c. Air to Ground
        iii. Common air to ground frequencies assigned by the BDCC
    d. Note: California Department of Forestry and Fire Protection (CAL FIRE) San Bernardino Unit Emergency Command Center (BDCC) will make every effort to assign VHF frequencies utilizing the pre-designated frequency chart below.

VHF FREQUENCIES			
BDU L1	151.4450	159.3900	BDU LOCAL 1
CDF C1	151.3550	159.3000	CDF COMMAND 1
CDF C2	151.2650	159.3300	CDF COMMAND 2
CDF C3	151.3400	159.3450	CDF COMMAND 3
CDF T5	151.2500	151.2500	CDF TAC 5
CDF T8	151.3700	151.3700	CDF TAC 8
CDF A/G	151.2200	151.2200	CDF AIR TO GND NET
VFIRE22	154.2650	154.2650	VFIRE22
VFIRE23	154.2950	154.2950	VFIRE23

6. Wildland fires in jurisdictions outside of the Redlands Wildland Contract area that are deemed an immanent threat to Redlands Wildland Contract area or mutual threat zone:
    a. Immediate notification will be made to BDCC. BDCC will in turn notify Redlands Fire Department via San Bernardino County Communications Center (XBOC).
7. For Wildland fires originating in the Redlands Wildland Contract area or mutual threat zone, Cal Fire will dispatch resources based on the Low, Medium or High dispatch levels, as well as by the closest resource concept. Additional resources may be responded based upon initial reports.

RESPONSE LEVELS			
STATE RESOURCES	HIGH	MEDIUM	LOW
Engines	5	4	2
Dozers	1	1	-
Crews	2	2	-

Helicopter	1	1	-
Air Tanker	2	-	-
Air Attack	1	-	-
Battalion Chief	1	1	1

Repair of Fire Suppression Damage

1. The nature of fire and other emergency activity work invites accidents, injuries, and general confusion. In addition, fire control forces may take actions that are reasonably necessary to control a fire or other emergency but which are damaging to property. Such actions will be considered reasonable and proper if good judgment is used by responsible personnel according to the conditions that exist at the time of the action. CAL FIRE is not obligated or authorized to make actual expenditures or efforts to repair or replace private property.
2. Advise those claimants who insist upon taking formal action to correspond with the Secretary, State Board of Control, P.O. Box 3035, 926 J Street, Suite 300, Sacramento, 5814. The claimant may be supplied by the Board of Control with a copy of form STD 275, entitled, Damage Claims Against the State of California.

Fire Information

1. Joint fire information dissemination as determined and approved by the Unified Incident Commanders.

General Procedures

1. Plan to be reviewed and updated as necessary prior to June 30th.

Administrative listings

1. California Department of Forestry and Fire Protection (CAL FIRE) San Bernardino Unit Head Quarters 3800 N. Sierra Way San Bernardino, CA 92406. (909) 881-6900.
2. Redlands Fire Department 35 Cajon St # 12 Redlands, CA 92373-4746 (909) 798-7600

City Council Meeting **L. 5.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of a Non-Professional Services Agreement with BrightView Landscape Services, Inc. for Sports Field Maintenance services for a 3-year term for an amount not to exceed $1,081,118 and determine that approval of the agreement is exempt from the California Environmental Quality Act pursuant to Section 15301(h) of the CEQA Guidelines (Facilities and Community Services Director Crocker)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motions are provided:

1. I move that the City Council find that approval of a Non-Professional Services Agreement with BrightView Landscape Services, Inc. for Sports Field Maintenance services is exempt from the California Environmental Quality Act pursuant to Section 15301(h) of the CEQA Guidelines; and

2. I move that the City Council approve the Non-Professional Services Agreement with BrightView Landscape Services, Inc.

RECOMMENDATION:

Staff recommends that the City Council approve the Non-Professional Services Agreement with BrightView Landscape Services, Inc. for Sports Field Maintenance services for a 3-year term for an amount not to exceed $1,081,118. Staff further recommends that City Council find that approval of the agreement is exempt from the California Environmental Quality Act pursuant to Section 15301(h) of the CEQA Guidelines.

DISCUSSION:

The Parks Division of the Facilities and Community Services Department is responsible for the maintenance and landscaping of city parks. Within these parks are specific sports field facilities that are available for use by organizations, primarily youth sports, for practices, games, tournaments, and other related activities. Locations include Brookside Park, Crafton Park, Israel Beal Park, Martinez Park, Sports Park and Texonia Park.

These sports fields require specialized and enhanced maintenance and care to ensure they are safe, functional, and aesthetically pleasing for participants and spectators. These services are specialized and are provided separate from the general landscaping that occurs in the parks. The attached agreement is a Non-Professional Services Agreement with BrightView Landscape Services, Inc. for Sports Field Maintenance services for a 3-year term for an amount not to exceed $1,081,118.

The City advertised a Request for Proposals (RFP) for sports field maintenance to potential vendors to provide this service. A list of the firms that responded is provided in the table below:

Firm Name	Responsive Proposer	Responsible Proposer	Annual Cost Proposal
BRIGHTVIEW LANDSCAPE SERVICES	X	X	X
EXCEL LANDSCAPE	X	X	X
MARIPOSA LANDSCAPES, INC	X	X	X
SOUTHWEST LANDSCAPE & MAINT	X	X	X
US LANDSCAPE INC	X	X	X
WORLD SPORTS	X	X	X

A selection committee reviewed and ranked each organization based on its demonstrated competence and professional qualifications deemed necessary for the satisfactory performance of the services required in accordance with the City's procurement policy. The top two firms by ranking were invited to give a presentation of their proposal to the selection committee. BrightView Landscape Services Inc. was selected as the most highly qualified firm based on their response to the scope of work provided in the RFP and their presentation.

The proposed project is exempt from the requirements of the California Environmental Quality Act’s guidelines pursuant to Section 15301(h). Section 15301(h) applies to existing facilities where the project will have negligible or no

expansion of use. The sports fields maintained under this agreement exist and will not be expanded. Therefore, approval of the Non-Professional Services Agreement is exempt from further CEQA review.

ALTERNATIVES:

The City Council may choose not to approve the non-professional services agreement for sports field maintenance services and direct staff accordingly.

STRATEGIC PLAN:
N/A

SUBMITTED BY:
Tabitha Crocker, Facilities and Community Services Director

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Christopher Boatman, Assistant City Manager
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

PREPARED BY:
Don Craw, Facilities and Community Services Senior Manager

Fiscal Impact

Fiscal Year:	25/26
Revenue Generating:	N
Appropriation Required Y/N:	N
Budgeted Y/N:	Y
Account No.:	101303-6710

Discussion:

The first year of this agreement is a not-to-exceed amount of $349,999 ($320,496 for the base service and not-to-exceed $29,503 for the as-needed services). The total cost of the agreement is not-to-exceed $1,081,118 over three (3) years. Sufficient funding for this service is included in the Facilities and Community Services Parks Division's (101303) budget for Fiscal Year 2025-26 as approved by City Council. Funding for subsequent years will be included in budget development for City Council approval.

Agreement

AGREEMENT TO PERFORM NON-PROFESSIONAL SERVICES
FOR IMPROVEMENT TO PUBLIC BUILDINGS AND GROUNDS

This agreement for the provision of Sports Field Maintenance ("Agreement") is made and entered in this 17th day of June, 2025 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and BrightView Landscape Services, Inc., a California corporation ("Contractor"). City and Contractor are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Contractor agree as follows:

ARTICLE 1 – ENGAGEMENT OF CONTRACTOR

1.1 City hereby engages Contractor to perform Sports Field Maintenance services for City (the "Services"). The Services that Contractor shall perform are more particularly described in Exhibit "A," titled "Scope of Services," which is attached hereto and incorporated herein by this reference.

1.2 The Services shall be performed by Contractor in a professional manner, and Contractor represents that it has the skill and the professional expertise necessary to provide the Services to City at a level of competency presently maintained by other practicing professional Contractors in the industry providing like and similar types of Services.

ARTICLE 2 – RESPONSIBILITIES OF CONTRACTOR

2.1 Contractor shall comply with all applicable federal, state and local laws and regulations in the performance of the Services including, but not limited, to all applicable Labor Code and prevailing wage laws and non-discrimination laws, including the Americans with Disabilities Act. Pursuant to Labor Code section 1773.2, copies of the prevailing rates of per diem wages as determined by the Director of the California Department of Industrial Relations for each craft, classification or type of worker needed to undertake the Services are on file at City's Municipal Utilities and Engineering Department, located at the Civic Center, 35 Cajon Street, Suite 15A (Mailing: P.O. Box 3005), Redlands, California 92373.

2.2 Contractor acknowledges that if it violates the Labor Code provisions relating to prevailing wages that City may enforce such provisions by withholding payments to Contractor or its subcontractors pursuant to Labor Code section 1771.6.

2.3 If Contractor executes an agreement with a subcontractor to perform any portion of the Services, Contractor shall comply with Labor Code sections 1775 and 1777.7, and shall provide the subcontractor with copies of the provisions of Labor Code sections 1771, 1775, 1776, 1777.5, 1813 and 1815. Contractor acknowledges that the statutory provisions establishing penalties for failure to comply with state wage and hour laws and to pay prevailing wages may be enforced by City pursuant to Labor Code sections 1775 and 1813.

2.4 Contractor and its subcontractors shall comply with the provisions of Labor Code section 1776 regarding payroll records maintenance, certifications, retention and inspection.

2.5 Contractor acknowledges that eight (8) hours constitutes a legal day's work pursuant to Labor Code section 1810.

2.6 Contractor shall comply with the provisions of Labor Code section 1777.5 as to apprenticeships, and Labor Code sections 1771, 1775, 1776, 1777.5, 1813 and 1815.

2.7 Pursuant to Public Contract Code section 7103.5(b), Contractor offers and agrees to assign to City all rights, title and interest in and to all causes of action it may have under section 4 of the Clayton Act (15 U.S.C. section 15) or under the Cartwright Act (Chapter 2 (commencing with section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, goods or materials pursuant to this Agreement.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City shall make available to Contractor information in its possession that may reasonably assist Contractor in performing the Services.

3.2 City designates Tabitha Crocker, Department Director, as City's representative with respect to performance of the Services, and such person shall have the authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to performance of the Services.

ARTICLE 4 – PERFORMANCE OF SERVICES

4.1 The Services shall commence as of the Effective Date of this Agreement. Contractor shall perform and complete the Services in a prompt and diligent manner in accordance with the schedule set forth in Exhibit "A," which is attached hereto and incorporated herein by this reference.

4.2 The term of this Agreement shall be for a period of three (3) years and twelve (12) days beginning June 19, 2025 (the "Term" shall be from June 19, 2025 – June 30, 2028), unless the Services are earlier terminated as permitted herein.

ARTICLE 5 – PAYMENTS TO CONTRACTOR

5.1 Compensation: Total compensation for Contractor's performance of the Services shall not exceed the amount of One Million Eighty-One Thousand One Hundred Eighteen Dollars ($1,081,118). City shall pay Contractor on a time and materials basis up to the not to exceed amount in accordance with Exhibit "B," titled "Fee Schedule," which is attached hereto and incorporated herein by reference.

5.2 Contractor shall submit monthly invoices to City describing the Services performed during the preceding month. Contractor's invoices shall include a brief description of the Services performed, the dates the Services were performed, the number of hours spent and by whom. City shall pay Contractor no later than thirty (30) days after receipt and approval by City of Contractor's invoice.

5.3 Any notice or other communication required, or which may be given, pursuant to this Agreement, shall be in writing. Any such notice shall be deemed delivered (i) on the date of delivery in person; (ii) five (5) days after deposit in first class registered mail, with return receipt requested; (iii) on the actual delivery date if deposited with an overnight courier; or (iv) on the date sent by facsimile or electronic mail transmission (including PDF), if confirmed with a copy sent contemporaneously by first class, certified, registered or express mail; in each case properly posted and fully prepaid to the appropriate address set forth below, or such other address as a Party may provide notice in accordance with this section:

CITY	CONTRACTOR
City Clerk	Enrico Marogna, Sr. Vice President
City of Redlands	BrightView Landscape Services, Inc.
35 Cajon Street	715 W. La Cadena Drive
P.O. Box 3005 (mailing)	Riverside, CA 92501
Redlands, CA 92373	enrico.marogna@brightview.com
jdonaldson@cityofredlands.org	949-466-6734
(909) 798-7531	951-684-2785

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Contractor for the duration of its performance of the Services. Contractor shall not perform any Services unless and until the required insurance listed below is obtained by Contractor. Contractor shall provide City with certificates of insurance and endorsements evidencing such insurance prior to commencement of the Services. Insurance policies shall include a provision prohibiting cancellation or modification of the policy except upon thirty (30) days prior written notice to City.

A. Workers' Compensation and Employer's Liability insurance in the amount that meets statutory requirements with an insurance carrier acceptable to City, or certification to City that Contractor is self-insured or exempt from the workers' compensation laws of the State of California. Contractor shall execute and provide City with Exhibit "C," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

B. Comprehensive General Liability insurance with carriers acceptable to City in the minimum amount of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate, for public liability, property damage and personal injury is required. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

C. Business Auto Liability coverage, with minimum limits of One Million Dollars ($1,000,000) per occurrence, combined single limit bodily injury liability and property damage liability. This coverage shall include all Contractor owned vehicles used in connection with Contractor's provision of the Services, hired and non-owned vehicles,

and employee non-ownership vehicles. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

6.2 Contractor shall defend, indemnify, and hold harmless City and its elected and appointed officials, employees and agents from and against any and all claims, losses and liability, including attorneys' fees, arising from injury or death to persons or damage to property occasioned by any negligent act or omission by, or the willful misconduct of, Contractor, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Contractor covenants and represents that it does not have any investment or interest in any real property that may be the subject of this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Contractor's Services. Contractor further covenants and represents that in the performance of its duties hereunder, no person having any such interest shall perform any Services under this Agreement.

7.2 Contractor agrees it is not a designated employee within the meaning of the Political Reform Act because Contractor:

A. Does not make a governmental decision whether to:

(i) approve a rate, rule or regulation, or adopt or enforce a City law;
(ii) issue, deny, suspend or revoke any City permit, license, application, certification, approval, order or similar authorization or entitlement;
(iii) authorize City to enter into, modify or renew a contract;
(iv) grant City approval to a contract that requires City approval and to which City is a party, or to the specifications for such a contract;
(v) grant City approval to a plan, design, report, study or similar item;
(vi) adopt, or grant City approval of, policies, standards or guidelines for City or for any subdivision thereof.

B. Does not serve in a staff capacity with City and in that capacity, participate in making a governmental decision or otherwise perform the same or substantially the same duties for City that would otherwise be performed by an individual holding a position specified in City's Conflict of Interest Code under Government Code section 87302.

7.3 In the event City determines that Contractor must disclose its financial interests, Contractor shall complete and file a Fair Political Practices Commission Form 700, Statement of Economic Interests, with the City Clerk's office pursuant to the written instructions provided by the City Clerk.

ARTICLE 8 – GENERAL CONSIDERATIONS

8.1 In the event any action is commenced to enforce or interpret any of the terms or conditions of this Agreement the prevailing Party shall, in addition to any costs and other relief, be entitled to the recovery of its reasonable attorneys' fees, including fees for the use of in-house counsel by a Party.

8.2 Contractor shall not assign any of the Services, except with the prior written approval of City and in strict compliance with the terms and conditions of this Agreement. Any assignment or attempted assignment without such prior written consent may, in the sole discretion of City, results in City's immediate termination of this Agreement.

8.3 Contractor is for all purposes under this Agreement an independent contractor and shall perform the Services as an independent contractor. Neither City nor any of its agents shall have control over the conduct of Contractor or Contractor's employees, except as herein set forth. Contractor shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Contractor are for its account only, and in no event shall Contractor or personnel retained by it be deemed to have been employed by City or engaged by City for the account of, or on behalf of City. Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Contractor have any authority, express or implied, to bind City to any obligation.

8.4 This Agreement may be terminated by City, in its sole discretion, by providing not less than five (5) days prior written notice to Contractor of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Contractor's compensation shall be made, but (i) no amount shall be allowed for anticipated profit or unperformed Services, and (ii) any payment due Contractor at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Contractor. Upon receipt of a termination notice, Contractor shall immediately discontinue its provision of the Services and, within five (5) days of the date of the termination notice, deliver or otherwise make available to City, copies (in both hard copy and electronic form, where applicable) of project related data, design calculations, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by Contractor in performing the Services. Contractor shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.5 Contractor shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of three (3) years, or for any longer period required by law, from the date of final payment to Contractor pursuant to this Agreement. Such books shall be available at reasonable times for examination by City at the office of Contractor.

8.6 This Agreement, including the Exhibits incorporated herein by reference, represents the entire agreement and understanding between the Parties as to the matters contained herein, and any prior negotiations, written proposals or verbal agreements relating to such matters are superseded by this Agreement. Except as otherwise provided for herein, any amendment to this Agreement shall be in writing, approved by City and signed by City and Contractor.

8.7 This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflicts of laws provisions. The Parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated only in the state courts located in San Bernardino County, California, and the federal courts located in Riverside County, California.

8.8 If one or more of the sentences, clauses, paragraphs or sections contained in this Agreement is declared invalid, void or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not affect, impair or invalidate the remaining sentences, clauses, paragraphs or sections contained herein, unless to do so would deprive a Party of a material benefit of its bargain under this Agreement.

IN WITNESS WHEREOF, duly authorized representatives of City and Contractor have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Mario Saucedo, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

BRIGHTVIEW LANDSCAPE SERVICES, INC.

By: _____
Enrico Marogna, Sr. Vice President

EXHIBIT "A"

SCOPE OF SERVICES

Services to be performed at Brookside Park, Israel Beal Park, and Texonia Park:

- Weekly mowing, edging, and trimming
- Basic weed and pest control
- Routine irrigation inspection and adjustment
- General debris and trash removal
- Weekly safety inspections
- Fence inspections
- Annual overseeding (dethatch, verticut, vacuum, seed at 8lbs per 1,000 sq ft, drag in seed)
- Annual pre-emergent application
- 2x/year turf fertilization
- 1x/year turf aeration
- 2x/year post-emergent application
- 3x/year hard edge baseball and softball fields
- 2x/year edge flushing baseball and softball fields
- 36x/year scarify, drag, and water baseball and softball fields
- Provide monthly Quality Site Assessment (QSA) reports

Services to be performed at Crafton Park and Sports Park:

- Weekly mowing, edging, and trimming
- Basic weed and pest control
- Routine irrigation inspection and adjustment
- General debris and trash removal
- Weekly safety inspections
- Fence inspections
- Annual overseeding (dethatch, verticut, vacuum, seed at 8lbs per 1,000 sq ft, drag in seed)
- Annual pre-emergent application
- 3x/year turf fertilization
- 2x/year turf aeration
- 3x/year post-emergent application
- 4x/year edge flushing baseball and softball fields
- 38x/year scarify, drag, and water field
- Twice weekly turf mowing on fields during heaviest use / growth (May – September)
- Provide monthly Quality Site Assessment (QSA) reports

Services to be performed at Martinez Park:

- Weekly mowing, edging, and trimming
- Basic weed and pest control
- Routine irrigation inspection and adjustment
- General debris and trash removal
- Weekly safety inspections
- Fence inspections

- Annual overseeding (dethatch, verticut, vacuum, seed at 8lbs per 1,000 sq ft, drag in seed)
- Annual pre-emergent application
- 3x/year turf fertilization
- 2x/year turf aeration
- 3x/year post-emergent application
- 5x/year hard edge baseball and softball fields
- 4x/year edge flushing baseball and softball fields
- 38x/year scarify, drag, and water field
- Twice weekly turf mowing on fields during heaviest use / growth (May – September)
- 1x/year infield renovation: Lip reduction by deep tine scarification, add infield clay (as needed), level infield
- Provide monthly Quality Site Assessment (QSA) reports

As Needed Services to be performed at all locations:

- Irrigation system repairs, including but not limited to:
    - Sprinkler replacement
    - Valve replacement
    - Filter cleaning / replacement
    - Broken line repair

- All replacement parts pertaining to the irrigation system shall be the same make to match with existing components specific to the location; i.e. Hunter, Rain Bird, Superior, Sch 40 PVC fittings and pipe, etc.

Service Locations Included in Scope:

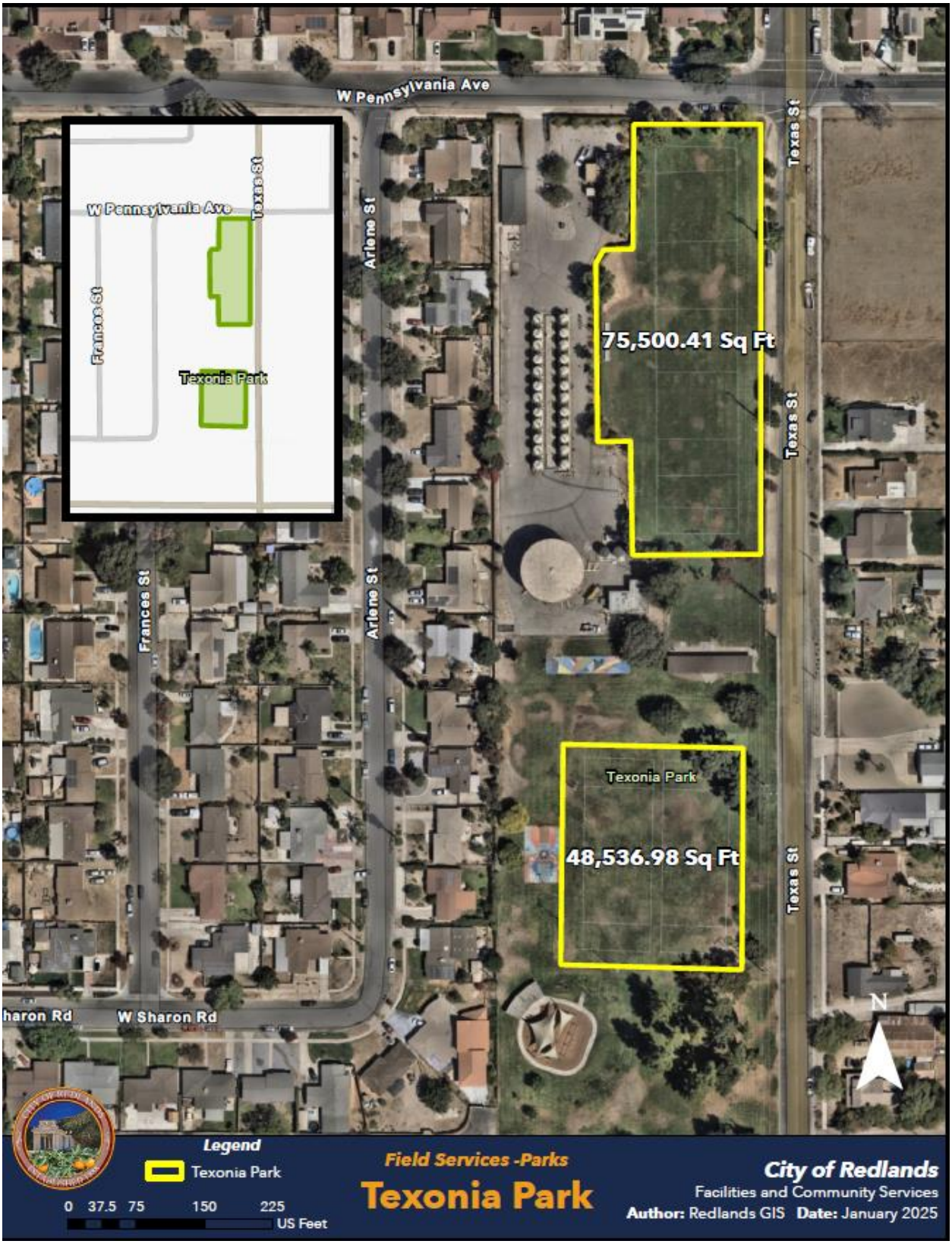
Brookside Park



Israel Beal Park



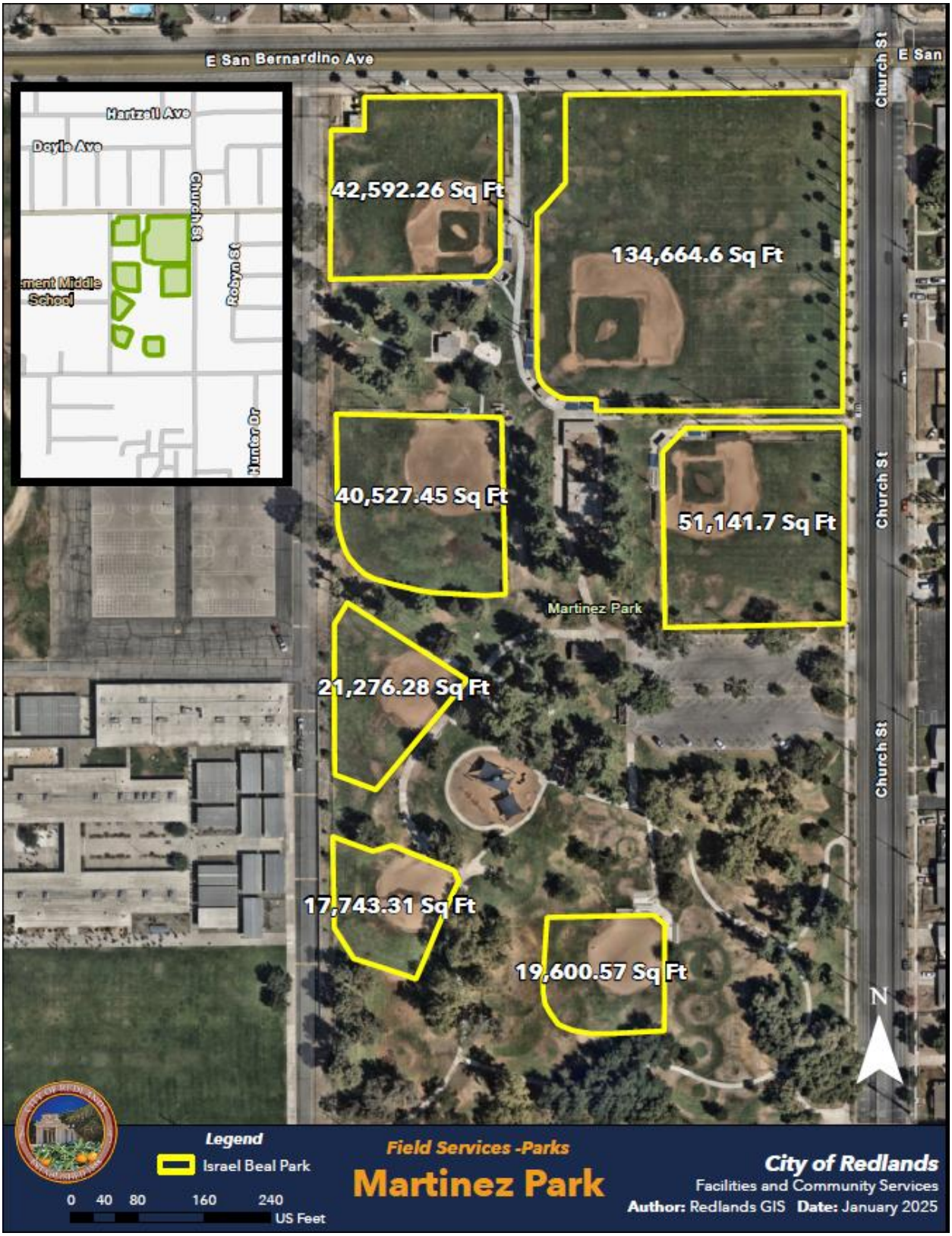
Texonia Park



Crafton Park



Martinez Park



Sports Park


Santa Ana River
Redlands Municipal Airport
Lucas Ln
E San Bernardino Ave
Wabash Ave
Valley Falls Ave
E Lugonia Ave
N Dearborn St
Cortez St
Sports Park
1,139,430.92 Sq Ft
E San Bernardino Ave
Patterson
Foothill Ave
Granite St
N
Legend
Sports Park
0 150 300 600 900
US Feet
Field Services -Parks
Sports Park
City of Redlands
Facilities and Community Services
Author: Redlands GIS Date: January 2025

EXHIBIT "B"
FEE SCHEDULE

Service Location	Monthly Cost Year 1	Monthly Cost Year 2	Monthly Cost Year 3
Brookside Park	$446.00	$459.38	$473.16
Crafton Park	$1,398.00	$1,439.94	$1,483.14
Israel Beal Park	$911.00	$938.33	$966.48
Martinez Park	$7,141.00	$7,355.23	$7,575.89
Sports Park	$15,415.00	$15,877.45	$16,353.77
Texonia Park	$1,397.00	$1,438.91	$1,482.08
TOTAL MONTHLY COST	$26,708.00	$27,509.24	$28,334.52

TOTAL ANNUAL SERVICE COST	**$320,496.00**	**$330,110.88**	**$340,014.21**

As Needed Services	Rate Year 1	Rate Year 2	Rate Year 3
Irrigation Technician (Per Hour)	$70.00	$72.10	$74.26
Irrigation Parts	Cost Plus 15%	Cost Plus 15%	Cost Plus 15%
Estimated Annual As Needed Service Costs	$29,503.60	$30,158.80	$30,833.66

EXHIBIT "C"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

Every employer, except the State, shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations, a certificate of consent to self-insure, either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

CHECK ONE

_____I am aware of the provisions of Section 3700 of the 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 I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

_____I affirm that at all times, in performing the work and activities required or permitted under this Agreement, I shall not employ any person in any manner such that I become subject to the workers' compensation laws of California. However, at any time, if I employ any person such that I become subject to the workers' compensation laws of California, immediately I shall provide the City with a certificate of consent to self-insure, or a certification of workers' compensation insurance.

I certify under penalty of perjury under the laws of the State of California that the information and representations made in this certificate are true and correct.

BrightView Landscape Services, Inc.

By:_____ Date: _____

Enrico Marogna, Sr. Vice President

City Council Meeting **L. 6.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of a $339,879 purchase order modification with Enterprise FM Trust for the vehicle lease and maintenance program resulting in a total purchase order amount not to exceed $3,495,616 and a total contract amount not to exceed $5,068,269 (Facilities and Community Services Director Crocker)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motion is provided:

I move to approve a $339,879 purchase order modification with Enterprise FM Trust for the vehicle lease and maintenance program resulting in a total purchase order amount not to exceed $3,495,616 and a total contract amount not to exceed $5,068,269.

RECOMMENDATION:

Staff recommends that the City Council approve a $339,879 purchase order modification with Enterprise FM Trust for the vehicle lease and maintenance program resulting in a total purchase order amount not to exceed $3,495,616 and a total contract amount not to exceed $5,068,269.

DISCUSSION:

The City of Redlands Equipment Maintenance Division oversees the maintenance of over 470 vehicles and equipment and the maintenance and operations of the city's fuel station at the corporate yard. In July 2019, the City entered into a Master Equity Lease Agreement with Enterprise Fleet Management, Inc. for a light-duty and medium-duty vehicle lease and maintenance program. This agreement has resulted in a structured and methodical vehicle replacement program. The goals of the program are to lower

the average age of the fleet; achieve a reduction in net operating costs, as newer vehicles significantly lower maintenance expenses and have increased fuel efficiency; and improve the safety of staff operating city vehicles.

Between 2021 and 2024, the automobile industry experienced unprecedented vehicle shortages nationwide. The Fiscal Year 2024-25 operational budget as approved by City Council included funding for vehicles within the Fire and Police Departments that were previously not available, and therefore were not included in the initial purchase order request. During this Fiscal Year, additional vehicles became available to order. This purchase order modification allows for the procurement and outfitting of 6 vehicles for the Fire Department, 9 vehicles for the Police Department, and an increase to the amount allocated for vehicle maintenance. With this purchase order modification increase of $339,879, this purchase order will be for an amount not to exceed $3,495,616 and a total contract amount not to exceed $5,068,269.

ALTERNATIVES:

Council may elect not to approve the purchase order modification. However, this will greatly impact the operations of the affected departments.

STRATEGIC PLAN:

Not Applicable.

SUBMITTED BY:
Tabitha Crocker, Facilities and Community Services Director

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Christopher Boatman, Assistant City Manager
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director
Dana Abramovitz-Daniel, Procurement Manager

PREPARED BY:
Tricia Swope, Manager, Facilities and Community Services

Fiscal Impact

Fiscal Year:	FY 2024-25
Appropriation Required Y/N:	N
Amount:	$339,879
Budgeted Y/N:	Y
Account No.:	Various

Discussion:

Sufficient funding for this service is included in each of the department's budgets for Fiscal Year 2024-25 as approved by City Council. Costs associated with any future renewal terms of the agreement will be included in subsequent budget requests prepared by the Department.

Attachments

FY 2024-25 Enterprise FM Trust PO 22500362

PURCHASE ORDER

THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND SHIPPING PAPERS.

Purchase Order Number **22500362-003**

Purchase Order Date **07/25/2024**

Department **FACILITIES & COMMUNITY SERVICE**

Required By **07/01/2024**

Bill To FINBIL

CITY OF REDLANDS
PO BOX 3005
REDLANDS, CA 92373
EMAIL: accountspayable@cityofredlands.org
Emailing invoice and referencing PO No. is required and will expedite payment

Ship To FLEET

FCSD-Fleet Div
1270 W Park Ave
Building E
Redlands, CA 92373

Vendor 200008

ENTERPRISE FM TRUST
ENTERPRISE FLEET MANAGEMENT CUSTOMER BILLING
PO BOX 800089
KANSAS CITY, MO 64180

CHANGE ORDER

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	VENDOR NUMBER	REQUISITION NUMBER	BUYER NAME	DELIVERY REFERENCE
714-463-7631		200008	193	Tricia Swope	

NOTES

FLEET - ENTERPRISE VEHICLE LEASE PROGRAM

ORDER TERM:
JULY 1, 2024 - JUNE 30, 2025.

.

NOT TO EXCEED DOLLAR AMOUNT IS PER YEAR. THIS PO WILL BE CLOSED WHEN THE TOTAL AMOUNT IS EXHAUSTED.

.

PURCHASE ORDER WILL BE VALID ONLY WITH A CURRENT APPROVED MINIMUM LIABILITY COVERAGE ON FILE WITH RISK MANAGEMENT.

.

PURCHASE ORDER AS PER CITY COUNCIL APPROVAL DATED JUNE 4, 2024, PER MASTER EQUITY LEASE AGREEMENT, MAINTENANCE AGREEMENT, AND MAINTENANCE MANAGEMENT & FLEET RENTAL AGREEMENT DATED JULY 2, 2019, AND PER SOURCELWELL CONTRACT NO. 030122 DATED MAY 4, 2022.

.

THIS IS A REVISED PURCHASE ORDER AND SUPERSEDES THE PREVIOUS PURCHASE ORDER.

.

ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	DSD BUILDING & SAFETY LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$14,872.2000	$14,872.20
2	DSD BUILDING & SAFETY MAINTENANCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$1,049.5200	$1,049.52
3	DSD PLANNING LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$5,648.4400	$5,648.44
4	DSD PLANNING MAINTENANCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$380.0400	$380.04
5	PD LEASE MEASURE T PD22001 Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$1,409,161.6400	$1,409,161.64
6	PD MAINTENANCE MEASURE T PD22001 Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$7,083.3600	$7,083.36
7	FIRE LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$94,184.4000	$94,184.40

PURCHASING DIVISION - 1270 W. PARK AVE. REDLANDS, CA 92373 - Email: Purchasing@cityofredlands.org

Total Ext. Price $3,155,736.85

Purchase Order Total $3,155,736.85

Deana Abramovich-Daniel
PROCUREMENT MANAGER

PLEASE SEE ATTACHED PURCHASE ORDER TERMS AND CONDITIONS

CITY OF REDLANDS
PURCHASE ORDER TERMS AND CONDITIONS
unless otherwise specified in an executed agreement, the following shall apply

1. INVOICES: Each purchase order is to be invoiced separately and all invoices shall be submitted to the billing address as shown on the front of the Purchase Order. All invoices, shipping documents, correspondence, and-related papers must have the purchase order number and consignee shown clearly in their face.

2. PACKAGING AND DRAYAGE: Unless so specified on the Purchase Order and evidenced by a copy of the freight bill attached to the invoice, there shall be no charge to the City for either packaging and/or drayage

3. INSPECTION: All materials and workmanship provided under the terms of the Purchase Order are subject to inspection and test by the City to ensure compliance with the requirements and specifications contained therein. In the event that the goods or services delivered are defective, or are not in conformity with the Purchase Order, the City shall have the right to either reject said goods or services, or require that they be corrected or otherwise brought into conformity with the terms set forth in the Purchase Order.

4. RESPONSIBILITIES: Unless otherwise specified in the Purchase Order, the supplier/contractor shall be responsible for all items covered in said Purchase Order until delivered at the designated delivery point and thereafter accepted by the City. Supplier/contractor shall bear all risks as the goods and services provided until they are finally accepted by the City. Upon the City's notice to supplier/contractor of its rejection of the goods or services provided or the need for the correction thereof. All such defective goods or services shall be removed from City premises, and any and all expenses incurred in the removal and/or correction of such defective goods or services shall be borne entirely by the supplier/contractor.

5. ACCEPTANCE: The City's final acceptance of the goods or services provided under the Purchase Order shall be conclusive except in those instances where a latent defect or fraud is subsequently discovered, or when a supplier/contractor has committed such gross mistakes that they are tantamount to a fraud. The City's failure to inspect and either accept or reject the goods or services delivered shall not relieve the supplier/contractor for the responsibility for strict compliance with the terms and specifications of the Purchase Order.

6. CHANGES: This Purchase Order may, at any time, be changed with regard to the materials or services to be furnished, the quantity ordered, the unit price, discount, delivery point or arrangements, terms or any other matters affecting a valid order. However, in order to be effective, any such change or amendment causes an increase or decrease in the cost of performance hereunder, an equitable adjustment shall be made to reflect the increase or the decrease in the cost thereof. Any such adjustment shall be subject to the written approval of the Purchasing Agent. No variation in the quality, quantity, or coat of any item called for by this Purchase Order Shall be acceptable by the City except in pursuance of a written Change Order approved by the Purchasing Agent.

7. TERMINATION: This Purchase Order may be terminated, in whole or in part, at any time, by written notice to the supplier/contractor. Such termination shall be effective with respect to the quantity, manner, and time specified in such notice. The City shall be liable at the stipulated price only for such materials and/or services as have been delivered and/or rendered and accepted as of the effective date of said written notice. The City shall not be liable for any excess cost arising out of such termination, and failure of the supplier/contractor to cease delivery and/or work upon receipt of such termination notice shall not occasion a claim for extra costs.

8. TIME IS OF THE ESSENCE: In the event that the supplier/contractor fails to perform this Purchase Order within the time specified, the Purchasing Agent may, by written notice, order the supplier/contractor to cease further deliveries and may hold the supplier/contractor liable for any damages caused to the City by reason of such delay. If no time is specified, it is expected that the supplier/contractor shall begin performance within a reasonable time after placement of the order. The City may extend periods of performance if the facts as to the cause of the delay, in sole opinion of the Purchasing Agent, justify such an extension.

9. LIABILTIY: The supplier/contractor shall defend, indemnify and hold harmless the City, its elected officials, officers, employees, and agents from all claims, losses, damages, costs, expenses and suits, in law or in equity, because of personal injury, property damage, or alleged or actual patent infringements, based on the performance of this Purchase Order or asserted against it. Further, supplier/contractor warrants that the City shall not be responsible for any damages that may be claimed by reason or death injury of the person of the supplier/contractor's officer, agents, employees, invitees or licensees or for damage to any property of the supplier/contractor or any other damage that may arise or result at anytime because of personal injury or damage to property sustained by any other person or persons, which may have been caused or contributed by proximately or otherwise by reason of, or in course of, carrying out this Purchase Order.

10. DISPUTES: All disputes concerning questions of fact which may arise under this Purchase Order under this Purchase Order, and not disposed of by mutual agreement and/or consent, shall be decided by the sole discretion of the Purchasing Agent. All disputes concerning questions of law, which may arise under this Purchase Order, shall be decided under applicable laws of the State of California.

11. PAYMENTS: Payments shall be made upon submission of an itemized invoice, presented in duplicate of the prices stipulated in the Purchase Order and within 30 days of becoming due for supplies delivered and accepted or services rendered and accepted, less deductions if any. When requested by the supplier/contractor, payment on partial deliveries may be made whenever, in the sole discretion of the Purchasing Agent, the surrounding circumstances warrant such partial payment. In the event and, if for any reason, an overpayment is made; the City requires prompt refund of said overpayment by way of supplier/contactor's properly referenced check.

12. LICENSOR: All supplier/contractors who perform work within the City, must have on file at the Redlands City Revenue Office, a current and valid city business license.

13. CONFORMITY WITH SAFETY ORDERS: The goods and/or services covered by this Purchase Order or contract must conform to the safety order of OSHA, CAL-OSHA, and/or NIOSHA and any and all applicable material safety data sheets (MSDS).

14. PREVAILING WAGES: When applicable, the City is subject to the State of California prevailing wage laws as set forth in California Labor Code Section 1770 et seq. The contractor is responsible for determining the appropriate Department of Industrial Relations (DIR) classification for the various employees and subcontractors used for a particular project or service. The rates for each classification are posted on the DIR website at http://www.dir.ca.gov/DIRdatabases.html. All contractors performing work for the City are responsible for abiding by all applicable prevailing wage laws, and must furnish the City with Certified Payroll Records upon request.

Purchase Order # 22500362-003

ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
8	FIRE MAINTENANCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$2,462.1600	$2,462.16
9	FCS ADMIN LEASE MEASURE T FCS22001 Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$34,704.2600	$34,704.26
10	FCS ADMIN MAINTENANCE MEASURE T FCS22001 Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$1,836.3600	$1,836.36
11	CMO HOMELESS SOLUTIONS LEASE MEASURE T FCS22001 Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$18,573.5300	$18,573.53
12	CMO HOMELESS SOLUTIONS MAINTENANCE MEASURE T FCS22001 Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$1,050.3600	$1,050.36
13	FCS BUILDING MAINTENANCE LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$71,210.9900	$71,210.99
14	FCS BUILDING MAINT. MAINTENANCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$3,038.6400	$3,038.64
15	FCS ANIMAL SERVICES LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$41,984.1100	$41,984.11
16	FCS ANIMAL SERVICES MAINTENANCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$0.0000	$0.00
17	FCS PARKS LEASE MEASURE T FCS22001 Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$176,467.0400	$176,467.04
18	FCS PARKS MAINTENANCE MEASURE T FCS22001 Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$11,232.9600	$11,232.96
19	FCS STREETS LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$28,622.5400	$28,622.54
20	FCS STREETS MAINTENANCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$961.5000	$961.50
21	FCS STREETS LEASE MEASURE T FCS22001 Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$68,611.0000	$68,611.00
22	FCS STREETS MAINT. MEASURE T FCS22001 Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$3,513.0000	$3,513.00
23	FCS RECREATION & SENIOR SERVICES LEASE MEASURE T FCS22001 Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$20,497.5400	$20,497.54
24	FCS RECREATION & SENIOR SERVICES MAINTENANCE MEASURE T FCS22001 Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$398.1000	$398.10
25	FCS ANIMAL SERVICES LEASE - MEASURE T Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$25,911.0000	$25,911.00
26	FCS ANIMAL SERVICES MAINTENANCE - MEASURE T Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$697.0000	$697.00
27	MUED ADMIN LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$91,868.0400	$91,868.04
28	MUED ADMIN MAINTENANCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$7,002.2400	$7,002.24

Total Ext. Price	$3,155,736.85
Purchase Order Total	**$3,155,736.85**

PLEASE SEE ATTACHED PURCHASE ORDER TERMS AND CONDITIONS

Purchase Order # 22500362-003

ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
29	MUED WATER PRODUCTION / WATER DISTRIBUTION LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$565,260.3000	$565,260.30
30	MUED WATER PRODUCTION / WATER DISTRIBUTION MAINTEANNCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$9,071.5200	$9,071.52
31	FCS SOLID WASTE LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$112,480.8100	$112,480.81
32	FCS SOLID WASTE MAINTENANCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$3,594.8400	$3,594.84
33	MUED WASTEWATER LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$212,450.6600	$212,450.66
34	MUED WASTEWATER MAINTENANCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$4,750.4400	$4,750.44
35	FCS GROVES LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$15,649.3200	$15,649.32
36	FCS GROVES MAINTENANCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$911.0400	$911.04
37	FCS CEMETERY LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$40,385.5200	$40,385.52
38	FCS CEMETERY MAINTENANCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$1,949.5200	$1,949.52
39	FCS AIRPORT LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$0.0000	$0.00
40	FCS AIRPORT MAINTENANCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$0.0000	$0.00
41	MS IT LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$10,451.4600	$10,451.46
42	MS IT MAINTENANCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$540.0000	$540.00
43	FCS EQUIPMENT MAINT. DIV LEASE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$18,533.8900	$18,533.89
44	FCS EQUIPMENT MAINT. DIV MAINTENANCE Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$6,662.5600	$6,662.56
45	PARTS / MATERIALS Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$6,023.0000	$6,023.00
46	DMV/STATE FEES Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$3,000.0000	$3,000.00
47	TIRE FEES Ship Email:TSWOPE@CITYOFREDLANDS.ORG	1.0000	EA	$1,000.0000	$1,000.00

Total Ext. Price	$3,155,736.85
Purchase Order Total	**$3,155,736.85**

PLEASE SEE ATTACHED PURCHASE ORDER TERMS AND CONDITIONS

City Council Meeting **L. 7.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of Resolution No. 8679 approving the City of Redlands Personnel Rules and Regulations and rescinding Resolution No. 8200 (Human Resources/Risk Management Director Meteau)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motion is provided:

I move to approve Resolution No. 8679.

RECOMMENDATION:

Staff recommends the City Council approve Resolution No. 8679 adopting the revised City of Redlands Personnel Rules and Regulations which will become effective June 17, 2025, and rescind Resolution No. 8200.

DISCUSSION:

The Personnel Rules and Regulations will be reviewed and updated when changes in policies are needed to ensure compliance and/or when business changes warrant review. The City's Personnel Rules and Regulations were last revised in September 2021. Since that time, changes to labor laws have required updates to ensure compliance and address the evolving needs of the workplace. It is essential that the City's policies remain up to date, providing clear guidance to employees and management while ensuring alignment with best practices and legal standards.

The Human Resources Department has conducted a review of the existing rules and implemented revisions to align with current laws, clarify workplace expectations, improve procedural efficiency, and enhance overall clarity in

personnel matters.

One notable change includes an update to the Nepotism and Fraternization Policy. Specifically, the previous exclusion that prohibited relatives from working in the same department has been removed, as directed by the City Council at its meeting held on April 15, 2025.

ALTERNATIVES:

N/A

STRATEGIC PLAN:

N/A

SUBMITTED BY:
Robert Meteau Jr., Human Resources/Risk Management Director

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Yvette Garcia, City Attorney
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

PREPARED BY:
Kisha McDonald, Human Resources Manager

Fiscal Impact

Discussion:
No fiscal impact.

Attachments

Resolution No. 8679
Personnel Rules and Regulations
Redline - Personnel Rules and Regulations

RESOLUTION NO. 8679

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS ADOPTING THE CITY'S PERSONNEL RULES AND REGULATIONS AND RESCINDING RESOLUTION NO. 8200.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Redlands as follows:

Section 1. The City Council of the City of Redlands does hereby adopt the revised Personnel Rules and Regulations attached hereto as Exhibit "A".

Section 2. This Resolution shall become effective on June 17, 2025.

Section 3. Resolution No. 8200 is hereby rescinded.

ADOPTED, SIGNED AND APPROVED THIS 17th day of June, 2025.

_____
Mario Saucedo, Mayor, City of Redlands

ATTEST:

_____
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting thereof, held on the 17th day of June, 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Jeanne Donaldson, City Clerk

CITY OF REDLANDS

PERSONNEL RULES AND REGULATIONS

JUNE 2025

Adopted by Resolution of the City Council on: June 17, 2025

It is the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the City of Redlands. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive, interfere with MOU's or to cover every situation that may arise. If a departmental standard operating procedure (SOP) is ever in conflict with the Personnel Rules and Regulations, the Personnel Rules and Regulations will apply. These policies may be amended at any time and will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the City Council.

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INTRODUCTION

A. ADOPTION OF PERSONNEL SYSTEM

In order to establish a uniform procedure for dealing with personnel matters, the personnel system set forth in these Rules and Regulations (hereinafter "Rules") is hereby adopted. These Rules supersede any prior rules and regulations and may be changed only upon approval of the City Council.

Where an applicable Memorandum of Understanding between the City and a recognized employee organization contains provisions that are inconsistent with those contained in these Rules, the language contained in the Memorandum of Understanding will govern. In the event of an emergency, any part or all of these Rules and Regulations may be suspended by order of the City Manager and such suspension shall remain in effect until the City Manager's order is withdrawn.

B. EQUAL OPPORTUNITY EMPLOYMENT

This Equal Employment Opportunity policy applies to all applicants, volunteers, and employees without exception. The City will not discriminate against qualified employees or applicants for employment on the basis of actual or perceived age, color, disability, ethnicity, family or marital status, sex (including pregnancy), gender identity, or sexual orientation, genetic information, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, any combination of protected characteristics, or any other basis protected by law, or on the basis of a perception that an individual is associated with a person who has, or is perceived to have, any of these characteristics. The City will afford equal employment opportunities for all qualified applicants or employees with respect to compensation and all terms and conditions of employment, including hiring, training, promotion, transfer, discipline, and termination.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the City's policy should report this experience immediately to their supervisor or the Division of Human Resources. The City will promptly investigate the report under the Complaint Procedure for Discrimination, Harassment and Retaliation at Rule VI. Section E., of these Rules. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

C. APPLICABILITY OF RULES

The provisions of these Rules shall apply to all offices, positions and employees in the competitive service of the City, except as otherwise indicated within a specific provision of these Rules.
With the exception of the City's EEO policy at Rule I. Section B., Complaint Procedure at Rule VI. Section E., Reasonable Accommodation Policy at Rule VI. Section H., or as otherwise stated, these Rules do not apply to the following offices and positions outside the competitive service:

- Elected Officers
- Members of appointed boards, commissions and committees;

- Persons engaged under contract to supply expert, professional, or technical services for a definite period of time;
- Volunteer personnel;
- City Manager;
- City Attorney;
- Department Directors
- Part Time Employees
- Hourly Employees

D. DEFINITION OF TERMS

Words and terms used in these Rules and in any ordinance or resolution dealing with these Rules and any other personnel policies or procedures are defined in the Rule to which they apply or as follows:

- “Actual hours worked” means all hours in which the employee actually performed work and does not include any paid or unpaid leave time (excluding jury duty), including but not limited to vacation and sick leave.
- "Advancement" means a salary increase within the limits of the pay range established for classifications provided by resolution.
- "Appointing Authority" means the City Manager or the City Manager's designee.
- "Appointment" means the employment of a person in a position.
- “At-will employee” means an employee that can be dismissed without just cause and without warning.
- “Base salary” means the salary range and step established in the Compensation Plan, exclusive of any overtime, shift-differential, incentive or other excludable pay an employee may receive.
- "Classification" means a group of positions substantially similar in duties, authority, responsibilities, and minimum qualifications for employment to permit combining them under a single title and the application of common standards of selection and compensation.
- "Classification plan" means the designation by resolution of the City Council of a title for each classification together with the specifications for each classification as prepared and maintained by the Division of Human Resources.
- "Compensatory time off" means paid time off from work in lieu of overtime pay.
- “Competitive service” means employment in all positions in the City service except those specifically excluded by the Rules.
- "Day" means calendar day unless otherwise noted.
- "Demotion" means the voluntary or involuntary reduction of an employee from a position in one classification to a position in a lower classification.
- "Discharge" means the involuntary separation of an employee from the City service.
- “Eligibility list” means a list of names of persons who have successfully completed the examination process for a position in the competitive service, pursuant to Rule II (Classification Plan and Selection Process).
- “FLSA” stands for the Fair Labor Standards Act.
- “FLSA-exempt” refers to all employees who meet one or more of the duties test exemptions from overtime under the FLSA (e.g. executive, administrative, professional) and who is paid on a salary basis, as defined below.

- "Full-time position" means employment in which the employee normally works at least forty (40) hours per week. Employees working less than forty (40) hours per week in a job share of a full-time position will receive pro-rated benefits.
- “Hourly basis” means compensation paid according to the number of hours that employee actually works.
- "Hourly position" means employment in which the employee normally works less than 40 hours per week or no more than one thousand (1,000) hours per fiscal year.
- “Interim Appointment” means the appointment of an employee or individual to a classification in the City service on an interim basis.
- "Lay-off" means the termination of an employee from City service for reasons of economy, efficiency, or other non-disciplinary reasons, pursuant to Rule IV.D. (Lay-Offs) of these Rules.
- “Limited-Term Employee” means an employee that is not part of any bargaining unit, has a limited appointment, and is an at-will employee. All limited term employees must have City Council approval before being hired. Limited-Term employees may or may not be listed on the salary resolution. Limited-term employees are not guaranteed benefits, but benefits may be awarded on a case-by-case basis. Limited term employees should only be hired for short-term (less than 2 years) project-based work.
- “Merit salary increase” means the performance-based advancement of an employee's salary to a higher salary level within the established salary range for the employee's classification.
- “Non-exempt” refers to employees who are entitled to FLSA overtime, regardless of whether paid on a salary or hourly basis. Non-exempt does not include employees performing exempt duties on a primary basis under a temporary or acting appointment to an exempt-designated position.
- “Overtime” means all actual hours worked by a non-exempt employee in excess of forty (40) hours in the employee’s designated workweek, except as otherwise designated by an applicable MOU, or as otherwise designated for employees on a flexible work schedule, or as designated under the FLSA.
- “Position” means a combination of duties and responsibilities assigned to a single employee and performed on either a full-time or part-time basis.
- "Probationary appointment" means employment for a working test period that is part of the selection process, during which a new or promoted employee is required to demonstrate satisfactory or better performance of the position’s duties.
- "Promotional appointment" means the advancement of an employee from a position in one classification to a position in a higher classification.
- “Reclassification” means the reassignment of a position to another classification due to the material change of the job duties of a position, pursuant to Rule II.A. (Classification Plan) of these Rules.
- “Regular appointment” means the employment of a person in an authorized full-time position following successful completion of a probationary period in a full-time authorized position.
- "Rejection" means the discharge from the competitive service of an employee who has not successfully completed the initial probationary period.

- "Reinstatement" means the reappointment of an employee to a position in the same or a comparable classification within twelve (12) months of their separation in "good standing" pursuant to Rule IV.G. (Reinstatement) of these Rules.
- "Resignation" means the voluntary separation of an employee from the City service.
- “Safety sensitive” means a position or duty of a position that the City has designated as “safety sensitive” for purposes of implementing its Drug and Alcohol policy at Rule VI.H. of these Rules.
- “Salary basis” means compensation in a predetermined amount that is not reduced, regardless of the quality or quantity of work actually performed, except as required by the City’s principles of public accountability for partial-day absences, or as otherwise set forth by FLSA.
- "Salary evaluation date" means the date on which a probationary or regular employee’s performance is evaluated and the date upon which the employee is eligible, on the basis of job performance for a prescribed period, for a merit salary increase within the established salary range.
- “Seniority” means the employee’s number of continuous years in competitive service from the employee’s service anniversary date. Seniority in classification means the number of continuous years of service in the present or higher classification.
- "Separation" means the voluntary or involuntary termination of employment from City service.
- "Service anniversary date" means the original date of hire as a full-time employee for purposes of accruing benefits and determining years of service with the City.
- “Supervisor” may include coordinator, supervisor, manager, or director.
- "Suspension" means the temporary separation without pay of an employee from the competitive service for disciplinary purposes.
- “Temporary appointment” means an appointment to a regular position for a period of no more than six (6) months, unless extended, in writing, by the City Manager.
- "Transfer" means the reassignment of an employee from one position to another position in the same classification or another classification having the same maximum salary range, involving the performance of basically similar duties, and requiring substantially the same minimum qualifications.
- “Workweek” means, for purposes of overtime determination, a consecutive, seven-day period that begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday, except as otherwise designated by an applicable MOU, or as otherwise designated for employees on a flexible work schedule, or as designated under the FLSA for safety employees. For employees working a 9/80 work schedule, their designated FLSA work week (168 hours in length) shall begin exactly four hours after the start time of the employee’s eight-hour shift on the day of the week that corresponds with the employee’s alternating regular day off.
- "Y-Rated" means the employee’s existing salary is frozen until adjustments to the employee’s salary cause it to fall within the new salary range.

E. ASSISTANT CITY MANAGER

The City Manager shall appoint the Assistant City Manager. The City Manager may delegate to the Assistant City Manager any of the powers and duties conferred upon him/her under these or other City rules, regulations, resolutions or ordinances. The Assistant City Manager, or their designee, shall be responsible for administration of these Personnel Rules.

II. CLASSIFICATION PLAN AND SELECTION PROCESS

A. CLASSIFICATION PLAN

1. Implementation of the Classification Plan

The Division of Human Resources, after consultation with directors of affected departments shall recommend a classification plan for all classifications in the competitive service that includes but is not limited to the following for each classification:

a. the classification title;
b. a description of typical duties and responsibilities;
c. the functions of the classification;
d. a statement of the desirable training, experience and other qualifications of applicants for the classification; and
e. whether the classification or any of its duties are safety-sensitive.

The Division of Human Resources shall ensure that all positions within the same classification are substantially similar with respect to duties, authority, character of work, and schedules of compensation.

2. Periodic Updates

From time to time, and not less than once every two years, the Division of Human Resources will review the classification plan to ensure that it is accurate and make amendments to reclassify or add positions or classifications or to make other changes as necessary or appropriate.

3. Adoption by City Council

The classification plan or any amendment thereto will become effective only upon adoption by resolution of the City Council. Upon adoption the classification plan or any amendment will take immediate effect.

4. Assignment of Classifications to Bargaining Units

Assignment of classifications to employee units of representation will be at the sole discretion of the City Manager and in accordance with the Employer-Employee Relations Resolution.

B. NEW POSITIONS AND VACANCIES

New positions and permanent vacancies of regular positions in the competitive service may be filled by internal recruitments, appointments, interim appointments, promotions, reinstatement, transfer, demotion, or from an eligibility or promotional list, as deemed appropriate within the discretion of the Division of Human Resources.

C. JOB ANNOUNCEMENTS

Positions to be filled in the competitive service will be publicized electronically on the City Website. The position may be advertised on additional sites and publications as deemed appropriate by the

Division of Human Resources and the Department Director. When distribution of a job announcement would detrimentally delay the filling of a position the City, in its sole discretion, may instead opt to fill the position temporarily from immediately available sources. In the event a job announcement is distributed, it will specify the following:

- Title and pay range of the classification for which the examination is announced;
- Nature of the work performed
- Desired skills and experience;
- Dates, time, place and manner of taking applications;
- Closing date for receiving applications;
- Minimum requirements for the position; and
- Other pertinent information in the discretion of the City.

D. APPLICATIONS

Applications are accepted electronically through an online applicant tracking system.

E. DISQUALIFICATION

The Division of Human Resources may reject any application for a position in the competitive service for reasons including, but not limited to, the following:

- The applicant did not properly complete the application;
- The application indicates on its face that the applicant does not possess the minimum qualifications for the position;
- The applicant is unable to perform the essential functions of the position sought, with or without reasonable accommodations;
- The applicant is currently using illegal drugs;
- The applicant has been convicted of a crime that may have an adverse impact on the applicant's ability to perform the job for which the applicant is applying;
- The applicant is not legally permitted to work within the United States;
- The applicant has made a false statement of any material fact or practiced or attempted to practice deception or fraud in making application for employment; or
- For any material cause which in the judgment of the Assistant City Manager or their designee would render the applicant unsuitable for the position, including a prior resignation from City service, termination from City service, or significant disciplinary action.

The Division of Human Resources will notify candidates of the status of their application.

F. SUBJECT AND METHODS OF RECRUITMENT AND SELECTION

The Division of Human Resources, in consultation with the Department Director, will determine the process, manner, methods, applicant pool, and examinations that shall be given for all recruitments. All examinations and background checks will be job-related and consistent with a business necessity. Examinations shall be competitive and may consist of written tests, oral tests, performance tests, evaluations of prior training and performance, experience and education, interviews, style assessments, file review, or any combination thereof.

All positions require a background check. In the case of employees handling money or other valuables in the course of their duties, a credit check may be done in accordance with the provisions of the Fair Credit Reporting Act (FCRA), Government Code Section 3308 and/or Labor Code Section 1024.5.

G. QUALIFYING GRADE AND RATING EXAMINATIONS

In all examinations the minimum grade or standing for which eligibility may be earned shall be based upon all factors in the examination, including educational requirements, experience, and other qualifying elements as shown in the application of the candidate or other verified information. Failure in one part of the examination may be grounds for declaring the applicant as failing in the entire examination, or as disqualified for subsequent parts of an examination.

H. ELIGIBILITY LISTS

Eligibility lists will be established and certified by the Division of Human Resources or their designee following all applicable examinations. The eligibility list will consist of names of applicants with composite scores of at least seventy (70) percent.

When a vacancy exists for a position that has a current eligibility list, the Office of Human Resources will forward the eligible candidates to the hiring manager for consideration. Eligibility lists shall be valid and in effect for a period of one year. An eligibility list may be extended upon the recommendation of the Department Director and by action of the Division of Human Resources for additional six-month periods, but in no event shall a list remain in effect for more than two years.

The Division of Human Resources may declare a list invalid and announce a new recruitment and examination period. In the alternative, the Division of Human Resources may make a temporary appointment until eligible candidates can be certified after appropriate examination.

I. REMOVAL OF NAMES FROM ELIGIBILITY LIST

Names may be removed from an eligibility list for any of the following reasons:

- If an eligible candidate requests orally or in writing that their name be removed;
- If an eligible candidate fails to accept an offer of employment within ten (10) days following the forwarding of such offer;
- If an eligible candidate on a promotional list resigns from the service;
- If an eligible candidate is physically or mentally unable to perform the essential functions of the job, with or without reasonable accommodation;
- If a person on the eligibility list leaves no forwarding address; or
- Other lawful reasons.

J. NOTIFICATION OF RESULTS

Every applicant taking part in the examination process shall be given written notice of their results. Any claim of error in rating or grading, must be submitted to the Division of Human Resources no later than ten (10) days after the date of notification, to be considered for correction. Applicants shall be provided with timely access to all information reasonably necessary to determine if an error in rating or grading has occurred.

K. NEPOTISM AND FRATERNIZATION POLICY

The purpose of this policy is to establish the nepotism and fraternization policy for the City of Redlands. This policy is intended to avoid conflicts of interest between work-related and personal/family obligations; reduce favoritism or even the appearance of favoritism; prevent personal/family conflicts from affecting the workplace; and decrease the likelihood of sexual harassment and/or gender discrimination in the workplace and promote safety, security, effective supervision and morale.

The following definitions apply under this policy.

(a) A "romantic and/or sexual relationship" exists when two City employees become personally involved with each other to the point that there is dating, exchange of personal affection, sexual or physical intimacy and/or cohabitation.

(b) “Dating” exists when two City employees engage in one or more social meetings under circumstances that may lead to exchange of personal affection, and sexual or physical intimacy.

(c) “Cohabitation” applies to those employees who live together in a romantic relationship without being married to one another.

(d) A “significant other” means an individual in a relationship between an employee of the City and another individual as defined herein in (a), (b), (c) and/or (d) and elsewhere in this policy.

1. Fraternization

- *Romantic Relationships Between Supervisors and Subordinate Employees Are Prohibited.*
  Public trust, safety and City morale require that employees avoid the appearance of a conflict between their professional responsibilities and any involvement that they may have in a romantic or sexual relationship with other City employees. In order to promote efficient operation of the City and to avoid misunderstandings, complaints of favoritism, other problems of supervision, security, morale, and possible claims of sexual harassment and/or gender-based discrimination, romantic and/or sexual relations between supervisors and subordinate employees are prohibited unless specifically permitted under this policy.

- *Romantic Relationships Between Co-Employees*
  Romantic and/or sexual relationships between co-employees may be prohibited should the City Manager or their designee determine that the circumstances potentially create an adverse impact on supervision, safety, security, or morale, or a conflict of interest.

2. Enforcement

The City reserves the right to investigate situations in the workplace to determine whether a romantic and/or sexual relationship exists and therefore presents a possible violation of this policy. If the City determines that a proscribed relationship (as defined by this policy) exists, remedial and/or disciplinary measures, including but not limited to a transfer, reassignment, or

dismissal, shall be utilized to mitigate issues that arise relevant to the enforcement of this policy.

The City retains the right to refuse to place employees engaged in relationships prohibited by this policy in the same department where the City has determined that the circumstances potentially create an adverse impact on supervision, safety, security, morale or conflict of interest.

In order to implement such policies, and where the above circumstances exist and mandate that employees shall not work in a prohibited relationship, the City will attempt to transfer one party in the proscribed relationship to a similar classified position in another City Department, should such a position exist, be available, and should the employee possess the skills and qualifications necessary to perform the essential duties of the position. Although the wishes of the parties involved as to which individual will be transferred will be given consideration by the City, the controlling factor in determining who is to be transferred shall be the positive operation and efficiency of the City. If any such transfer results in a reduction in salary or compensation, applicable due process procedures shall be applied.

In lieu of a transfer from one department to another, or in situations where no similar counterpart classification exists to which an employee in a proscribed relationship can be transferred, that employee may continue to be employed within the same City department subject to approval by the Department Director and the City Manager or their designee. However, any such continuing employment is predicated upon both subject employees not reporting to the same immediate supervisor; not being supervised by each other; not working the same shift at the same work site; or, otherwise, becoming involved in a work environment that potentially creates an adverse impact on supervision, safety, security or morale or a conflict of interest.

If continuing employment of employees in a relationship prohibited by this policy cannot be accommodated consistent with the City's interest in promotion of safety, security, morale and efficiency, then the City retains sole discretion to separate one of the parties from City employment. Absent resignation by one affected employee, the less senior, in terms of overall City service, of the employees involved shall be subject to separation. In the event of separation, applicable due process procedures shall be applied.

The provisions of this fraternization policy are not applicable to individuals married and employed by the City on or before the effective date of the initial adoption of this policy in their current state of marriage. As such, a change in marital status/cohabitation, etc. of any current employee, will result in the applicability of this policy. Furthermore, those employees are subject to any and all employment-related actions by the City, that are permissible pursuant to existing City policies and procedures to address conduct that is negatively impacting the work environment.

3. Nepotism

The City regulates the employment of relatives as that term is defined herein, so as to avoid potential conflicts of interest and to promote safety, security, efficiency and morale. The purpose of this section is to define those specific circumstances and to delineate the manner in which such employment issues will be addressed.

For purposes of this policy, "relative" means spouse, domestic partner, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, step-brother, step-sister, aunt, uncle, niece, nephew, in-laws of those enumerated by marriage or domestic partnership, legal guardian, significant other as defined herein, and/or any other individual related by blood or marriage living in the same household as the City employee.

An employee is defined as any person who receives a City payroll check for services, full or part time, rendered by the City of Redlands.

As of the effective date of the initial adoption of this policy, City employees who are relatives (as defined herein) shall not be affected in their current position except when the City Manager or their designee in consultation with the Department Director determines that the circumstances potentially create an adverse impact on supervision, safety, security or morale or a conflict of interest.

A business purpose exists and dictates that a prohibition on employment of relatives within City departments is essential to safety and efficiency when such employment results in any of the following:

- a supervisor-subordinate relationship;
- the employees having job duties, which authorize performance of shared duties on the same or related work assignment;
- both employees being under the jurisdiction of the same immediate supervisor; or
- an adverse impact on supervision, safety, security, morale, or conflict of interest.

4. Effect of Post-Employment Marriage or Creation of Other "Relative" Status

In determining rules and regulations governing the employment of City employees who become relatives, as defined herein, after commencement of City employment, the City is guided by the principles enunciated in the California Fair Employment and Housing Act (FEHA) which prohibits discrimination on the grounds of marital status. However, FEHA and its Regulations defining the same authorize restrictions being placed upon married City employees (or upon people deemed related as a result of marriage [i.e., in-laws]) where for business reasons of supervision, safety, security or morale, the employer may refuse to place one spouse or other relative under the direct supervision of another spouse or other relative and refuse to place both spouses or other relatives in the same department, division or facility if the work involves potential conflicts of interest or other hazards greater for married couples or other relatives than for other persons. (Cal. Code Reg., tit. 2, section 11057 Government Code section 12940(a)(3)).

Recognizing the principles stated above, the City determines that "marital status" is defined as an individual's state of marriage, non-marriage, divorce or dissolution, separation, widowhood, annulment, or other marital state for purpose of this policy. Further, a "spouse" is defined as a partner in marriage.

The City retains the right to refuse to place one spouse or other relative under the direct supervision of the other spouse where the City determines that there is a potential to create an adverse impact on supervision, safety, security, morale, or a conflict of interest.

The City retains the right to refuse to place spouses or other relatives in the same department where doing so has the potential for creating adverse impact on supervision, safety, security, morale or involves potential conflicts of interest. In order to implement these policies, and where the above circumstances exist and mandate that two spouses or other relatives shall not work in a prohibited relationship, the City will attempt to do any of the following: attempt to redefine the job responsibilities of the related employees within the Department to minimize the conflict, if the redefinition of job status is not feasible, attempt to transfer one spouse or other relative to a similar classified position in another City department. Although the wishes of the parties involved as to which spouse or other relative is to be transferred will be given consideration by the City, the controlling factor in determining who is to be transferred shall be the positive and efficient operation of the City. If any such transfer results in a reduction in salary or compensation, the transfer shall not be considered disciplinary in nature and shall not be the subject of any form of administrative appeal.

In lieu of a transfer from one department to another, or in situations where no similar counterpart classification exists to which a spouse or other relative can be transferred, the City may request the voluntary resignation of one of the employees and if one of the employees does not voluntarily resign, the employee with the least employment experience/service with the City may be discharged by the City Manager. Married or other related employees may continue to be employed within the same City department subject to approval by the Department Director and the City Manager or their designee. However, any such continuing employment is predicated upon both spouses or other similarly situated relative as defined in this policy not reporting to the same immediate supervisor, not being supervised by each other, not working the same shift at the same work site; or, otherwise becoming involved in a work environment that has the potential for adverse impact on supervision, safety, security, morale, or a conflict of interest.

It is the duty of all involved employees who are in a situation prohibited under this policy to immediately notify their supervisor either in person or through the chain of command that a situation exists in which the involved employee may be in violation of this policy. The City reserves the right to reasonably investigate the situation and determine whether the employee has violated this policy.

III. APPOINTMENTS

A. OFFERS OF APPOINTMENT

The City Manager or their designee shall effect an appointment by extending a conditional offer of appointment to an applicant. If the applicant accepts the offer of appointment, the appointment shall be deemed complete, subject to a medical examination as set out in Rule III.B. If the applicant does not accept the offer of appointment within the time period designated by the Division of Human Resources, the offer will expire and the offer of appointment shall be deemed to have been declined by applicant.

B. PRE-EMPLOYMENT MEDICAL EXAMINATIONS

All offers for appointment to a position in the competitive service will be contingent upon the appointee passing a medical and/or psychological examination and testing to determine whether the appointee can perform the essential functions of the job, with or without reasonable accommodation. Such pre-employment medical examinations shall also include illegal drug screening in accordance with the provisions of California Government Code Section 12954. If the examination reveals that the appointee cannot perform the essential functions of the job, with or without reasonable accommodations, or that the person uses illegal drugs, the person may be disqualified from consideration for employment.

C. PROBATIONARY APPOINTMENTS

All original and promotional appointments shall be tentative and subject to successful completion of a probationary period of not less than one year of actual and continuous service. The probationary period for safety employees (sworn police and fire personnel) shall not be less than one year of actual and continuous service after completion of safety academy training. The probationary period will be automatically extended for all approved unpaid leaves of absence of thirty (30) days or more taken during the period for the time equivalent to the length of the leave of absence. The probationary period may be extended for time periods in which an employee is placed on modified or light duty.
The probationary period shall be part of the testing process and shall be utilized for observing the employee's work. Probationary employees are at-will employees who do not have property or vested rights in their positions with the City.

During the probationary period, an employee may be rejected at any time without cause and without right of appeal, or grievance or hearing.

If the service of the probationary employee has been satisfactory to the Department Director, the appointing authority, prior to expiration of the probationary period, shall submit a satisfactory performance evaluation to the Division of Human Resources. Upon consultation with the Division of Human Resources, the Department Director may also opt to extend an employee's probationary period by a maximum period of six (6) months past the end of the initial probationary period. The Department Director recommending an extension must file their recommendation in writing with the Division of Human Resources prior to expiration of the probationary period. The Department Director will notify an employee of either recommendation prior to the expiration of their probationary period.

An employee shall be granted regular status unless he/she is notified in writing of an extension of probation or rejection prior to the end of probation.

D. REGULAR APPOINTMENTS

Following successful completion of a probationary period in a full-time authorized position, an employee shall be classified as a regular appointee.

E. TEMPORARY APPOINTMENTS

When the service demands of the City are such that an open competitive recruitment process is not practical and/or in the absence of an eligibility list, the appointing authority may make a temporary appointment. All temporary appointments are subject to the following requirements:

- Any person appointed to temporary status must meet the minimum qualifications for the position to which he/she is being appointed.
- No temporary appointment may exceed a period of 960 hours.
- Temporary appointees will be compensated at the hourly equivalent of the salary range assigned to a regular employee in the same classification. Temporary employees who are regular City employees at the time of temporary appointment continue to accrue leave time and any additional benefits in accordance with their regular assignment. However, temporary appointees who are new City employees at the time of temporary appointment will not accrue leave time or any additional benefits except those required by law, i.e. workers' compensation and Social Security, and are also not eligible for salary increases.
- Prior to being appointed to regular status, a temporary appointee shall successfully complete the competitive recruitment process, if any.

F. INTERIM APPOINTMENTS

Whenever the needs of the City require, due to the vacancy or extended illness of a member of the management or director group, or other extenuating circumstances, the Division of Human Resources may appoint on an interim basis, a regular employee from the lower classification to perform the duties of the vacant higher position. The affected Department Director shall indicate in writing to the Division of Human Resources the need for the interim appointment and any recommended employee(s) to serve in the appointment.

An employee appointed to an interim assignment does not have due process rights. The City Manager, in their sole discretion, may terminate the assignment at any time without any due process.

To be eligible for an interim appointment, the appointee must possess the minimum qualifications of the higher classification in the judgment of the Division of Human Resources and as recommended by the affected Department Director.

The employee assigned to perform the duties of a higher classification, shall not serve for more than 960 hours in a higher classification that is vacant without the position subject to the announcement and selection process set forth in Rule II.

If the person is subsequently promoted from interim capacity into the same position in a regular capacity, the period of time of service in the interim capacity may be credited to the required period of probation for regular appointment.

G. PROMOTIONAL APPOINTMENTS

Promotional appointees are subject to the same application and probationary employment requirements as all other regular applicants. In the event that a promotional appointee does not pass probation, the Division of Human Resources, in consultation with the Department Director, may return the employee to their previous position or another position in the same classification or lower classification for which he/she is qualified. Reinstatement to another position is not guaranteed. The employee does not have property interest in the previous position and waives the right to be reinstated upon acceptance of a promotional appointment. The employee shall not serve a new probationary period in a lower classification.

The effective date of a promotional appointment shall determine the employee's new performance evaluation date. Promoted employees shall be evaluated after six (6) months' service and shall be evaluated annually thereafter.

H. EMERGENCY APPOINTMENTS

To meet the immediate requirement of an emergency condition, such as major fire, flood, earthquake, or other public calamity that threatens public life or property, a Department Director, in consultation with the Division of Human Resources, may employ such persons as may be needed for the duration of the emergency without regard to the personnel ordinance, these Rules, or other rules and regulation affecting appointments. As soon as possible, such appointments shall be reported to the City Manager. Such employees serve at the will of the City Manager and may be dismissed without cause and without any right of appeal, grievance or hearing.

I. LIMITED-TERM APPOINTMENTS

To meet the immediate emergency need or the immediate project-based staffing need, Department Directors may request to fill a limited-term appointment. Upon approval of the Human Resources Director and the City Manager, the requesting Department Director should request permission to fill a limited-term appointment through City Council action. Limited-term appointments should be allowed for no more than two years from the date of council approval. Approval to hire and recruit a limited-term employees is provided through Council action and limited-term employees may or may not be listed on the Salary Resolution.

Limited-term employees are at-will employees and are not subject to the personnel rules and regulations and are not a member of a recognized City bargaining group. Benefit eligibility will be determined by the number of hours per week that the limited-term employee works, and any benefit-eligible, limited term employee will be notified of their eligibility of benefits in writing at the time of hire. Limited-term employee's employment can be ended without reason or notice at any time.

IV. CHANGES TO POSITIONS

A. TRANSFERS

An employee must be in his or her position for a minimum of 6 months before he or she may request a transfer. A transfer means the reassignment of an employee from one position to another position in the same classification or another classification having the same salary range, involving the performance of basically the same or similar duties, and requiring substantially the same minimum qualifications. The employee must make a written request to the Department Director for consideration and the position to which the transfer is requested must be vacant. The employee's current Department Director may deny the transfer request in their sole discretion. A transfer may be granted only on the approval of any affected Department Director, in consultation with the Division of Human Resources.

If an employee voluntarily transfers to another position in the same or comparable classification and is not successful, the Division of Human Resources, in consultation with the affected Department Director, may return the employee to their former position. There is no guarantee of placement back into the previous position or to another position. The employee does not have property interest in the previous position and waives the right to be reinstated upon acceptance of a transfer.
The employee's salary evaluation date shall remain the same as it was before the transfer.
Based on the needs of each department, the City reserves the right to transfer employees to other positions in the same classification or comparable classification to maintain efficient and productive workflows.

B. RECLASSIFICATION

Should the Division of Human Resources determine that the job duties of a position in the competitive service have materially changed at the direction of the City, and not because the employee voluntarily assumed or declined duties, the Division of Human Resources, in its discretion, may reassign the position to another classification.
Upon receipt of the request for reclassification, the Division of Human Resources will review the request and determine if a classification study is warranted. The following criteria are generally applied in determining whether or not reclassification is warranted:

- Clear evidence of working out of classification on a full-time basis for a minimum of nine months;
- The change in duties performed or the knowledge, skills, and abilities required must be clearly above the highest level required in the employee's current classification;
- The change in duties must not be temporary or transitional;
- The Department Director or designee must have assigned the change in duties;
- The employee must meet the minimum qualifications of the higher-level position including any required licenses/certificates, experience, and educational requirements;
- An assignment of additional duties that are similar in scope to those duties already within the classification would not constitute a reclassification;
- Workload issues are not indicative of a reclassification;

- The personal qualities or performance of an employee occupying a position shall not be a criterion for reclassification.

In the case of an upward reclassification, an employee may be reclassified without competitive exam if the Division of Human Resources determines that the employee has met the minimum qualifications of the new classification and has performed the duties of the reclassified position for a minimum period of nine (9) months and is expected to continue performing the duties. The employee shall be placed at the closest step within the new salary range that would provide a minimum of a five percent (5%) increase. Reclassification shall not be used for the purpose of avoiding the competitive selection processes. Employees may submit a request for reclassification no more than once a year.
The employee's salary evaluation date shall not change and there will be no new probationary period as a result of a reclassification.

C. DEMOTIONS
An employee may be involuntarily demoted for cause pursuant to the Disciplinary Action policy or for organizational reasons, pursuant to Layoffs. Employees may seek voluntary demotion through the competitive selection process.

A demoted employee shall be required to serve a probationary period in the lower classification unless the lower classification is in the same job series, or the employee previously completed probation in the lower classification. The salary of a demoted employee may not exceed the maximum salary of the new classification. In the event the demoted employee does not pass probation, the employee will be terminated from employment.

The effective date of a demotion shall establish a new salary evaluation date.

D. LAY-OFFS
Should the City Manager determine reductions in force to be necessary due to lack of work or for financial reasons, he/she may initiate lay-offs. In determining the order of lay-offs, a combination of factors shall be considered, including, but not limited to: qualifications, productivity, general performance, seniority with the City of Redlands and needs of the City. Variations from the order of lay-offs and recall from lay-off may occur when the City deems such variations appropriate under the circumstances.
The factors the City, in its discretion, may use to determine the order of layoff include, but are not limited to, the following:

- An employee's last four performance evaluations, if any;
- Any history of employee commendations, awards, etc.;
- Any history of employee disciplinary action;
- Attendance record, including tardiness and unexcused absences;
- Safety record, including personal injury and damage to city property;
- Probationary and temporary employees shall be laid off before a regular employee in the same classification;

- Between two regular appointees in the same classification with the same skills, abilities, qualifications, merit and/or record, the employee with lesser seniority may be laid off first;
- Between two regular appointees in the same classification, the employee with lesser skills, abilities, qualifications, merit and/or record may be laid off first, without regard to seniority;
- Memoranda of Understanding between the City and effected bargaining units.
-

E. BUMPING

Bumping means the displacement of an employee from their position by an employee in a higher classification who formerly held the same position, or a position in the same job family.

A laid off employee shall be entitled to bump an employee in the same position previously held by the laid off employee. The laid off employee must be able to perform the essential job functions of the former position and possess the minimum qualifications of the position as specified in the job classification specification. Laid off employees may also be placed in a vacant lower classification for which they meet the minimum qualifications. Employees must utilize the option that places them in the highest position.

The City will notify laid off employees of any positions available for bumping. Following such notifications, the employee must notify the Division of Human Resources in writing of their intent to exercise the bumping rights within seven (7) days, and the position and classification into which he/she intends to bump. Failure to provide such notification will be deemed a waiver of bumping rights by the employee.

Where there is more than one employee in a position available for bumping, the factors in Section D – Lay-offs, or the conditions set forth in a council approved Memorandum of Understanding, will be used to determine which employee, if any will be bumped.
Any displaced employee shall be considered laid off for the same reason as the person who displaced them and shall in the same manner be eligible to displace another employee based on the criteria specific in Section D – Lay-offs.

F. SEPARATIONS

All employees who separate from the City, that is, whose employment with the City terminated through separation for cause, layoff, resignation, or retirement must:

- Return all City property to the Division of Human Resources, immediate supervisor, or department designee prior to receiving the final paycheck;
- Clear any existing financial obligations to the City;

In addition, employees who resign or retire must also adhere to the following procedures before they will be deemed to have terminated in good standing:

- Submit a written notification stating your intent to terminate, and the proposed effective date to your immediate supervisor or the Division of Human Resources.

- Provide a minimum notice of two weeks. The City encourages employees who become aware of their pending termination from the City to let the Division of Human Resources know as far in advance as possible. Once the City has accepted the resignation, it is irrevocable.

G. REINSTATEMENT

At the recommendation of the Department Director, and with the approval of the Division of Human Resources, employees who resigned, retired, or were laid off and were in good standing at the time of separation, may be reinstated within twelve (12) months to their former position, if vacant, or to a vacant position in the same classification without being subject to the application and selection process.

A reinstated employee shall serve a probationary period, unless otherwise approved by the City Manager. An individual requesting reinstatement shall be required to pass a medical and/or psychological examination and any other qualifying tests or procedures as in the case of a new employee. If reinstated, credit may be granted for prior service in terms of benefit accrual rates and seniority in the discretion of the Division of Human Resources and the Department Director; provided, however, that employees reinstated after layoff shall receive credit for prior service with the City.

V. COMPENSATION

A. COMPENSATION PLAN

1. Compensation Principles

The City of Redlands is committed to maintaining fiscal integrity and high standards of accountability to the public in the expenditure of funds provided by taxpayers. Accordingly, the City establishes its compensation system in accordance with the principles of public accountability.

2. Compensation Plan

The Division of Human Resources shall prepare a compensation plan that includes the following:

a. Salary ranges for all classifications in the competitive service, showing the minimum and maximum rates of pay;
b. A designation of the position as full-time, hourly, or temporary;
c. A designation of the position as paid on an hourly or salary basis.

3. Review of Compensation Plan

The compensation plan will be reviewed periodically, but not less than every two years. The Division of Human Resources shall determine whether any modifications are necessary due to changes to positions or classifications, including changes to exempt or non-exempt status. The City Manager shall submit any modified compensation plan in the proposed form to the City Council for adoption.

B. SALARY UPON APPOINTMENT

Initial appointments shall be normally made at the first step of the salary range for the particular classification in which the appointment is made. When, in the judgment of the Department Director,

the education, training, and/or experience of a proposed employee are such that a salary in excess of the first step is justified, the City Manager may authorize an appointment to a position at a higher step in the salary range.

C. SALARY UPON INTERIM APPOINTMENT

An employee appointed to an interim assignment shall receive the salary rate of the higher classification in which the employee is performing the required duties. If the employee's current salary is above the starting salary of the interim classification, the employee shall be placed on the new salary range at the closest step that will provide a minimum increase of five percent (5%). A person appointed in an interim capacity shall be eligible to receive merit increases in their regular position during the acting appointment but shall not be entitled to merit increases in the position which is held in the interim capacity. Additionally, the employee will remain in their current bargaining unit and receive the benefits of that unit.

D. SALARY UPON PROMOTION

An employee who is appointed to a position in a classification allocated to a higher salary range that the employee's present classification shall receive the next highest monthly salary which is at least five percent (5%) higher than the employee's current base salary, but in no case more than the top step of the new salary range. Payment in such new salary range shall commence at the beginning of the pay period in which the appointment becomes effective.

E. SALARY UPON TRANSFER

An employee who is transferred from one position to another in the same classification or to another position having the same salary range shall be compensated at the same step in the salary range as previously received. The performance evaluation date shall remain unchanged.

F. SALARY UPON RECLASSIFICATION

1. **Upward Reclassification**

   An employee whose position is reclassified to a job classification with a higher salary range, and who meets the qualifications and requirements for the new classification, shall be compensated at the closest step within the new salary range that will provide a minimum increase of five percent (5%). A new probationary period is not required, and the performance review date shall not change.

2. **Downward Reclassification**

   An employee whose position is reclassified to a job classification with a lower salary range shall:

   a. Retain their current salary if the current salary is the same as a step within the salary range of the new classification;
   b. Be placed at the closest step within the salary range of the new classification that approximates the current salary if the current salary is between steps within the new salary range;
   c. Be placed at the maximum step of the new range if the current salary is above the new range; or

d. Be assigned a Y-rate designation to hold the employee at the current salary rate, without increases, until such time as the salary range for the new classification is the same or exceeds the amount of the Y-rating. A Y-rating requires approval of the City Council.

G. SALARY RANGE CHANGE

Periodically, in order to maintain competitive salaries, a compensation study may be conducted on positions within the compensation plan. Based on the study, positions may be placed in a new range in the salary schedule. Employees affected by a salary range change will be placed in the new salary range at the step closest to their current salary that does not result in a reduction in pay for the employee.

H. SALARY UPON DEMOTION

The salary of an employee who is demoted for cause or voluntarily to a position in a classification allocated to a lower salary range than the employee's current classification shall be reduced to a step in the salary range for the classification to which the employees has been demoted. The Department Director, with the approval of the City Manager, shall determine the step within the range on which the demoted employee will be placed. An employee demoted pursuant to a lay-off shall be compensated at the nearest lower monthly salary rate in the salary range for the classification to which he/she has been demoted to the employee's salary rate prior to layoff. The effective date of the demotion shall establish a new salary evaluation date.

I. MERIT SALARY INCREASES

1. Eligibility for a Merit Increase

Merit increases are based solely upon job performance, they are not automatic, and there is no annual entitlement to them. Employees are eligible for a merit increase each year based upon the evaluation of their performance. Only regular appointees are eligible for merit increases, and no employees will receive an advancement that exceeds the maximum rate established for their classification. In order to receive a merit increase, employees must receive both a rating of "meets expectations" or above on their job performance evaluation and a recommendation for a merit increase by the Department Director. Any such merit increases will be applied to the employee's most recent evaluation date.

In the event an employee's overall rating is not at a "meets expectations" or above, they will not be eligible for a merit increase until the next evaluation period. The employee shall also be placed on a performance improvement plan for a period of no less than 90 days.

2. Merit Increases for Exceptional Circumstances

Upon written recommendation of a Department Director, the City Manager, in their sole discretion, may authorize a merit increase outside of a regularly scheduled performance evaluation if exceptional performance or other appropriate circumstances warrant advancement. An increase for exceptional performance shall not exceed the highest step in the employee's current salary range. The evaluation date will not change due to an increase outside of the regular performance schedule.

J. BILINGUAL COMPENSATION

The City shall provide additional compensation to employees for the performance of bilingual skills. Compensation for bilingual pay shall be established by a Memorandum of Understanding approved by the City Council. The Department Director may recommend that an employee be considered for bilingual pay based on the needs of the department. The employee must demonstrate their bilingual skills through a verbal competency exam created and administered by the Division of Human Resources. The City shall determine the number of employees to receive bilingual pay and the languages for which testing shall be conducted.

If an employee receiving bilingual pay receives a change in assignment, classification, job duties, or is transferred or promoted, the Department Director may determine that bilingual skills are no longer required for the position and the compensation will be removed from the employee with no right of appeal.

K. OVERTIME COMPENSATION

If circumstances warrant, employees may be required, and are expected to perform, overtime work. All overtime work must have the approval of the appropriate supervisor prior to actual performance of the work. Failure to obtain such approval in advance shall be justification for discipline up to, and including, termination. All overtime work shall be compensated at one and one-half times the employee's regular rate of pay under the Fair Labor Standards Act for overtime hours worked. Only actual hours worked shall be considered as hours worked for purposes of calculating overtime pay, unless authorized in a Memorandum of Understanding adopted by the City Council. No overtime shall be recorded for less than 6 minutes of work.

L. COMPENSATORY TIME OFF

Employees may opt to accrue Compensatory Time Off (CTO) in lieu of cash payment for overtime worked if the requirements of this policy have been met.

CTO shall accrue at the rate of one and one-half time hours for each overtime hour worked in accordance with the Fair Labor Standards Act. No employee may accumulate CTO in excess of eighty hours unless provided by a City Council approved Memorandum of Understanding. Overtime will be compensated in pay only after 80 hours of CTO have accumulated. Use of compensatory time off earned shall be granted provided that: 1) its use does not unduly disrupt the operations of the City; and 2) the request is made to the employee's Department Director or designee no later than five days prior to the time when the employee desires to the use the leave. Employees working in more than one department must submit the CTO request to the Head of each affected department. If the employee does not provide five (5) calendar days' notice, or if the City can document that the use of CTO would unduly disrupt City operations, the City will cash out the CTO requested at the end of the current pay period in the regular paycheck.

M. DEDUCTIONS FROM EXEMPT EMPLOYEE'S PAY

Exempt employees may not have their pay reduced for variations in the quantity or quality of work performed. Exempt employees must normally receive their full salary for any week in which they perform work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any work week in which they perform no work at all for the City. Exempt employees

who are absent from work for personal reasons or because of illness may be required to utilize available leave balances toward the absence. Deductions from an exempt employee's pay cannot be made as a result of the following circumstances:

- Jury Duty
- Attendance as a witness;
- Temporary military leave;
- Disciplinary action other than a major safety violation, except when the employee does not work any hours for an entire week; or
- Partial days.

N. ERRORS IN COMPENSATION

In the event of any underpayment of which the City becomes aware, the employee shall receive any amount due him/her on the next regular pay period. In extenuating circumstances, an additional check may be processed prior to the next pay period. In the event of an overpayment the City will recoup the overpayment as agreed upon by the City and the employee. Employees shall review each of their paychecks to ensure the employee was paid correctly. If the employee believes an error or irregularity has occurred, the employee must immediately bring the error to the attention of their supervisor, the Finance Office, or the Division of Human Resources.

VI. GENERAL EMPLOYMENT MATTERS

A. HOURS OF WORK

Daily hours of work (or shifts) for employees within departments shall be assigned by the employees' applicable Memorandum of Understanding (MOU) or by Department Directors as required to meet operational requirements. The Department Director may change an employee's work period, week, or hours at any time to meet the requirements of the City. Changes shall be made in accordance with applicable MOU.

Any foreseeable absence or deviation from regular working hours desired by an employee shall be cleared in advance through the employee's supervisor, and such absences shall be noted on the employee's time sheet.

With the approval of the Department Director and concurrence of the employee association, an employee may be assigned a flexible work schedule so long as the employee's work schedule totals forty (40) hours within the employee's designated work week and so long as the needs of the public and City are being met. The start and stop of the work week for employees on a flexible work schedule will be designated at the time the flexible work schedule is assigned to the employee.

B. TIMEKEEPING

All employees must sign and accurately record all hours worked and any leave taken on their timesheets. Employees must submit their timesheets on a bi-weekly basis to their supervisor. Employees must immediately report any errors on a timesheet that has already been submitted to their supervisor.

C. ATTENDANCE

Employees are expected to report to work as scheduled, on time, and prepared to start work. Unauthorized tardiness and absence cause disruptions in coverage of assignment and City operations. Employees are also expected to remain at work for their entire work schedule, except when required to leave on authorized city business or some other authorized leave. All departments shall keep daily attendance records of employees, which shall be reported to the Finance Director on the employees' timesheet.

Employees who anticipate an absence from all or a portion of their regular work schedule and wish to request a form of accrued leave time or unpaid leave time should follow the procedures provided in these Rules or Memorandum of Understanding for the particular type of leave that they are requesting. Employees who are unexpectedly unable to report to work as scheduled on any particular day must call/text their immediate supervisor no later than their scheduled time to begin work for that day, or as otherwise required by the Department. If the employee's immediate supervisor is not available, then the employee must notify the Department Director or their designee. Employees must inform their supervisor of the expected duration of any late arrival or absence. Employees must report their absence each day. Failure to do so is considered an unreported absence. Employees who call later then their scheduled time to begin work for their assigned shift will be deemed to have an unreported absence. Failure to contact the department at all to report an absence will be considered a no call/no show. Employees who are absent for three (3) or more consecutive days without notifying their department will be presumed to have abandoned/resigned their position. The Division of Human Resources will provide a notice of separation to the employee's last known address. If within ten (10) days of said notice, the employee can show good cause for the failure to report to duty, the Assistant City Manager or their designee, in their discretion may, after consultation with the Department Director, reverse the resignation.

Any reported absence that is three (3) or more consecutive days will be considered a leave of absence, subject to approval. Please refer to Section X, Leave of Absence. Abuse or misrepresentation of any form of accrued or unpaid leave time will be grounds for discipline.

Failure on the part of an employee who is absent without notification or authorization to return to duty within twenty-four (24) hours after a notice to return to duty has been delivered to their last known telephone number and or address will constitute an automatic resignation effective as of the last day an employee worked if, within ten (10) calendar days of said notice, the employee can show good cause for the failure to return to duty, The Division of Human Resources, in their discretion may, after consultation with the Department Director, reverse the resignation.

D. EMPLOYEE PERFORMANCE EVALUATION

A report on the performance of each employee shall be made by respective Department Directors or their designees after completion of a probationary period and annually thereafter. Unless changed in accordance with these Rules and Regulations, these evaluation dates shall constitute the employee's salary evaluation date for purposes of eligibility for a merit salary increase; provided, however, the employee shall continue to receive performance evaluations on said date even after the employee has

reached the top of the applicable salary range. In addition, a performance evaluation may be prepared at any other time at the discretion of the employee's supervisor.

Each department is responsible for the timely evaluation of their employees. Each performance evaluation shall be discussed with the employee. The Division of Human Resources will track and report the annual performance evaluations and will maintain a copy of each evaluation in the employee's official personnel file.

The performance evaluation will address areas of successful performance and areas that need improvement. Within the evaluation any area that falls below a "Meets Standard" will result in a Performance Improvement Plan (PIP) for a minimum period of sixty (60) days at the discretion of the Division of Human Resources. Employees receiving an overall rating below "Meets Expectations" are not eligible to receive a merit increase. The employee will have the opportunity to comment regarding work performance, either in written statement attached to the report or orally. Comments must be submitted within fifteen (15) days of receipt of the evaluation. In the case of a public safety officer, they shall have thirty (30) days from receipt of evaluation to respond. The employee shall sign the performance report to acknowledge that the employee is aware of its contents and has discussed the report with the evaluator. The employee's signature does not necessarily indicate agreement with the contents of the report. In the event that an employee refuses to sign the evaluation following their review of the evaluation, such refusal will be so noted by the evaluator on the evaluation form.

The employee will receive a copy of the performance evaluation. The original, along with any written comments submitted by the employee, will be placed in the employee's official personnel file.

E. DISCRIMINATION, HARASSMENT & RETALIATION

The City of Redlands strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the City should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Employees should be able to work and learn in a safe environment. For that reason, the City will not tolerate unlawful discrimination or harassment of any kind. The City has zero tolerance for conduct that violates this policy. Conduct need not arise to the level of a violation of the law to violate this policy. Through enforcement of this policy and by education of employees, the City will seek to prevent, correct, and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and ensure that prohibited conduct does not occur. This includes applicants, City employees, and contractors of the City. Disciplinary action, up to and including termination, will be taken against any employee or officer who is found to have violated this policy. Any contractor who has been found to have violated this policy will be subject to appropriate sanctions.

The City of Redlands, in compliance with all applicable federal, state, and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

1. Discrimination

It is a violation of policy to discriminate in the provision of employment opportunities, benefits, or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of the discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability, sex including reproductive health decision-making, pregnancy, gender, sexual orientation, gender identity, gender expression, genetic information, veteran status, ancestry, marital status, off-duty cannabis use, results of employer-required drug test finding "nonpsychoactive cannabis metabolites", any combination of protected characteristics or any other protected classification under state and federal law. Discrimination of this kind may also be strictly prohibited by a variety of federal, state, and local laws, including Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination Act of 1975, the Genetic Information Nondiscrimination Act of 2008 (GINA), the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

2. Harassment

The City prohibits harassment, including sexual harassment, of any kind and will take appropriate and immediate action in response to complaints or knowledge of the violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, co-worker, or any person working for or on behalf of the City. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability, or any other protected status, including epithets, slurs, and negative stereotyping;
- Nonverbal harassment includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion, or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, disability, gender identity, marital status, veteran status, or any other protected status.
- Physical harassment includes assault, impeding or blocking movement, physically interfering with normal work or movement, pinching, grabbing, patting, propositioning, leering, making expressed or implied job threats or promises in return for submission of physical acts, or stalking.

3. Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964, as amended, and is prohibited under the City's harassment policy. According to the U.S. Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's

employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment."

There are two types of sexual harassment: (1) quid pro quo and (2) hostile work environment. Sexual harassment can be physical and psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Employees are prohibited from harassing other employees whether or not the incidents of harassment occur on employer premises and whether or not the incidents occur during working hours.

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual batter, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body;
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience;
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; or
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that person's sex.

4. Retaliation

No hardship, loss, benefit, threat or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment;
- Appearing as a witness in the investigation of a complaint of discrimination or harassment;
- Serving as an investigator of a complaint of discrimination or harassment; or
- Refusing to follow an order or directive that is discriminatory or harassing in nature.

5. Complaint Procedure:

If an applicant, employee, officer, or contractor feels he/she has been discriminated against, harassed or retaliated against in violation of these rules, he/she should report the conduct immediately and according to the following procedure so that the complaint can be resolved quickly and fairly.

a. Report to Management: Inappropriate conduct should be reported to any supervisor, Department Director, the City Manager, or the Division of Human Resources. The individual should provide all details of the incident or incidents, names of individuals involved, and the names of any witnesses. The supervisor or manager must take all complaints of alleged or possible harassment or discrimination seriously, ensure that

harassment or inappropriate sexually oriented conduct is immediately reported to Human Resources so that a prompt investigation may occur, and take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints. Managers and supervisors who knowingly allow or tolerate harassment or retaliation including the failure to immediately report such misconduct to Human Resources are in violation of this policy and subject to discipline.

b. Investigation: The City Manager or their designee will immediately undertake an effective, discrete, thorough, and objective investigation of the allegations at issue. All complaints will be investigated to the extent that the City deems appropriate. The investigation will normally include interviews with the reporting individual, the accused, and any other person who is believed to have relevant knowledge concerning the allegations. The investigator will remind all witnesses to maintain the confidentiality of the content of the interview, and that retaliation against those who report alleged conduct or participate in the complaint procedure is prohibited.
c. Investigation of Unreported Potential Violations: The City takes a proactive approach to the problem of discriminatory, harassing, or retaliatory conduct and will conduct an investigation if its officers, officials, supervisors or managers become aware that discrimination, harassment or retaliatory conduct may be occurring, regardless of whether the recipient or a third party reports a potential violation.
d. Remedial and Disciplinary Action: If the investigation concludes that conduct in violation of this policy has occurred, the City will notify the offended and offending parties of the general conclusions of the investigation and will take effective remedial action that is designed to end the violation. Any employee or officer determined to be responsible for violating this policy will be subject to appropriate disciplinary action up to and including termination. Any official or contractor found to be responsible for violating this policy will be subject to appropriate sanctions.

6. Confidentiality

The City recognizes that confidentiality is important to all parties involved in an investigation. Complete confidentiality cannot occur due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible. An individual who is interviewed during the course of an investigation is prohibited from discussing the investigation or its subject matter with other employees of the City, with the exception of their union representative, legal counsel, or as otherwise directed by the Division of Human Resources. Any individual who discusses the content of an investigatory interview will be subject to discipline up to, and including, termination.

The City will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or a court order.

F. BULLYING

The City of Redlands defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others,

at the place of work and/or in the course of employment." Types and examples of such behavior are listed below. Such behavior violates the City of Redlands values and the City of Redlands Code of Ethics. The purpose of this policy is to communicate to all employees, including supervisor, managers, and executives that the City of Redlands will not in any instance tolerate bullying behavior. Anyone found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. However, when an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when determining appropriate discipline. The City of Redlands considers the following types of behavior examples of bullying:

- Verbal Bullying: slandering, ridiculing, or maligning a person or their family; persistent name calling which is hurtful, insulting, or humiliating, using a person as the subject of jokes; abusive and offensive remarks;
- Physical Bullying: pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault, damage to a person's work area or property;
- Gesture Bullying: non-verbal threatening gestures, glances which can convey threatening messages; and
- Exclusion: socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Personal insults and use of offensive nicknames;
- Using verbal or obscene gestures;
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property);
- Spreading rumors and gossip regarding individuals;
- Persistent singling out of one person in a negative manner;
- Shouting, raising voice at an individual in public and/or in private; Public humiliation in any form;
- Demeaning comments and public reprimands;
- Not allowing the person to speak or express him/herself, one on one or in groups/meetings (i.e., ignoring or interrupting);
- Deliberately excluding an individual or isolating them from work-related activities (meetings, etc.);
- Constant criticism on matters unrelated or minimally related to the person's job performance or description;
- Repeatedly accusing someone of errors which cannot be documented;
- Deliberately interfering with mail and other communications;
- Encouraging others to disregard a supervisor's instructions;
- Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions); and
- Repeatedly inflicting menial tasks not in keeping with the normal responsibilities of the job.

All City staff will be held accountable for their actions as well as their response to any such actions. Anyone with knowledge of such actions is required to report such information immediately to their supervisor or to the Division of Human Resources immediately. Failure to report or respond immediately to such actions may result in disciplinary action.

G. WORKPLACE VIOLENCE

The purpose of this policy is to ensure a safe workplace, reduce the risk of violence and provide guidance to employees, supervisors, and managers in the event that they encounter a situation that they believe could result in workplace violence.

1. **Examples of Prohibited Behaviors**

   The City does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. The following list provides examples of conduct that is prohibited:

   - Causing physical injury to another person;
   - Making threatening remarks;
   - Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
   - Intentionally damaging employer property or property of another employee;
   - Committing acts motivated by, or related to, sexual harassment or domestic violence; or
   - Possessing a weapon while on company property or while on company business.

   Non-sworn employees are prohibited from possessing or using dangerous weapons and firearms at any time while on duty, on standby and while on City premises. Exceptions to this policy shall only be granted upon prior approval by the Chief of Police and the City Manager.
   Sworn employees in the Police and Fire Departments will follow their respective departmental policies regarding firearms and weapons.

   Any potentially dangerous situations must be immediately reported to a supervisor or the Division of Human Resources. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need to know basis.

   The following procedures should be used in dealing with potential violence:

   a. On the Job – there are situations where relationships between employees or between an employee and the supervisor result in strong negative feelings by the individuals involved. Any persons involved in situations where they fear that physical retaliation may occur, or where someone has made verbal threats of physical violence, should immediately discuss it with their supervisor (or with management, if the supervisor is involved).
   b. Dealing with the Public – Similar situations could occur in employee contacts with the public. While the City has a strong commitment to customer service, the City does not intend for employees to be subjected to continuous verbal or physical abuse by customers. As in item number 1 above, any persons involved in situations where they fear that

physical retaliation may occur, or where someone has made verbal threats of physical violence, should immediately discuss it with their supervisor. Further concern over the possibility of physical violence should be immediately discussed with management and reported to the Police Department.

2. Management Actions

When any of the above situations is brought to the attention of department management, an evaluation of the severity of the situation must be made immediately. If it is concluded that there is a likelihood that violence could result, management shall:

- Discuss the situation with employees who are likely to come in contact with the subject. Provide a description of the subject and instructions on actions to be taken if the subject comes to the work site.
- Contact the Division of Human Resources and provide information on steps being taken. If the subject is scheduled to be at the work site and the department feels that security is required, the Division of Human Resources will make arrangements with the Police Department.
- In all cases, if there is an immediate need for Police Department intervention, call 911.

If an employee has made a threat of violence, has initiated a violent act, or has violated the policy regarding firearms and weapons, management will take disciplinary action, up to and including, termination.

H. REASONABLE ACCOMMODATION

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that prohibits employers with 15 or more employees from discriminating against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. The California Fair Employment and Housing Act (FEHA) is a state law that makes in unlawful for an employer with five (5) or more employees to discriminate against individuals with disabilities by engaging in prohibiting employment practices and requires employers to provide reasonable accommodation for individuals with known disabilities. A reasonable accommodation includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

It is the policy of the City to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the City's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

1. **Procedures**

   When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace and the threat cannot be eliminated by reasonable accommodation, will be found unqualified and will not be hired.

   The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, or if the accommodation creates an undue hardship to the City. An undue hardship is an action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, the following factors should be considered:

   - The nature and cost of the accommodation;
   - The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of people employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility;
   - The overall financial resources of the employer including the size, number, type and location of facilities; and
   - The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
   - The geographic separateness, administrative or fiscal relationship of the facility or facilities involved. (California Government Code Section 12926 (u).)

The Division of Human Resources is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

An employee or applicant who desires a reasonable accommodation should make such a request in writing to the Division of Human Resources. The request must include: 1) the job-related functions that need accommodation; and 2) the desired reasonable accommodation.

Following receipt of the request, the Division of Human Resources will respond to the individual and schedule a meeting with the individual. The Division of Human Resources may require that the individual undergo a fitness for duty examination to determine whether the individual can perform the essential functions of the job with or without accommodation. The Division of Human Resources may require that this examination be conducted by a city-approved physician. Whether a reasonable accommodation can be made and the type of accommodation provided shall be determined by the

Division of Human Resources after engaging in the interactive process with the employee and the appropriate supervisor, manager, or Department Director. The outcome of the interactive process and any accommodations made will be provided to the employee in writing.

An employee or applicant who believes he/she has been denied a reasonable accommodation may file a complaint with the City Manager. The City Manager's determination will be final with respect to the City.

I. FITNESS FOR DUTY EXAMINATIONS

The City is committed to maintaining a safe and productive workplace. In order to provide a safe work environment, employees must be able to perform their jobs in a safe, secure, productive, and effective manner and remain able to do so throughout the entire course of their employment. Employees who are not fit for duty may present a safety hazard to themselves, to other employees, the City, or the public.

The purpose of this policy is to establish procedures by which the City will evaluate an employee's fitness for duty. A fitness for duty examination may be required when:

- An employee's conduct creates a reasonable belief that a threat to the health or safety of the employee or others exists; or
- There is objective evidence that the employee cannot perform the essential job functions.

The City may require that the fitness for duty exam be conducted by a City approved physician. The City will pay for an exam that it initiates under this policy and the exam will take place while the employee is in paid status.

Any information obtained from a fitness for duty examination will be kept confidential in accordance with applicable law.

J. EMPLOYEE DRESS STANDARDS

The City strives to maintain a workplace environment that is well functioning, free from unnecessary distractions and conveys a high degree of professionalism. All employees are expected to present a professional, businesslike image to customers and the public. Clothing and appearance shall be neat, clean, and in good taste. Employees shall dress in accordance with general standards and guidelines designed to promote professionalism in the workplace. Dress shall be suitable for both the work location and the job duties.

<u>Clothing</u>

Business casual attire is expected of all employees. Basic elements of appropriate and professional business attire include clothing that is in neat and clean condition. Business casual dress is defined as the following:

- Casual shirts: all shirts with collars, business casual crewneck or V-neck shirts, blouses, sweaters, golf and polo shirts. Examples of inappropriate shirts include t-shirts, shirts with inappropriate slogans or graphics, tank tops, muscle shirts, halter tops, spaghetti straps or strapless shirts.

- Pants: khakis, slacks, trousers and jeans without holes or frays. Examples of inappropriate pants include shorts, sweatpants, or exercise wear.
- Shoes: slip on or tie shoes, deck shoes, dress sandals, clean athletic shoes, heels. Examples of inappropriate shoes include flip flops or thongs or crocs.

Appropriate workplace attire does not include clothing that is too tight or revealing, clothing with rips or tears, or any extreme style or fashion in dress, footwear, accessories, or fragrances.

At times, employees may be required to dress in professional business attire which would include dress shirts with ties, suits, slacks, skirts, or dresses.

Jewelry and Tattoos

The City recognizes that personal appearance is an important element of self-expression and strives not to control or dictate employee appearance. The city expects all employees to exercise appropriate judgment with regard to personal appearance, dress, and grooming. The City allows reasonable self-expression through personal appearance, such as jewelry and tattoos, unless it conflicts with an employee's ability to perform their job effectively or it is regarded as offensive or harassing towards others. Factors that management may consider when determining whether jewelry or tattoos pose a conflict with the employee's job or work environment include:

- Personal safety of self or others or damage to public property;
- Productivity or work performance;
- Offensiveness to co-workers, customers, vendors, or others in the workplace;
- Customer complaints;

Reasonable Accommodation of Religious Beliefs

The City recognizes the importance of individually held religious beliefs. The City will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues. Employees seeking an accommodation for workplace attire based on religious beliefs should contact the Division of Human Resources.

Exceptions in the dress standards may be made to accommodate special assignments and/or work conditions. All exceptions shall be approved in advance by the Department Director. Employees who do not meet dress standards may be sent home to change and will be required to use accruals or not be paid for that time off.

K. UNIFORMS

Uniforms shall be required for designated field personnel to ensure City employees may be easily identified and recognized as such. Employees designated to wear a uniform represent the City of Redlands. In order to present an exemplary image to the public, employees shall follow these general guidelines:

- Uniforms shall be neat, clean and properly maintained.
- Faded, worn and/or stained uniforms shall not be worn on duty and shall be replaced.
- Uniform shirts shall be tucked into pants.

- Outer garments shall bear City identification, such as City patches or lettering. Temporary clothing such as disposable coveralls and raingear are exempt from the identification requirement.
- Hats shall be City of Redlands uniform hats and shall be worn with the bill facing the front.
- The use of headbands, bandanas and other head gear shall be approved by the supervisor prior to being worn. Generally, supervisors shall approve items that are clean, neat and in a neutral color.
- Short pants may be worn at any time during the year, provided that wearing them does not present a safety hazard. Short pants shall be uniform shorts only. Jean shorts, exercise shorts or any other type of non-uniform shorts are unacceptable. Boxer shorts, spandex exercise pants and/or other clothing items shall not be seen extending above or below the short pants.
- When short pants are worn, socks shall be white or a color which matches the City uniform. Socks shall not extend above the boot more than two inches.
- Long sleeved shirts shall not be worn under short sleeved uniform shirts. Tee shirts may be worn under uniform shirts however, the sleeve cannot extend beyond the sleeve of the uniform shirt.
- Upon separation of employment with the City, the employee shall return all City-owned uniforms in their possession to their supervisor in a clean condition, ready to wear, prior to receipt of their final paycheck.
- Any modifications to the uniform must be approved by the Department Director and reviewed by the Division of Human Resources for consistency purposes.

1. Wear

Departments Heads shall determine which job classifications and/or divisions are designated to wear City uniforms. Employees in these job classifications and divisions shall wear City uniforms during standard working hours. Uniforms shall be worn if an employee is called back to work from their off-duty period. If a full uniform is not available at the time the employee is called out, the employee shall wear some other type of identification such as a badge, jacket or hat with City patches, etc.

City uniforms and any recognizable portion of a City uniform (i.e., anything with a badge, patch, or City of Redlands designation) shall not be worn for anything other than official City business. Employees shall be aware of public perception and the assumption that uniformed personnel are on duty.

2. Responsibility

It is the responsibility of the Department Director to ensure the Uniform Policy is understood and adhered to by all department employees required to wear uniforms. This Uniform Policy shall be made available to all civilian employees required to wear a uniform. It is the responsibility of the employee to ensure the items issued and worn are in compliance with this policy.

Employees who do not adhere to the provisions contained in this policy may be subject to disciplinary action. Any proposed disciplinary action related to this policy for non-sworn employees must be reviewed by the Division of Human Resources prior to the action being taken to ensure consistency. Modifications to the uniform which are requested by the employee and approved by the Department Director must be paid for by the employee.

3. Safety

Department Directors may establish standards which are stricter than those contained within this policy for safety reasons. An example of this would be the requirement of steel-toed boots or hard-soled shoes for specific classifications. Department Directors and their designees may also require that safety gear or equipment be worn, such as hard hats or reflective arm bands.

Purchase:

All uniforms shall be ordered and/or purchased through the City.

4. Allowance

Any uniform or boot allowance shall be paid in accordance with the appropriate employee's Memorandum of Understanding.

L. IDENTIFICATION BADGES/CARDS

The City of Redlands believes it is important to maintain a safe and professional work environment. For this reason, all employees will be provided and shall carry a City-issued badge or identification card at all times while on duty. Human Resources shall issue identification cards to employees on or before the first day of employment. Safety employees may be provided their badges and/or identification cards by the Police or Fire department. If part of a uniform, badges shall be worn in accordance with department policy. Part time, temporary and intern employees may be required to display City identification at all times when on duty. Employees shall be responsible for lost or misplaced badges and identification cards. The employee shall reimburse the City for the cost of replacement. Badges and identification cards shall be returned to the Division of Human Resources upon separation of employment with the City.

M. USE OF CITY VEHICLES AND AUTOMOTIVE EQUIPMENT

The purpose of this policy is to establish procedures for the use, care and non-emergency operation of City-owned vehicles and automotive equipment. City vehicles and equipment shall only be operated by authorized City employees and volunteers.

1. Licenses

Authorized City employees and volunteers must possess an appropriate and valid California driver's license for the designated vehicle and/or equipment they operate. Supervisors shall be responsible for ensuring that their employees have a current license.

2. Assignment of Vehicles and Equipment

The City Manager or their designee shall assign vehicles and equipment to departments based upon City and department needs. New vehicles and equipment shall be approved by the City Council through the budget process or during a regular City Council meeting.

If more than one department requests an available vehicle or piece of equipment, each Department Director shall justify their need in writing to the City Manager. The City Manager shall make the final determination. If the City Manager decides that a vehicle or piece of equipment no longer meets the needs of the assigned department but may be of use to another department, a transfer may be made.

The transfer of vehicles and/or equipment from one department to another shall be coordinated through the Facilities and Community Services Department and approved by the City Manager. The City Manager may dispose of vehicles and equipment no longer meeting the needs of the City.

3. Safe Operation of Vehicles and Equipment

Employees/volunteers using City vehicles and automotive equipment shall be held individually responsible for the safe operation of the vehicles and equipment which they are using.

Employees and volunteers operating City vehicles and equipment shall do so in a reasonable and prudent manner, having due regard for street surfaces and other conditions which may affect safe operation. Employees and volunteers shall operate vehicles and equipment in accordance with City and department policies and provisions of the California Vehicle Code. Employees shall accept full responsibility for fines incurred as a result of any driving, parking and/or other traffic violations.

4. Use of Seat Belts

It is the intent of the City of Redlands to provide the safest environment possible for employees and/or volunteers using vehicles and equipment in the course of their employment. No employee or volunteer shall operate or ride in any vehicle or equipment without being properly secured in a seat belt. Employees and/or volunteers shall adjust safety restraint devices so they are comfortable yet provide maximum protection in the event of an accident.

Police, Fire, and Solid Waste employees shall use seat belts in accordance with the California Vehicle Code, department standard operating procedures, and other legislation pertaining to the use of seat belts.

5. Use of Cellular Phones and Radios

Employees shall refrain from talking or texting on hand-held cellular phones and radios while operating vehicles and equipment. When communication is necessary due to emergency or other work-related circumstances, employees shall park and stop the vehicle/equipment prior to using the communication device.

Exceptions may be made for Police and Fire personnel.

6. Inspection of Vehicles and Equipment:

The procedure for ensuring proper operation and maintenance of vehicles and equipment is as follows:

a. The Department Director shall designate supervisory personnel to be accountable for all vehicles and equipment assigned to the department. The supervisor(s) shall be responsible for assigning the vehicles and equipment to a job site, project or employee. Non-supervisory employees do not have authorization to assign equipment and vehicles to others.
b. Supervisors shall instruct employees on the safe operation and preventive maintenance requirements for the vehicle or equipment to be utilized.
c. Supervisors shall ensure that employees have the proper training and certification required for assigned vehicles and equipment.

d. Employees shall conduct daily inspections of assigned vehicles and equipment as required by the Department of Transportation regulations. Inspections shall occur at the beginning of each shift when vehicles and equipment will be utilized.
e. Employees shall complete a department inspection report documenting the following: visible damage, safety items, service needs and maintenance requirements. These inspection reports shall be submitted to the supervisor immediately following the inspection.
f. The supervisor shall be responsible for reviewing the inspection reports and taking appropriate action.

7. Maintenance of Vehicles and Equipment

Employees shall be responsible for the care, cleanliness (exterior and interior) and general maintenance of assigned vehicles and equipment.

- The City shall provide supplies necessary for the care, cleaning and maintenance of vehicles and equipment.
- Supervisors shall allow employees to perform care, cleaning and minor maintenance tasks while on duty.
- Employees shall make periodic inspections of all fluid levels and correct any deficiencies.
- Supervisors shall make weekly inspections of the vehicles and equipment assigned to subordinates to ensure they are being maintained according to policy.
- Supervisors shall ensure employees adhere to the routine service and maintenance schedules established by the Equipment Maintenance Division.
- Employees shall complete the appropriate Equipment Maintenance forms to describe service needs and requested repairs when leaving vehicles and equipment for service at the City Garage. Forms shall be submitted to a supervising mechanic.
- Vehicles and equipment requiring warranty service shall be taken to the City Garage where authorized personnel shall arrange appropriate service.
- No modifications shall be made, or accessories added, to City vehicles and/or equipment without the express authorization from the department supervisor, Equipment Maintenance Superintendent and City Manager.
- All vehicles and equipment shall be secured by removing keys, closing windows, and locking doors prior to storing at the Corporate Yard and other facilities.

8. Accidents Involving Vehicles and Equipment

Accidents involving City vehicles and equipment shall be reported as follows:

a. Accidents shall be reported to the appropriate law enforcement agency, if necessary, to Human Resources/Risk Management and to the department supervisor immediately.
b. Employees shall complete the City's Incident, Accident, and Injury Form and submit it to the supervisor.
c. The supervisor, upon receipt of the employee's accident report, shall review the report, investigate the facts, and complete the Supervisor's Accident Investigation Form, and submit a recommendation along with the completed employee's Incident, Accident, and Injury Form to Human Resources/Risk Management within twenty-four (24) hours.

d. Any damage resulting to vehicles and equipment, other than an accident, shall be reported to the department supervisor immediately and shall be subject to the same procedure as accidents.
e. Damage to City vehicles and equipment due to negligence, unsafe driving or operation, or damage due to willful misconduct by an employee may be cause for disciplinary action up to, and including, termination.

9. Use of Vehicles and Equipment

Employees may be assigned vehicles and/or equipment for use during standard business hours to conduct official City business.

Employees may need to utilize vehicles to attend official functions inside and outside of the city limits. Employees shall not use City vehicles and equipment outside the City without prior authorization from the Department Director.

Vehicles and equipment may be used after hours to conduct official City business. After hours employees may use City vehicles as transportation from their residence to the assigned work site and back to the residence.

10. Use of Private Vehicles

Private vehicles shall not be used for work-related activities without the permission of the Department Director or designee.

11. Personal Use of Vehicles and Equipment

City vehicles and equipment shall only be used for work-related purposes and shall not be used for personal errands or transport. Exceptions may be made by the City Manager or through an approved and fully executed Memorandum of Understanding.

City vehicles and equipment may be authorized for take-home use in accordance with the following criteria:

a. The authorization for the take-home use of City vehicles and equipment shall be based on operational need.
b. The City Manager shall authorize all take home use of City vehicles and equipment not otherwise permitted by an approved and fully executed Memorandum of Understanding.
c. Safety personnel and other employees responding to emergencies may be provided with City vehicles that have specific equipment. Such take home assignments are regarded as a requirement of the job and shall be identified by the Department Director and City Manager.
d. The City Manager may discontinue the use of a take home vehicle assignment upon finding that the position and responsibility of the position no longer requires such usage, or that such usage is not in the best interest of the City, including that the employee is not complying with the requirements of this policy.
e. An employee who is authorized to take home a City vehicle and/or equipment shall make reasonable efforts to protect the vehicle and/or equipment against

loss and/or damage. This may include the removal of portable equipment from the interior of the vehicle.

f. Employees must account to the City for the authorized personal use of City vehicles. The usage must be substantiated (for example, mileage), the time and place of the travel, and the purpose of the travel. Written records made at the time of each use are the best evidence. All personal use of a City-provided vehicle will be included in employee wages per Internal Revenue Code Sections 123 and 611. This paragraph is not applicable to sworn safety units.

12. Regular Take Home Authorization and Assignment

Regular or permanent take-home authorization of City vehicles and equipment, not otherwise permitted by an approved and fully executed Memorandum of Understanding, shall be approved by the City Manager and based on the following criteria:

a. The employee resides within forty (40) miles of the Redlands City Limits. Employees currently assigned a take home vehicle will be grandfathered at the time of adoption of these rules and regulations.

b. The employee is regularly and frequently subject to call for emergency response, has specific expertise and must respond with a specially equipped vehicle.

c. The employee provides regular and frequent off duty supervision where no subordinate has been designated to act.

d. An employee who, on an average of fifty (50%) of the standard work week, is required to begin or end daily work activities at sites other than the permanent work station.

e. There is a specialized assignment, approved by the City Manager and Department Director, requiring the use of City vehicles and/or equipment.

f. Employees may not use City-provided vehicles for personal purposes, other than commuting or de minimis personal use. Employees shall be responsible for use of the vehicle in compliance with City and department policies and procedures.

g. Employees must account to the City for the regular take home of City vehicles. The usage must be substantiated (for example, mileage), the time and place of the travel, and the purpose of the travel. Written records made at the time of each use are the best evidence. All personal use of a City-provided vehicle will be included in employee wages per Internal Revenue Code Sections 123 and 611. This paragraph not applicable to sworn safety units.

13. Temporary Take Home Authorization and Assignment

Temporary take home authorization of City vehicles and equipment shall be approved by the Department Director in accordance with the following criteria:

a. The temporary assignment of City vehicles and equipment for take home use shall not exceed thirty (30) days.

b. The employee resides within forty (40) miles of the City Limits of Redlands.

c. The employee is assigned to “Stand By” or “On Call” status, as defined in respective Memoranda of Understanding, for emergency response, has specific expertise and must respond with a specially equipped vehicle.

d. There is a temporary or specialized assignment, approved by the Department Director, requiring the use of City vehicles and/or equipment.

14. Miscellaneous

This policy does not preclude departments from implementing additional, department-specific policies and procedures related to the use of City vehicles and equipment.

The use of tobacco products, in all forms, is prohibited in City vehicles and equipment.

Any violation of this policy is subject to disciplinary action, up to and including termination.

N. TRAVEL AND EXPENSE REIMBURSEMENT POLICY

1. Overview

It is the policy of the City of Redlands to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the City. The City strongly encourages employees to book travel in advance and to utilize travel discounts when making travel arrangements.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, or will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Travel Includes:

- Attendance at workshops, seminars, conventions, conferences, or other meetings of interest to the City and/or authorized travel for any purpose in connection with official City responsibilities.

Approval:

- All travel must be approved in advance by the employee's Department Director or their designee. This process must be documented by completing a Training/Travel Request Form if the cost of training/travel is estimated to exceed $500.
- When the Employee is a Department Director, City Attorney, City Clerk, or City Treasurer, the travel must be approved by the City Manager or their designee. City Manager or Council Member travel must be approved by a member of the City Council.
- All out of country travel by City employees, including Department Directors, appointed, and elected officials, requires the approval of the City Council in an open meeting.

2. Compensation While Traveling

Non-exempt employees shall be paid their hourly rate as hours worked while they are traveling (whether by automobile, airplane, train, etc.) for City-approved, job-related purposes. Non-exempt employees will be paid their hourly rate for actual hours spent in training and for travel time. When a non-exempt employee is not required to report to their regular employment site on a day he/she attends City-approved training, paid travel time shall be calculated as the lesser

of the time spent travelling from the non-exempt employee's residence to the training site and back or the time spent traveling from their regular employment site to the training site and back. If the non-exempt employee is required to report to their regular employment site on a day he/she attends City-approved training, paid travel time shall be calculated as the time spent traveling from their regular employment site to the training site and back, regardless of where the non-exempt employee resides.

3. **Authorization and Responsibility**

   Employee travel must be authorized, and employees should verify that their travel is eligible for reimbursement before making travel arrangements. Employees should utilize the Training and Travel Request Form.

   Within sixty (60) calendar days of travel completion, employees must submit an Expense Reimbursement Claim Form with original receipts and supporting documentation.

   The Expense Reimbursement Claim Form must be signed by the Department Director or designated authority. Designated approval authorities are required to review expenditures and withhold reimbursement if there is a reason to believe that the expenditures are inappropriate or extravagant.

   Employees should review this policy before spending personal funds for City travel to determine if such expenses are reimbursable. The City reserves the right to deny reimbursement of travel-related expenses for failure to comply with this policy.

4. **Vacation in conjunction with business travel**

   In cases where an employee is utilizing vacation time in conjunction with City-related travel, any cost variance in airfare, car rental or lodging must be clearly identified on the Expense Reimbursement Claim Form. The City will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be reimbursed; only expenses incurred during the dates of City-related travel will be reimbursed.

5. **Permissible prepaid travel expenses**

   Before leaving on travel, the City may issue prepayments for the following expenses:

   - airfare
   - rail transportation
   - conference registration fees

   Employee may also request advance per diem allowance to cover meals and incidental expenses during travel as defined in Section H. The request must be submitted to Finance for processing no earlier than four (4) weeks prior to departure date.

   If the employee has received a prepayment and is unable to attend the event, they are required to request a refund of all prepaid expenses. The Department Director or designated authority are responsible for ensuring that employees request refunds for all prepaid expenses. The City reserves the right to request reimbursement from employees for all non-refundable prepaid expenses. Employees have a minimum of thirty (30) calendar days to reimburse the City for any non-refundable prepaid expenses.

If the employee has received an advance per diem allowance but is unable to attend or complete the event, he/she should refund the City for the unused portion of the per diem allowance within thirty (30) days after the event date or his/her return. The Department Director or designated authority are responsible for informing Finance Department in writing of the impending refund and the amount owed to the City. Failure of the City employee to refund the unused portion within thirty (30) days after the event date or his/her return will cause the City to recover the amount via payroll deduction on the employee's next paycheck.

If a City employee who received a prepayment attends the event or completes the required travel for work and there is any unused portion of the prepayment remaining, the employee will refund to the City the unused portion within thirty (30) days after the event date or his/her return. Failure to do so will cause the City to recover the amount via payroll deduction on the employee's next paycheck.

Permissible prepaid travel expenses must be reconciled within 30 days upon the conclusion of the event or the employee's return, whichever is sooner.

6. Reimbursable Expenses

Reimbursement requests for travel expenses are submitted on an Expense Reimbursement Claim form signed by the designated approval authority and accompanied by the following (if applicable):

- Approved Training and Travel Request Form;
- Itemized expense receipts;
- Internet map showing route and miles traveled;
- Event brochure or flyer;
- GSA Meals & Incidentals Breakdown for destination; and
- Listing of prepaid travel expenses;

All original itemized receipts must be attached, with the exception of per diem allowances, as well as a copy of the event schedule (if applicable). If a City employee has lost a receipt or unable to obtain an itemized receipt for a travel-related expense, a memo signed by their department head is required. These forms must be submitted to the Finance Division within sixty (60) calendar days after the travel is completed. Forms not submitted within this time frame require exception approval from the Management Service Director or City Manager or their designee.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts. The City will reimburse travel expenses for the most efficient and economical mode of transportation. Reimbursements that may be paid by the City are shown below.

Airfare. An original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Employees are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare should be booked for economy/coach class only; Business or First class is not reimbursable. Upgrades are not reimbursable. Employees are encouraged to book flights at least 30 days in advance to avoid premium pricing. If the airline charges additional charges for checked luggage, only the cost of the first checked bag will be reimbursed.

Rail transportation. The City will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

An original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Mileage. Reimbursement for use of a personal automobile is based on the current reimbursement rate determined by the Internal Revenue Service. Mileage reimbursement is granted only when employees are required to use their personal vehicle in connection with their assignment and in the performance of their duties. An Expense Reimbursement Claim Form must be submitted to the Finance Department to receive mileage reimbursement. Attached should be a copy of an internet map showing the route and mileage traveled.

Reimbursable mileage will be based on the estimated most direct or fastest google map route and shall be calculated from the primary worksite of the employee to the various destinations and return to the primary worksite. In the event an employee does not visit the regular place of work on their scheduled workday, mileage shall be reimbursed for any miles that exceed the employee's normal commute. Employee must then submit an internet map showing route and miles from home to work, point of origin to point of destination, and return trip to point of origin.

A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Automobile Rental. Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible.

The City authorizes reimbursement for the most economic vehicles available (economy or midsize). The itemized rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

When vehicle rentals are necessary, the City encourages Employees to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. The City will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

Drivers should be aware of the extent of a coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Employees are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Conference registration fees. The City will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a brochure along with a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

A prorated amount for the meals provided must be deducted from the Employee's per diem. See Meals (per diem) for more detail. Entertainment activities such as golf outings and sightseeing tours will not be reimbursed.

Lodging. The cost of overnight lodging (room rate and tax only) will be reimbursed to the employee if the authorized travel is 50 miles or more from the employee's home or primary worksite. Exceptions to this restriction may be approved in writing by the Department Director, City Manager, or his/he designee.

The City will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. Only single room rates are authorized for payment or reimbursement unless the second party represents the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included. The lodging receipt must be itemized listing all expenses.

Meals and Incidentals (Per Diem). Per Diem reimbursement will be issued for meals and incidentals for travel that is fifty (50) miles or more from the employee's primary worksite. For one day travel in excess of fifty (50) miles, seventy-five (75%) of the applicable GSA daily per diem rate will be provided.

The City's per diem rates are based on the U.S. General Services Administration Guidelines, which vary by location. The rates are listed online at www.gsa.gov. In addition to meals these rates include incidental expenses such as service tips (e.g., housekeeping or porter tips). Incidental expenses, unless specifically cited in this policy, will not be reimbursed.

The maximum reimbursable gratuity for meals is twenty percent (20%) of allowable meal expenses and taxes. For the first and last days of travel, seventy-five percent (75%) of the applicable GSA daily per diem rates will apply. This will also apply to all multi-day travels not requiring an overnight stay. If meal is provided on the first and/or last day of travel, the City will deduct the entire allocated meal cost from the decreased per diem rate in accordance with the GSA requirement and Code of Federal Regulations (CFR) 41.301-11.18.

Receipts are not required for per diem allowances.

Business Meals and Expenses. Employees are allowed reimbursement for meals and various business expenses when the opportunity to discuss the City's concern with state and federal officials, participating in regional, state and national organizations whose activities affect the City, or promoting public service and morale by recognizing such service. Business expense reimbursements must be an authorized expense in benefit of the City.

Parking and Tolls. Original receipts are required for parking fees and tolls (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

If, in lieu of parking at the airport, the City employee obtains a ride to and from the airport, the cost of the mileage for both round trips will be covered up to what the cost would have been for one round-trip plus the cost of long-term parking for the required travel period.

Miscellaneous transportation. Original itemized receipts are required for taxi, bus, subway, metro, ferry, rideshare, and other modes of transportation.

Visa, passport fees and immunizations. If these items are required for international travel, their reimbursement is left to the discretion of the Department Director. If approved by the designated authority, original itemized receipts are required.

7. Non-reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by the City:

- Airline club memberships;
- Airline upgrades and excess baggage;
- Alcohol;
- Business or First Class airfare;
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges;
- Commuting between home and the primary work location;
- Costs incurred by employee's failure to cancel travel or hotel reservations in a timely fashion;
- Evening or formal wear expenses;
- General use clothing;
- Haircuts and personal grooming;
- Laundry and dry cleaning;
- Lost luggage and personal items;
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment;
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs;
- Repairs to personal vehicles;
- Travel accident insurance premiums or purchase of additional travel insurance;
- Valet parking, unless the hotel or venue prohibits guests from parking their own vehicles;
- Traffic and/or parking violation fines; or
- Other expenses not directly related to City related travel.

8. Travel for Non-Employees

Additional costs for travel, lodging, meals or other travel expenses for spouses or other family members will not be reimbursed.

O. CREDIT CARD POLICY

The City of Redlands uses a variety of methods for the purchase of goods and services, including petty cash, purchase orders, and disbursement vouchers, along with credit cards, which are overseen by either the City Manager's Office or purchasing depending on the type of card. Processing purchase orders is not cost effective for low dollar value goods. Occasionally suppliers will not accept a purchase order which makes the use of a credit card more efficient. In addition, credit cards will allow Cardholders to take advantage of short-term sale discounts and to make purchases and/or reservations by phone and the internet. The purpose of this policy is to identify which employees would be eligible to be Cardholders to make these types of purchases for the City, as well as the proper use and documentation required when the City-issued credit cards and gas cards are used for City business.

A City of Redlands credit card will only be issued to specifically identified employees who, because of their job duties, have been approved to be Cardholders by their Department Directors. Only those employees who make specific purchases allowable under this policy for their Department will be issued credit cards. The City credit card program is overseen by the City Manager's office and purchasing, and allows oversight of such purchases by Department Directors and reconciliation by the Finance Division. Verification of all purchases is required by each Cardholder, with signature approval performed by the Cardholder's Supervisor and/or Department Director. All credit card purchases are reviewed monthly by the applicable Department Director and the Management Services Department's Finance Division.

1. Roles and responsibilities

City Manager's office

- Authorizes and issues new credit cards to approved city employees.
- Arranges credit or transaction-level limits for individual cards.
- Serves as liaison between department contacts and issuing bank.

Purchasing

- Oversee the issuance and use of store cards
- Serves as liaison between department contacts and approves stores

Department Directors/Authorized Cardholder

- Ensures City issued credit card is used only for its intended purpose after obtaining proper authorization.
- Retains receipts and provides explanation for all City Credit card transactions.
- Maintains card in secure location and limits the use to employees who require a card for City business.
- Authorizes and submits receipts and itemized monthly reconciliation to finance by specified due date.
- Notifies the City Manager's office of any fraudulent activity.

Management services/Finance Division

- Process payment for credit card invoices on a timely basis to avoid late payment charges.

- Distributes monthly credit card statements to department contacts for charge reconciliation and approval.
- Ensures that all credit card transactions are properly authorized with adequate receipt documentation and signatures**.**

2. Authorized Cards

a. Credit Cards/Store Cards

Redlands City Manager's office and purchasing are designated as the City's credit card coordinators. They contract with a Card Issuer in connection with the City's Purchasing Guidelines to acquire the credit cards for specifically identified employees. The Card Issuer will have no individual Cardholder information other than the Cardholder's work address. No credit records, social security numbers, etc., are maintained by Card Issuer, and will not have any impact on the Cardholder's personal credit. City-issued Credit Cards can only be used by the individual to whom it has been issued.

b. Gas Cards

Gas cards will be issued to authorized employees in the Facilities and Community Services and Police Departments. Depending on the vendor, these cards may be issued in the City's name or in the specific name of an employee. Use by anyone other than the authorized Cardholder is prohibited.

3. Card Eligibility

Under the guidance of the City Manager, Department Directors are responsible for identifying which employees should be issued a credit card or gas cards. The number of employees identified to receive cards should be minimized and should be strictly limited to those who are required as part of their job duties to make purchases for their department pursuant to this policy. Limited-service temporary employees cannot be assigned a credit card, but may be authorized to use a gas card by their Supervisors and Department Director if necessitated by their job duties.

4. Card Issuance

Department Directors shall make a request to the City Manager's office/purchasing for the issuance of credit cards for an authorized employee. The City Manager's office will request a credit card for the approved employee and will ensure the employee reads and signs the **City of Redlands Cardholder Agreement** prior to taking possession of the credit card.

Protection of credit cards. It is the authorized cardholder's responsibility to always safeguard the card and credit card number. If a cardholder suspects the loss, theft, or possibility of unauthorized use of the card, they should notify the appropriate card liaison as soon as possible. If a card is reported as lost or stolen, the City Manager's office, or designee, will contact the card issuer and may cancel or replace the credit card.

5. Cancellation

An employee must return the assigned credit card to the City Manager's office/purchasing upon termination from employment, submitting their notice of separation from the City of Redlands, notice of transfer to another department, or loss of credit card privileges.

6. Card Usage

City credit cards can be used for purchases of supplies, services, materials, or equipment. Cardholders must ensure that all purchases are budgeted and abide by the city purchasing guidelines.

Allowable purchases include:

- Supplies, services, materials, and goods up to the cardholder's approved cycle credit limit for vendors that require payment prior to delivery of goods or services.
- Gas, oil, and supplies for city vehicles.
- Restaurants/meals- the maximum gratuity for meals is 20% of the meal expense and taxes.
- Memberships for professional organizations that support a city employee's assigned job duties. Receipts must also reflect the start and end date of membership.
- Airline tickets, lodging, and vehicle rental for City personnel (City council, City Manager, other city employees) traveling on official City business for which they are not being reimbursed through the Travel and Expense Reimbursement Policy
- Conference registrations fees
- Incidental computer replacement parts such as keyboards, mouse, power strips etc.
- Annual fees/ subscriptions that are broken down into a monthly charge and there is no monthly invoice.
- Emergency purchases in accordance with the city's purchasing guidelines

Prohibited Purchases:

The following types of purchases are prohibited by City policy:

- Personal purchases of any kind including those for the personal benefit of another individual
- Gift cards, without prior approval of a Department Director
- Entertainment
- Cash advances
- Weapons and ammunition
- Alcoholic beverages
- Capital Equipment (any 1 item over $5,000 limit per city Policy) coded to 8000 object code series.
- Invoices for supplies, goods, and services from vendors that have been set up through accounts payable and may require 1099 at the end of the year.
- Unauthorized computer equipment including all printers, cell phones, tablets, laptop computers, computer memory, external hard drives, or software of any kind that is licensed or requires installation by the IT department. Purchases of this nature, that have been previously approved by the IT Division, may be made by credit card but should be coordinated through that division ahead of time.

Misuse of card. Under no circumstances is a cardholder permitted to use the city credit card for personal purchases. Personal purchases are defined as the purchase of goods or services intended for non-work-related use or for uses other than official City business. Cardholders that unintentionally violate this rule shall notify the finance division, complete the required documentation, and reimburse the City immediately.

Cardholders who consistently violate the prohibited purchases section of the credit card policy intentionally or unintentionally shall be subject to disciplinary action, up to and including losing credit card privileges and other appropriate measures.

7. Reconciliation

At the end of each credit card statement cycle, the Finance Division will forward the credit card statement and expense reconciliation form to all cardholders and their appointed staff. Cardholders must provide to the Finance Division a reconciliation of their credit card charges, including all original receipts and signature approval by their Department Director.

- Itemized receipts required -Every purchase must have a detailed itemized receipt. A credit card signature slip with only the amount charged is not considered sufficient documentation. Business meal receipts must also include the name(s) of the person(s) attending and the business objective.
- Sales tax -The city is obligated to pay sales tax on all eligible (tangible property) purchases. Items purchased online using a credit card for which the city does not pay sales tax must be tracked and reported to the finance division on a quarterly basis.
- Missing Receipt- In the event of a missing receipt, the cardholder must attempt to obtain a duplicate copy from the vendor. If a duplicate copy cannot be obtained, a memo with the director's signature documenting the nature of the charge should be submitted in place of the missing receipt.
- Credits- If the cardholder returns merchandise a credit should be issued to the cardholder's credit card and a credit receipt must be obtained. Under no circumstances should a cardholder receive cash or a credit voucher.
- Disputes-A cardholder should attempt to resolve a dispute or billing error directly with the vendor. If the vendor agrees to issue a credit, the cardholder must ensure that the credit for the reported disputed item(s) or billing error appears on the current or subsequent credit card statement cycle. Examples of transactions that should be disputed include:
    - Unauthorized charges
    - Differences between the amount authorized and the amount charged.
    - Duplicate charges
    - Failure to receive goods.
    - Returned goods that were not credited.
- Fraudulent Charges- If a cardholder determines possible fraudulent charges on their card, they must promptly notify the credit card coordinator. The authorized individuals will report the fraudulent incident(s) to the credit card issuer. The card may be canceled, and a new card and number may be issued to the cardholder.

P. RIDESHARE POLICY

The City of Redlands developed a rideshare program in an effort to reduce the number of vehicles used for employee commutes to and from work. Reducing vehicle trips and mileage positively effects our air quality and traffic congestion.

Rideshare includes carpool, vanpool, riding public transportation such as the bus or train, walking, cycling, and telecommuting. "Carpool" shall mean two or more City employees sharing a ride to and from a City facility. Rideshare shall also include commuting in a vehicle recognized by the State of California as being allowed access to high-occupancy vehicle (HOV) lanes. Employees utilizing this form of rideshare must provide proof of eligibility as requested by the Program Coordinator.

1. **Provisions**
    - Participation in the City Rideshare Program is voluntary.
    - This program is an honor system program. Once a participation form has been verified and approved, the Program Coordinator shall rely on the employee and their supervisor to accurately report all rideshare days on the employee's time sheet. The Program Coordinator shall monitor, and audit rideshare reporting to ensure accuracy and compliance with program rules.
    - Enrollment shall be approved and processed by the Program Coordinator in order to receive rideshare benefits. All changes in participation shall be approved and updated by the Program Coordinator prior to recording and compensation on the time sheet.
    - Employees commuting in a City-provided and/or assigned vehicle are not eligible for rideshare incentives.
    - Reporting rideshare days on a timesheet is no different from reporting any other type of regular work hours or utilization of leave balances. Any false information reported on a timesheet for rideshare hours shall be treated in the same manner as any other falsification reported on a time sheet.
    - Failure to accurately record rideshare credit and use may result in the loss of rideshare privileges. In addition, intentional abuse of rideshare program rules and reporting requirements may result in disciplinary action up to and including, termination.
    - In order to be eligible for rideshare incentives, carpooling employees shall:
    - Rideshare to and from work for the workday in which incentives are being claimed;
    - Rideshare with another City employee;
    - The final destination of the carpool vehicle shall be a City facility for the commute to work, and the final destination of the carpool vehicle for the commute from work shall be a designated "park and ride" site or the ridesharing employee's home. An employee's home may be designated as a rideshare site with approval by the Program Coordinator.
    - The total number of miles traveled by the carpool vehicle shall not exceed the total number of miles that would have been traveled had the employees commuted separately.
2. **Incentives**

    Employees will be eligible for incentives as determined by the City.

Employees who rideshare a designated number of times per quarter shall be eligible for quarterly and/or annual drawings for additional incentives.

3. Required Forms

All employees who wish to participate in this program and claim incentives shall complete the required forms with the Division of Human Resources.

Q. RECEIPT OF GIFTS

The City of Redlands recognizes that gifts or entertainment to employees may be viewed by the public as intending to influence judgment and could possibly cause an employee to be placed in a compromising situation. Therefore, it is the policy of the City to prohibit acceptance of gifts by City employees. While common sense on the part of employees regarding the acceptance of gifts is the most realistic control, it is helpful to have some specific guidelines to follow which interpret the City's policy. The guidelines listed below are supplemental and in addition to the requirements of the Political Reform Act.

1. Donation of Gifts

Gifts that are consumable or useable on the work premises should be returned to the donor in the spirit in which they were given with a thank you and explanation of why the employee cannot accept the gift as detailed in this policy. If it is not feasible to personally return the gift at the time it is given, the recipient employee may accept the gift upon the condition that the gift shall be donated to a Bonafide charitable organization by the employee. Examples of items which fall under this category include plants, candy, baked goods and similar items. An employee who accepts a gift for subsequent donation must complete a gift receipt form within 15 working days. The form identifies the gift, its value, the date received, the donor, and the charitable organization to which the gift was donated by the employee. For gifts which are accepted on the condition that they will subsequently be donated to a charitable organization, the employee should keep one copy, and forward one copy, of the form to the City Manager's Office for recording to ensure consistency for reporting purposes.

2. Return of Gifts

All alcoholic beverages and other gifts which are not consumable or useable on work premises shall not be accepted and shall be returned to the donor in the spirit in which they were given. If the employee is given a prohibited gift, the employee should respectfully give the gift back with a thank you and an explanation of why the employee cannot accept the gift as detailed in this Policy. If it is not feasible to personally return the gift at the time it is given, the recipient employee shall send the gift back to the donor with a note explaining why it is being returned.

3. Exclusions

This Policy does not pertain to meals or events, although disclosure requirements under the Political Reform Act will still apply. Nor does this Policy prohibit an employee from accepting gifts that are consumable or useable on the work premises, as authorized by the City Manager or their designee, from the City or from another employee in recognition of exemplary service or performance of duties.

R. DRUG AND ALCHOHOL ABUSE

The City of Redlands, its employees and their representatives, and prospective employees have a vital interest in maintaining safe, healthy, and efficient working conditions. Being under the influence of

drugs or alcohol on the job may pose serious safety and health risk, not only to the user, but to co-workers and the public.

1. Definitions

a. Alcohol is defined as any alcoholic beverage or substance, including any medication or food containing alcohol such that it is present in the body at a level in excess of that stated in the guidelines by the Department of Transportation.
b. Drugs or controlled substances are defined as any substance which impairs an employee's ability to perform job duties, poses a threat to the safety of the employee or others and their property, or otherwise creates a risk of harm to the City.
c. Tetrahydrocannabinol (THC) is defined as the chemical compound in cannabis that can indicate impairment and cause psychoactive effects.
d. Safety-Sensitive Employee is defined as an employee who holds a commercial driver's license and who operates a commercial motor vehicle, on a full-time, part-time or intermittent basis.
e. Commercial Drivers' License is defined as a Class A or Class B vehicle license.
f. Reasonable Suspicion is defined as objective facts sufficient to lead a reasonably prudent manager or supervisor to suspect that an employee is under the influence of alcohol and/or drugs so that the employee's ability to perform their job functions is impaired or so that the employee's ability to perform their job safely is reduced.
g. Substance Abuse Professional is defined as a licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of clinical experience in the diagnosis and treatment of alcohol and substance abuse.
h. City Property – any facilities that are owned and/or operated by the City of Redlands.

2. Provisions

This policy applies to all City employees and prospective employees, hereinafter referred to collectively as "employees." Where indicated, some of the policies apply only to safety-sensitive employees. Employees who violate this policy may be subject to disciplinary action, up to and including termination.

3. Prohibitions:

All employees are prohibited from:

a. Reporting to work, including standby or call-back time, or performing any job duties while their ability to perform job duties are impaired due to on or off-duty alcohol or drug use;
b. Possessing, manufacturing, or using alcohol or impairing drugs, including prescription drugs without a prescription, during working hours, on breaks, during meal periods or at any time while on City property;
c. Directly or through a third party selling, manufacturing, or providing drugs or alcohol to any person, including any employee, while either or both employees are on duty, or on City property;
d. Failing to notify their supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of their duties or operation of City vehicles or equipment;

e. Failing to provide, within 24 hours of request, bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the employee's name;
f. Refusing to immediately submit to any aspect of an alcohol, drug, or controlled substance test required by this Policy, or any tampering, obstruction of or interference with testing procedures;
g. Consuming alcohol, drugs, or controlled substances during the eight hours immediately following an accident in which the employee was involved, or until the employee undergoes a post-accident alcohol or drug test, whichever comes first;
h. Refusing to submit to a search of personal properties when directed by the City, upon reasonable suspicion and in accordance with the Public Safety Officers Procedural Bill of Rights, The Firefighters Bill of Rights and any other applicable laws.
i. Refusing to notify the City of any criminal drug statute conviction, in accordance with the Drug-Free Workplace Act of 1988, of a violation that occurred in the workplace no later than five days after such conviction;
j. Purchasing drugs, excluding prescription and over the counter, and/or alcoholic beverages while in a City uniform or while driving a City vehicle; and

Employees shall report any violations of this policy by a City employee to a supervisor, Department Director or Division of Human Resources. Such reports shall be confidential with no reprisals.

4. Off Duty Cannabis Use

The Fair Employment and Housing Act (FEHA) AB 2188, and Section 12954 of the Government Code, makes it unlawful for an employer to adverse action against an individual in hiring, termination or any term or condition of employment, or otherwise penalize a person based on their recreational cannabis use outside of work, except for scientifically valid preemployment drug screening conducted through methods that do not screen for non-psychoactive cannabis metabolites in their hair, blood, urine, or other bodily fluids.

AB2188 notes that THC, the chemical compound most commonly associated with cannabis' psychoactive and intoxicating effects, remains stored in the body as a non-psychoactive cannabis metabolite well after a period of impairment. CBD (cannabidiol) products are non-intoxicating and are considered non-psychoactive cannabis metabolites.

Although the regulations prohibit employment decisions based upon the presence of non-psychoactive cannabis metabolites in a drug screen, it does not prohibit an employer from discriminating in hiring, or any term or condition of employment, or otherwise penalizing a person based on scientifically valid preemployment drug screening conducted through methods that do not screen for non-psychoactive cannabis metabolites.

In addition, employees and applicants in positions requiring a federal background investigation or clearance and employees in the building and construction trades are exempt from this bill. The City continues its obligation to maintain a drug and alcohol-free workplace. Employees do not have the right to possess, use, or be impaired by cannabis on the job.

This law does not preempt state or federal laws requiring applicants and employees to be tested

for controlled substances, or requiring a specific method of testing as a condition of employment, or as a condition of receiving federal funding or federal licensing-related benefits or entering into a federal contract.

5. Alcohol and Drug Testing

In carrying out and enforcing this policy, the City may require the following types of testing:

a. Pre-employment Testing. Following a written offer of employment, the City will require all candidates to submit to a test for alcohol and illegal drug use as a condition of employment. Any applicant who refuses to provide consent for this test, or who receives a verified positive result will be disqualified from City employment.

b. Reasonable Suspicion Testing and Search. If a manager or supervisor reasonably suspects that an employee is under the influence of alcohol, drugs or controlled substances while performing their job duties or operating City equipment, an employee may be required to submit to an alcohol and/or drug test. Observation shall be based on indicators. Examples of indicators which can form a reasonable suspicion that an employee is under the influence of alcohol, drugs, or controlled substances include, but not limited to, direct observation of the following:

- Changes in appearance or odors (smell of alcohol, body odor, or urine)
- Suspicious movements (unsteady, fidgety, dizzy, clumsiness)
- Eyes (dilated, constricted or watery, or involuntary eye movements)
- Face (flushed, sweating, confused, or blank look)
- Emotions (argumentative, agitated, irritated, drowsy)
- Actions (yawning, twitching)
- Inactions (sleeping, unconscious, no reaction to questions)

Steps to take when there is reasonable suspicion:

- If the employee is working around machinery or heavy equipment or is in any other type of safety-sensitive job or is acting out in a way that appears to be a safety concern for the employee or others, remove the employee from the area and ask them to wait in a conference room or an office.
- The observer should document their observations, including any abnormal behaviors. The observer should be as specific as possible in their descriptions but not attempt to diagnose the situation.
- Notify the Division of Human Resources and the Department Director. Human Resources staff shall assess what is known and observed after meeting with the employee. If reasonable suspicion is warranted the employee may be required to submit to an alcohol and/or drug test.
- The Division of Human Resources shall meet with the employee and clearly explain what has been observed and documented and that the employee will be sent for a drug and alcohol test. An employee's refusal to submit to such a test is cause for discipline, up to and including termination.
- Employee will be sent home while the Division of Human Resources waits for test results.

Moreover, the City reserves the authority to search, without employee consent, and subject to Section 3309 of the Public Safety Officers Procedural Bill of Rights where applicable, all areas of City property.

6. Post-Accident Testing

All employees involved in a vehicle collision may be required to be drug and alcohol tested following a vehicle collision while on City business. Not only may the operator of any vehicle involved be tested, but so may any other employee whose performance may have contributed to the accident, such as the employee who maintains the vehicle or work-site where the accident occurred.

For commercial drivers, post-accident controlled testing, pursuant to this policy, must occur under the following circumstances:

a. A fatality or serious injury;
b. If the driver received a citation under the State of local law for a moving traffic violation;
c. Bodily injury to any person, as a result of the injury, receives immediate treatment away from the scene; or
d. One or more motor vehicles incur disabling damage as a result of the occurrence and such vehicle(s) are towed away from the scene.

If required, drug testing shall occur as soon as practical, but no later than 32 hours after the accident. If the controlled substances test cannot be performed within this time period, the reason shall be documented.

If required, alcohol testing shall occur within two (2) hours of the accident. If the alcohol test cannot be performed within this time period, the reason shall be documented. In no case shall an alcohol test be administered later than eight (8) hours past the time of the accident and the reason for the delay shall be documented. Refusal by an employee will be treated as a positive test result and will result in discipline, up to and including termination.

7. Random Testing

All City employees in Safety-Sensitive positions will be subject to random alcohol and drug testing. Depending on the random selection, some employees may be tested more than once a year, while other are not tested at all.

8. Testing Procedures

a. Testing administrators. The drug or alcohol testing of applicants or employees shall be performed only by a laboratory, a physician or health care professional qualified and authorized to administer and determine the meaning of any test results;
b. Once a reasonable suspicion determination is made the employee shall be transported to the medical facility for testing. After testing the employee shall be transported home. Under no circumstances shall the employee operate a motor vehicle;
c. Random testing will be completed on City property. Employees will be transported to the City location, designated by Human Resources, by their manager;

d. The Division of Human Resources shall inform the medical facility when supervisors are transporting an employee for a drug and/or alcohol test and the approximate time of arrival.

9. Consequences of Failing an Alcohol and/or Drug Screen

An employee whose alcohol test indicates an alcohol concentration level of 0.02% or greater will be removed from their duties and will be subject to disciplinary action, up to and including termination. The employee will also be given information to contact a Substance Abuse Professional (SAP).

The SAP will evaluate the employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substances abuse. Assessment by an SAP does not shield an employee from disciplinary action or termination.

If an employee is allowed to return to duty following a positive test result, he/she must follow the rehabilitation program prescribed by the SAP, pass return-to-duty drug and alcohol tests, and are subject to unannounced follow-up tests for a period of one (1) to five (5) years. The cost of any treatment or rehabilitation services will be the responsibility of the employee. Employees will be required to use all accruals prior to taking unpaid leave time while participating in the prescribed rehabilitation program and or any suspension that may result due to a positive test.

Employees who are allowed to re-enter the workforce must agree to a re-entry contract. That contract may include, but is not limited to:

- A release to work statement from an approved Substance Abuse Professional (SAP);
- A negative test result for drugs and/or alcohol;
- An agreement to unannounced frequent follow-up testing, as recommended by the SAP;
- A statement of expected work-related behaviors; and
- An agreement to follow specified after-care requirements with the understanding that any violation of the re-entry contract is grounds for termination.

After the City has complied with any legal obligation to reasonably accommodate an employee's protected disability, if any, the City may terminate an employee who is unable to perform the essential functions of the job.

S. SMOKING

The City is committed to providing a healthy and safe working environment for employees. To maintain this commitment, the City prohibits smoking, including electronic cigarettes, and the use of smokeless tobacco products:

- In areas where fire and/or safety hazards exist;
- As prohibited by law;
- Inside any enclosed facilities that are owned and/or operated by the City of Redlands;
- In City-owned, leased and/or rented vehicles; and
- Within 20 feet of any enclosed facilities that are owned and/or operated by the City of Redlands.

The City Council adopted Chapter 8.54 of the Redlands Municipal Code, regulating smoking in public places and places of employment. This policy is consistent with the City's smoking prohibitions and the California Labor Code governing smoking in the workplace.

1. Definitions

- Smoking includes smoking cigarettes, electronic cigarettes, pipes, cigars, all tobacco products and weed or plants of any kind;
- Smokeless Tobacco Products include chewing tobacco, snuff or oral snuff.

2. Provisions

All employees, officials, volunteers and visitors shall be subject to prohibition of smoking and the use of smokeless tobacco products.

Employees who smoke and/or use smokeless tobacco products shall not exceed the number of breaks allotted for each break as defined in appropriate MOU and/or applicable state and/or federal law.

T. OFF-DUTY CONDUCT

1. General Considerations

Full-time employees are expected to devote their full time to assigned duties as a City employee. An employee shall not engage in any employment, activity or enterprise which is inconsistent, incompatible or in conflict with City job duties, functions or responsibilities, nor shall an employee engage in any outside activity which will directly or indirectly contribute to the lessening of effectiveness as a City employee. No employee shall engage in any type of activity relating to an employee organization during such time an employee is on duty, except as expressly provided in these Rules, MOU or by law.

2. Outside Employment

Employees who hold or wish to hold jobs outside their normal City employment must complete a Request to Engage in Outside Employment Authorization Form with all required signatures and submit the form to their Department Director. Any outside employment will not be permitted if it conflicts in any manner with the employee's duties and responsibilities to the City or is prohibited by law. Each authorization is valid for one year or as indicated on the authorization form.

3. Prohibited Off-Duty Conduct

Employees may not engage in any employment or activities that create a conflict of interest, is unethical, or otherwise interferes with their City employment. In making a determination as to whether an activity creates a conflict or ethical question, the appointing authority shall consider, among other pertinent factors, whether the activity involves:

a. Receipt or acceptance by the employee of any money or other consideration from anyone other than the City for the performance of an act that the employee would be required or expected to render in the regular course of City employment;
b. The performance of an act or work which may later be directly or indirectly subject to the control, inspection, review, audit or enforcement by such employee or other City employees;
c. Conditions or factors which might directly or indirectly lessen the efficiency of the employee in regular City employment or conditions in which there is a substantial danger of injury or illness to the employee;

d. The use for private gain or advantage of City time, facilities, equipment and supplies, prestige, influence, or information obtained through one's city office or employment. No city-owned facilities, equipment or supplies, including autos, trucks, instruments, tools, supplies, machines, badges, identification cards, or other items which are the property of the City shall be used by an employee for personal or non-City business reasons except upon approval of the City Manager;
e. The solicitation of future employment with a firm or individual doing business with the city over which the employee has some control or influence in the course of performing official duties.

VII. INFORMATION TECHNOLOGY

A. COMPUTER AND ELECTRONIC COMMUNICATIONS

The Computer and Electronic Communications Policy ("policy") outlines the policies and guidelines that must be followed at all times to minimize business risks and maximize the benefits of the use of computing and electronic communications resources owned, leased, or controlled by the City of Redlands. Acceptable use standards form a critical component of enterprise security. This policy establishes standards for the acceptable use of the electronic communications systems of the City.

1. Scope

The City owns, has a property interest in, and has a right to specify the use of:

- All information processing and communications resources used to conduct its business, including hardware, computers, laptops, fax machines, telephones, cellular phones, smart phones, tablets, printers, copiers, storage media and all other hardware; and non-physical resources, such as: software, applications, online accounts, email, texts, pings, Internet/Intranet/Extranet access, storage media, network accounts, voice mail and instant messaging files other messages and all other non-physical assets used or stored in its offices and facilities; and,
- All such information processing and communications resources employed in its business that are connected to or able to be connected to its facilities from locations outside of the City's premises, including personal information processing hosted services, and communications equipment and/or software owned or leased by the City or supplied by the City to City personnel for their use.

All such resources are collectively referred to in this policy as "computing and electronic communications resources" or "resources." All data processing hardware, software, licenses, and any other physical equipment, electronic accounts, applications, and/or appurtenances required to transact City business electronically not expressly mentioned above also constitute the computing and electronic communications resources at City facilities.

2. Usage Rules

a. Ownership

The City of Redlands owns, leases and has the right to specify the use of all computers and electronic communications resources. No employee has any property interest in the

City's electronic communications resources. Examples of electronic communications resources are given in the Computer and Electronic Communications section of the policy. No user should have an expectation of privacy in the use of any city computing and electronic communications resource. The City of Redlands reserves the right to audit networks and systems as necessary to ensure compliance with this policy.

b. Authorized Users

Employees, interns, volunteers, agency temporary workers, consultants, vendors, and all other individuals (collectively referred to as "user" or "users") conducting business on behalf of the City of Redlands are eligible to use computing and electronic communications resources but may do so only in accordance with this policy.

c. Acceptable Use

During an employee's designated working hours or working schedule, Authorized Users may only use City-owned or authorized non-City-owned computers and/or electronic communications resources to conduct City business. Examples of legitimate City business use are:

- Performing essential job functions;
- Participating in job-related conferences and discussions or collaborating via resources such as web sites, newsgroups, chats, and bulletin boards;
- Performing research, obtaining information or support, or pursuing approved job-related education;
- Promoting and communicating city business or related information.

Usage must also comply with any and all other terms established by the Personnel Rules and Regulations;

Employees requiring remote access to City systems and data will be given access using a virtual private network (VPN) established by the City's Division of Innovation and Technology.

VPN connections will only be installed after written authorization from the employee's Department Director and approval by the Division of Human Resources and only on City-owned computing equipment. No requests to use personal devices will be granted.

d. Personal Use

The City understands that personal use of certain resources (i.e., cell phones, smart phones) is anticipated to varying extents, however such personal use must adhere to the terms contained in this policy. Employees are responsible for exercising good judgment regarding the reasonableness of personal use.

The City's computing and electronic communications resources are an asset that must be used primarily for legitimate City business purposes. Significant investments have been made and are expended to provide these resources to users for conducting City business. Personal use is not forbidden, but such use:

- Must be limited to non-working hours,

- The exception to this rule is if a mobile phone is assigned to an employee and that employee authorizes a payroll deduction for their personal use. The extent of use depends upon features selected and is clarified by the City Cell Phone Program/Device Acknowledgment Receipt required for all mobile phones assigned to users.
- Must not affect work performance and normal business activities.
- Must not directly or indirectly interfere with the City's operation of computer systems and electronic communications resources or the securing thereof.
- Must not compromise the physical security or reputation of the City.
- Must not burden the City with noticeable costs, or excessively drain network resources (i.e., bandwidth).
- Must not violate any provision of this policy, any other City policy, practice, resolution, ordinance, or any other legal requirement.
- Personal use is not permissible if the use requires substantial expenditures of time, uses for profit or uses that would otherwise violate City policy with regard to employee time commitments or use of City equipment.

e. Account Ownership
The safety and security of the City's computer system must be considered at all times when using computers or electronic communications resources. Authorized users are responsible for their own computer network and software accounts. Authorized users are prohibited from providing their account and password information to any unauthorized person, and from obtaining another user's password by any unauthorized means. Management shall not require or keep lists of usernames or passwords. Please reference the City of Redlands Password Policy for further clarification.

f. Proprietary or Confidential Information
If a user employs City of Redlands computer or electronic communications resources to subscribe or make postings to any Internet newsgroup, social networking site, public forum, blog or mailing list he or she shall not discuss or disclose proprietary or confidential information in any of those places, nor shall he or she disseminate such information through any other means.

g. Disclaimers
If a user employs City of Redlands computers or electronic communications resources to subscribe or make postings to any Internet newsgroup, social networking site, public forum, blog or mailing list he or she must include a disclaimer stating that views expressed are strictly their own and not necessarily those of the City, unless otherwise authorized.

3. Prohibited Activities

The following uses of the City of Redlands' computing and electronic communication resources are strictly prohibited (certain exceptions may be permitted for legitimate job duties with approval of a supervisor):

a. Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, discriminatory, fraudulent, racially offensive, defamatory or otherwise unlawful or contrary to City policy.

b. Sending, receiving, downloading, displaying, printing or otherwise disseminating confidential information, documents or materials that are not authorized for dissemination.
c. Misrepresenting an individual's opinion as City policy or the City's position.
d. Disseminating or storing commercial or personal advertisements, solicitations, promotions, political information or any other unauthorized material.
e. Promoting private enterprise of any kind or for solicitations unrelated to City business.
f. Wasting computing and electronic communication resources by, among other things, sending mass mailings or chain letters, forwarding unauthorized attachments, unnecessary printing of email messages, excessive personal use or otherwise creating unnecessary network traffic.
g. Sending or forwarding email with attachments known or suspected to contain malicious software code, e.g., viruses and worms.
h. Sending unsolicited email messages, e.g., spam.
i. Employing a false identity (the name or electronic identification of another) or forging or attempting to forge any portion of email or instant messages. Authorized users may not send email anonymously, e.g., when the sender's name or electronic identification is hidden.
j. Sending email messages using another person's email account.
k. Downloading files and/or software that contain malicious software code and may contaminate City information systems and databases.
l. Using work time to access non-work related information or to "surf" the Internet.
m. Accessing the Internet through an anonymous proxy server or engaging in any activity that attempts to conceal web surfing or otherwise conceals actions that are prohibited by this policy.
n. Copying, installing, or using any software or data files that are in violation of applicable copyrights or license agreements.
o. Copying, installing, or using any software or data files that are not authorized for use by the City.
p. Use of electronic communications resources by any person who is not an authorized user.
q. Engaging in any activity that is illegal under local, state, federal, or international law while utilizing City-owned resources.
r. Revealing your network passwords to others or allowing use of your account by others.
s. Storing excessive amounts of personal data (music, video files, photos, etc.) on any City-owned device.

4. Monitoring, Auditing and Access

The City retains the right to monitor and audit all use of its computing and electronic communications resources, regardless of where such use is initiated. Additionally, the City retains the right to access all data, files and messages stored on, or processed through, its systems. Although the use of passwords and other forms of security are provided for confidentiality, no employee should expect, nor do they have any personal right of privacy with respect to any file

or message contained within or processed through the City's computing and electronic communications resources.

This policy distinguishes between access and monitoring. Access involves opening and reviewing the content of files. Monitoring focuses on traffic patterns, general and individual levels of usage, file subjects and types, file origins and destinations, and network efficiency and security. Without providing prior notice, the City reserves the right to review any material created, stored, sent, or received in its computer systems.

a. Purposes
    - Computing and electronic communications resources may be monitored and audited, and computer files may be accessed, by authorized personnel for a number of purposes including:
    - Maintaining and protecting the resources for the benefit of City compliance with law.
    - Undertaking the professional and statutory obligations of the City,
    - Ascertaining and helping to ensure compliance with City policies,
    - Ensuring the proper operation of the resources, and
    - Investigating suspicious circumstances.

    Monitoring is used only to obtain information that is relevant to the workplace and is not used to obtain confidential personal information about employees. The City may engage in monitoring of electronic communications resources or other electronic files created by employees only in specific instances in which it has a legitimate business interest for such monitoring or some legal obligation to do so. In such cases, the City shall limit monitoring to actions reasonably required under the circumstances.

b. Surveillance Software
    The City may use system software and software utilities, collectively, "surveillance software," to log, analyze and document use of the resources. Supervisors may receive reports generated by such software. Surveillance software may also be applied to transmissions from the City network between remote locations and from portable devices.

c. Telephone Conversations
    In compliance with federal law, audio or video telephone conversations shall not be recorded or monitored without advising the participants unless a court has explicitly approved such monitoring or recording.

d. Monitoring of the Workplace
    In order to promote the safety of employees, visitors, and the public in and around City facilities, as well as the security of such facilities, the City reserves the right to monitor any portion of these premises at any time. Monitoring devices may be positioned in appropriate places within and around City buildings and public areas.
    Exceptions to this policy include private restrooms, showers and dressing rooms.

e. Litigation Hold Notice
    The City has established a procedure for the Notice of Mandatory Preservation of all documents, records, email, and electronic data. As a part of this process, users are to

preserve and safeguard, and must not alter, delete, destroy, or discard any electronic documents or data in his or her possession related to such a notice. Certain instances of such a notice may require access to user files relating to the notice for the relevant time period.

f. Employee Location Monitoring

The City reserves the right to monitor the location of City equipment. Locations may be determined within City buildings and along City streets. City-owned vehicles and equipment may be equipped with GPS or similar technology at any time.

Such monitoring technologies assist in maintaining productivity and providing an additionally secure and safe workplace. The City will ensure all location monitoring is for business-related purposes only.

5.Email Acceptable use Policy

This policy outlines the guidelines and responsibilities for City employees regarding email use and cybersecurity practices to protect sensitive information and maintain the security and integrity of the City's networks and data.

The City of Redlands' email system is intended to be used as a method of communication for the sending and receiving of correspondence. To the extent that any correspondence including email may, in and of itself, contain information relating to the conduct of the public's business, such correspondence is subject to retention as a Public Record and must comply with the City's Records Retention Schedule. For this reason, the City's email system will retain all communications system-wide for a period of two years by default, which is consistent with Government Code Section 34090.

The purpose of this policy is to:

a. Ensure the secure and responsible use of City email systems.
b. Educate government employees on recognizing and preventing phishing attacks.
c. Mitigate the risks associated with email-based security threats.

Email Use Guidelines

a. Authorized Use
   - City email accounts should be used for official City business only. Personal use of City email accounts should be limited and in compliance with Section 1.2-D.
b. Privacy
   - Employees should have no expectation of privacy in their use of City email systems. All email communications may be monitored and reviewed for security, compliance, and legal purposes.
c. Data Classification
   - Employees must adhere to data classification policies when sending sensitive or classified information via email. Encrypt sensitive information when sending it via email if required by policy or regulation.
d. Email Attachments
   - Only open attachments from known and trusted sources. If an attachment appears suspicious, do not open it, and report it to the Division of Information Technology.
e. Citywide Distribution Lists

- The email system is capable of simultaneously sending messages to every member of City staff. City staff should never send messages citywide unless there is a need to do so and the message contents have been reviewed and authorized by a supervisor. The Division of Innovation & Technology will restrict user access to such email distribution lists pending one-time authorizations from supervisors.

f. Phishing Prevention
   - Recognizing Phishing
     - Employees must be vigilant in recognizing phishing attempts. Phishing emails often exhibit the following characteristics:
     - Unknown sender or suspicious sender address.
     - Unexpected or unsolicited attachments or links.
     - Urgent or threatening language.
     - Requests for sensitive information, such as passwords or Social Security numbers.

g. Report Phishing
   - If an employee receives an email they suspect to be a phishing attempt, they must:
     - Not click on any links or download any attachments.
     - Immediately report the email to the Division of Information and Technology
     - Delete the suspicious email.

h. Training and Awareness
   - Regular training and awareness programs will be conducted to educate employees about the risks of phishing and how to identify and respond to phishing emails.

6.Generative Artificial Intelligence (AI) Acceptable Use Policy

Generative AI is a technology that creates original content, such as images, videos, or text, without being explicitly programmed to do so. While still an emerging technology, it necessitates its own acceptable use policy because of the data transmission aspect. Examples of Generative AI technologies include: ChatGPT, DALL-E and various other platforms.

The City recognizes the opportunity for a controlled and responsible approach that acknowledges the benefits to efficiency while minimizing the risks around AI bias, privacy, and cybersecurity.

The purpose of this policy is to ensure that City employees use AI technologies in a manner that promotes transparency, fairness, and respect for individual privacy, while also maximizing the benefits AI can provide in City operations.

The policy applies to all government employees, contractors, and third-party users granted access to City systems or utilizing Generative AI tools while representing the government and during the course of their official duties. It covers the use of Generative AI in all forms, including but not limited to machine learning, natural language processing, and computer vision.

a. Policy Guidelines:
   - **Ethical Use:** City employees must use Generative AI technologies in a manner that upholds ethical standards. AI should not be used for any purpose that is illegal, discriminatory, or unethical.
   - **Transparency:** When utilizing Generative AI for decision-making processes, employees must ensure that the rationale and basis for AI-generated outcomes are

transparent and understandable.

- **Data Privacy and Security:**
  - Users are responsible for safeguarding confidential, sensitive, and personal data when using AI platforms and generative AI tools. Compliance with data protection and privacy regulations is mandatory.
  - Staff must never provide organization-specific names, personally identifiable information, information protected by the Health Insurance Portability and Accountability Act (HIPPA), crime data, locations, etc. when using Generative AI.
  - Privacy-first: Only provide information to Generative AI tools that are suitable for public disclosure. This includes any text, photos, videos, or voice recordings you share with the Generative AI platform.
  - Be mindful that Generative AI output may include unexpected results. Never share Generative AI output with the public until and unless it has been reviewed, edited and finalized by staff.
- **Bias Mitigation:** Be aware of the potential for bias in Generative AI systems and take steps to mitigate and address any biases that may arise. Ensure fairness in Generative AI decision-making.
- **Accuracy and Accountability:** Validate the accuracy of Generative AI-generated results and take responsibility for decisions based on AI output. Human judgement should always be a part of the decision-making process.
- **Compliance:** Comply with all relevant laws, regulations, and City policies when using Generative AI technologies. Report any concerns or violations to the appropriate authorities. When using third-party Generative AI services or tools, ensure they meet government security and privacy standards and obtain necessary approvals.
- **Transparency and Accountability:** Users should be transparent about the use of AI-generated content and clearly identify it as such, especially when interacting with the public.

b. Acceptable Uses:
   - Generative AI may be used for research purposes, such as generating new ideas or prototypes
   - Generative AI may be used for developing draft documents and content for further refinement and curation by City staff
   - Generative AI may be used for artistic or creative purposes, such as drafting original content for educational or promotional purposes
   - Generative AI may be used for training and development purposes
   - City staff agree to use Generative AI for ideation and creative content generation, not as a replacement for human judgement

Use Case Examples

Do…	Do Not…
Ask ChatGPT to create draft interview questions for a position	Ask ChatGPT to evaluate the answers from specific candidates

Ask ChatGPT to draft a memo with specific content at a specific grade reading level	Ask ChatGPT to compose a reply to questions from another employee or member of the public
Ask ChatGPT for examples of a strategic plan at your type of organization	Ask ChatGPT to draft policies specifically for the City of Redlands that you will not later revise with feedback from appropriate stakeholders

c. Prohibited Uses:

The following actions are strictly prohibited when using AI platforms and generative AI tools:

i. Creating or sharing misleading, false, or deceptive content.
ii. Engaging in activities that violate laws, regulations, or the City's policies.
iii. Generating content that infringes upon copyright, trademark, or other intellectual property rights.
iv. Using AI tools for malicious purposes, such as phishing, hacking, or impersonation.
v. Generating content that is discriminatory, offensive, or harmful to individuals or groups
vi. Any use that jeopardizes the City's reputation or violates its values.

d. **Reporting Misuse:**

Users who suspect or observe the misuse of AI platforms or generative AI tools are encouraged to report such incidents to their supervisor or the Division of Innovation & Technology.

B. MOBILE DEVICE POLICY FOR CITY OWNED DEVICES

Both City-owned and personally-owned mobile devices present additional security challenges to protecting City information. The intent of this policy is to provide a framework and requirements for the use of mobile devices and to establish minimum security criteria for accessing City information assets from them.

This policy defines accepted practices and responsibilities for use of City of Redlands-owned mobile devices and any personally-owned cell phone/device for which authorization is given to connect to enterprise systems and the city' network. This policy defines user eligibility and commitment requirements, provides guidance for the secure use of mobile devices. This policy applies to and provides guidelines for all mobile devices, including mobile phones, smart phones and tablets. This policy is intended to be used as a supplement to the Computer and Electronic Communications Policy.

This policy is operationalized through Mobile Device Management (MDM) software used by the Information Technology Division for the management and administration of mobile devices owned by the city. Software is installed prior to deployment.

Use of mobile devices supplied by, or funded by, the City shall be primarily for City business.

1. Policy Application

This policy applies to all City of Redlands employees, interns, volunteers, temporary employees, and affiliates that are considered authorized users of the City's systems as defined

in the Computer and Electronic Communications Policy. . The presence or absence of any stipend from the City to the owner of a personally-owned device does not affect the applicability of this policy. Personnel device use for access to City information systems, notably email, is available as a convenience to staff, and the City is not responsible for any costs incurred.

2. Definitions

- Tablet: a tablet is an open-face wireless device with a touch screen display and with or without physical keyboards. The primary use is the consumption of media; it also has messaging, scheduling, email, and Internet capabilities. Diagonal screen dimensions are typically between five (5) inches and eighteen (18) inches. Media tablets may have open-source operating systems (such as Android) or a closed operating system under the control of the operating system vendor and/or device make (such as Apple's iOS and Windows). Media tablets may or may not support an application store.
- Mobile Device: This refers to any mobile phone, cellular modem, Smartphone, laptop or tablet.
- Mobile Applications: This refers to software designed for any or all the mobile devices defined in this policy.

3. User Roles and Responsibilities

a. Responsibilities

- Users must ensure that they comply with all sections in this policy.
- Users must agree to take responsibility for the security of their mobile devices and the information they contain.
- Acceptable forms of security for mobile devices include: configuring a passcode to gain access to and use the device. This helps prevent unauthorized individuals from gaining access to the City's systems and data.
- An idle timeout that will automatically lock the device when not in use is required. This also helps prevent unauthorized individuals from gaining access to the device.
- Mobile devices are issued for business purposes and remain the property of the City.
- When the mobile phone, laptop or portable computing device is allocated, the user assumes responsibility for the physical security of the equipment and information contained within.
- Users are not permitted to authorize purchases or services for their mobile devices, unless such purchases are for City oriented purposes; or if for personal use, the purchases must be made from and linked to a private, non-city account.
- Users must notify The Division of Information Technology Division and their respective department immediately of loss, theft or damage to a City-owned mobile device.
- Users consent that if the device is lost/stolen the Division of Information Technology (DoIT) may wipe and completely erase all data from the mobile device so as to not jeopardize the security of City data and systems that are accessed from the device. This applies to all City-owned mobile devices, whether or not they are password and lockout protected.

b. Condition

Users must take proper care of their mobile device(s). Each device must be physically protected from loss, theft, and compromise.

c. Cost Control

Users should support efforts to manage device operation costs by ensuring that call minutes, text messages and data usage do not exceed usage plan limits.

When traveling abroad, users should avoid using mobile phones. If mobile phones are used abroad users should:

- Contact The Division of Information Technology prior to travel, if use of the device is essential during their trip.
- Exercise caution to avoid incurring excessive charges and roaming fees when using the mobile device.
- Connect to mobile data networks only when essential.
- Choose Wi-Fi hot spots as the preferred manner of connecting to data networks.
- Note: If you have a choice, select those hot spots that use some form of encryption. Be sure and set the location to "Public Network."
- When connected to public Wi-Fi hot spots, be cognizant of the fact that any data transferred can easily be intercepted by other Wi-Fi hotspot patrons.
- Use a soft phone or other voice over Internet Protocol (VoIP) solutions when possible.

d. Loss or Theft

It is the user's responsibility to take appropriate precautions to prevent damage to or loss/theft of the device.

If the device is lost, stolen or suspected to be compromised in any way, the user must notify the City's Division of Information Technology (DoIT)and the carrier for telecom services within 12 hours. The Division of Information Technology then has the authority to wipe the device so as to not jeopardize the security of City data and systems. The Redlands Police Department must be notified in cases of theft.

e. Applications and Downloads

Users must take all reasonable steps to protect against the installation of unlicensed or malicious applications.

All software on the device must either be provided and installed by The Division of Information Technology or approved for installation by the employee's supervisor. Unmanaged or unapproved installations can constitute a security risk, including the intentional or unintentional spreading of software viruses and other malicious software. If for personal use, as allowed under the Mobile Device Management software and Computer and Electronic Communications Policy, user will perform due diligence to verify downloads are not malicious in nature or would not otherwise expose the City's systems to a security risk.

Downloading applications from the platform's (e.g., Apple's, Android's) general application store is acceptable, insofar as the application complies with this policy, The

Information Technology Division protocols and the Computer and Electronic Communications Policy.

Unless approved for work-related use, City procurement credit cards shall not be used for app store purchases nor entered into an app store account. In most cases, work-related apps will be provided under a volume purchase to City employees using an App Store Front for the City. Should a work-related app not be contained in the storefront, the user should contact The Division of Information Technology to make the purchase.

f. Backup and File Sharing or Synchronization

Users are required to use approved software for backing up all devices.

The use of a non-City authorized cloud-based service, such as Apple iCloud, is not permitted for backing up or sharing any City data.

g. Functionality and Feature Management

The device operating system shall not be modified, unless required or recommended by the City. The use of devices that are jailbroken, "rooted" or have been subjected to any other method of changing built-in protections is not permitted and constitutes a breach of this policy.

At the City's request, users are responsible for delivering the mobile device to The Division of Information Technology if and when the device is selected for a physical security audit or is needed for purposes outlined in Section VII. 4 of the Computer and Electronic Communications Policy

h. User Safety

Users should comply with the safety guidelines defined in the City Employee Policy Manual when using mobile phones in their vehicles.

i. Security and Privacy Obligations for City Data

Users should recognize that their use of, or access to, data provided by or through the City may be monitored by the City. If personal information is stored on a City device, users should presume that that information may also be monitored, but every attempt will be made to compartmentalize personal data.

The City will only use mobile device location information in accordance with Section VII.4 of the Computer and Electronic Communications Policy.

Users must take appropriate precautions to prevent others from obtaining access to their mobile devices.

- Users should not share passwords, PINs or other credentials with anyone.
- Users should not share City-issued mobile devices with anyone, unless the department has explicitly intended those devices to be shared among multiple staff.

j. Requirements for Personally-Owned Mobile Devices

- Access to City information systems, including email, from a personal mobile device is provided as a convenience to staff. The City retains the right to deny mobile device access to City data information systems to individual staff, or all staff, with or without notice, and at its sole discretion.
- Any personally-owned device not in compliance with the policy may be denied from accessing City data and information resources.

- Any personally-owned device which has been used to access, store, or manipulate City data or information "relating to the conduct of the public's business" may be subject to disclosure pursuant to the California Public Records Act requests, subpoenas, court orders, litigation requests, or other actions against the City. It is the responsibility of the device owner to respond appropriately to any such action

k. Exit Obligations for Employees Taking Absence or Separating from the City
Any employee who will be taking leave from the City for a period of four (4) or more consecutive weeks shall be notified in writing by the Division of Human Resources of the need to surrender to the City any and all City-owned mobile devices in their possession. Any employee separating from the City permanently is responsible for surrendering any City-owned mobile device in their possession before the end of their last day of service to the City.

4. Prohibited Uses

Users are strictly prohibited from using the City of Redlands's information technology and electronic communications systems to transmit, receive, download, view or copy any communication that is fraudulent, harassing, discriminatory, racially offensive, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. Employees encountering or receiving this type of material should immediately report the incident to the user's supervisor. The City of Redlands recognizes, however, that certain employees may have valid City business reason to use the Internet to access otherwise inappropriate materials in the course of performing their duties. The Mobile Device Management software used by the City may be used to track the use of prohibited content on mobile devices.

The City reserves the right to deploy industry standard Mobile Device Management (MDM) software for the express purpose of monitoring and managing city owned devices to ensure the integrity of the city's network and data resources.

5. Data and System Security

a. Data Security
All mobile devices connecting to the City's network or accessing City information must meet the following security requirements:

- All City mobile devices must be secured with a PIN, password or a pattern-screen lock when powering on the device or when left unattended, unless this practice is incompatible with operational workflow.
- Device users must comply with The Division of Information Technology directives regarding updating or upgrading system software and must otherwise act to ensure security and system functionality.

b. Physical Security
Mobile device users must comply with physical security requirements when equipment is at the user's workstation, when traveling, or when working in the field or at a job site. Users must take the following preventative measures defined in this policy to protect City data and systems:

- Mobile devices must not be left in plain view in an unattended vehicle, even for a short period of time.
- Mobile devices must not be left in a vehicle overnight.
- A mobile device displaying sensitive information being used in a public place must be positioned so that the screen cannot be viewed by others.
- The device must be physically secured when it is left unattended outside the immediate work area for any extended period.
- In vulnerable situations (e.g., public areas), the mobile device must not be left unattended under any circumstance.
- Mobile devices should be carried as hand luggage when traveling and never checked as baggage.
- The employee will be responsible for the replacement or repair of the City-owned mobile device if it is damaged or lost as a result of the employee's negligent or intentional conduct.

The employee's department will be financially responsible for the replacement or repair of the City-owned mobile device if it is damaged, stolen or lost.

C. INFORMATION SECURITY POLICY

Technology is a critical component to the advancement of the City's mission, but also exposes the City to risk. Choices that protect the City from risk of loss associated with information security are not primarily a function of IT staff – it is an essential responsibility of ALL City of Redlands staff. This policy defines that responsibility and seeks to make information security an established practice within City culture. Staff are required to follow these practices when using City technology systems and when accessing and using City data and information.

It is the policy of the City of Redlands to maintain responsible behaviors and vigilance in all areas of technology and information security. City employees and affiliates must not circumvent the policies, procedures, and safeguards implemented that protect the City, its information and employees. City employees and affiliates must promptly report technology-related security incidents or concerns to the Information and Technology Division.

This policy has been established in order to:

- Establish the minimum expectations to which all City staff will be held accountable
- Protect the City's critical infrastructure
- Protect sensitive information entrusted to the City
- Continuously improve the City's ability to detect and respond to cyber/information security events
- Ensure risk management is sufficient and in alignment with the City's operations and mission
- Facilitate cyber/information security awareness of risks to City operations and services
- Comply with external and regulatory data protection requirements

1. **General Policy**

All parties with access to City data or resources must safeguard the City's confidential information, as well as that of vendors and others from disclosure. This policy applies to all City of Redlands employees, interns, volunteers, temporary contract employees, and affiliates that are considered authorized users of the City's systems as defined in the Computer and Electronic Communications Policy.

Under this policy, all staff are expected to adhere to the following principles to maintain the security and integrity of the City of Redlands' information systems.

1) Confidentiality - Ensuring that information is accessible only to those authorized to have access. Examples include:
    (a) Safeguarding personal data of the public and City employees.
    (b) Ensuring restricted, sensitive or otherwise protected information is safe from unauthorized disclosure.
2) Integrity - Safeguarding the accuracy and completeness of information and processing methods. Examples include:
    (a) Verifying the source of information before trusting it.
    (b) Not altering records without proper authorization.
    (c) Validating sources of external emails for authenticity and safe handling
3) Accountability - Ensuring that actions taken on the City's systems or networks can be attributed to identified individuals, promoting responsible behavior.
    (a) End user activities may be tracked and monitored in an effort to safeguard network security and prevent unauthorized access.
    (b) End users are accountable for their activities using City resources and should be aware of the consequences of information security violations.

2. **Cyber Hygiene Practices**

To support the general principles outlined above, city staff must undertake the following cyber hygiene practices:

1. Securing data and access
    - Departments should limit the access of their staff to the least privileges necessary to perform their duties
    - Multifactor authentication should be in use on devices and applications, as enforced by DoIT.
    - Password policies will be enforced by DoIT. Users are expected to keep their passwords confidential, not to share passwords for their individual user account with others, and to adhere to best practices concerning password construction and safeguarding contained in the HR trainings assigned in NeoGov.
    - Do not email or transmit in any nonsecure manner, confidential or personally identifiable information. If there is a need to transmit confidential information, please contact DoIT for guidance on secure transmission.
2. Safe Internet Use
    - Practicing safe browsing habits to avoid downloading malware or falling victim to phishing attacks.

- Do not click on suspicious links.
- Verify website URLs before entering sensitive information.

3. Physical Security
    - When away from their desk computer, laptop or mobile device, employees should lock or log off such devices, as applicable.
    - Do not leave City-owned devices unattended in public places.
    - City files and original documents must be kept on the network; and sensitive, restricted or otherwise protected documents and information may never be transferred to, or saved on, a personal, non-City computer.

3. Email Hygiene Practices

- **DO NOT** open any suspicious email based on the Subject or Sender—delete it before you open it.
- **DO NOT** reply to, open attachments from, or click on URLs from unknown and untrusted sources.
- **DO NOT** use your City email address for personal communications.
- **DO NOT** ever send personal/sensitive information via email—e.g., passwords, credit card number, social security number, or account numbers.
- **DO** check emails from the outside world for misspellings, grammatical errors, and abnormal spacing that may be indicative of a phishing email.
- **DO** check links in external emails by using your mouse to hover over the hyperlink to determine if the URL makes sense with the sender—e.g., matching the sender's name to the URL; whether there's a foreign name or location in the URL.
- **DO** report any suspicious emails if you're not sure if they are valid to helpdesk@cityofredlands.org for further review and investigation.
- **DO** attempt to contact the original sender by phone or by method other than to verify the authenticity of the message sent to you
- **DO** use common sense—if it doesn't look right, trust your judgment.

It is critical that you remain vigilant and knowledgeable about email authenticity. Phishing scams are the largest attack surface for cyberthreats.

A password must be made up of:

- Twelve (12) or more characters.
- At least one uppercase letter.
- At least one lowercase letter.
- At least one number (0 through 9).

At least one special character ($, @. # and so on).

4. Remote Access

Remote access connections may be used by authorized City employees. All staff connecting to City resources from outside of the City network must follow the same requirements for secure remote access, including:

1. Only the City's existing VPN solution may be used to connect to City resources.
2. All users must obtain permission from the IT Division and the appropriate Department Head(s).

3. All VPN users must authenticate using multifactor authentication (MFA), when enforced by the IT Division.
4. City employees may only connect to City resources from an IT-approved, City issued device. Non-City issued devices are not permitted.
5. Any contractor or vendor-owned device connecting to City resources must be approved beforehand and have updated antivirus and fully patched, up-to-date operating system.

5. Security Awareness

The City of Redlands requires that all individuals with access to the City's technology including, but not limited to, employees, interns, and certain elected officials participate in efforts to safeguard the City against information security threats. This includes successful completion of mandatory security training upon hire and at least annually thereafter. Certain staff may be required to complete additional training modules depending on specific job requirements. Staff will be given a reasonable amount of time to complete each course so as not to disrupt City operations.

The City will also conduct periodic simulated social engineering exercises including but not limited to: phishing (e-mail), vishing (voice), smishing (SMS), USB testing, and physical assessments. These tests will be conducted at random throughout the year with no set schedule or frequency. Targeted exercises may be conducted against specific departments or individuals based on a risk determination. Failure of any of these simulated tests will be tracked, reported to management, and may automatically trigger a mandatory remedial training module that must be completed in a timely manner.

VIII. DISCIPLINARY ACTION

A. POLICY ON DISCIPLINE

No full-time employee in a regular appointment shall be disciplined without cause. Probationary employees are subject to termination without cause. For the purpose of this Article, disciplinary action shall be defined to include one or more and the following: oral warning, written reprimands, suspensions, demotions, reductions in pay and discharge. Oral and written reprimands may be initiated at supervisor/division manager level. Disciplinary action more serious than a written reprimand must be initiated at the Department Director level. All discipline above an oral warning must have approval by the Division of Human Resources. Nothing in this section is designed to negate any protections set for in the Public Safety Officers Procedural Bill of Rights Act or the Firefighters Procedural Bill of Rights Act. Definition of disciplinary action:

a. Oral warning. A supervisor may provide an employee an oral warning for cause.
b. Written Reprimand. A supervisor may issue a written reprimand to an employee for disciplinary purposes. Such reprimand shall be in writing and shall be provided to the employee, and employee shall acknowledge receipt of such reprimand. A copy of the reprimand shall be placed in the employee's personnel file.

c. Suspension. A suspension is a temporary "without pay" status imposed as a penalty for an offense where the cause is not severe for dismissal. A suspension may be issued by the Department Director. Suspensions shall be handled in conformance with Article VIII. Disciplinary Action, Section C. Appeal of Disciplinary Action. A copy of the suspension shall be placed in the employee's personnel file.
d. Demotion/Reduction in pay. The Department Director, after review with Human Resources, may demote or reduce the salary of an employee whose ability to perform the required duties for the position falls below minimum performance requirements or for disciplinary purposes. Demotions shall be handled in conformance with Article VIII. Disciplinary Action, Section C. Appeal of Disciplinary Action. A copy of the demotion shall be placed in the employee's personnel file.
e. Discharge. The Department Director, after review with Human Resources, may discharge an employee from a position for disciplinary purposes. A discharge shall be handled in conformance with Article VIII. Disciplinary Action, Section C. Appeal of Disciplinary Action. A copy of the demotion shall be placed in the employee's personnel file.

B. NOTICE OF PROPOSED DISCIPLINE

Except in emergencies, or as authorized by law, Skelly-level suspensions, demotions, reductions in pay, or discharge, shall not be put in effect until the employee has received written notice advising the employee of the proposed action, the reason(s) therefore, the facts giving rise thereto, the proposed effective date, access to written material that formed a basis of the proposed action, and the opportunity to respond to the Department Director orally or in writing within five (5) working days, or other response deadline as specified in a Council approved Memorandum of Understanding, of receipt of such notice. If deemed necessary by the Department Director or the Division of Human Resources, an employee may be placed on administrative leave with pay pending investigation of allegations that may lead to discipline.

C. APPEAL OF DISCIPLINARY ACTION

If a disciplinary action of suspension of forty hours (40) or more, reduction in pay (equal to a forty-eight-hour or more suspension), demotion or discharge is imposed, the employee may then appeal, prior to implementing such action to the Department Director. Any such appeal must be filed within 5 working days of the notice of the disciplinary action, or in accordance with a Council approved Memorandum of Understanding as it relates only to the timing of filing an appeal.

Upon unresolved consensus concerning the disciplinary action, an appeal may be made to the City Manager as the second step. However, execution of the notice of intent will be implemented after the first step (Department Director level). Should the disciplinary action still be unresolved after the second step, the discipline can be appealed to one final step. The third and final step is a hearing in front of the City Council. The City Council's decision on the disciplinary action is final and binding.

Any appeal of disciplinary action not resolved at Level 2 may be submitted to the City Council no later than 10 working days after the date of the City Manager's written reply. The employee shall provide the City Council with a copy of the Level 2 response. Within ten (10) working days thereafter, the City Council or its designee, shall schedule a hearing before the City Council or designee in which the parties to the notice of disciplinary action may present evidence. The City Council shall give the grievant a written decision within thirty (30) days after the hearing and shall file a copy with the Division of Human

Resources. The decision shall be based upon the oral and written evidence submitted at the hearing. The decision of the City Council shall be final and binding.

D. CAUSES FOR DISCIPLINE

Examples of causes for disciplinary action include, but are not limited to:

a. Dishonesty;
b. Incompetence;
c. Inefficiency;
d. Neglect of duty;
e. Negligence which affects the safety of the employee or of others;
f. Violation of any City policy, rule or requirement;
g. Unauthorized absences (including tardiness) or abuse of sick leave or any other leaves;
h. Violation of these Rules, or other rules, regulations or orders established by a supervisor, department or City Council.
i. Conviction of a crime that interferes with employment;
j. Discourtesy to the public or fellow employees;
k. Misuse or abuse of City property or equipment;
l. Substandard job performance;
m. Insubordination;
n. Any activities, including outside employment that create a conflict of interest with City employment and are not specifically authorized by the Department Director;
o. Falsification of any City report or record (including job application);
p. Other acts which are incompatible with service to the public including, but not limited to, any conduct or behavior, either on or off duty, which cause discredit or would reasonably tend to cause discredit to fall upon the City, its officers, agents or departments.

IX. GRIEVANCE PROCEDURE

This grievance procedure is intended to ensure that every reasonable effort will be made to resolve problems as near as possible to the point of origin.

A. DEFINITIONS

Grievance is defined as any dispute involving the interpretation, application, or alleged violation of:

a. The specific express terms of a current MOU, between the City and a recognized employee organization representing employees in the competitive service, to which the grieving employee is subject to;
b. A specific express term of these Rules;
c. A violation of any rule, policy, or regulation.

B. ELIGIBILITY TO FILE A GRIEVANCE

A grievant is a full-time employee in a regular appointment who is adversely affected by an act or omission of the City. No other individuals are eligible to file a grievance under this rule. A grievant may also be a recognized employee organization representing employees.

C. EXCLUSIONS FROM THE GRIEVANCE PROCEDURE

The following matters are excluded from the definition of a grievance:

a. Request for changes in wages, hours, or working conditions;
b. The content of employee evaluations or performance reviews, except those that result in a loss of benefits to the employee;
c. Challenges to reclassification, layoff, transfer, denial of reinstatement;
d. Challenges to examinations or appointment to positions; and
e. Challenges to these grievance procedures.

D. GRIEVANCE PROCEDURE

The grievance procedure shall consist of the following steps:

1. Informal Grievance Procedure

Within ten (10) working days of the act(s) or omission(s) giving rise to the grievance, the grievant must discuss the grievance with his or her immediate supervisor, who will investigate and attempt to resolve the matter. The supervisor shall give the grievant an oral or written reply within ten (10) working days after the discussion. If the grievant is not satisfied with the reply, he or she may proceed with the Formal Grievance Procedure.

2. Formal Grievance Procedure

a. First Level Review – Supervisor Review

Any grievance not resolved by the Informal Grievance Procedure, may be submitted in writing by the grievant to their immediate supervisor or Department Director along with a copy to the HR Director, no later than ten (10) working days after the date of the oral or written reply. A grievance may be submitted directly to the HR Director or, if the grievance started at a level above the supervisor or department, the grievance may be submitted at the higher level. The written grievance must contain the following information:

i. Name of grievant and job title;
ii. Department in which grievant works;
iii. The specific act or omission which gave rise to the alleged violation, misinterpretation, or misapplication and the date or dates of the alleged act or omission;
iv. The specific provision(s) of the MOU, the City Policy or Personnel Rules alleged to have been violated, misinterpreted, or misapplied;
v. A list of the documents, witnesses or other evidence that support the grievance;
vi. Desired solution or remedy;
vii. Name of the grievant's representative, if any;
viii. Signature of the grievant or representative and date signed.

Within ten (10) working days thereafter, the responder shall schedule a meeting with the grievant to work at resolving the grievance. The supervisor shall give the grievant a written reply within ten (10) working days after the meeting and shall file a copy with the HR Director. If the grievant is not satisfied with the response, he/she may proceed to Level 2.

b. Second Level – Department Director Review

Any grievance not resolved at Level 1 may be submitted to the Department Director no later than ten (10) working days after the date of the supervisor's written reply. The grievant shall provide the Department Director with a copy of the Level 1 response. Within the (10) working days thereafter, the Department Director shall schedule a meeting with the

grievant to work on resolving the grievance. The Department Director shall give the grievant a written reply within ten (10) working days after the meeting and shall file a copy with the HR Director. If the grievant is not satisfied with the response, he/she may proceed to Level 3. If the grievant's immediate supervisor is a Department Director, then the second level is skipped. The grievant will move to level three upon an unresolved grievance at the first level.

c. Third Level – City Manager
Any grievance not resolved at Level 2 may be submitted to the City Manager no later than ten (10) working days after the date of the Department Director's written reply. The grievant shall provide the City Manager with a copy of the Level 2 response. Within ten (10) working days thereafter, the City Manager shall schedule a meeting with the grievant to work at resolving the grievance. The City Manager shall give the grievant a written reply within ten (10) working days after the meeting and shall file a copy with the HR Director. If the grievant is not satisfied with the response, he/she may proceed to Level 4.

d. Fourth Level – City Council
Any grievance not resolved at Level 3 may be submitted to the City Council no later than ten (10) working days after the date of the City Manager's written reply. The grievant shall provide the City Council with a copy of the Level 3 response. Within ten (10) working days thereafter, the City Council, or its Designee, shall schedule a hearing before the City Council or Designee in which the parties to the grievance may present evidence. The City Council shall give the grievant a written decision within 30 days after the hearing and shall file a copy with the HR Director. The decision shall be based upon the oral and written evidence submitted at the hearing. The decision of the City Council shall be final and binding.

E. REPRESENTATION

The grievant is entitled to representation of their choice at any point in the grievance procedure. If the representative is a fellow employee, that employee will receive time off from their work assignment for the time of the grievance meeting(s) or hearing plus reasonable travel time. The grievant must inform the Division of Human Resources whether he/she will be represented at the grievance meeting, along with the identity of the representative, at least 48 hours prior to the grievance meeting.

F. SETTLEMENT OF GRIEVANCE

Failure by the grievant to appeal his or her grievance to the next step within the specified time limits of this rule shall constitute a settlement of the grievance, unless the Parties have granted an extension of time to a definite date. Failure by the City to meet any of the specified timelines shall entitle the grievant to appeal to the next level of review.
Additionally, failure on the part of an employee or his representative to appear for any scheduled meeting without notification may, in the City's discretion, be deemed a settlement of the grievance.

G. NO RETALIATION

Employees will not be penalized or retaliated against in any way for using the grievance procedures, testifying as a witness or assisting with a grievance.

X. LEAVES OF ABSENCE

A. ELIGIBILITY FOR PAID LEAVE OF ABSENCE

In order to be eligible for City payment of the paid leaves of absence outlined herein or subsequently granted by the City, an employee must be a full-time employee and either a regular or probationary appointee, except as required by law. Any leave of absence, outside of pre-approved vacation or holiday time, by an employee that exceeds thirty (30) consecutive days will result in a proportionate adjustment to the employee's performance evaluation date for all purposes, including consideration of a merit salary increase as allowed by law.

B. VACATION

1. Rate of Accrual

Every full-time probationary and regular employee shall earn vacation as follows unless otherwise specified by an applicable M.O.U.:

Years	Hours
0 – 5	80
6 – 7	120
8 – 9	128
10 – 11	136
12 – 13	144
14 – 15	152
16 – 20	160
21	168
22	176
23	184
24	192
25	200

Vacation accrues daily on a pro-rata basis.

2. Scheduling Vacation

After completion of six months of continuous service, an employee may take vacation leave at any time, subject to approval by the employee's Department Director or their designee. Approval will be based upon work load, staffing coverage, seniority, timing of the request, and any other work-related factors appropriate for consideration by the Department Director. Vacation must be taken in increments of one-half hour or more, unless otherwise approved.

3. Effects of Holidays on Vacation Leave

In the event that an authorized city holiday falls during an authorized vacation leave, the employee shall receive holiday pay and not be charged vacation leave for that day.

4. Effects of Sick Leave on Vacation Leave

In the event an employee becomes ill during a vacation period, such time shall not be charged as vacation leave if either of the following conditions is met:

a. The employee complies with the same notice requirements in Rule X.D (Sick Leave) as required when the employee is not on leave, including notice to the employee's supervisor no later than the start of the employee's regular work shift. If the employee becomes ill after the start of the work shift, then the employee must promptly provide notice on the same day the illness begins. Sick leave will only be granted for those days on which notice is given pursuant to this policy; or
b. The employee, upon return to work, submits a doctor's note for each day requested to be paid as sick leave.

5. Compensation for City Work During Vacation is Prohibited

No employee shall be permitted to work for compensation for the City in any capacity except compensation for mandated court appearance or special duty assignments during paid vacation time.

6. Vacation Pay Upon Termination

Any employee terminating from the City will be paid at their regular rate of pay on a prorata basis for all earned vacation, if any, accrued up through the date of termination.

C. HOLIDAYS

1. Authorized Holidays

Every full-time probationary and regular employee shall be entitled to the following paid holidays each calendar year and such other days as may be designated by action of the City Council:

- January 1 (New Year's Day)
- The third Monday in January (Martin Luther King Day)
- The third Monday in February (President's Day)
- March 31 (Cesar Chavez Day)
- The last Monday in May (Memorial Day)
- June 19 (Juneteenth)
- July 4 (Independence Day)
- The first Monday in September (Labor Day)
- The second Monday in October (Indigenous Peoples Day)
- November 11 (Veteran's Day)
- Thanksgiving Day
- Friday after Thanksgiving Day
- December 24 (Christmas Eve)
- December 25 (Christmas Day)

If a holiday falls on Saturday, Friday shall be designated as the holiday, and if the holiday falls on Sunday, Monday shall be designated as the holiday.

Employees who are absent from work on a holiday due to unpaid leave of any form will not be paid for the holiday. Employees who are required to work on a holiday will receive holiday pay in addition to any hours worked.

2.Holiday Worked Pay

Non-exempt employees who actually work on an above-listed holiday will receive holiday worked pay at one half times their normal hourly rate for all hours worked. Holiday worked pay will only be paid on the actual calendar holiday and not for observed holidays if the holiday falls on a weekend. For example, if Independence Day falls on a Saturday, only those employees actually working on that Saturday will receive holiday worked pay. If Friday is the recognized holiday that year, those working on Friday will not receive holiday worked pay**.** If an employee's shift extends beyond midnight of the actual holiday, holiday worked pay will only apply to those hours worked on the actual holiday. For Sworn Fire personnel, holiday worked pay will be paid for the entire 24-hour shift that begins on the actual holiday.

3. Floating Holidays

Full time probationary and regular employees shall receive floating holidays each calendar year as granted in a Council approved Memorandum of Understanding and pro-rated to the date of hire. Floating holiday hours that are not used will not carry over to the following year. No employee may accrue any more than four floating holidays at any one time. The floating holidays may be used at any time subject to two days advance approval unless waived by the Department Director. In the event of termination, employees will receive payment for all unused floating holiday hours.

4. Banked Holidays

Non-exempt employees who are normally scheduled off on a day in which a holiday is observed have the option to bank their holiday pay for future paid time off. Exempt employees who are normally scheduled off on a day in which the holiday is observed, shall bank their holiday hours for future paid time off.

D. SICK LEAVE

1. Accrual of Sick Leave

Full-time probationary and regular employees only are eligible to accrue eight (8) hours of sick leave with pay for each calendar month of actual continuous service dating from the employee's most recent date of hire. Part time employees will accrue sick leave as required by state or federal law.

An employee shall not receive payment for unused accumulated sick leave upon termination of employment or retirement (either disability or service retirement) unless specifically provided for in an applicable Memorandum of Understanding. An employee may not use sick leave to extend a retirement or termination date, unless specifically provided for in an applicable Memorandum of Understanding, State, or Federal law.

2. Return to Work from Sick Leave

If an employee misses three (3) or more days of work due to illness, the employee will be required to provide a return-to-work certification from a licensed physician to the Division of Human Resources before returning to work. The City may require the employee to see a physician chosen by the city to conduct a fit for duty examination at the City's expense.

3. Use of Sick Leave for Family

In cases of illness of a family member, an employee may use up to one-half of their sick leave entitlement for the year to attend to the illness of a spouse, domestic partner, parent, or child. Additional family sick leave may be used for qualifying acts of violence, and usage for special circumstances may be granted on a case-by-case basis in the discretion of the Department Director with the concurrence of the City Manager.

4. State Disability Insurance (SDI) and Paid Family Leave

SDI and Paid Family Leave provide benefits to eligible employees but do not provide job protection or return to work rights. Eligible employees as determined by the State will receive a percentage of their regular pay under both SDI and Paid Family Leave. Payroll shall, when contacted by the State in determining eligibility, verify an employee's salary and last day worked.

Benefits begin the day after a mandatory seven (7) day waiting period for SDI only. With eligibility established, an employee may:

a. Receive benefits for up to fifty-two (52) weeks for SDI; receive benefits for up to eight (8) weeks for Paid Family Leave.
b. Receive benefits based on the wages paid during a twelve (12) month base period.
c. Receive full pay as long as accrued leave is available to supplement SDI payments.

An employee with sick leave accruals available must use their accruals in conjunction with SDI benefits until exhausted. When sick leave is exhausted, an employee shall be required to use all other available leaves such as vacation, CTO, or executive leave until such time is exhausted.

State law prohibits an employee from receiving more than 100% of salary in combined sick/vacation leave and SDI/Paid Family Leave benefits. The employee must provide verification of such payment from the State Employment Development Department (EDD) to the payroll section of Finance. When all available leave balances are exhausted, the employee shall be placed in "inactive" status. Should any discrepancy exist between this policy and the State Unemployment Insurance Code, the State Unemployment Insurance Code will prevail.

E. FAMILY AND MEDICAL LEAVE

The federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provide eligible employees the opportunity to take unpaid, job-protected leave for certain medical and non-medical needs for themselves and certain family members. Although these laws are summarized below, any conflict between those laws and the summary below shall be resolved in favor of said laws.

The maximum amount of leave available under these laws is twelve (12) weeks of CFRA leave in a 12-month period and twenty-six (26) weeks of FMLA leave in a 12-month period may be allowable in the case of miliary caregiver leave as detailed below. Some or all available leave may run concurrently as allowed by law. Employees with any questions or requests for information about family and medical leave should consult with the Division of Human Resources.

1. **Eligibility**

   To be eligible for leave under FMLA/CFRA, employees must meet all of the following requirements:

   a. Have worked at least twelve (12) months for the City. Separate periods of employment will be counted, provided that the break in service does not exceed seven years.
   b. Have worked at least 1,250 hours in the twelve (12) months preceding the date the leave would commence. The 1,250 hours do not include time spent on paid or unpaid leave and will not be counted in determining the 1,250 hours requirement. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.
   c. FMLA only: Currently work at a location where there are at least fifty (50) employees within seventy-five (75) miles. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

2. **Reasons for Leave**

   Employees may take up to twelve (12) weeks of FMLA/CFRA leave within a twelve (12) month period for any of the following reasons:

   a. The birth of a child and to bond with or provide care for the child.
   b. The placement of a child with the employee for adoption or foster care and to bond with or care for the new child.
   c. To care for a spouse, domestic partner, child of the employee, spouse or domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or designated person with a serious health condition as defined in this policy.
   d. For the employee's own serious health condition that renders them unable to perform the functions of their position.
   e. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12) week FMLA entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Leave for this reason is referred to in this policy as "qualifying exigency leave" and is not covered under the leave provisions of the CFRA.

f. Eligible employees may take up to twenty-six (26) weeks of FMLA leave to care for a covered servicemember during a single twelve (12) month period. Leave for this reason is referred to in this policy as "military caregiver leave" and is not covered under the leave provisions of the CFRA.

FMLA and CFRA leave will run concurrently when the reason for leave is covered by both laws. If both parents are employed by the City, they each receive twelve (12) weeks of CFRA leave for the birth, adoption, or foster care placement of a child.

3. Definitions

a. "Serious health condition" means an illness, injury, or physical or mental condition that involves either inpatient care or continuing treatment by a healthcare provider. This includes treatment for substance abuse.
b. "Family member" for the purposes of CFRA means a spouse, domestic partner, child of employee or domestic partner of any age, parent, parent-in-law, grandparent, grandchild, or sibling.
c. "Designated person" for the purposes of CFRA leave means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The employee must identify the designated person at the time the leave is requested, and only one designated person is permitted per twelve (12) month period.
d. "Covered servicemember" means a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty or active duty that may render the servicemember medically unfit to perform their duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in an outpatient status, or is on the temporary disability retired list.

4. 12-Month Measurement Period.

The City measures the period of twelve (12) months in which leave is taken by a rolling 12-month period measured back from the date leave is taken. Each time an employee takes eligible leave; the remaining leave entitlement is based on the amount of leave taken during the immediate preceding twelve (12) months.

For military caregiver leave, an eligible employee may take up to twenty-six (26) workweeks of leave in a single twelve (12) month period. The single twelve (12) month period begins on the first day leave is taken to care for a covered service member and ends twelve (12) months thereafter, regardless of the method used to determine leave availability for other CFRA/FMLA-qualifying reasons.

5. Intermittent and Reduced-Schedule Leave

Eligible employees may take leave in a single block of time, intermittently (in separate blocks of time) or by reducing the normal work schedule. Intermittent leave to bond with a new child must be taken in two (2) week increments, with a shorter duration allowed on two (2)occasions.

Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt City operations.

6. Interaction with Paid Leave

Depending on the purpose of the leave request, the City may require that employees use accrued paid leave (such as sick leave, vacation or other paid time off) concurrently with some or all of the leave taken under this policy. To use paid leave for FMLA/CFRA leave, eligible employees must comply with the City's normal procedures (e.g., call-in procedures, advance notice) for the applicable paid-leave policy. When the leave request is for the serious health condition of a covered family member, employees will only be required to exhaust up to one half of their annual sick leave entitlement.

Employee paid-leave accruals (paid time off, vacation, sick leave) will continue while paid leave is being used during periods of FMLA/CFRA absence and in accordance with those individual policies.

Employee paid-leave accruals will not continue during unpaid periods of leave or when only disability payments are being received.

7. Maintenance of Health Benefits

If employees and/or their families participate in the City's group health plan, the City will maintain coverage during FMLA/CFRA leave on the same terms as if the employee had continued to work. If applicable, employees must make arrangements to pay their share of health plan premiums while on leave. In some instances, the City may recover the premiums it paid to maintain health coverage or other benefits for employees and/or their families while employees were absent.

While on unpaid leave, employees do not accrue vacation, sick, or other paid leave time, unless they are substituting accrued leaves for compensation. Performance evaluation dates may be adjusted to the same extent as any other unpaid leaves.

While on leave, employees may participate in life insurance, short term or long-term disability insurance and supplemental benefits plans to the same extent as any other unpaid leaves. The employee is responsible for paying the required premiums. Failure to pay premiums may result in cancellation of coverage.

Employees may continue coverage on their own by payroll deductions or direct payments made to these plans. The City will inform employees whether the premiums should be paid to the carrier or to the City. Coverage by a plan may be dropped if the employee's premium payment is more than thirty (30) days late. The City will notify the employee fifteen (15) days before

coverage will cease. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave.

If an employee fails to return to work after his or her leave entitlement is exhausted or expires, the City will have the right to recover premiums through deduction from any sums due the employee (e.g. unpaid wages, vacation pay, etc.)

8. Procedures

When seeking leave under this policy, employees must provide the following to the Division of Human Resources:

A. Thirty (30) days' notice of the need to take FMLA/CFRA leave if the need for leave is foreseeable. In the case of unforeseeable leave, notice must be provided as soon as practicable and in compliance with the City's normal call-in procedures, absent unusual circumstances.

B. Certification by a health care provider supporting the need for leave due to a serious health condition affecting the requesting employee or a covered family member or service member within fifteen (15) days of the City's request for the certification. If the City has reason to doubt the validity of the certification provided, the City may require, at the City's expense, that the employee obtains the opinion of a second health care provider, designated and approved by the City. If the second opinion differs from the original certification, the City may, at the City's expense, require that the employee obtain a third opinion of a health care provider, designated and approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final.

C. For qualifying exigency leave: Within fifteen (15) days of the request, an employee requesting qualifying exigency leave may be required to provide appropriate supporting documentation in the form of a copy of the covered military member's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member.

D. Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work, not more than every thirty (30) days.

E. A return-to-work release before returning to work if the leave was due to the employee's serious health condition and the leave was three days or more.

Failure to comply with these requirements may result in delay or denial of leave or disciplinary action, up to and including termination. Leave under this policy will be governed by and handled in accordance with FMLA/CFRA applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

9. Employer Responsibilities

To the extent required by law, the Division of Human Resources will inform employees whether they are eligible for leave under the FMLA/CFRA. Should employees be eligible for FMLA/CFRA

leave, the Division of Human Resources will provide eligible employees with a notice that specifies any additional information required, as well as their rights and responsibilities. Under CFRA, if the employee's leave is approved, it will be retroactive to the first day requested. The Division of Human Resources will also inform employees if leave will be designated as FMLA/CFRA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlement. If employees are not eligible for FMLA/CFRA leave, a reason for the ineligibility will be provided to the employee.

10. Reinstatement upon Return from Leave

Upon returning from FMLA/CFRA leave, employees will be restored to their original position or to an equivalent position, subject to the defenses permitted under the law, with equivalent pay, benefits, shift, schedule, geographic location, privileges, status, and other employment terms and working conditions and involve the same or substantially similar duties and responsibilities and must require substantially equivalent skill, effort, and authority. Employees have no greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously working during the FMLA/CFRA period. Leave approved under FMLA/CFRA will not constitute a break in service or cause an employee to lose seniority based on the amount of time the employee was away from work.

11. Military Caregiver Leave

Military caregiver leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illness while on active duty. Within the single twelve (12) month period described above, an eligible employee may take a total of twenty-six (26) weeks of CFRA/FMLA leave, including up to twelve (12) weeks of leave for any other CFRA/FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the single twelve (12) month period, an eligible employee may take up to sixteen (16) weeks of CFRA/FMLA leave to care for a covered service member when combined with up to ten (10) weeks of CFRA/FMLA leave to care for a newborn child.

Military caregiver leave applies on a per-injury basis for each service member. Consequently, an eligible employee may take separate periods of caregiver leave for each covered service member and/or for each serious injury or illness of the same covered service member. A total of no more than twenty-six (26) workweeks of military caregiver leave, however, may be taken within any single twelve (12) month period.

12. Qualifying Exigency Leave

Employees who meet the eligibility standards set forth above are eligible to request qualifying exigency leave. Although qualifying exigency leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the total leave exceed twelve (12) weeks in any twelve (12) month period (with the exception of military caregiver leave as set forth above).

Eligible employees may take unpaid qualifying exigency leave to tend to certain exigencies arising out of the duty under a call or order to active duty of a covered military member (i.e., the employee's spouse, child or parent). Up to twelve (12) weeks of qualifying exigency leave is available in any twelve (12) month period, as measured by the same method that governs measurement of other forms of leave within this policy, with the exception of military caregiver leave, which is subject to a maximum of twenty-six (26) weeks of leave in a single twelve (12) month period. The maximum amount of qualifying exigency leave an employee may use to bond with a military member on short-term, temporary rest and recuperation during deployment is fifteen (15) days.

Persons who can be ordered to active duty include active and retired members of the armed forces, certain members of the retired Reserve and various other Reserve members, including in the Ready Reserve, Selected Reserve, Individual Ready Reserve, National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve and Coast Guard Reserve.

A call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the president of the United States pursuant to certain laws. Qualifying exigency leave is available under the following circumstances:

A. Short-notice deployment: To address any issue that arises out of short notice (within seven (7) days or less) of an impending call or order to active duty.
B. Military events and related activities: To attend any official military ceremony, program or event related to active duty or a call to active-duty status, or to attend certain family-support or assistance programs and informational briefings.
C. Childcare and school activities: To arrange for alternative childcare; to provide child care on an urgent, immediate-need basis; to enroll a child in or transfer a child to a new school or day care facility; or to attend meetings with staff at a school or day care facility.
D. Financial and legal arrangements: To make or update various financial or legal arrangements or to act as the covered military member's representative before a federal, state or local agency in connection with service benefits.
E. Counseling: To attend counseling (provided by someone other than a health care provider) for the employee, the covered military member, or a child or dependent when necessary, as a result of duty under a call or order to active duty.
F. Temporary rest and recuperation: To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to fifteen (15) days of leave for each instance of rest and recuperation.
G. Post-deployment activities: To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to ninety (90) days following termination of the covered military member's active-duty status. This also encompasses leave to address issues that arise from the death of a covered military member while on active-duty status.

H. Mutually agreed leave: Other events that arise from the close family member's call or order to active duty, provided that the City and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

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13. Exhaustion of Leave

If an employee's illness or injury requires a leave of absence for more than twelve (12) weeks, the City will, with satisfactory medical evidence, extend the employee's leave for an additional fourteen (14) weeks for a total of twenty-six (26) weeks in a twelve (12) month period. The city will extend the employee's reinstatement rights through the end of the 26 week period as long as the employee can perform the job with or without reasonable accommodation. At the end of the twenty-six (26) week period, the city may extend the leave for an additional twenty-six (26) weeks for a total of fifty-two (52) weeks of leave; however, the employee will not retain reinstatement rights. The City may at this time fill the employee's position. Typically, at the end of the fifty-two (52) week period, if the employee is unable to return to work with or without reasonable accommodation or if there is not a position available the employee's employment will be terminated.

F. PREGNANCY DISABILITY LEAVE AND ACCOMMODATIONS

1. Eligibility

Any employee who is disabled because of pregnancy, childbirth, or a related medical condition may be entitled to pregnancy disability leave (PDL). For employees who are also eligible for FMLA/CFRA leave, PDL is not counted as time used for CFRA leave but does run concurrently with available FMLA leave.

2. Reasons for Leave

PDL is for any period of actual disability caused by your pregnancy, childbirth, or related medical conditions up to four (4) months per pregnancy. PDL does not need to be taken in one continuous period of time but can be taken on an as needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth are all covered by PDL.

3. Amount of Leave

Employees may take up to four (4) months of PDL. Employees affected by pregnancy or a related medical condition may also be eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable.

4. Benefits While on Leave

a. Benefits. PDL is an unpaid leave. However, will receive benefits pursuant to FMLA up through exhaustion of the employee's available FMLA and PDL leave.

b. Accrued Leaves. While on unpaid leave, employees do not accrue vacation, sick, or other paid leave time, and their performance evaluation dates may be adjusted to the same extent as any other unpaid leave.

5. Substitution of Paid Accrued Leaves

Employees taking PDL shall concurrently use any available sick leave. Employees shall also use any accrued vacation or other accrued time off as part of their PDL before taking the remainder of their leave as unpaid leave.

6. Employee Notice of Leave

To the extent possible, employees requesting PDL should follow the same authorization process for FMLA as outlined in Section E (Family and Medical Leave Act).

7. Medical Certification

The City may require employees requesting PDL or a related accommodation to obtain a certification from a health care provider of their pregnancy disability or the medical advisability of a need for accommodation. The certification should include:

a. The date on which the employee became disabled due to the pregnancy or the date of the medical need for an accommodation;
b. The probable duration of the period of disability or accommodation; and
c. A statement that, due to the disability, the employee is unable to work at all or to perform any one or more of the essential functions of their position without undue risk to the employee, the successful completion of the pregnancy, or to other persons.

8. Reinstatement Upon Return from Leave

a. Reinstatement to Position. Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, seniority, and other terms and conditions of employment. Employees have no greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously employed during the PDL period.
b. Fitness for Duty Certification. As a condition of reinstatement, the employee must obtain and present a fitness for duty certification from the health care provider that the employee is able to resume work in the position sought. Failure to provide such certification will result in denial of reinstatement.

9.Pregnancy Disability Accommodation

The Pregnant Workers Fairness Act (PWFA) is enforced by the Equal Employment Opportunity Commission and requires covered employers to provide "reasonable accommodations" to employees who have known limitations related to pregnancy, childbirth, or a related medical condition, unless the accommodation will cause the City an undue hardship.

Examples of possible accommodations include:

- Allow a stool or chair during workshift;
- Receive closer parking;
- Have flexible hours;
- Receive appropriately sized uniforms and safety apparel;
- Receive additional break time to use the bathroom, eat, and rest;
- Take leave or time off to recover from childbirth;

- Be excused from strenuous activities and/or activities that involve exposure to compounds not safe for pregnancy.

10. Lactation Accommodation

The City recognizes the importance of breastfeeding and supports employees who need additional time and space in order to express milk. The City will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with the regular break time shall not be paid.

The City will provide the employee with a room, other than a bathroom, or other location in close proximity to the employee's work area, shielded from view, for the employee to express milk in private as well as access to a sink with running water, and a refrigerator or cooler for storing breast milk. A room provided for this purpose:

- Will be safe, clean, and free of hazardous materials
- Will be free from intrusion
- Contain a surface to place a breast pump and personal items
- Contain a place to sit
- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump

An employee may request an accommodation for lactation breaks by submitting a request to the Division of Human Resources.

G.REPRODUCTIVE LOSS LEAVE

California law allows eligible employees who experience a reproductive loss event to take up to 5 days of unpaid time off work. A reproductive loss event is defined as the day or for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. Employees who have been employed with the City for 30 days are eligible. Employees may utilize other paid leave accruals during this leave. Eligible employees are entitled to up to 5 days for each reproductive loss event during each 12-month period up to a maximum of 20 days.

H.CATASTROPHIC LEAVE

It is the policy of the City of Redlands to permit employees to contribute a portion of their accrued leave credit to another employee when such employee is on approved leave of absence due to a verifiable illness or injury.

1. Provisions

Participation in the plan is voluntary.

For the purposes of this leave program, "catastrophic" shall be interpreted to include an illness or event which is devastating, unexpected, immediate in nature, and which is expected to preclude the employee from returning to work for an extended period of time. The City reserves the right to request supporting documentation.

The receiving employee must be or have been absent from work due to injury or illness and have exhausted all earned leave credits, including but not limited to, sick leave, vacation leave, holiday leave, comp time, executive leave, etc., and is, therefore, facing financial hardship. A determination on sick leave accruals shall be made on a case-by-case basis in accordance with the Family Medical Leave Act (FMLA).

The hours shall be deducted from the donor's leave balance, converted to dollars and used to compensate the recipient at the recipient's regular rate of pay. Donations shall be listed in the order in which they are received by the Division of Human Resources. Each pay period, a sufficient number of donor hours shall be converted and used to compensate the recipient. Unconverted donations shall revert to the donor.
If sick leave is contributed:

a. The donor's balance cannot drop below two-hundred (200) hours; and,
b. Sick leave hours donated shall **not** count as hours used for the purposes of sick leave buy back.
c. Donations shall be made in whole hour increments.
d. Donated hours are irrevocable.
e. The recipient must have been employed with the City for at least six months of continuous service.
f. Requests may be initiated by the employee or on behalf of the employee, recommended by the Department Director with the agreement of the Human Resources Director and final approval by the City Manager.
g. The total number of hours donated to an employee shall not exceed the length of the approved leave of absence.

I. JURY DUTY AND WITNESS LEAVE

All employees in the competitive service who are required to serve on a jury shall be entitled to regular compensation. Employees released early from jury duty shall immediately report back to their normal work assignment.

An employee who is subpoenaed to appear in court in a matter regarding an event or transaction which he or she perceived or investigated in the course of his or her employment with the City shall be allowed to do so without loss of compensation, unless it is the employee's own lawsuit.

An employee subpoenaed to appear in court in a matter unrelated to his or her official capacity, or who is appearing in court in a matter initiated by the employee, shall be permitted time off without pay, or if the employee chooses, to use accrued vacation for this purpose.

J. MILITARY LEAVE

Military leave will be granted as required by law. Prior to taking such leave, an employee shall present a copy of their military orders to the Department Director. Benefits shall continue to accrue to the extent required by law.

K. PERSONAL LEAVE

At the sole discretion of the City, an employee may be granted a personal leave of absence upon the recommendation of the Department Director and the approval of the City Manager. The City may fill the position with a temporary or provisional employee during the term of the leave of absence or undertake any other appropriate measures to address workload needs. The employee shall take any available accrued leaves as compensation during a personal leave of absence.

1. Authorization

Employees requesting a personal leave of absence must submit the request in writing to their Department Director. The request should state the reason for the leave and the anticipated beginning and ending dates of the leave. The Department Director will submit the request along with his or her recommendation to the City Manager. The City Manager will make a decision in writing and transmit the decision to the employee. The decision of the City Manager shall be final and is not subject to grievance or appeal. The City Manager's determination will include, but is not limited to, the following factors:

a. Any history of excessive unauthorized absences or leave abuse;
b. Any detrimental effect on the operation of the department/division; and
c. The reason for the leave of absence. Examples of reasons that may be considered are:
    i. To take a course of study that will increase the employee's usefulness or effectiveness to the city
    ii. Other personal or family related reasons.

Use of the leave for a purpose other than that requested may be cause for forfeiture of reinstatement rights or disciplinary action, up to and including termination.

2. Length of Leave and Extension

Leaves of absence shall not exceed thirty (30) days, however, the City Manager reserves the right to extend the leave at their sole discretion for an additional period, not to exceed six (6) months. Employees requesting a leave extension must submit a written request no later than fourteen (14) days prior to the approved expiration of the original leave. Employees that are granted an extended leave will be responsible for full payment of any benefit premiums.

3. Return from Leave

When an employee intends to return from an authorized leave of absence, either before or upon the expiration of such leave, the employee shall contact the Department Director at least fourteen (14) days prior to the planned day of return. The Department Director shall promptly notify the Division of Human Resources of the employees' intention. Failure of an employee to abide by this notification procedure or to report for work promptly on the date of leave expiration shall be grounds for discipline up to and including termination.

4. Adjustments to Accrual of Benefits

Sick leave, holidays, and vacation leave will not accrue during any unpaid leave time, unless otherwise expressly provided for in an applicable MOU. Employees on unpaid leave will be responsible for any benefit premiums during their leave of absence.

XI. RISK MANAGEMENT

A. WORKERS' COMPENSATION

1. Reporting Procedure

a. Any employee who is injured while on duty must immediately report the injury or illness to their immediate supervisor. The supervisor will provide the employee with the appropriate forms and turn the completed forms into Human Resources within 24 hours of the injury. In the event the employee is physically incapacitated, the supervisor shall complete and forward all forms and reports to Human Resources within 24 hours following the injury.

b. The Division of Human Resources shall authorize medical treatment for the employee at the City's occupational medical clinic. An employee may seek medical treatment from his or her own physician if they have been previously designated and on file in Human Resources.

B. CIVILIAN EMPLOYEES

1. Use of Paid Accrued Leaves

If an employee is directed by the City's physician or the employee's physician to be absent from work due to the work-related injury the employee will be required to use their accrued leave time for compensation for the first three days of time off from work.

If it is determined that the employee is temporarily disabled and is ordered to be off work for more than fourteen (14) days, or has restrictions that the City cannot accommodate, the temporary disability payment, as required by the Workers' Compensation Act, will go back to the date of injury.

An employee shall apply pro-rated accrued sick leave, vacation leave or comp time to an absence and to receive compensation equal to the difference between the compensation which the employee is entitled under the Workers' Compensation Act and their regular City salary, not to exceed the amount of earned leave time. If the employee does so elect and has applied accrued leave to such absence, then he/she shall be entitled to receive compensation for absences following and related to the occurrence of a specific injury until sick leave is exhausted.

2. Benefits

Any employee shall continue to accrue vacation, holidays and sick leave and to earn eligibility for consideration for merit salary increases during an absence resulting from a work-related injury so long as the employee receives compensation payments under the provisions of the Workers' Compensation Act. A probationary employee shall be entitled to the same benefits as a regular employee, except the probationary employee shall not continue to earn eligibility for consideration for merit salary increases or regular status.

Medical care and payment for permanent disabilities incurred in the course of employment shall be as prescribed by the Workers' Compensation Act.

C. SWORN EMPLOYEES

Whenever a sworn peace officer or firefighter, or other employee eligible under Labor Code Section 4850, sustains a work related or industrial injury while actively engaged in law enforcement he/she shall receive compensation as provided under the Workers' Compensation Act and/or Labor Code provided under State Law. Such employee shall be placed on leave of absence at full salary and shall be paid by the City as long as required by Section 4850 and related Sections of the Labor Code. During the time the City is required to pay and actually pays, the employee shall not be entitled to receive any temporary disability payment under the Workers' Compensation Act, and the City shall be entitled to receive all payment which would otherwise be payable to such employee for such temporary disability or upon retirement.

D. LONG-TERM ILLNESS AND LABOR CODE SECTION 4850 APPOINTMENTS

The Division of Human Resources may declare a position temporarily vacant due to the absence of an employee on leave pursuant to Labor Code Section 4850 or on long-term illness leave and the position may be filled by a temporary or interim appointment. A person appointed to the position shall sign a statement acknowledging that:

- The appointment is temporary only, with no attainment of regular status; and
- If already employed by the City, the appointment will revert to their original position and salary range upon notice from the HR Director.

E. MODIFIED DUTY

When a City employee is being treated for a work or non-work related injury or illness and is determined fit by the City approved treating physician to return to work on a temporary basis with modified duties or tasks, the City will make every attempt to return the employee to work in a modified duty status. All such modified duty work assignments are to be within the limitations as described by the City approved physician who is qualified to render an opinion on the worker's physical abilities. Modified duty assignments for miscellaneous employees typically will not exceed sixty (60) days. For safety employees only, modified duty assignments typically will not exceed twelve (12) months. Due to staffing restrictions in some areas, light or modified duty may not be available. The determination of the availability of light or modified duty assignments will be made by the Department Director and the Division of Human Resources.

In the event an employee refuses the modified duty offered, and the employee satisfies the restrictions and ability to perform the modified duty, the City is not obligated to provide an alternative position. In such cases, Human Resources will notify the insurance carrier of the employee's refusal of the modified duty.

Any employee returning to modified duty must not exceed the duties of the position or go beyond the doctor's restrictions. If any medical restrictions change, the employee must immediately notify his or her supervisor and provide Human Resources with a copy of the new medical release within twenty-four (24) hours.

Supervisors will monitor work performance to ensure the employee does not exceed the requirements set by the attending physician.

F. CHECK IN PROCEDURES

During the period of time that an employee is off work due to an industrial injury, the department may require the employee to check in with the Division of Human Resources on a regular basis.

G. ACCIDENT REPORTING, RECORDING AND ANALYSIS

The elimination of incidents, accidents, and injuries is a goal of the City of Redlands. In order to achieve this goal, a well- established system of reporting and recording vehicle and equipment accidents has been developed.

1. Definition

An accident is an unplanned event that results in personal injury or property damage. An incident is an unplanned event that does not result in a personal injury but may result in property damage or is wortyh of recording.

2. Procedures for reporting accidents/injuries/incidents

a. If life threatening, call 911 immediately;
b. Notify the Division of Human Resources immediately;
c. Notify supervisor;
d. Complete all forms required by the City's safety policies and Injury and Illness Prevention Program. Forms must be submitted to the Division of Human Resources within twenty-four (24) hours;

Employees using personal vehicles while on duty shall follow this policy and comply with these reporting procedures.

3. Supervisors' Responsibilities

If the employee is not able to complete the above information, the supervisor or their designee shall be dispatched to the accident to obtain the above information and complete the forms. In addition, the supervisor shall:

a. Notify HR and arrange transportation for employees required to submit to a drug and alcohol screening immediately after an accident;
b. Consult with Risk Management to determine whether a drug and alcohol screening is necessary;
c. Consult with Risk Management for all accidents involving moving violations and require a full police report.

11. Employee Responsibilities

a. Submit to a drug and alcohol screening for all accidents involving a moving violation. Safety personnel may be exempt from drug testing requirements of this policy; and
b. Comply with the instructions issued by the supervisor, Risk Management, and/or safety personnel.

12. Risk Management Responsibilities

a. Ensure all relevant information is received;
b. Conduct a thorough investigation to provide recommendations; and
c. Complete forms as required by the Department of Motor Vehicles, Department of Transportation, and/or any other agency.

13. Accident Reports and Records

All accidents shall be reported to provide the City with an overall summary of events. A Report of Incident, Accident, or Injury Form shall be used to record pertinent information. The report shall include the following information:

a. Date and time of accident
b. Name of employee(s)
c. Department
d. Vehicle identification number
e. Location of accident
f. Brief description of accident
g. Fatalities and/or injuries
h. Property damage
i. Physical damage to City property
j. Photographs

If a Report of Incident, Accident or Injury form is not available the employee or supervisor is required to gather and record the above information using an alternative format.

7. Accident Investigation

A thorough investigation shall be conducted to determine the primary cause of any injury, accidents, or incidents involving city vehicles and equipment. The investigator shall determine how the accident occurred, what physical evidence might be available, and obtain witness statements. The investigator shall gather information to reconstruct the events leading to the accident and should record those facts for future reference.

Contributing factors shall also be identified. Such an investigation helps to show the basic conditions responsible and point out the area(s) in which either specific or general corrective action should be taken. The information derived from the accident analysis should be used constructively to educate employees or change procedures in an effort to prevent future occurrences. This information may also be used to identify remedial training needs.

8. Disciplinary Action

Any driver involved in an accident involving a City owned vehicle or piece of equipment and found to be negligent may be required to complete a driver safety training course and subject to disciplinary action, up to and including termination.

CITY OF REDLANDS

PERSONNEL RULES AND REGULATIONS

~~SEPTEMBER, 20241~~JUNE, 2025

Adopted by Resolution of the City Council on: ~~September~~ June XX, ~~2024~~12025

It is the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the City of Redlands. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive, interfere with MOU's or to cover every situation that may arise. If a departmental standard operating procedure (SOP) is ever in conflict with the Personnel Rules and Regulations, the Personnel Rules and Regulations will apply. These policies may be amended at any time and will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the City Council.

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I. INTRODUCTION

A. ADOPTION OF PERSONNEL SYSTEM

In order to establish a uniform procedure for dealing with personnel matters, the personnel system set forth in these Rules and Regulations (hereinafter "Rules") is hereby adopted. These Rules supersede any prior rules and regulations and may be changed only upon approval of the City Council.

Where an applicable Memorandum of Understanding between the City and a recognized employee organization contains provisions that are inconsistent with those contained in these Rules, the language contained in the Memorandum of Understanding will govern. In the event of an emergency, any part or all of these Rules and Regulations may be suspended by order of the City Manager and such suspension shall remain in effect until the City Manager's order is withdrawn.

B. EQUAL OPPORTUNITY EMPLOYMENT

This Equal Employment Opportunity policy applies to all applicants, volunteers, and employees without exception. The City will not discriminate against qualified employees or applicants for employment on the basis of actual or perceived age, color, disability, ethnicity, family or marital status, sex (including pregnancy), gender identity, or sexual orientation, genetic information, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, any combination of protected characteristics, or any other basis protected by law, or on the basis of a perception that an individual is associated with a person who has, or is perceived to have, any of these characteristics. The City will afford equal employment ~~opportunity~~opportunities ~~to~~ for all qualified applicants or employees with respect to compensation and all terms and conditions of employment, including hiring, training, promotion, transfer, discipline, and termination.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the City's policy should report this experience immediately to their supervisor or the ~~Office~~ Division of

Human Resources. The City will promptly investigate the report under the Complaint Procedure for Discrimination, Harassment and Retaliation at Rule VI. Section E., of these Rules. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

C. APPLICABILITY OF RULES

The provisions of these Rules shall apply to all offices, positions and employees in the competitive service of the City, except as otherwise indicated within a specific provision of these Rules.
With the exception of the City's EEO policy at Rule I. Section B., Complaint Procedure at Rule VI. Section E., Reasonable Accommodation Policy at Rule VI. Section H., or as otherwise stated, these Rules do not apply to the following offices and positions outside the competitive service:

- Elected Officers
- Members of appointed boards, commissions and committees;
- Persons engaged under contract to supply expert, professional, or technical services for a definite period of time;
- Volunteer personnel;
- City Manager;
- City Attorney;
- Department Directors
- Part Time Employees
- Hourly Employees

D. DEFINITION OF TERMS

Words and terms used in these Rules and in any ordinance or resolution dealing with these Rules and any other personnel policies or procedures are defined in the Rule to which they apply or as follows:

- "Actual hours worked" means all hours in which the employee actually performed work and does not include any paid or unpaid leave time (excluding jury duty), including but not limited to vacation and sick leave.
- "Advancement" means a salary increase within the limits of the pay range established for classifications provided by resolution.
- "Appointing Authority" means~~:~~ the City Manager or the City Manager's designee.
- "Appointment" means the employment of a person in a position.
- "At-will employee" means an employee that can be dismissed without just cause and without warning.
- "Base salary" means the salary range and step established in the Compensation Plan, exclusive of any overtime, shift-differential, incentive or other excludable pay an employee may receive.
- "Classification" means a group of positions substantially similar in duties, authority, responsibilities, and minimum qualifications for employment to permit combining them under a single title and the application of common standards of selection and compensation.
- "Classification plan" means the designation by resolution of the City Council of a title for each classification together with the specifications for each classification as prepared and maintained by the ~~Office~~ Division of Human Resources.
- "Compensatory time off" means paid time off from work in lieu of overtime pay.

- “Competitive service” means employment in all positions in the City service except those specifically excluded by the Rules.
- "Day" means calendar day unless otherwise noted.
- "Demotion" means the voluntary or involuntary reduction of an employee from a position in one classification to a position in a lower classification.
- "Discharge" means the involuntary separation of an employee from the City service.
- “Eligibility list” means a list of names of persons who have successfully completed the examination process for a position in the competitive service, pursuant to Rule II (Classification Plan and Selection Process).
- “FLSA” stands for the Fair Labor Standards Act.
- “FLSA-exempt” refers to all employees who meet one or more of the duties test exemptions from overtime under the FLSA (e.g. executive, administrative, professional) and who is paid on a salary basis, as defined below.
- "Full-time position" means employment in which the employee normally works at least forty (40) hours per week. Employees working less than forty (40) hours per week in a job share of a full-time position will receive pro-rated benefits.
- “Hourly basis” means compensation paid according to the number of hours that employee actually works.
- "Hourly position" means employment in which the employee normally works less than 40 hours per week or no more than one thousand (1,000) hours per fiscal year.
- “Interim Appointment” means the appointment of an employee or individual to a classification in the City service on an interim basis.
- "Lay-off" means the termination of an employee from City service for reasons of economy, efficiency, or other non-disciplinary ~~reason~~reasons, pursuant to Rule IV.D. (Lay-Offs) of these Rules.
- “Limited-Term Employee” means an employee that is not part of any bargaining unit, has a limited appointment, and is an at-will employee. All limited term employees must have City Council approval before being hired. Limited-Term employees may or may not be listed on the salary resolution. Limited-term employees are not guaranteed benefits, but benefits may be awarded on a case-by-case basis. Limited term employees should only be hired for short-term (less than 2 years) project-based work.
- “Merit salary increase” means the performance-based advancement of an employee's salary to a higher salary level within the established salary range for the employee's classification.
- “Non-exempt” refers to employees who are entitled to FLSA overtime, regardless of whether paid on a salary or hourly basis. Non-exempt does not include employees performing exempt duties on a primary basis under a temporary or acting appointment to an exempt-designated position.
- “Overtime” means all actual hours worked by a non-exempt employee in excess of forty (40) hours in the employee’s designated workweek, except as otherwise designated by an applicable MOU, or as otherwise designated for employees on a flexible work schedule, or as designated under the FLSA.
- “Position” means a combination of duties and responsibilities assigned to a single employee and performed on either a full-time or part-time basis.

- "Probationary appointment" means employment for a working test period that is part of the selection process, during which a new or promoted employee is required to demonstrate satisfactory or better performance of the position's duties.
- "Promotional appointment" means the advancement of an employee from a position in one classification to a position in a higher classification.
- "Reclassification" means the reassignment of a position to another classification due to the material change of the job duties of a position, pursuant to Rule II.A. (Classification Plan) of these Rules.
- "Regular appointment" means the employment of a person in an authorized full-time position following successful completion of a probationary period in a full-time authorized position.
- "Rejection" means the discharge from the competitive service of an employee who has not successfully completed the initial probationary period.
- "Reinstatement" means the reappointment of an employee to a position in the same or a comparable classification within twelve (12) months of ~~his/her~~their separation in "good standing" pursuant to Rule IV.G. (Reinstatement) of these Rules.
- "Resignation" means the voluntary separation of an employee from the City service.
- "Safety sensitive" means a position or duty of a position that the City has designated as "safety sensitive" for purposes of implementing its Drug and Alcohol policy at Rule VI.H. of these Rules.
- "Salary basis" means compensation in a predetermined amount that is not reduced, regardless of the quality or quantity of work actually performed, except as required by the City's principles of public accountability for partial-day absences, or as otherwise set forth by FLSA.
- "Salary evaluation date" means the date on which a probationary or regular employee's performance is evaluated and the date upon which the employee is eligible, on the basis of job performance for a prescribed period, for a merit salary increase within the established salary range.
- "Seniority" means the employee's number of continuous years in competitive service from the employee's service anniversary date. Seniority in classification means the number of continuous years of service in the present or higher classification.
- "Separation" means the voluntary or involuntary termination of employment from City service.
- "Service anniversary date" means the original date of hire as a full-time employee for purposes of accruing benefits and determining years of service with the City.
- "Supervisor" may include coordinator, supervisor, manager, or director.
- "Suspension" means the temporary separation without pay of an employee from the competitive service for disciplinary purposes.
- "Temporary appointment" means an appointment to a regular position for a period of no more than six (6) months, unless extended, in writing, by the City Manager.
- "Transfer" means the reassignment of an employee from one position to another position in the same classification or another classification having the same maximum salary range, involving the performance of basically similar duties, and requiring substantially the same minimum qualifications.
- "Workweek" means, for purposes of overtime determination, a consecutive, seven-day period that begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday, except as otherwise designated by an applicable MOU, or as otherwise designated for employees on a flexible work

schedule, or as designated under the FLSA for safety employees. For employees working a 9/80 work schedule, their designated FLSA work week (168 hours in length) shall begin exactly four hours after the start time of the employee's ~~eight hour~~eight-hour shift on the day of the week that corresponds with the employee's alternating regular day off.

- "Y-Rated" means the employee's existing salary is frozen until adjustments to the employee's salary ~~causes~~cause it to fall within the new salary range.

E. ASSISTANT CITY MANAGER

The City Manager shall appoint the Assistant City Manager. The City Manager may delegate to the Assistant City Manager any of the powers and duties conferred upon him/her under these or other City rules, regulations, resolutions or ordinances. The Assistant City Manager, or ~~his/her~~their designee, shall be responsible for administration of these Personnel Rules.

II. CLASSIFICATION PLAN AND SELECTION PROCESS

A. CLASSIFICATION PLAN

1. Implementation of the Classification Plan

The ~~Office~~ Division of Human Resources, after consultation with directors of affected departments shall recommend a classification plan for all classifications in the competitive service that includes but is not limited to the following for each classification:

a. the classification title;
b. a description of typical duties and responsibilities;
c. the functions of the classification;
d. a statement of the desirable training, experience and other qualifications of applicants for the classification; and
e. whether the classification or any of its duties are safety-sensitive.

The ~~Office~~ Division of Human Resources shall ensure that all positions within the same classification are substantially similar with respect to duties, authority, character of work, and schedules of compensation.

2. Periodic Updates

From time to time, and not less than once every two years, the ~~Office~~ Division of Human Resources will review the classification plan to ensure that it is accurate and make amendments to reclassify or add positions or classifications or to make other changes as necessary or appropriate.

3. Adoption by City Council

The classification plan or any amendment thereto will become effective only upon adoption by resolution of the City Council. Upon adoption the classification plan or any amendment will take immediate effect.

4. Assignment of Classifications to Bargaining Units

Assignment of classifications to employee units of representation will be at the sole discretion of the City Manager and in accordance with the Employer-Employee Relations Resolution.

B. NEW POSITIONS AND VACANCIES

New positions and permanent vacancies of regular positions in the competitive service may be filled by internal recruitments, appointments, interim appointments, promotions, reinstatement, transfer, demotion, or from an eligibility or promotional list, as deemed appropriate within the discretion of the ~~Office~~ Division of Human Resources.

C. JOB ANNOUNCEMENTS

Positions to be filled in the competitive service will be publicized electronically on the City Website. The position may be advertised on additional sites and publications as deemed appropriate by the ~~Office~~ Division of Human Resources and the Department Director. When distribution of a job announcement would detrimentally delay the filling of a position the City, in its sole discretion, may instead opt to fill the position temporarily from immediately available sources. In the event a job announcement is distributed, it will specify the following:

- Title and pay range of the classification for which the examination is announced;
- Nature of the work performed
- Desired skills and experience;
- Dates, time, place and manner of taking applications;
- Closing date for receiving applications;
- Minimum requirements for the position; and
- Other pertinent information in the discretion of the City.

D. APPLICATIONS

Applications are accepted electronically through an online applicant tracking system.

E. DISQUALIFICATION

The ~~Office~~ Division of Human Resources may reject any application for a position in the competitive service for reasons including, but not limited to, the following:

- The applicant did not properly complete the application;
- The application indicates on its face that the applicant does not possess the minimum qualifications for the position;
- The applicant is unable to perform the essential functions of the position sought, with or without reasonable accommodations;
- The applicant is currently using illegal drugs;
- The applicant has been convicted of a crime that may have an adverse impact on the applicant's ability to perform the job for which the applicant is applying;
- The applicant is not legally permitted to work within the United States;
- The applicant has made a false statement of any material fact or practiced or attempted to practice deception or fraud in making application for employment; or

- For any material cause which in the judgment of the Assistant City Manager or ~~his/her~~their designee would render the applicant unsuitable for the position, including a prior resignation from City service, termination from City service, or significant disciplinary action.

The ~~Office~~ Division of Human Resources will notify candidates of the status of their application.

F. SUBJECT AND METHODS OF RECRUITMENT AND SELECTION

The ~~Office~~ Division of Human Resources, in consultation with the Department Director, will determine the process, manner, methods, applicant pool, and examinations that shall be given for all recruitments. All examinations and background checks will be job-related and consistent with a business necessity.

Examinations shall be competitive and may consist of written tests, oral tests, performance tests, evaluations of prior training and performance, experience and education, interviews, style assessments, file review, or any combination thereof.

All positions require a background check. In the case of employees handling money or other valuables in the course of their duties, a credit check may be done in accordance with the provisions of the Fair Credit Reporting Act (FCRA), Government Code Section 3308 and/or Labor Code Section 1024.5.

G. QUALIFYING GRADE AND RATING EXAMINATIONS

In all examinations the minimum grade or standing for which eligibility may be earned shall be based upon all factors in the examination, including educational requirements, experience, and other qualifying elements as shown in the application of the candidate or other verified information. Failure in one part of the examination may be grounds for declaring the applicant as failing in the entire examination, or as disqualified for subsequent parts of an examination.

H. ELIGIBILITY LISTS

Eligibility lists will be established and certified by the ~~Office~~ Division of Human Resources or ~~his/her~~their designee following all applicable examinations. The eligibility list will consist of names of applicants with composite scores of at least seventy (70) percent.

When a vacancy exists for a position that has a current eligibility list, the Office of Human Resources will forward the eligible candidates to the hiring manager for consideration. Eligibility lists shall be valid and in effect for a period of one year. An eligibility list may be extended upon the recommendation of the Department Director and by action of the ~~Office~~ Division of Human Resources for additional six month periods, but in no event shall a list remain in effect for more than two years.

The ~~Office~~ Division of Human Resources may declare a list invalid and announce a new recruitment and examination period. In the alternative, the ~~Office~~ Division of Human Resources may make a temporary appointment until eligible candidates can be certified after appropriate examination.

I. REMOVAL OF NAMES FROM ELIGIBILITY LIST

Names may be removed from an eligibility list for any of the following reasons:

- If an eligible candidate requests orally or in writing that ~~his/her~~their name be removed;
- If an eligible candidate fails to accept an offer of employment within ten (10) days following the forwarding of such offer;

- If an eligible candidate on a promotional list resigns from the service;
- If an eligible candidate is physically or mentally unable to perform the essential functions of the job, with or without reasonable accommodation;
- If a person on the eligibility list leaves no forwarding address; or
- Other lawful reasons.

J. NOTIFICATION OF RESULTS

Every applicant taking part in the examination process shall be given written notice of their results. Any claim of error in rating or grading, must be submitted to the ~~Office~~ Division of Human Resources no later than ten (10) days after the date of notification, to be considered for correction. Applicants shall be ~~provided~~provided with timely access to all information reasonably necessary to determine if an error in rating or grading has occurred.

K. NEPOTISM AND FRATERNIZATION POLICY

The purpose of this policy is to establish the nepotism and fraternization policy for the City of Redlands. This policy is intended to avoid conflicts of interest between work-related and personal/family obligations; reduce favoritism or even the appearance of favoritism; prevent personal/family conflicts from affecting the workplace; and decrease the likelihood of sexual harassment and/or gender discrimination in the workplace and promote safety, security, effective supervision and morale.

The following definitions apply under this policy.

(a) A "romantic and/or sexual relationship" exists when two City employees become personally involved with each other to the point that there is dating, exchange of personal affection, sexual or physical intimacy and/or cohabitation.

(b) “Dating” exists when two City employees engage in one or more social meetings under circumstances that may lead to exchange of personal affection, and sexual or physical intimacy.

(c) “Cohabitation” applies to those employees who live together in a romantic relationship without being married to one another.

(d) A “significant other” means an individual in a relationship between an employee of the City and another individual as defined herein in (a), (b), (c) and/or (d) and elsewhere in this policy.

1. Fraternization

- *Romantic Relationships Between Supervisors and Subordinate Employees Are Prohibited.* Public trust, safety and City morale require that employees avoid the appearance of a conflict between their professional responsibilities and any involvement that they may have in a romantic or sexual relationship with other City employees. In order to promote efficient operation of the City and to avoid misunderstandings, complaints of favoritism, other problems of supervision, security, morale, and possible claims of sexual harassment and/or gender-based discrimination, romantic and/or sexual relations

between supervisors and subordinate employees are prohibited unless specifically permitted under this policy.

- *Romantic Relationships Between Co-Employees*
  Romantic and/or sexual relationships between co-employees may be prohibited should the City Manager or ~~his/her~~their designee determine that the circumstances potentially create an adverse impact on supervision, safety, security, or morale, or a conflict of interest.

2. Enforcement

The City reserves the right to investigate situations in the workplace to determine whether a romantic and/or sexual relationship exists and therefore presents a possible violation of this policy. If the City determines that a proscribed relationship (as defined by this policy) exists, remedial and/or disciplinary measures, including but not limited to a transfer, reassignment, or dismissal, shall be utilized to mitigate issues that arise relevant to the enforcement of this policy.

The City retains the right to refuse to place employees engaged in relationships prohibited by this policy in the same department where the City has determined that the circumstances potentially create an adverse impact on supervision, safety, security, morale or conflict of interest.

In order to implement such policies, and where the above circumstances exist and mandate that employees shall not work in a prohibited relationship, the City will attempt to transfer one party in the proscribed relationship to a similar classified position in another City Department, should such a position exist, be available, and should the employee possess the skills and qualifications necessary to perform the essential duties of the position. Although the wishes of the ~~involved parties~~parties involved as to which individual will be transferred will be given consideration by the City, the controlling factor in determining who is to be transferred shall be the positive operation and efficiency of the City. If any such transfer results in a reduction in salary or compensation, applicable due process procedures shall be applied.

In lieu of a transfer from one department to another, or in situations where no similar counterpart classification exists to which an employee in a proscribed relationship can be transferred, that employee may continue to be employed within the same City department subject to approval by the Department Director and the City Manager or ~~his/her~~their designee. However, any such continuing employment is predicated upon both subject employees not reporting to the same immediate supervisor; not being supervised by each other; not working the same shift at the same work site; or, otherwise, becoming involved in a work environment that potentially creates an adverse impact on supervision, safety, security or morale or a conflict of interest.

If continuing employment of employees in a relationship prohibited by this policy cannot be accommodated consistent with the City's interest in promotion of safety, security, morale and efficiency, then the City retains sole discretion to separate one of the parties from City

employment. Absent resignation by one affected employee, the less senior, in terms of overall City service, of the ~~involved employees~~employees involved shall be subject to separation. In the event of separation, applicable due process procedures shall be applied.

The provisions of this fraternization policy are not applicable to individuals married and employed by the City on or before the effective date of the initial adoption of this policy in their current state of marriage. As such, a change in marital status/cohabitation, etc. of any current employee, will result in the applicability of this policy. Furthermore, those employees are subject to any and all employment-related actions by the City, that are permissible pursuant to existing City policies and procedures to address conduct that is negatively impacting the work environment.

3. Nepotism

The City regulates the employment of relatives as that term is defined herein, so as to avoid potential conflicts of interest and to promote safety, security, efficiency and morale. The purpose of this section is to define those specific circumstances and to delineate the manner in which such employment issues will be addressed.

For purposes of this policy, "relative" means spouse, domestic partner, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, step-brother, step-sister, aunt, uncle, niece, nephew, in-laws of those enumerated by marriage or domestic partnership, legal guardian, significant other as defined herein, and/or any other individual related by blood or marriage living in the same household as the City employee.

An employee is defined as any person who receives a City payroll check for services, full or part time, rendered by the City of Redlands.

As of the effective date of the initial adoption of this policy, City employees who are relatives (as defined herein) shall not be affected in their current position except when the City Manager or ~~his/her~~their designee in consultation with the Department Director determines that the circumstances potentially create an adverse impact on supervision, safety, security or morale or a conflict of interest.

A business purpose exists and dictates that a prohibition on employment of relatives within City departments is essential to safety and efficiency when such employment results in any of the following:

- a supervisor-subordinate relationship;
- ~~employment of relatives in the same department;~~
- the employees having job duties, which authorize performance of shared duties on the same or related work assignment;
- both employees being under the jurisdiction of the same immediate supervisor; or
- an adverse impact on supervision, safety, security, morale, or conflict of interest.

4. Effect of Post-Employment Marriage or Creation of Other "Relative" Status

In determining rules and regulations governing the employment of City employees who become relatives, as defined herein, after commencement of City employment, the City is guided by the principles enunciated in the California Fair Employment and Housing Act (FEHA) which prohibits discrimination on the grounds of marital status. However, FEHA and its Regulations defining the same authorize restrictions being placed upon married City employees (or upon people deemed related as a result of marriage [i.e., in-laws]) where for business reasons of supervision, safety, security or morale, the employer may refuse to place one spouse or other relative under the direct supervision of another spouse or other relative and refuse to place both spouses or other relatives in the same department, division or facility if the work involves potential conflicts of interest or other hazards greater for married couples or other relatives than for other persons. (Cal. Code Reg., tit. 2, section 11057 Government Code section 12940(a)(3)).

Recognizing the principles stated above, the City determines that "marital status" is defined as an individual's state of marriage, non-marriage, divorce or dissolution, separation, widowhood, annulment, or other marital state for purpose of this policy. Further, a "spouse" is defined as a partner in marriage.

The City retains the right to refuse to place one spouse or other relative under the direct supervision of the other spouse where the City determines that there is a potential to create an adverse impact on supervision, safety, security, morale, or a conflict of interest.

The City retains the right to refuse to place spouses or other relatives in the same department where doing so has the potential for creating adverse impact on supervision, safety, security, morale or involves potential conflicts of interest. In order to implement these policies, and where the above circumstances exist and mandate that two spouses or other relatives shall not work in a prohibited relationship, the City will attempt to do any of the following: attempt to redefine the job responsibilities of the related employees within the Department to minimize the conflict, if the redefinition of job status is not feasible, attempt to transfer one spouse or other relative to a similar classified position in another City department. Although the wishes of the parties involved as to which spouse or other relative is to be transferred will be given consideration by the City, the controlling factor in determining who is to be transferred shall be the positive and efficient operation of the City. If any such transfer results in a reduction in salary or compensation, the transfer shall not be considered disciplinary in nature and shall not be the subject of any form of administrative appeal.

In lieu of a transfer from one department to another, or in situations where no similar counterpart classification exists to which a spouse or other relative can be transferred, the City may request the voluntary resignation of one of the employees and if one of the employees does not voluntarily resign, the employee with the least employment experience/service with the City may be discharged by the City Manager. Married or other related employees may continue to be employed within the same City department subject to approval by the Department Director and the City Manager or ~~his/her~~their designee. However, any such

continuing employment is predicated upon both spouses or other similarly situated relative as defined in this policy not reporting to the same immediate supervisor, not being supervised by each other, not working the same shift at the same work site; or, otherwise becoming involved in a work environment that has the potential for adverse impact on supervision, safety, security, morale, or a conflict of interest.

It is the duty of all involved employees who are in a situation prohibited under this policy to immediately notify their supervisor either in person or through the chain of command that a situation exists in which the involved employee may be in violation of this policy. The City reserves the right to reasonably investigate the situation and determine whether the employee has violated this policy.

III. APPOINTMENTS

A. OFFERS OF APPOINTMENT

The City Manager or ~~his/her~~their designee shall effect an appointment by extending a conditional offer of appointment to an applicant. If the applicant accepts the offer of appointment, the appointment shall be deemed complete, subject to a medical examination as set out in Rule III.B. If the applicant does not accept the offer of appointment within the time period designated by the ~~Office~~ Division of Human Resources, the offer will expire and the offer of appointment shall be deemed to have been declined by applicant.

B. PRE-EMPLOYMENT MEDICAL EXAMINATIONS

All offers for appointment to a position in the competitive service will be contingent upon the appointee passing a medical and/or psychological examination and testing to determine whether the appointee can perform the essential functions of the job, with or without reasonable accommodation. Such pre-employment medical examinations shall also include ~~an illegal~~illegal drug screening in accordance with the provisions of California Government Code Section 12954. If the examination reveals that the appointee cannot perform the essential functions of the job, with or without reasonable accommodations, or that the person uses illegal drugs, the person may be disqualified from consideration for employment.

C. PROBATIONARY APPOINTMENTS

All original and promotional appointments shall be tentative and subject to successful completion of a probationary period of not less than one year of actual and continuous service. The probationary period for safety employees (sworn police and fire personnel) shall not be less than one year of actual and continuous service after completion of safety academy training. The probationary period will be automatically extended for all approved unpaid leaves of absence of thirty (30) days or more taken during the period for the time equivalent to the length of the leave of absence. The probationary period may be extended for time periods in which an employee is placed on modified or light duty.
The probationary period shall be part of the testing process and shall be utilized for observing the employee's work. Probationary employees are at-will employees who do not have property or vested rights in their positions with the City.

During the probationary period, an employee may be rejected at any time without cause and without right of appeal, or grievance or hearing.

~~Only if~~If the service of the probationary employee has been satisfactory to the Department Director, the appointing authority, prior to expiration of the probationary period, shall submit a satisfactory performance evaluation to the ~~Office~~ Division of Human Resources. Upon consultation with the ~~Office of~~ Division of Human Resources, the Department Director may also opt to extend an employee's probationary period by a maximum period of six (6) months past the end of the initial probationary period. The Department Director recommending an extension must file ~~his/her~~their recommendation in writing with the ~~Office~~ Division of Human Resources prior to expiration of the probationary period. The Department Director will notify an employee of either recommendation prior to the expiration of ~~his/her~~their probationary period.
An employee shall be granted ~~permanent~~ regular status unless he/she is notified in writing of an extension of probation or rejection prior to the end of probation.

D. REGULAR APPOINTMENTS

Following successful completion of a probationary period in a full-time authorized position, an employee shall be classified as a regular appointee.

E. TEMPORARY APPOINTMENTS

When the service demands of the City are such that an open competitive recruitment process is not practical and/or in the absence of an eligibility list, the appointing authority may make a temporary appointment. All temporary appointments are subject to the following requirements:

- Any person appointed to temporary status must meet the minimum qualifications for the position to which he/she is being appointed.
- No temporary appointment may exceed a period of 960 hours.
- Temporary appointees will be compensated at the hourly equivalent of the salary range assigned to a regular employee in the same classification. Temporary employees who are regular City employees at the time of temporary appointment continue to accrue leave time and any additional benefits in accordance with their regular assignment. However, temporary appointees who are new City employees at the time of temporary appointment will not accrue leave time or any additional benefits except those required by law, i.e. workers' compensation and Social Security, and are also not eligible for salary increases.
- Prior to being appointed to regular status, a temporary appointee shall successfully complete the competitive recruitment process, if any.

F. INTERIM APPOINTMENTS

Whenever the needs of the City require, due to the vacancy or extended illness of a member of the management or director group, or other extenuating circumstances, the ~~Office~~ Division of Human Resources may appoint on an interim basis, a regular employee from the lower classification to perform the duties of the vacant higher position. The affected Department Director shall indicate in writing to

the ~~Office~~ Division of Human Resources the need for the interim appointment and any recommended employee(s) to serve in the appointment.

An employee appointed to an interim assignment does not have due process rights. The City Manager, in ~~his/her~~their sole discretion, may terminate the assignment at any time without any due process.

To be eligible for an interim appointment, the appointee must possess the minimum qualifications of the higher classification in the judgment of the ~~Office~~ Division of Human Resources and as recommended by the affected Department Director.

The employee assigned to perform the duties of a higher classification, shall not serve for more than 960 hours in a higher classification that is vacant without the position subject to the announcement and selection process set forth in Rule II.

If the person is subsequently promoted from interim capacity into the same position in a regular capacity, the period of time of service in the interim capacity may be credited to the required period of probation for regular appointment.

G. PROMOTIONAL APPOINTMENTS

Promotional appointees are subject to the same application and probationary employment requirements as all other regular applicants. In the event that a promotional appointee does not pass probation, the ~~Office~~ Division of Human Resources, in consultation with the Department Director, may return the employee to ~~his/her~~their previous position or another position in the same classification or lower classification for which he/she is qualified. Reinstatement to another position is not guaranteed. The employee does not have property interest in the previous position and waives the right to be reinstated upon acceptance of a promotional appointment. The employee shall not serve a new probationary period in a lower classification.

The effective date of a promotional appointment shall determine the employee's new performance evaluation date. Promoted employees shall be evaluated after six (6) months' service and shall be evaluated annually thereafter.

H. EMERGENCY APPOINTMENTS

To meet the immediate requirement of an emergency condition, such as major fire, flood, earthquake, or other public calamity that threatens public life or property, a Department Director, in consultation with the ~~Office~~ Division of Human Resources, may employ such persons as may be needed for the duration of the emergency without regard to the personnel ordinance, these Rules, or other rules and regulation affecting appointments. As soon as possible, such appointments shall be reported to the City Manager. Such employees serve at the will of the City Manager and may be dismissed without cause and without any right of appeal, grievance or hearing.

I.LIMITED-TERM APPOINTMENTS

To meet the immediate emergency need or the immediate project-based staffing need, Department Directors may request to fill a limited-term appointment. Upon approval of the Human Resources Director and the City Manager, the requesting Department Director should request permission to fill a limited-term appointment through City Council action. Limited-term appointments should be allowed for no more than two years from the date of council approval. Approval to hire and recruit a limited-

term employees is provided through Council action and limited-term employees may or may not be listed on the Salary Resolution.

Limited-term employees are at-will employees and are not subject to the personnel rules and regulations and are not a member of a recognized City bargaining group. Benefit eligibility will be determined by the number of hours per week that the limited-term employee works, and any benefit-eligible, limited term employee will be notified of their eligibility of benefits in writing at the time of hire. Limited-term employee's employment can be ended without reason or notice at any time.

IV. CHANGES TO POSITIONS

A.TRANSFERS

An employee must be in his or her position for a minimum of 6 months before he or she may request a transfer. A transfer means the reassignment of an employee from one position to another position in the same classification or another classification having the same salary range, involving the performance of basically the same or similar duties, and requiring substantially the same minimum qualifications. The employee must make a written request to the Department Director for consideration and the position to which the transfer is requested must be vacant. The employee's current Department Director may deny the transfer request in ~~his/her~~their sole discretion. A transfer may be granted only on the approval of any affected Department Director, in consultation with the ~~Office~~ Division of Human Resources.

If an employee voluntarily transfers to another position in the same or comparable classification and is not successful, the ~~Office~~ Division of Human Resources, in consultation with the affected Department Director, may return the employee to ~~his/her~~their former position. There is no guarantee of placement back into the previous position or to another position. The employee does not have property interest in the previous position and waives the right to be reinstated upon acceptance of a transfer.

The employee's salary evaluation date shall remain the same as it was before the transfer.

Based on the needs of each department, the City reserves the right to transfer employees to other positions in the same classification or comparable classification to maintain efficient and productive workflows.

B. RECLASSIFICATION

Should the ~~Office~~ Division of Human Resources determine that the job duties of a position in the competitive service have materially changed at the direction of the City, and not because the employee voluntarily assumed or declined duties, the ~~Office~~ Division of Human Resources, in its discretion, may reassign the position to another classification.

Upon receipt of the request for reclassification, the ~~Office~~ Division of Human Resources will review the request and determine if a classification study is warranted. The following criteria are generally applied in determining whether or not reclassification is warranted:

- Clear evidence of working out of classification on a full-time basis for a minimum of nine months;
- The change in duties performed or the knowledge, skills, and abilities required must be clearly above the highest level required in the employee's current classification;
- The change in duties must not be temporary or transitional;
- The Department Director or designee must have assigned the change in duties;
- The employee must meet the minimum qualifications of the higher-level position including any required licenses/certificates, experience, and educational requirements;
- An assignment of additional duties that are similar in scope to those duties already within the classification would not constitute a reclassification;
- Workload issues are not indicative of a reclassification;
- The personal qualities or performance of an employee occupying a position shall not be a criterion for reclassification.

In the case of an upward reclassification, an employee may be reclassified without competitive exam if the ~~Office~~ Division of Human Resources determines that the employee has met the minimum qualifications of the new classification and has performed the duties of the reclassified position for a minimum period of nine (9) months and is expected to continue performing the duties. The employee shall be placed at the closest step within the new salary range that would provide a minimum of a five percent (5%) increase. Reclassification shall not be used for the purpose of avoiding the competitive selection processes. Employees may submit a request for reclassification no more than once a year.

The employee's salary evaluation date shall not change and there will be no new probationary period as a result of a reclassification.

C. DEMOTIONS

An employee may be involuntarily demoted for cause pursuant to the Disciplinary Action policy or for organizational reasons, pursuant to Layoffs. Employees may seek voluntary demotion through the competitive selection process.

A demoted employee shall be required to serve a probationary period in the lower classification unless the lower classification is in the same job series, or the employee previously completed probation in the lower classification. The salary of a demoted employee may not exceed the maximum salary of the new classification. In the event the demoted employee does not pass probation, the employee will be terminated from employment.

The effective date of a demotion shall establish a new salary evaluation date.

D. LAY-OFFS

Should the City Manager determine reductions in force to be necessary due to lack of work or for financial reasons, he/she may initiate lay-offs. In determining the order of lay-offs, a combination of

factors shall be considered, including, but not limited to: qualifications, productivity, general performance, seniority with the City of Redlands and needs of the City. Variations from the order of lay-offs and recall from lay-off may occur when the City deems such variations appropriate under the circumstances.

The factors the City, in its discretion, may use to determine the order of layoff include, but are not limited to, the following:

- An employee's last four performance evaluations, if any;
- Any history of employee commendations, awards, etc.;
- Any history of employee disciplinary action;
- Attendance record, including tardiness and unexcused absences;
- Safety record, including personal injury and damage to city property;
- Probationary and temporary employees shall be laid off before a regular employee in the same classification;
- Between two regular appointees in the same classification with the same skills, abilities, qualifications, merit and/or record, the employee with lesser seniority may be laid off first;
- Between two regular appointees in the same classification, the employee with lesser skills, abilities, qualifications, merit and/or record may be laid off first, without regard to seniority;
- Memoranda of Understanding between the City and effected bargaining units.

E. BUMPING

Bumping means the displacement of an employee from ~~his/her~~their position by an employee in a higher classification who formerly held the same position, or a position in the same job family.

A laid off employee shall be entitled to bump an employee in the same position previously held by the laid off employee~~, or a position in the same job family, in accordance with the criteria specified in Section D – Lay-offs.~~. The laid off employee must be able to perform the essential job functions of the former position and possess the minimum qualifications of the position as specified in the job classification specification. Laid off employees may also be placed in a vacant lower classification for which they meet the minimum qualifications. Employees must utilize the option that places them in the highest position.

The City will notify laid off employees of any positions available for bumping. Following such notifications, the employee must notify the ~~Office~~ Division of Human Resources in writing of ~~his/her~~their intent to exercise the bumping rights within seven (7) days, and the position and classification in~~-~~to which he/she intends to bump. Failure to provide such notification will be deemed a waiver of bumping rights by the employee.

Where there is more than one employee in a position available for bumping, the factors in Section D – Lay-offs, or the conditions set forth in a council approved Memorandum of Understanding, will be used to determine which employee, if any will be bumped.

Any displaced employee shall be considered laid off for the same reason as the person who displaced them and shall in the same manner be eligible to displace another employee based on the criteria specific in Section D – Lay-offs.

F. SEPARATIONS

All employees who separate from the City, that is, whose employment with the City terminated through separation for cause, layoff, resignation, or retirement must:

- Return all City property to the ~~Office~~Division of Human Resources, immediate supervisor, or department designee prior to receiving the final paycheck;
- Clear any existing financial obligations to the City;

In addition, employees who resign or retire must also adhere to the following procedures before they will be deemed to have terminated in good standing:

- Submit a written notification stating your intent to terminate, and the proposed effective date to your immediate supervisor or the ~~Office~~ Division of Human Resources.
- Provide a minimum notice of two weeks. The City encourages employees who become aware of their pending termination from the City to let the ~~Office~~ Division of Human Resources know as far in advance as possible. Once the City has accepted the resignation, it is irrevocable.

G. REINSTATEMENT

At the recommendation of the Department Director, and with the approval of the ~~Office~~ Division of Human Resources, employees who resigned, retired, or were laid off and were in good standing at the time of separation, may be reinstated within twelve (12) months to their former position, if vacant, or to a vacant position in the same classification without being subject to the application and selection process.

A reinstated employee shall serve a probationary period, unless otherwise approved by the City Manager. An individual requesting reinstatement shall be required to pass a medical and/or psychological examination and any other qualifying tests or procedures as in the case of a new employee. If reinstated, credit may be granted for prior service in terms of benefit accrual rates and seniority in the discretion of the ~~Office~~ Division of Human Resources and the Department Director; provided, however, that employees reinstated after layoff shall receive credit for prior service with the City.

V. COMPENSATION

A. COMPENSATION PLAN

1. Compensation Principles

The City of Redlands is committed to maintaining fiscal integrity and high standards of accountability to the public in the expenditure of funds provided by taxpayers. Accordingly, the City establishes its compensation system in accordance with the principles of public accountability.

2. Compensation Plan

The ~~Office~~ Division of Human Resources shall prepare a compensation plan that includes the following:

a. Salary ranges for all classifications in the competitive service, showing the minimum and maximum rates of pay;
b. A designation of the position as full-time, hourly, or temporary;
c. A designation of the position as paid on an hourly or salary basis.

3. Review of Compensation Plan

The compensation plan will be reviewed periodically, but not less than every two years. The ~~Office~~ Division of Human Resources shall determine whether any modifications are necessary due to changes to positions or classifications, including changes to exempt or non-exempt status. The City Manager shall submit any modified compensation plan in the proposed form to the City Council for adoption.

B. SALARY UPON APPOINTMENT

Initial appointments shall be normally made at the first step of the salary range for the particular classification in which the appointment is made. When, in the judgment of the Department Director, the education, training, and/or experience of a proposed employee are such that a salary in excess of the first step is justified, the City Manager may authorize an appointment to a position at a higher step in the salary range.

C. SALARY UPON INTERIM APPOINTMENT

An employee appointed to an interim assignment shall receive the salary rate of the higher classification in which the employee is performing the required duties. If the employee's current salary is above the starting salary of the interim classification, the employee shall be placed on the new salary range at the closest step that will provide a minimum increase of five percent (5%). A person appointed in an interim capacity shall be eligible to receive merit increases in ~~his/her~~their regular position during the acting appointment but shall not be entitled to merit increases in the position which is held in the

interim capacity. Additionally, the employee will remain in their current bargaining unit and receive the benefits of that unit.

D. SALARY UPON PROMOTION

An employee who is appointed to a position in a classification allocated to a higher salary range that the employee's present classification shall receive the next highest monthly salary which is at least five percent (5%) higher than the employee's current base salary, but in no case more than the top step of the new salary range. Payment in such new salary range shall commence at the beginning of the pay period in which the appointment becomes effective.

E. SALARY UPON TRANSFER

An employee who is transferred from one position to another in the same classification or to another position having the same salary range shall be compensated at the same step in the salary range as previously received. The performance evaluation date shall remain unchanged.

F. SALARY UPON RECLASSIFICATION

1. Upward Reclassification

An employee whose position is reclassified to a job classification with a higher salary range, and who meets the qualifications and requirements for the new classification, shall be compensated at the closest step within the new salary range that will provide a minimum increase of five percent (5%). A new probationary period is not required, and the performance review date shall not change.

2. Downward Reclassification

An employee whose position is reclassified to a job classification with a lower salary range shall:

a. Retain ~~his/her~~their current salary if the current salary is the same as a step within the salary range of the new classification;
b. Be placed at the closest step within the salary range of the new classification that approximates the current salary if the current salary is between steps within the new salary range;
c. Be placed at the maximum step of the new range if the current salary is above the new range; or
d. Be assigned a Y-rate designation to hold the employee at the current salary rate, without increases, until such time as the salary range for the new classification is the same or exceeds the amount of the Y-rating. A Y-rating requires approval of the City Council.

G. SALARY RANGE CHANGE

Periodically, in order to maintain competitive salaries, a compensation study may be conducted on positions within the compensation plan. Based on the study, positions may be placed in a new range in the salary schedule. Employees affected by a salary range change will be placed in the new salary range at the step closest to their current salary that does not result in a reduction in pay for the employee.

H. SALARY UPON DEMOTION

The salary of an employee who is demoted for cause or voluntarily to a position in a classification allocated to a lower salary range than the employee's current classification shall be reduced to a step in the salary range for the classification to which the employees has been demoted. The Department Director, with the approval of the City Manager, shall determine the step within the range on which the demoted employee will be placed. An employee demoted pursuant to a lay-off shall be compensated at the nearest lower monthly salary rate in the salary range for the classification to which he/she has been demoted to the employee's salary rate prior to layoff. The effective date of the demotion shall establish a new salary evaluation date.

I. MERIT SALARY INCREASES

1. Eligibility for a Merit Increase

Merit increases are based solely upon job performance, they are not automatic, and there is no annual entitlement to them. Employees are eligible for a merit increase each year based upon the evaluation of their performance. Only regular appointees are eligible for merit increases, and no employees will receive an advancement that exceeds the maximum rate established for their classification. In order to receive a merit increase, employees must receive both a rating of "meets expectations" or above on their job performance evaluation and a recommendation for a merit increase by the Department Director. Any such merit increases will be applied to the employee's most recent evaluation date.

In the event an employee's overall rating is not at a "meets expectations" or above, they will not be eligible for a merit increase until the next evaluation period. The employee shall also be placed on a performance improvement plan for a period of no less than 90 days.

2. Merit Increases for Exceptional Circumstances

Upon written recommendation of a Department Director, the City Manager, in ~~his/her~~their sole discretion, may authorize a merit increase outside of a regularly scheduled performance evaluation if exceptional performance or other appropriate circumstances warrant advancement. An increase for exceptional performance shall not exceed the highest step in the employee's current salary range. The evaluation date will not change due to an increase outside of the regular performance schedule.

J.BILINGUAL COMPENSATION

The City shall provide additional compensation to employees for the performance of bilingual skills. Compensation for bilingual pay shall be established by a Memorandum of Understanding approved by the City Council. The Department Director may recommend that an employee be considered for bilingual pay based on the needs of the department. The employee must demonstrate their bilingual skills through a verbal competency exam created and administered by the ~~Office~~ Division of Human Resources. The City shall determine the number of employees to receive bilingual pay and the languages for which testing shall be conducted.

If an employee receiving bilingual pay receives a change in assignment, classification, job duties, or is transferred or promoted, the Department Director may determine that bilingual skills are no longer required for the position and the compensation will be removed from the employee with no right of appeal.

K. OVERTIME COMPENSATION

If circumstances warrant, employees may be required, and are expected to perform, overtime work. All overtime work must have the approval of the appropriate supervisor prior to actual performance of the work. Failure to obtain such approval in advance shall be justification for discipline up to, and including, termination. All overtime work shall be compensated at one and one-half times the employee's regular rate of pay under the Fair Labor Standards Act for overtime hours worked. Only actual hours worked shall be considered as hours worked for purposes of calculating overtime pay, unless authorized in a Memorandum of Understanding adopted by the City Council. No overtime shall be recorded for less than 6 minutes of work.

L. COMPENSATORY TIME OFF

Employees may opt to accrue Compensatory Time Off (CTO) in lieu of cash payment for overtime worked if the requirements of this policy have been met.

CTO shall accrue at the rate of one and one-half time hours for each overtime hour worked in accordance with the Fair Labor Standards Act. No employee may accumulate CTO in excess of eighty hours unless provided by a City Council approved Memorandum of Understanding. Overtime will be compensated in pay only after 80 hours of CTO have accumulated. Use of compensatory time off earned shall be granted provided that: 1) its use does not unduly disrupt the operations of the City; and 2) the request is made to the employee's Department Director or designee no later than five days prior to the time when the employee desires to the use the leave. Employees working in more than one department must submit the CTO request to the Head of each affected department. If the employee does not provide five (5) calendar days' notice, or if the City can document that the use of CTO would unduly disrupt City operations, the City will cash out the CTO requested at the end of the current pay period in the regular paycheck.

M. DEDUCTIONS FROM EXEMPT EMPLOYEE'S PAY

Exempt employees may not have their pay reduced for variations in the quantity or quality of work performed. Exempt employees must normally receive their full salary for any week in which they perform work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any work week in which they perform no work at all for the City. Exempt employees who are absent from work for personal reasons or because of illness may be required to utilize available leave balances toward the absence. Deductions from an exempt employee's pay cannot be made as a result of the following circumstances:

- Jury Duty
- Attendance as a witness;
- Temporary military leave;
- Disciplinary action other than a major safety violation, except when the employee does not work any hours for an entire week; or
- Partial days.

N. ERRORS IN COMPENSATION

In the event of any underpayment of which the City becomes aware, the employee shall receive any amount due him/her on the next regular pay period. In extenuating circumstances, an additional check may be processed prior to the next pay period. In the event of an overpayment the City will recoup the overpayment as agreed upon by the City and the employee. Employees shall review each of ~~his/her~~their paychecks to ensure the employee was paid correctly. If the employee believes an error or irregularity has occurred, the employee must immediately bring the error to the attention of their supervisor, the Finance Office, or the ~~Office~~ Division of Human Resources.

VI. GENERAL EMPLOYMENT MATTERS

A. HOURS OF WORK

Daily hours of work (or shifts) for employees within departments shall be assigned by the employees' applicable Memorandum of Understanding (MOU) or by Department Directors as required to meet operational requirements. The Department Director may change an employee's work period, week, or hours at any time to meet the requirements of the City. Changes shall be made in accordance with applicable ~~Memorandum of Understanding~~MOU.

Any foreseeable absence or deviation from regular working hours desired by an employee shall be cleared in advance through the employee's supervisor, and such absences shall be noted on the employee's time sheet.

With the approval of the Department Director and concurrence of the employee association, an employee may be assigned a flexible work schedule so long as the employee's work schedule totals

forty (40) hours within the employee's designated work week and soas long as the needs of the public and City are being met. The start and stop of the work week for employees on a flexible work schedule will be designated at the time the flexible work schedule is assigned to the employee.

B. TIMEKEEPING

All employees must sign and accurately record all hours worked and any leave taken on their timesheets. Employees must submit their timesheets on a bi-weekly basis to their supervisor. Employees must immediately report any errors on a timesheet that has already been submitted to their supervisor.

C. ATTENDANCE

Employees are expected to report to work as scheduled, on time, and prepared to start work. Unauthorized tardiness and absence cause disruptions in coverage of assignment and city City operations. Employees are also expected to remain at work for their entire work schedule, except when required to leave on authorized city business or some other authorized leave. All departments shall keep daily attendance records of employees, which shall be reported to the Finance Director on the employee'semployees' timesheet.

Employees who anticipate an absence from all or a portion of their regular work schedule and wish to request a form of accrued leave time or unpaid leave time should follow the procedures provided in these Rules or Memorandum of Understanding for the particular type of leave that they are requesting.

Employees who are unexpectedly unable to report to work as scheduled on any particular day must call/text their immediate supervisor no later than their scheduled time to begin work for that day, or as otherwise required by the Department. If the employee's immediate supervisor is not available, then the employee must notify the Department Director or his/hertheir designee. Employees must inform their supervisor of the expected duration of any late arrival or absence. Employees must report their absence each day. Failure to do so is considered an unreported absence. Employees who call later then their scheduled time to begin work for their assigned shift will be deemed to have an unreported absence. Failure to contact the department at all to report an absence will be considered a no call/no show. Employees who are absent for three (3) or more consecutive days without notifying their department will be presumed to have abandoned/resigned their position. The Office Division of Human Resources will provide a notice of separation to the employee's last known address. If within ten (10) days of said notice, the employee can show good cause for the failure to report to duty, the Assistant City Manager or his/hertheir designee, in his/hertheir discretion may, after consultation with the Department Director, reverse the resignation.

Any reported absence that is three (3) or more consecutive days will be considered a leave of absence, subject to approval. Please refer to Section X, the Leave of Absence Section X. Abuse or misrepresentation of any form of accrued or unpaid leave time will be grounds for discipline.

Failure on the part of an employee who is absent without notification or authorization to return to duty within twenty-four (24) hours after a notice to return to duty has been delivered to their last known telephone number and or address will constitute an automatic resignation effective as of the last day an employee worked if, within ten (10) calendar days of said notice, the employee can show good cause for the failure to return to duty, The ~~Human Resources Director~~~~Office~~Division of Human Resources, in ~~his/her~~their discretion may, after consultation with the Department Director, reverse the resignation.

D. EMPLOYEE PERFORMANCE EVALUATION

A report on the performance of each employee shall be made by respective Department Directors or their designees after completion of a probationary period and annually thereafter. Unless changed in accordance with these Rules and Regulations, these evaluation dates shall constitute the employee's salary evaluation date for purposes of eligibility for a merit salary increase; provided, however, the employee shall continue to receive performance evaluations on said date even after the employee has reached the top of the applicable salary range. In addition, a performance evaluation may be prepared at any other time at the discretion of the employee's supervisor.

Each department is responsible for the timely evaluation of their employees. Each performance evaluation shall be discussed with the employee. The ~~Office~~Division of Human Resources will track and report the annual performance evaluations and will maintain a copy of each evaluation in the employee's official personnel file.

The performance evaluation will address areas of successful performance and areas that need improvement. Within the evaluation any area that falls below a "Meets Standard" will result in a Performance Improvement Plan (PIP) for a minimum period of sixty (60) days at the discretion of the ~~Office~~ Division of Human Resources. Employees receiving an overall rating below "Meets Expectations" are not eligible to receive a merit increase. The employee will have the opportunity to comment regarding work performance, either in written statement attached to the report or orally. Comments must be submitted within fifteen (15) days of receipt of the evaluation. In the case of a public safety officer, they shall have thirty (30) days from receipt of evaluation to respond. The employee shall sign the performance report to acknowledge that the employee is aware of its contents and has discussed the report with the evaluator. The employee's signature does not necessarily indicate agreement with the contents of the report. In the event that an employee refuses to sign the evaluation following ~~his/her~~their review of the evaluation, such refusal will be so noted by the evaluator on the evaluation form.

The employee will receive a copy of the performance evaluation. The original, along with any written comments submitted by the employee, will be placed in the employee's official personnel file.

E. DISCRIMINATION, HARASSMENT & RETALIATION

The City of Redlands strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the City should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Employees should be able to work and learn in a safe environment. For that reason, the City will not tolerate unlawful discrimination or harassment of any kind. The City has zero tolerance for conduct that violates this policy. Conduct need not arise to the level of a violation of the law to violate this policy. Through enforcement of this policy and by education of employees, the City will seek to prevent, correct, and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and ensure that prohibited conduct does not occur. This includes applicants, City employees, and contractors of the City. Disciplinary action, up to and including termination, will be taken against any employee or officer who is found to have violated this policy. Any contractor who has been found to have violated this policy will be subject to appropriate sanctions.

The City of Redlands, in compliance with all applicable federal, state, and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

1. Discrimination

It is a violation of policy to discriminate in the provision of employment opportunities, benefits, or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of the discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability, sex including reproductive health decision-making, pregnancy, gender, sexual orientation, gender identity, gender expression, genetic information, veteran status, ancestry, marital status, off-duty cannabis use, results of employer-required drug test finding "nonpsychoactive cannabis metabolites", any combination of protected characteristics or any other protected classification under state and federal law.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state, and local laws, including Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination Act of 1975, the Genetic Information Nondiscrimination Act of 2008 (GINA), the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions ~~states~~stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

2. Harassment

The City prohibits harassment, including sexual harassment, of any kind and will take appropriate and immediate action in response to complaints or knowledge of the violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, co-worker, or any person working for or on behalf of the City. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability, or any other protected status, including epithets, slurs, and negative stereotyping;
- Nonverbal harassment includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion, or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, disability, gender identity, marital status, veteran status, or any other protected status.
- Physical harassment includes assault, impeding or blocking movement, physically interfering with normal work or movement, pinching, grabbing, patting, propositioning, leering, making expressed or implied job threats or promises in return for submission of physical acts, or stalking.

3. Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964, as amended, and is prohibited under the City's harassment policy. According to the U.S. Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment."

There are two types of sexual harassment: (1) quid pro quo and (2) hostile work environment. Sexual harassment can be physical and psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Employees are prohibited from harassing other employees whether or not the incidents of harassment occur on employer premises and whether or not the incidents occur during working hours.
Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual batter, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body;
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience;
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; or
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that person's sex.

4. Retaliation

No hardship, loss, benefit, threat or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment;
- Appearing as a witness in the investigation of a complaint of discrimination or harassment;
- Serving as an investigator of a complaint of discrimination or harassment; or
- Refusing to follow an order or directive that is discriminatory or harassing in nature.

5. Complaint Procedure:

If an applicant, employee, officer, or contractor feels he/she has been discriminated against, harassed or retaliated against in violation of these rules, ~~should~~he/she should report the conduct immediately and according to the following procedure so that the complaint can be resolved quickly and fairly.

a. Report to Management: Inappropriate conduct should be reported to any supervisor, Department Director, the City Manager, or the ~~Office~~ Division of Human Resources. The individual should provide all details of the incident or incidents, names of individuals involved, and the names of any witnesses. The supervisor or manager must take all complaints of alleged or possible harassment or discrimination seriously, ensure that harassment or inappropriate sexually oriented conduct is immediately reported to Human Resources so that a prompt investigation may occur, and take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints. Managers and supervisors who knowingly allow or tolerate harassment or retaliation including the failure to immediately report such misconduct to Human Resources are in violation of this policy and subject to discipline.

b. Investigation: The City Manager or ~~his/her~~their designee will immediately undertake an effective, discrete, thorough, and objective investigation of the allegations at issue. All complaints will be investigated to the extent that the City deems appropriate. The investigation will normally include interviews with the reporting individual, the accused, and any other person who is believed to have relevant knowledge concerning the allegations. The investigator will remind all witnesses to maintain the confidentiality of the content of the interview, and that retaliation against those who report alleged conduct or participate in the complaint procedure is prohibited.

c. Investigation of Unreported Potential Violations: The C~~c~~ity takes a proactive approach to the problem of discriminatory, harassing, or retaliatory conduct and will conduct an investigation if its officers, officials, supervisors or managers become aware that discrimination, harassment or retaliatory conduct may be occurring, regardless of whether the recipient or a third party reports a potential violation.

d. Remedial and Disciplinary Action: If the investigation concludes that conduct in violation of this policy has occurred, the City will notify the offended and offending parties of the general conclusions of the investigation and will take effective remedial action that is designed to end the violation. Any employee or officer determined to be responsible for violating this policy will be subject to appropriate disciplinary action up to and including termination. Any official or contractor found to be responsible for violating this policy will be subject to appropriate sanctions.

6. Confidentiality

The City recognizes that confidentiality is important to all parties involved in an investigation. Complete confidentiality cannot occur due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible.

An individual who is interviewed during the course of an investigation is prohibited from discussing the investigation or its subject matter with other employees of the City, with the exception of their union representative, legal counsel, or as ~~substance of the interview, except as~~ otherwise directed by the ~~Office~~ Division of Human Resources. Any individual who discusses the content of an investigatory interview will be subject to discipline up to, and including, termination.

The City will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or a court order.

F. BULLYING

The City of Redlands defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Types and examples of such behavior are listed below. Such behavior ~~violated~~ violates the ~~Redlands City~~City of Redlands ~~Values~~values and the City of Redlands Code of Ethics.

The purpose of this policy is to communicate to all employees, including supervisor, managers, and executives that the City of Redlands will not in any instance tolerate bullying behavior. Anyone found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. However, when an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when determining appropriate discipline. The City of Redlands considers the following types of behavior examples of bullying:

- Verbal Bullying: slandering, ridiculing, or maligning a person or ~~his/her~~their family; persistent name calling which is hurtful, insulting, or humiliating, using a person as the subject of jokes; abusive and offensive remarks;
- Physical Bullying: pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault, damage to a person's work area or property;
- Gesture Bullying: non-verbal threatening gestures, glances which can convey threatening messages; and
- Exclusion: socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Personal insults and use of offensive nicknames;
- Using verbal or obscene gestures;
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property);
- Spreading rumors and gossip regarding individuals;
- Persistent singling out of one person in a negative manner;
- Shouting, raising voice at an individual in public and/or in private; Public humiliation in any form;
- Demeaning comments and public reprimands;
- Not allowing the person to speak or express him/herself, one on one or in groups/meetings (i.e., ignoring or interrupting);
- Deliberately excluding an individual or isolating them from work-related activities (meetings, etc.);
- Constant criticism on matters unrelated or minimally related to the person's job performance or description;
- Repeatedly accusing someone of errors which cannot be documented;
- Deliberately interfering with mail and other communications;

- Encouraging others to disregard a supervisor's instructions;
- Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions); and
- Repeatedly inflicting menial tasks not in keeping with the normal responsibilities of the job.

All City staff will be held accountable for their actions as well as their response to any such actions. Anyone with knowledge of such actions is required to report such information immediately to their supervisor or to the ~~Office~~ Division of Human Resources immediately. Failure to report or respond immediately to such actions may result in disciplinary action.

G. WORKPLACE VIOLENCE

The purpose of this policy is to ensure a safe workplace, reduce the risk of violence and provide guidance to employees, supervisors, and managers in the event that they encounter a situation that they believe could result in workplace violence.

1. Examples of Prohibited Behaviors

The City does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. The following list ~~of behaviors~~ provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Committing acts motivated by, or related to, sexual harassment or domestic violence; or
- Possessing a weapon while on company property or while on company business.

Non-sworn employees are prohibited from possessing or using dangerous weapons and firearms at any time while on duty, on standby and while on City premises. Exceptions to this policy shall only be granted upon prior approval by the Chief of Police and the City Manager. Sworn employees in the Police and Fire Departments will follow their respective departmental policies regarding firearms and weapons.

Any potentially dangerous situations must be immediately reported to a supervisor or the ~~Office~~ Division of Human Resources. Reports can be made ~~anonymously~~anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need to know basis.

The following procedures should be used in dealing with potential violence:

a. On the Job – there are situations where relationships between employees or between an employee and the supervisor result in strong negative feelings by the individuals involved. Any persons involved in situations where they fear that physical retaliation

may occur, or where someone has made verbal threats of physical violence, should immediately discuss it with their supervisor (or with management, if the supervisor is involved).

b. Dealing with the Public – Similar situations could occur in employee contacts with the public. While the City has a strong commitment to customer service, the City does not intend for employees to be subjected to continuous verbal or physical abuse by customers. As in item number 1 above, any persons involved in situations where they fear that physical retaliation may occur, or where someone has made verbal threats of physical violence, should immediately discuss it with their supervisor. Further concern over the possibility of physical violence should be immediately discussed with management and reported to the Police Department.

2. Management Actions

When any of the above situations is brought to the attention of department management, an evaluation of the severity of the situation must be made immediately. If it is concluded that there is a likelihood that violence could result, management shall:

- Discuss the situation with employees who are likely to come in contact with the subject. Provide a description of the subject and instructions on actions to be taken if the subject comes to the work site.
- Contact the ~~Office~~Division of Human Resources ~~Director~~ and provide information on steps being taken. If the subject is scheduled to be at the work site and the department feels that security is required, the ~~Office~~Division of Human Resources ~~Director~~ will make arrangements with the Police Department.
- In all cases, if there is an immediate need for Police Department intervention, call 911.

If an employee has made a threat of violence, has initiated a violent act, or has violated the policy regarding firearms and weapons, management will take disciplinary action, up to and including, termination.

H. REASONABLE ACCOMMODATION

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that prohibits employers with 15 or more employees from discriminating against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. The California Fair Employment and Housing Act (FEHA) is a state law that makes in unlawful for an employer with five (5) or more employees to discriminate against individuals with disabilities by engaging in prohibiting employment practices and requires employers to provide reasonable accommodation for individuals with known disabilities. A reasonable accommodation includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or

modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

It is the policy of the City to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the City's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

1. **Procedures**

   When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace and the threat cannot be eliminated by reasonable accommodation, will be found unqualified and will not be hired.

   The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, or if the accommodation creates an undue hardship to the City. An undue hardship is an action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, the following factors should be considered:

   - The nature and cost of the accommodation;
   - The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of ~~persons~~ people employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility;
   - The overall financial resources of the employer including the size, number, type and location of facilities; and
   - The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
   - The geographic separateness, administrative or fiscal relationship of the facility or facilities involved. (California Government Code Section 12926 (u).)

The ~~Office~~ Division of Human Resources is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

An employee or applicant who desires a reasonable accommodation should make such a request in writing to the ~~Office~~ Division of Human Resources. The request must include: 1) the job-related functions that need accommodation; and 2) the desired reasonable accommodation.

Following receipt of the request, the ~~Office~~ Division of Human Resources will respond to the individual and schedule a meeting with the individual. The ~~Office~~ Division of Human Resources may require that the individual undergo a fitness for duty examination to determine whether the individual can perform the essential functions of the job with or without accommodation. The ~~Office~~ Division of Human Resources may require that this examination be conducted by a city-approved physician. Whether a reasonable accommodation can be made and the type of accommodation provided shall be determined by the ~~Office~~ Division of Human Resources after engaging in the interactive process with the employee and the appropriate supervisor, manager, or Department Director. The outcome of the interactive process and any accommodations made will be provided to the employee in writing.

An employee or applicant who believes he/she has been denied a reasonable accommodation may file a complaint with the City Manager. The City Manager's determination will be final with respect to the City.

I.FITNESS FOR DUTY EXAMINATIONS

The City is committed to maintaining a safe and productive workplace. In order to provide a safe work environment, employees must be able to perform their jobs in a safe, secure, productive, and effective manner and remain able to do so throughout the entire course of their employment. Employees who are not fit for duty may present a safety hazard to themselves, to other employees, the City, or the public.

The purpose of this policy is to establish procedures by which the City will evaluate an employee's fitness for duty. A fitness for duty examination may be required when:

- An employee's conduct creates a reasonable belief that a threat to the health or safety of the employee or others exists; or
- There is objective evidence that the employee cannot perform the essential job functions.

The City may require that the fitness for duty exam be conducted by a City approved physician. The City will pay for an exam that it initiates under this policy and the exam will take place while the employee is in paid status.

Any information obtained from a fitness for duty examination will be kept confidential in accordance with applicable law.

J. EMPLOYEE DRESS STANDARDS

The City strives to maintain a workplace environment that is well functioning, free from unnecessary distractions and conveys a high degree of professionalism. All employees are expected to present a professional, businesslike image to customers and the public. Clothing and appearance shall be neat, clean, and in good taste. Employees shall dress in accordance with general standards and guidelines designed to promote professionalism in the workplace. Dress shall be suitable ~~to~~for both the work location and the job duties.

Clothing

Business casual attire is expected of all employees. Basic elements of appropriate and professional business attire include clothing that is in neat and clean condition. Business casual dress is defined as the following:

- Casual shirts: all shirts with collars, business casual crewneck or ~~v~~V-neck shirts, blouses, sweaters, golf and polo shirts. Examples of inappropriate shirts include t-shirts, shirts with inappropriate slogans or graphics, tank tops, muscle shirts, halter tops, spaghetti straps or strapless shirts.
- Pants: khakis, slacks, trousers and jeans without holes or frays. Examples of inappropriate pants include shorts, sweatpants, or exercise wear.
- Shoes: slip on or tie shoes, deck shoes, dress sandals, clean athletic shoes, heels. Examples of inappropriate shoes include flip flops or thongs or crocs.

Appropriate workplace attire does not include clothing that is too tight or revealing, clothing with rips or tears, or any extreme style or fashion in dress, footwear, accessories, or fragrances.

~~1. Dress Standards~~

At times, employees may be required to dress in professional business attire which would include dress shirts with ties, suits, slacks, skirts, or dresses.~~Office Standards: Office attire shall be appropriate to the formalities normally expected in business establishments. Office dress shall be considered proper business attire to be worn in office settings and shall mean: business suits, slacks, jackets, sweaters, and dress shirts with or without ties for men; dresses, suits, coordinated pants, skirts, blouses, and sweaters for women.~~

~~Field Standards: The standards for office attire shall be acceptable for field dress, however, may not be practical for all field activities. Field dress shall be considered appropriate attire for work outside office settings and shall mean: a more casual dress standard which may include polo shirts, shorts, and tennis shoes.~~

~~Casual Standards: The city has implemented a casual day for Fridays. In addition, the City Manager may authorize additional casual days. Casual dress shall be considered appropriate for office and field settings and shall mean: business casual and include sports shirts, polo shirts, slacks, skirts, jeans, and sandals.~~

~~Extreme attire shall mean clothing styles, lengths, and/or fabrics outside of general office and field dress standards and shall be prohibited. Extreme attire includes, but is not limited to: sweats, shorts, strapless and spaghetti strap tops and dresses, halter tops, sheer clothing, excessively worn or faded clothing, and beach sandals.~~

Jewelry and Tattoos

The City recognizes that personal appearance is an important element of self-expression and strives not to control or dictate employee appearance. The city expects all employees to exercise appropriate judgment with regard to personal appearance, dress, and grooming. The City allows reasonable self-expression through personal appearance, such as jewelry and tattoos, unless it conflicts with an employee's ability to perform their job effectively or it is regarded as offensive or harassing towards

others. Factors that management may consider when determining whether jewelry or tattoos pose a conflict with the employee's job or work environment include:

- Personal safety of self or others or damage to public property;
- Productivity or work performance;
- Offensiveness to co-workers, customers, vendors, or others in the workplace;
- Customer complaints.

Reasonable Accommodation of Religious Beliefs

The City recognizes the importance of individually held religious beliefs. The City will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues. Employees seeking an accommodation for workplace attire based on religious beliefs should contact the ~~Office~~Division of Human Resources.

Exceptions in the dress standards may be made to accommodate special assignments and/or work conditions. All exceptions shall be approved in advance by the Department Director. Employees who do not meet dress standards may be sent home to change and will be required to use accruals or not be paid for that time off.

K. UNIFORMS

Uniforms shall be required for designated field personnel to ensure City employees may be easily identified and recognized as such. Employees designated to wear a uniform represent the City of Redlands. In order to present an exemplary image to the public, employees shall follow these general guidelines:

- Uniforms shall be neat, clean and properly maintained.
- Faded, worn and/or stained uniforms shall not be worn on duty and shall be replaced.
- Uniform shirts shall be tucked into pants.
- Outer garments shall bear City identification, such as City patches or lettering. Temporary clothing such as disposable coveralls and raingear are exempt from the identification requirement.
- Hats shall be City of Redlands uniform hats and shall be worn with the bill facing the front.
- The use of headbands, bandanas and other head gear shall be approved by the supervisor prior to being worn. Generally, supervisors shall approve items that are clean, neat and in a neutral color.
- Short pants may be worn at any time during the year, provided that wearing them does not present a safety hazard. Short pants shall be uniform shorts only. Jean shorts, exercise shorts or any other type of non-uniform shorts are unacceptable. Boxer shorts, spandex exercise pants and/or other clothing ~~item~~items shall not be seen extending above or below the short pants.
- When short pants are worn, socks shall be white or a color which matches the City uniform. Socks shall not extend above the boot more than two inches.
- Long sleeved shirts shall not be worn under short sleeved uniform shirts. Tee shirts may be worn under uniform shirts however~~,~~ the sleeve cannot extend beyond the sleeve of the uniform shirt.

- Upon separation of employment with the City, the employee shall return all City-owned uniforms in their possession to ~~his/her~~their supervisor in a clean condition, ready to wear, prior to receipt of ~~his/her~~their final paycheck.
- Any modifications to the uniform must be approved by the Department Director and reviewed by the ~~Office~~ Division of Human Resources for consistency purposes.

1. Wear

Departments Heads shall determine which job classifications and/or divisions are designated to wear City uniforms. Employees in these job classifications and divisions shall wear City uniforms during standard working hours. Uniforms shall be worn if an employee is called back to work from ~~his/her~~their off-duty period. If a full uniform is not available at the time the employee is called out, the employee shall wear some other type of identification such as a badge, jacket or hat with City patches, etc.

City uniforms and any recognizable portion of a City uniform (i.e., anything with a badge, patch, or City of Redlands designation) shall not be worn for anything other than official City business. Employees shall be aware of public perception and the assumption that uniformed personnel are on duty.

2. Responsibility

It is the responsibility of the Department Director to ensure the Uniform Policy is understood and adhered to by all department employees required to wear uniforms. This Uniform Policy shall be made available to all civilian employees required to wear a uniform. It is the responsibility of the employee to ensure the items issued and worn are in compliance with this policy.

Employees who do not adhere to the provisions contained in this policy may be subject to disciplinary action. Any proposed disciplinary action related to this policy for non-sworn employees must be reviewed by the ~~Office~~ Division of Human Resources prior to the action being taken to ensure consistency. Modifications to the uniform which are requested by the employee and approved by the Department Director must be paid for by the employee.

3. Safety

Department Directors may establish standards which are stricter than those contained within this policy for safety reasons. An example of this would be the requirement of steel-toed boots or hard-soled shoes for specific classifications. Department Directors and their designees may also require that safety gear or equipment be worn, such as hard hats or reflective arm bands.

Purchase:

All uniforms shall be ordered and/or purchased through the City.

4. Allowance

Any uniform or boot allowance shall be paid in accordance with the appropriate employee's Memorandum of Understanding.

L. IDENTIFICATION BADGES/CARDS

The City of Redlands believes it is important to maintain a safe and professional work environment. For this reason, all employees will be provided and shall carry a City-issued badge or identification card at all times while on duty. Human Resources shall issue identification cards to employees on or before the first day of employment. Safety employees may be provided their badges and/or identification cards by the Police or Fire department. If part of a uniform, badges shall be worn in accordance with department policy. Part time, temporary and intern employees may be required to display City identification at all times when on duty. Employees shall be responsible for lost or misplaced badges and identification cards. The employee shall reimburse the City for the cost of replacement. Badges and identification cards shall be returned to the ~~department~~ ~~Office~~Division of Human Resources upon separation of employment with the City.

M. USE OF CITY VEHICLES AND AUTOMOTIVE EQUIPMENT

The purpose of this policy is to establish procedures for the use, care and non-emergency operation of City-owned vehicles and automotive equipment. City vehicles and equipment shall only be operated by authorized City employees and volunteers.

1. Licenses

Authorized City employees and volunteers must possess an appropriate and valid California driver's license for the designated vehicle and/or equipment they operate. Supervisors shall be responsible for ensuring that their employees have a current license.

2. Assignment of Vehicles and Equipment

The City Manager or ~~his/her~~their designee shall assign vehicles and equipment to departments based upon City and department needs. New vehicles and equipment shall be approved by the City Council through the budget process or during a regular City Council meeting.

If more than one department requests an available vehicle or piece of equipment, each Department Director shall justify their need in writing to the City Manager. The City Manager shall make the final determination. If the City Manager decides that a vehicle or piece of equipment no longer meets the needs of the assigned department but may be of use to another department, a transfer may be made.

The transfer of vehicles and/or equipment from one department to another shall be coordinated through the ~~Quality of Life~~Facilities and Community Services Department and approved by the City Manager. The City Manager may dispose of vehicles and equipment no longer meeting the needs of the City.

3. Safe Operation of Vehicles and Equipment

Employees/volunteers using City vehicles and automotive equipment shall be held individually responsible for the safe operation of the vehicles and equipment which they are using.

Employees and volunteers operating City vehicles and equipment shall do so in a reasonable and prudent manner, having due regard for street surfaces and other conditions which may affect safe operation. Employees and volunteers shall operate vehicles and equipment in accordance with City and department policies and provisions of the California Vehicle Code.

Employees shall accept full responsibility for fines incurred as a result of any driving, parking and/or other traffic violations.

4. Use of Seat Belts

It is the intent of the City of Redlands to provide the safest environment possible for employees and/or volunteers using vehicles and equipment in the course of their employment. No employee or volunteer shall operate or ride in any vehicle or equipment without being properly secured in a seat belt. Employees and/or volunteers shall adjust safety restraint devices so they are comfortable yet provide maximum protection in the event of an accident.
Police, Fire, and Solid Waste employees shall use seat belts in accordance with the California Vehicle Code, department standard operating procedures, and other legislation pertaining to the use of seat belts.

5. Use of Cellular Phones and Radios

Employees shall refrain from talking or texting on hand-held cellular phones and radios while operating vehicles and equipment. When communication is necessary due to emergency or other work-related circumstances, employees shall park and stop the vehicle/equipment prior to using the communication device.
Exceptions may be made for Police and Fire personnel.

6. Inspection of Vehicles and Equipment:

The procedure for ensuring proper operation and maintenance of vehicles and equipment is as follows:

a. The Department Director shall designate supervisory personnel to be accountable for all vehicles and equipment assigned to the department. The supervisor(s) shall be responsible for assigning the vehicles and equipment to a job site, project or employee. Non-supervisory employees do not have authorization to assign equipment and vehicles to others.

b. Supervisors shall instruct employees on the safe operation and preventive maintenance requirements for the vehicle or equipment to be utilized.

~~b.~~c. Supervisors shall ensure that employees have the proper training and certification required for assigned vehicles and equipment.

~~c.~~d. Employees shall conduct daily inspections of assigned vehicles and equipment as required by the Department of Transportation regulations. Inspections shall occur at the beginning of each shift when vehicles and equipment will be utilized.

~~d.~~e. Employees shall complete a department inspection report documenting the following: visible damage, safety items, service needs and maintenance requirements. These inspection reports shall be submitted to the supervisor immediately following the inspection.

~~e.~~f. The supervisor shall be responsible for reviewing the inspection reports and taking appropriate action.

7. Maintenance of Vehicles and Equipment

Employees shall be responsible for the care, cleanliness (exterior and interior) and general maintenance of assigned vehicles and equipment.

- The City shall provide supplies necessary for the care, cleaning and maintenance of vehicles and equipment.
- Supervisors shall allow employees to perform care, cleaning and minor maintenance tasks while on duty.
- Employees shall make periodic inspections of all fluid levels and correct any deficiencies.
- Supervisors shall make weekly inspections of the vehicles and equipment assigned to subordinates to ensure they are being maintained according to policy.
- Supervisors shall ensure employees adhere to the routine service and maintenance schedules established by the Equipment Maintenance Division.
- Employees shall complete the appropriate Equipment Maintenance forms to describe service needs and requested repairs when leaving vehicles and equipment for service at the City Garage. Forms shall be submitted to a supervising mechanic.
- Vehicles and equipment requiring warranty service shall be taken to the City Garage where authorized personnel shall arrange appropriate service.
- No modifications shall be made, or accessories added, to City vehicles and/or equipment without the express authorization from the department supervisor, Equipment Maintenance Superintendent and City Manager.
- All vehicles and equipment shall be secured by removing keys, closing windows, and locking doors prior to storing at the Corporate Yard and other facilities.

8. Accidents Involving Vehicles and Equipment

Accidents involving City vehicles and equipment shall be reported as follows:

a. Accidents shall be reported to the appropriate law enforcement agency, if necessary, to Human Resources/Risk Management and to the department supervisor immediately.
b. Employees shall complete the City's Incident, Accident, and Injury Form and submit it to the supervisor.
c. The supervisor, upon receipt of the employee's accident report, shall review the report, investigate the facts, and complete the Supervisor's Accident Investigation Form, and submit a recommendation along with the completed employee's Incident, Accident, and Injury Form to Human Resources/Risk Management within twenty-four (24) hours.
d. Any damage resulting to vehicles and equipment, other than an accident, shall be reported to the department supervisor immediately and shall be subject to the same procedure as accidents.
e. Damage to City vehicles and equipment due to negligence, unsafe driving or operation, or damage due to willful misconduct by an employee may be cause for disciplinary action up to, and~~,~~ including, termination.

9. Use of Vehicles and Equipment

Employees may be assigned vehicles and/or equipment for use during standard business hours to conduct official City business.

Employees may need to utilize vehicles to attend official functions inside and outside of the city limits. Employees shall not use City vehicles and equipment outside the City without prior authorization from the Department Director.

Vehicles and equipment may be used after hours to conduct official City business. After hours employees may use City vehicles as transportation from their residence to the assigned work site and back to the residence.

10. Use of Private Vehicles

Private vehicles shall not be used for work-related activities without the permission of the Department Director or designee.

11. Personal Use of Vehicles and Equipment

City vehicles and equipment shall only be used for work-related purposes and shall not be used for personal errands or transport. Exceptions may be made by the City Manager or through an approved and fully executed Memorandum of Understanding.

City vehicles and equipment may be authorized for take-home use in accordance with the following criteria:

a. The authorization for the take-home use of City vehicles and equipment shall be based on operational need.
b. The City Manager shall authorize all take home use of City vehicles and equipment not otherwise permitted by an approved and fully executed Memorandum of Understanding.
c. Safety personnel and other employees responding to emergencies may be provided with City vehicles that have specific equipment. Such take home assignments are regarded as a requirement of the job and shall be identified by the Department Director and City Manager.
d. The City Manager may discontinue the use of a take home vehicle assignment upon finding that the position and responsibility of the position no longer requires such usage, or that such usage is not in the best interest of the City, including that the employee is not complying with the requirements of this policy.
e. An employee who is authorized to take home a City vehicle and/or equipment shall make reasonable efforts to protect the vehicle and/or equipment against loss and/or damage. This may include the removal of portable equipment from the interior of the vehicle.

f. Employees must account to the City for the authorized personal use of City vehicles. The usage must be substantiated (for example, mileage), the time and place of the travel, and the purpose of the travel. Written records made at the time of each use are the best evidence. All personal use of a City-provided vehicle will be included in employee wages per Internal Revenue Code Sections 123 and 611. This paragraph is not applicable to sworn safety units.

12. Regular Take Home Authorization and Assignment

Regular or permanent take-home authorization of City vehicles and equipment, not otherwise permitted by an approved and fully executed Memorandum of Understanding, shall be approved by the City Manager and based on the following criteria:

a. The employee resides within forty (40) miles of the Redlands City Limits. Employees currently assigned a take home vehicle will be grandfathered at the time of adoption of these rules and regulations.
b. The employee is regularly and frequently subject to call for emergency response, has specific expertise and must respond with a specially equipped vehicle.
c. The employee provides regular and frequent off duty supervision where no subordinate has been designated to act.
d. An employee who, on an average of fifty (50%) of the standard work week, is required to begin or end daily work activities at sites other than the permanent work station.
e. There is a specialized assignment, approved by the City Manager and Department Director, requiring the use of City vehicles and/or equipment.
f. Employees may not use City-provided vehicles for personal purposes, other than commuting or de minimis personal use. Employees shall be responsible for use of the vehicle in compliance with City and department policies and procedures.
g. Employees must account to the City for the regular take home of City vehicles. The usage must be substantiated (for example, mileage), the time and place of the travel, and the purpose of the travel. Written records made at the time of each use are the best evidence. All personal use of a City-provided vehicle will be included in employee wages per Internal Revenue Code Sections 123 and 611. This paragraph not applicable to sworn safety units.

13. Temporary Take Home Authorization and Assignment

Temporary take home authorization of City vehicles and equipment shall be approved by the Department Director in accordance with the following criteria:

a. The temporary assignment of City vehicles and equipment for take home use shall not exceed thirty (30) days.
b. The employee resides within forty (40) miles of the City Limits of Redlands.

c. The employee is assigned to "Stand By" or "On Call" status, as defined in respective Memoranda of Understanding, for emergency response, has specific expertise and must respond with a specially equipped vehicle.

d. There is a temporary or specialized assignment, approved by the Department Director, requiring the use of City vehicles and/or equipment.

14. Miscellaneous

This policy does not preclude departments from implementing additional, department-specific policies and procedures related to the use of City vehicles and equipment.

The use of tobacco products, in all forms, is prohibited in City vehicles and equipment.

Any violation of this policy is subject to disciplinary action, up to and including termination.

N. TRAVEL AND EXPENSE REIMBURSEMENT POLICY

1. Overview

It is the policy of the City of Redlands to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the City. The City strongly encourages employees to book travel in advance and to utilize travel discounts when making travel arrangements.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, or will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Travel Includes:

- Attendance at workshops, seminars, conventions, conferences, or other meetings of interest to the City~~;~~ and/or authorized travel for any purpose in connection with official City responsibilities.

Approval:

- All travel must be approved in advance by the employee's Department Director or ~~his/her~~their designee. This process must be documented by completing a Training/Travel Request Form if the cost of training/travel is estimated to exceed $500.
- When the Employee is a Department Director, City Attorney, City Clerk, or City Treasurer, the travel must be approved by the City Manager or ~~his/her~~their designee. City Manager or Council Member travel must be approved by a member of the City Council.

- All out of country travel by City employees, including Department Directors, appointed, and elected officials, requires the approval of the City Council in an open meeting.

2. Compensation While Traveling

Non-exempt employees shall be paid their hourly rate as hours worked while they are traveling (whether by automobile, airplane, train, etc.) for City-approved, job-related purposes. Non-eExempt employees will be paid their hourly rate for actual hours spent in training and for travel time. When a non-exempt employee is not required to report to their regular employment site on a day he/she attends City-approved training, paid travel time shall be calculated as the lesser of the time spent travelling from the non-exempt employee's residence to the training site and back or the time spent traveling from their regular employment site to the training site and back. If the non-exempt employee is required to report to their regular employment site on a day he/she attends City-approved training, paid travel time shall be calculated as the time spent traveling from their regular employment site to the training site and back, regardless of where the non-exempt employee resides.

3. Authorization and Responsibility

Employee travel must be authorized, and employees should verify that their travel is eligible for reimbursement before making travel arrangements. Employees should utilize the Training and Travel Request Form.

Within sixty (60) calendar days of travel completion, employees must submit an Expense Reimbursement Claim Form with original receipts and supporting documentation.

The Expense Reimbursement Claim Form must be signed by the Department Director or designated authority. Designated approval authorities are required to review expenditures and withhold reimbursement if there is a reason to believe that the expenditures are inappropriate or extravagant.

Employees should review this policy before spending personal funds for City travel to determine if such expenses are reimbursable. The City reserves the right to deny reimbursement of travel-related expenses for failure to comply with this policy.

4. Vacation in conjunction with business travel

In cases where an employee is utilizing vacation time in conjunction with City-related travel, any cost variance in airfare, car rental or lodging must be clearly identified on the Expense Reimbursement Claim Form. The City will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be reimbursed; only expenses incurred during the dates of City-related travel will be reimbursed.

5. **Permissible prepaid travel expenses**

Before leaving on travel, the City may issue prepayments for the following expenses:

- airfare
- rail transportation
- conference registration fees

Employee may also request advance per diem allowance to cover meals and incidental expenses during travel as defined in Section H. The request must be submitted to Finance for processing no earlier than four (4) weeks prior to departure date.

If the employee has received a prepayment and is unable to attend the event, they are required to request a refund of all prepaid expenses. The Department Director or designated authority are responsible for ensuring that employees request refunds for all prepaid expenses. The City reserves the right to request reimbursement from employees for all non-refundable prepaid expenses. Employees have a minimum of thirty (30) calendar days to reimburse the City for any non-refundable prepaid expenses.

If the employee has received an advance per diem allowance but is unable to attend or complete the event, he/she should refund the City for the unused portion of the per diem allowance within thirty (30) days after the event date or his/her return. The Department Director or designated authority are responsible for informing Finance Department in writing of the impending refund and the amount owed to the City. Failure of the City employee to refund the unused portion within thirty (30) days after the event date or his/her return will cause the City to recover the amount via payroll deduction on the employee's next paycheck.

If a City employee who received a prepayment attends the event or completes the required travel for work and there is any unused portion of the prepayment remaining, the employee will refund to the City the unused portion within thirty (30) days after the event date or his/her return. Failure to do so will cause the City to recover the amount via payroll deduction on the employee's next paycheck.

Permissible prepaid travel expenses must be reconciled within 30 days upon the conclusion of the event or the employee's return, whichever is sooner.

- ~~per diem~~

~~If the employee has received a prepayment and is unable to attend the event, they are required to request a refund of all prepaid expenses. The Department Director or designated authority are responsible for ensuring that employees request refunds for all prepaid expenses. The City~~

~~reserves the right to request reimbursement from employees for all non-refundable prepaid expenses. Employees have a minimum of thirty (30) days to reimburse the City for any non-refundable prepaid expenses.~~

6. Reimbursable Expenses

Reimbursement requests for travel expenses are submitted on an Expense Reimbursement Claim form signed by the designated approval authority and accompanied by the following (if applicable):

- Approved Training and Travel Request Form;
- Itemized expense receipts;
- Internet map showing route and miles traveled;
- Event brochure or flyer;
- GSA Meals & Incidentals Breakdown for destination; and
- Listing of prepaid travel expenses

All original itemized receipts must be attached, with the exception of per diem allowances, as well as a copy of the event schedule (if applicable). If a City employee has lost a receipt or unable to obtain an itemized receipt for a travel-related expense, a memo signed by their department head is required. These forms must be submitted to the Finance Division within sixty (60) calendar days after the travel is completed. Forms not submitted within this time frame require exception approval from the Management Service Director or City Manager or their designee.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts. The City will reimburse travel expenses for the most efficient and economical mode of transportation. Reimbursements that may be paid by the City are shown below.

Airfare. An original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Employees are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare should be booked for economy/coach class only; Business or First class is not reimbursable. Upgrades are not reimbursable. Employees are encouraged to book flights at least 30 days in advance to avoid premium pricing. If the airline charges additional charges for checked luggage, only the cost of the first checked bag will be reimbursed.

Rail transportation. The City will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

An original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Mileage. Reimbursement for use of a personal automobile is based on the current reimbursement rate determined by the Internal Revenue Service. Mileage reimbursement is granted only when employees are required to use their personal vehicle in connection with their assignment and in the performance of their duties. An Expense Reimbursement Claim Form must be submitted to the Finance Department to receive mileage reimbursement. Attached should be a copy of an internet map showing the route and mileage traveled.

Reimbursable mileage will be based on the estimated most direct or fastest google map route and shall be calculated from the primary worksite of the employee to the various destinations and return to the primary worksite. In the event an employee~~s~~ does not visit the regular place of work on their scheduled workday~~any business day~~, mileage shall be reimbursed for any miles that exceed the employee's normal commute. Employee must then submit an internet map showing route and miles from home to work, point of origin to point of destination, and return trip to point of origin.

A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Automobile Rental. Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible.

The City authorizes reimbursement for the most economic vehicles available (economy or midsize). The itemized rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

When vehicle rentals are necessary, the City encourages Employees to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. The City will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

Drivers should be aware of the extent of a coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Employees are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Conference registration fees. The City will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a brochure along with

a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

A prorated amount for the meals provided must be deducted from the Employee's per diem. See Meals (per diem) for more detail. Entertainment activities such as golf outings and sightseeing tours will not be reimbursed.

Lodging. The cost of overnight lodging (room rate and tax only) will be reimbursed to the employee if the authorized travel is 50 miles or more from the employee's home or primary worksite. Exceptions to this restriction may be approved in writing by the Department Director, City Manager, or his/he designee.

The City will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. Only single room rates are authorized for payment or reimbursement unless the second party ~~is representing~~represents the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included. The lodging receipt must be itemized listing all expenses.

Meals and Incidentals (Per Diem). Per Diem reimbursement will be issued for meals and incidentals for travel that is fifty (50) miles or more from the employee's primary worksite. For one day travel in excess of fifty (50) miles, seventy-five (75%) of the applicable GSA daily per diem rate will be provided.

The City's per diem rates are based on the U.S. General Services Administration Guidelines, which vary by location. The rates are listed online at www.gsa.gov. In addition to meals these rates include incidental expenses such as service tips (e.g., housekeeping or porter tips). Incidental expenses, unless specifically cited in this policy, will not be reimbursed.

The maximum reimbursable gratuity~~ies~~ for meals is twenty percent (20%) of allowable meal expenses and taxes. For the first and last days of travel, seventy-five percent (75%) of the applicable GSA daily per diem rates will apply. This will also apply to all multi-day travels not requiring an overnight stay. If meal is provided on the first and/or last day of travel, the City will deduct the entire allocated meal cost from the decreased per diem rate in accordance with the GSA requirement and Code of Federal Regulations (CFR) 41.301-11.18.

Receipts are not required for per diem allowances.

Business Meals and Expenses. Employees are allowed reimbursement for meals and various business expenses when the opportunity to discuss the City's concern with state and federal officials, participating in regional, state and national organizations whose activities affect the City, or promoting public service and morale by recognizing such service. Business expense reimbursements must be an authorized expense in benefit of the City.

Parking and Tolls. Original receipts are required for parking fees and tolls (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

If, in lieu of parking at the airport, the City employee obtains a ride to and from the airport, the cost of the mileage for both round trips will be covered up to what the cost would have been for one round-trip plus the cost of long-term parking for the required travel period.

Miscellaneous transportation. Original itemized receipts are required for taxi, bus, subway, metro, ferry, rideshare, and other modes of transportation.

Visa, passport fees and immunizations. If these items are required for international travel, their reimbursement is left to the discretion of the Department Director. If approved by the designated authority, original itemized receipts are required.

7. Non-reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by the City:

- Airline club memberships;
- Airline upgrades and excess baggage;
- Alcohol;
- Business or First Class airfare;
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges;
- Commuting between home and the primary work location;
- Costs incurred by employee's failure to cancel travel or hotel reservations in a timely fashion;
- Evening or formal wear expenses;
- General use clothing;
- Haircuts and personal grooming;
- Laundry and dry cleaning;
- Lost luggage and personal items;
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment;
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs;
- Repairs to personal vehicles;
- Travel accident insurance premiums or purchase of additional travel insurance;
- Valet parking, unless the hotel or venue prohibits guests from parking their own vehicles;
- Traffic and/or parking violation fines; or
- Other expenses not directly related to City related travel.

8.Travel for Non-Employees

Additional costs for travel, lodging, meals or other travel expenses for spouses or other family members will not be reimbursed.

O. CREDIT CARD POLICY

The City of Redlands uses a variety of methods for the purchase of goods and services, including petty cash, purchase orders, and disbursement vouchers, along with credit cards, which are overseen by either the City Manager's Office or purchasing depending on the type of card. Processing purchase orders is not cost effective for low dollar value goods. Occasionally suppliers will not accept a purchase order which makes the use of a credit card more efficient. In addition, credit cards will allow Cardholders to take advantage of short-term sale discounts and to make purchases and/or reservations by phone and the internet. The purpose of this policy is to identify which employees would be eligible to be Cardholders to make these types of purchases for the City, as well as the proper use and documentation required when the City-issued credit cards and gas cards are used for City business.

A City of Redlands credit card will only be issued to specifically identified employees who, because of their job duties, have been approved to be Cardholders by their Department Directors. Only those employees who make specific purchases allowable under this policy for their Department will be issued credit cards. The City credit card program is overseen by the City Manager's office and purchasing, and allows oversight of such purchases by Department Directors and reconciliation by the Finance Division. Verification of all purchases is required by each Cardholder, with signature approval performed by the Cardholder's Supervisor and/or Department Director. All credit card purchases are reviewed monthly by the applicable Department Director and the Management Services Department's Finance Division.

1. Roles and responsibilities

City Manager's office

- Authorizes and issues new credit cards to approved city employees.
- Arranges credit or transaction-level limits for individual cards.
- Serves as liaison between department contacts and issuing bank.

Purchasing

- Oversee the issuance and use of store cards
- Serves as liaison between department contacts and approves stores

Department Directors/Authorized Cardholder

- Ensures City issued credit card is used only for its intended purpose after obtaining proper authorization.
- Retains receipts and provides explanation for all City Credit card transactions.
- Maintains card in secure location and limits the use to employees who require a card for City business.
- Authorizes and submits receipts and itemized monthly reconciliation to finance by specified due date.
- Notifies the City Manager's office of any fraudulent activity.

Management services/Finance Division

- Process payment for credit card invoices on a timely basis to avoid late payment charges.
- Distributes monthly credit card statements to department contacts for charge reconciliation and approval.

- Ensures that all credit card transactions are properly authorized with adequate receipt documentation and signatures.

2~~1~~. Authorized Cards

a. Credit Cards/Store Cards

Redlands City Manager's office and purchasing ~~is~~ are designated as the City's credit card coordinators. They contract with a Card Issuer in connection with the City's Purchasing Guidelines to acquire the credit cards for specifically identified employees. The Card Issuer will have no individual Cardholder information other than the Cardholder's work address. No credit records, social security numbers, etc., are maintained by Card Issuer, and will not have any impact on the Cardholder's personal credit. City-issued Credit Cards can only be used by the individual to whom it has been issued.

b. Gas Cards

Gas cards will be issued to authorized employees in the Facilities and Community Services and Police Departments. Depending on the vendor, these cards may be issued in the City's name or in the specific name of an employee. Use by anyone other than the authorized Cardholder is prohibited.

3~~2~~. Card Eligibility

Under the guidance of the City Manager, Department Directors are responsible for identifying which employees should be issued a credit card or gas cards. The number of employees identified to receive cards should be minimized and should be strictly limited to those who are required as part of their job duties to make purchases for their ~~Department~~department pursuant to this policy. Limited-service temporary employees cannot be assigned a credit card, but may be authorized to use a gas card by their Supervisors and Department Director if necessitated by their job duties.

4~~3~~. Card Issuance~~Obtaining Credit Card for an Identified Eligible Employee~~

Department Directors shall make a request to the City Manager's office/purchasing for the issuance of credit cards for an authorized employee. The City Manager's office will request a credit card for the approved employee and will ensure the employee reads and signs the **City of Redlands Cardholder Agreement** prior to taking possession of the credit card.

Protection of credit cards. It is the authorized cardholder's responsibility to always safeguard the card and credit card number. If a cardholder suspects the loss, theft, or possibility of unauthorized use of the card, they should notify the ~~City Manager's office~~appropriate card liaison as soon as possible. If a card is reported as lost or stolen, the City Manager's office, or designee, will contact the card issuer and may cancel or replace the credit card.

5. Cancellation

An employee must return the assigned credit card to the City Manager's office/purchasing upon termination from employment, submitting their notice of separation from the City of Redlands, notice of transfer to another department, or loss of credit card privileges.

~~Department Directors, or their authorized designees, shall make a request to the City Manager's office for credit card issuance.~~

~~5~~64. Card Usage

City credit cards can be used for purchases of supplies, services, materials, or equipment. Cardholders must ensure that all purchases are budgeted and abide by the city purchasing guidelines.

Allowable purchases include:

- Supplies, services, materials, and goods up to the cardholder's approved cycle credit limit for vendors that require payment prior to delivery of goods or services.
- Gas, oil, and supplies for city vehicles.
- Restaurants/meals- the maximum gratuity for meals is 20% of the meal expense and taxes.
- Memberships for professional organizations that support a city employee's assigned job duties. Receipts must also reflect the start and end date of membership.
- Airline tickets, lodging, and vehicle rental for City personnel (City council, City Manager, other city employees) traveling on official City business for which they are not being reimbursed through the Travel and Expense Reimbursement Policy
- Conference registrations fees
- Incidental computer replacement parts such as keyboards, mouse, power strips etc.
- Annual fees/ subscriptions that are broken down into a monthly charge and there is no monthly invoice.
- Emergency purchases in accordance with the city's purchasing guidelines

Prohibited Purchases:

The following types of purchases are prohibited by City policy:

- Personal purchases of any kind including those for the personal benefit of another individual
- Gift cards, without prior approval of a Department Director
- Entertainment
- Cash advances
- Weapons and ammunition
- Alcoholic beverages
- Capital Equipment (any 1 item over $5,000 limit per city Policy) coded to 8000 object code series.

- Invoices for supplies, goods, and services from vendors that have been set up through accounts payable and may require 1099 at the end of the year.
- Unauthorized computer equipment including all printers, cell phones, tablets, laptop computers, computer memory, external hard drives, or software of any kind that is licensed or requires installation by the IT department. Purchases of this nature, that have been previously approved by the IT Division, may be made by credit card but should be coordinated through that division ahead of time.

Misuse of card. Under no circumstances is a cardholder permitted to use the city credit card for personal purchases. Personal purchases are defined as the purchase of goods or services intended for non-work-related use or for uses other than official City business. Cardholders that unintentionally violate this rule shall notify the finance division, complete the required documentation, and reimburse the City immediately.

Cardholders who consistently violate the prohibited purchases section of the credit card policy intentionally or unintentionally shall be subject to disciplinary action, up to and including losing credit card privileges and other appropriate measures.

- ~~All purchases must abide by the City Purchasing Guidelines;~~
- ~~May be used to charge budgeted services, supplies and equipment;~~
- ~~May be used for the purchase of gas, oil, and supplies for City vehicles;~~
- ~~May be used to charge conference/seminar registration, airline, lodging, and car rental costs for the City Council, City Manager, or other City employees;~~
- ~~May not be used for personal benefit or personal use;~~
- ~~May not be issued to any elected members; and~~
- ~~Must be returned to the City upon termination or resignation prior to receiving their last paycheck.~~

6~~5~~. Reconciliation

At the end of each credit card statement cycle, the Finance Division will forward the credit card statement and expense reconciliation form to all cardholders and their appointed staff. C~~c~~ardholders must provide to the Finance Division a reconciliation of their credit card charges, including all original receipts and signature approval by their Department Director.

- Itemized receipts required -Every purchase must have a detailed itemized receipt. A credit card signature slip with only the amount charged is not considered sufficient documentation. Business meal receipts must also include the name(s) of the person(s) attending and the business objective.
- Sales tax -The city is obligated to pay sales tax on all eligible (tangible property) purchases. Items purchased online using a credit card for which the city does not pay sales tax must be tracked and reported to the finance division on a quarterly basis.
- Missing Receipt- In the event of a missing receipt, the cardholder must attempt to obtain a duplicate copy from the vendor. If a duplicate copy cannot be obtained, a memo with the

director's signature documenting the nature of the charge should be submitted in place of the missing receipt.

- Credits- If the cardholder returns merchandise a credit should be issued to the cardholder's credit card and a credit receipt must be obtained. Under no circumstances should a cardholder receive cash or a credit voucher.
- Disputes-A cardholder should attempt to resolve a dispute or billing error directly with the vendor. If the vendor agrees to issue a credit, the cardholder must ensure that the credit for the reported disputed item(s) or billing error appears on the current or subsequent credit card statement cycle. Examples of transactions that should be disputed include:
    - Unauthorized charges
    - Differences between the amount authorized and the amount charged.
    - Duplicate charges
    - Failure to receive goods.
    - Returned goods that were not credited.
- Fraudulent Charges- If a cardholder determines possible fraudulent charges on their card, they must promptly notify the ~~City Manager's office~~credit card coordinator. The authorized individuals will report the fraudulent incident(s) to the credit card issuer. The card may be canceled, and a new card and number may be issued to the cardholder.

P. RIDESHARE POLICY

The City of Redlands developed a rideshare program in an effort to reduce the number of vehicles used for employee commutes to and from work. Reducing vehicle trips and mileage positively effects our air quality and traffic congestion.

Rideshare ~~is any method of commuting to and from work other than driving alone. It~~ includes carpool, vanpool, riding public transportation such as the bus or train,~~the bus,~~ walking, cycling, and telecommuting. "Carpool" shall mean two or more City employees sharing a ride to and from a City facility.

Rideshare shall also include commuting in a vehicle recognized by the State of California as being allowed access to high-occupancy vehicle (HOV) lanes. ~~"Carpool" shall mean two or more City employees sharing a ride to and from a City facility.~~

Employees utilizing this form of rideshare must provide proof of eligibility as requested by the Program Coordinator.

1. Provisions

- Participation in the City Rideshare Program is voluntary.
- This program is an honor system program. Once a participation form has been verified and approved, the Program Coordinator shall rely on the employee and ~~his/her~~their supervisor to accurately report all rideshare days on the employee's time sheet. The

Program Coordinator shall monitor, and audit rideshare reporting to ensure accuracy and compliance with program rules.

- Enrollment shall be approved and processed by the Program Coordinator in order to receive rideshare benefits. All changes in participation shall be approved and updated by the Program Coordinator prior to recording and compensation on the time sheet.
- Employees commuting in a City-provided and/or assigned vehicle are not eligible for rideshare incentives.
- ~~Employees commuting in a City-provided van shall select~~ one ~~"park and ride" location central to all riders in the vanpool. All employees shall assist with van driving, fueling and cleanliness.~~
- ~~If ridership in a vanpool decreases, the Program Coordinator may reallocate the City van to accommodate a greater number of employees.~~
- Reporting rideshare days on a timesheet is no different from reporting any other type of regular work hours or utilization of leave balances. Any false information reported on a timesheet for rideshare hours shall be treated in the same manner as any other falsification reported on a time sheet.
- Failure to accurately record rideshare credit and use may result in the loss of rideshare privileges. In addition, intentional abuse of rideshare program rules and reporting requirements may result in disciplinary action up to and including, termination.
- In order to be eligible for rideshare incentives, carpooling employees shall:
- Rideshare to and from work for the workday in which incentives are being claimed;
- Rideshare with another City employee;
- The final destination of the carpool vehicle shall be a City facility for the commute to work, and the final destination of the carpool vehicle for the commute from work shall be a designated "park and ride" site or the ridesharing employee's home. An employee's home may be designated as a rideshare site with approval by the Program Coordinator.
- The total number of miles traveled by the carpool vehicle shall not exceed the total number of miles that would have been traveled had the employees commuted separately.

2. Incentives

Employees will be eligible for incentives as determined by the City.
~~Employees on designated routes may choose to commute in a City run vanpool. These routes shall be designated by the Program Coordinator and shall be based on the number of employees residing in a given area.~~
Employees who rideshare a designated number of times per quarter shall be eligible for quarterly and/or annual drawings for additional incentives.

3. Required Forms

All employees who wish to participate in this program and claim incentives shall complete the required forms with the ~~Office~~ Division of Human Resources.

Q. RECEIPT OF GIFTS

The City of Redlands recognizes that gifts or entertainment to employees may be viewed by the public as intending to influence judgment and could possibly cause an employee to be placed in a compromising situation. Therefore, it is the policy of the City to prohibit acceptance of gifts by City employees. While common sense on the part of employees regarding the acceptance of gifts is the most realistic control, it is helpful to have some specific guidelines to follow which interpret the City's policy. The guidelines listed below are supplemental and in addition to the requirements of the Political Reform Act.

1. Donation of Gifts

Gifts that are consumable or useable on the work premises should be returned to the donor in the spirit in which they were given with a thank you and explanation of why the employee cannot accept the gift as detailed in this policy. If it is not feasible to personally return the gift at the time it is given, the recipient employee may accept the gift upon the condition that the gift shall be donated to a bonafide charitable organization by the employee. Examples of items which fall under this category include plants, candy, baked goods and similar items. An employee who accepts a gift for subsequent donation must complete a gift receipt form within 15 working days. The form identifies the gift, its value, the date received, the donor, and the charitable organization to which the gift was donated by the employee. For gifts which are accepted on the condition that they will subsequently be donated to a charitable organization, the employee should keep one copy, and forward one copy, of the form to the City Manager's Office for recording to ensure consistency for reporting purposes.

2. Return of Gifts

All alcoholic beverages and other gifts which are not consumable or useable on work premises shall not be accepted and shall be returned to the donor in the spirit in which they were given. If the employee is given a prohibited gift, the employee should respectfully give the gift back with a thank you and an explanation of why the employee cannot accept the gift as detailed in this Policy. If it is not feasible to personally return the gift at the time it is given, the recipient employee shall send the gift back to the donor with a note explaining why it is being returned.

3. Exclusions

This Policy does not pertain to meals or events, although disclosure requirements under the Political Reform Act will still apply. Nor does this Policy prohibit an employee from accepting gifts that are consumable or useable on the work premises, as authorized by the City Manager or ~~his/her~~their designee, from the City or from another employee in recognition of exemplary service or performance of duties.

R. DRUG AND ALCHOHOL ABUSE

The City of Redlands, its employees and their representatives, and prospective employees have a vital interest in maintaining safe, healthy~~ful~~, and efficient working conditions. Being under the influence of

drugs or alcohol on the job may pose serious safety and health risk, not only to the user, but to co-workers and the public.

1. Definitions

a. Alcohol is defined as any alcoholic beverage or substance, including any medication or food containing alcohol such that it is present in the body at a level in excess of that stated in the guidelines by the Department of Transportation.

b. Drugs or controlled substances are defined as any substance which impairs an employee's ability to perform job duties, poses a threat to the safety of the employee or others and their property, or otherwise creates a risk of harm to the City.

~~b.~~c. Tetrahydrocannabinol (THC) is defined as the chemical compound in cannabis that can indicate impairment and cause psychoactive effects.

~~c.~~d. Safety-Sensitive Employee is defined as an employee who holds a commercial driver's license and who operates a commercial motor vehicle, on a full-time, part-time or intermittent basis.

~~d.~~e. Commercial Drivers' License is defined as a Class A or Class B vehicle license.

~~e.~~f. Reasonable Suspicion is defined as objective facts sufficient to lead a reasonably prudent manager or supervisor to suspect that an employee is under the influence of alcohol and/or drugs so that the employee's ability to perform ~~his/her~~their job functions is impaired or so that the employee's ability to perform ~~his/her~~their job safely is reduced.

~~f.~~g. Substance Abuse Professional is defined as a licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of clinical experience in the diagnosis and treatment of alcohol and substance abuse.

~~g.~~h. City Property – any facilities that are owned and/or operated by the City of Redlands.

2. Provisions

This policy applies to all City employees and prospective employees, hereinafter referred to collectively as "employees." Where indicated, some of the policies apply only to safety-sensitive employees. Employees who violate this policy may be subject to disciplinary action, up to and including termination.

3. Prohibitions:

All employees are prohibited from:

a. Reporting to work, including standby or call-back time, or performing any job duties while their ability to perform job duties are impaired due to on or off-duty alcohol or drug use;
b. Possessing, manufacturing, or using alcohol or impairing drugs, including prescription drugs without a prescription, during working hours, on breaks, during meal periods or at any time while on City property;
c. Directly or through a third party selling, manufacturing, or providing drugs or alcohol to any person, including any employee, while either or both employees are on duty, or on City property;
d. Failing to notify ~~his/her~~their supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of ~~his/her~~their duties or operation of City vehicles or equipment;
e. Failing to provide, within 24 hours of request, bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the employee's name;
f. Refusing to immediately submit to any aspect of an alcohol, drug, or controlled substance test required by this Policy, or any tampering, obstruction of or interference with testing procedures;
g. Consuming alcohol, drugs, or controlled substances during the eight hours immediately following an accident in which the employee was involved, or until the employee undergoes a post-accident alcohol or drug test, whichever comes first;
h. Refusing to submit to a search of personal properties when directed by the City, upon reasonable suspicion and in accordance with the Public Safety Officers Procedural Bill of Rights, The Firefighters Bill of Rights and any other applicable laws.
i. Refusing to notify the City of any criminal drug statute conviction, in accordance with the Drug-Free Workplace Act of 1988, of a violation that occurred in the workplace no later than five days after such conviction;
j. Purchasing drugs, excluding prescription and over the counter, and/or alcoholic beverages while in a City uniform or while driving a City vehicle; and

Employees shall report any violations of this policy by a City employee to a supervisor, Department Director or ~~Office~~Division of Human Resources. Such reports shall be confidential with no reprisals.

4. Off Duty Cannabis Use

The Fair Employment and Housing Act (FEHA) AB 2188, and Section 12954 of the Government Code, makes it unlawful for an employer to adverse action against an individual in hiring, termination or any term or condition of employment, or otherwise penalize a person based on their recreational cannabis use outside of work, except for scientifically valid preemployment drug screening

conducted through methods that do not screen for non-psychoactive cannabis metabolites in their hair, blood, urine, or other bodily fluids.

AB2188 notes that THC, the chemical compound most commonly associated with cannabis' psychoactive and intoxicating effects, remains stored in the body as a non-psychoactive cannabis metabolite well after a period of impairment. CBD (cannabidiol) products are non-intoxicating and are considered non-psychoactive cannabis metabolites.

Although the regulations prohibit employment decisions based upon the presence of non-psychoactive cannabis metabolites in a drug screen, it does not prohibit an employer from discriminating in hiring, or any term or condition of employment, or otherwise penalizing a person based on scientifically valid preemployment drug screening conducted through methods that do not screen for non-psychoactive cannabis metabolites.

In addition, employees and applicants in positions requiring a federal background investigation or clearance and employees in the building and construction trades are exempt from this bill. The City continues its obligation to maintain a drug and alcohol-free workplace. Employees do not have the right to possess, use, or be impaired by cannabis on the job.

This law does not preempt state or federal laws requiring applicants and employees to be tested for controlled substances, or requiring a specific method of testing as a condition of employment, or as a condition of receiving federal funding or federal licensing-related benefits or entering into a federal contract.

~~4.~~5. Alcohol and Drug Testing

In carrying out and enforcing this policy, the City may require the following types of testing:

a. Pre-employment Testing. Following a written~~n~~ offer of employment, the City will require all ~~applicants~~ candidates to submit to a test for alcohol and illegal drug use as a condition of employment. Any applicant who refuses to provide consent for this test, or who receives a verified positive result will be disqualified from City employment.

~~b.~~ Reasonable Suspicion Testing and Search. If a manager or supervisor reasonably suspects that an employee is under the influence of alcohol, drugs or controlled substances while performing ~~his/her~~their job duties or operating City equipment, an employee may be required to submit to an alcohol and/or drug test. Observation shall be based on indicators. Examples of indicators which can form a reasonable suspicion that an employee is under the influence of alcohol, drugs, or controlled substances include, but not limited to, direct

observation of the following:~~: changes in appearance, smell, speech, involvement in an accident, difficulty walking, clumsiness, dilated pupils, watery and/or red eyes, or suspicious movement or actions of the employee.~~

b.

- Changes in appearance or odors (smell of alcohol, body odor, or urine)
- Suspicious movements (unsteady, fidgety, dizzy, clumsiness)
- Eyes (dilated, constricted or watery, or involuntary eye movements)
- Face (flushed, sweating, confused, or blank look)
- Emotions (argumentative, agitated, irritated, drowsy)
- Actions (yawning, twitching)
- Inactions (sleeping, unconscious, no reaction to questions)

Steps to take when there is reasonable suspicion:

- If the employee is working around machinery or heavy equipment or is in any other type of safety-sensitive job or is acting out in a way that appears to be a safety concern for the employee or others, remove the employee from the area and ask them to wait in a conference room or an office.
- The observer should document their observations, including any abnormal behaviors. The observer should be as specific as possible in their descriptions but not attempt to diagnose the situation.
- Notify the ~~Office~~Division of Human Resources and the Department Director. Human Resources staff shall assess what is known and observed after meeting with the employee. If reasonable suspicion is warranted the employee may be required to submit to an alcohol and/or drug test.
- The ~~Office~~Division of Human Resources shall meet with the employee and clearly explain what has been observed and documented and that the employee will be sent for a drug and alcohol test. An employee's refusal to submit to such a test is cause for discipline, up to and including termination.
- Employee will be sent home while the ~~Office~~Division of Human Resources waits for test results.

~~i. Notify the HR Director, or if the HR Director is not available, a Department Director. Upon approval by the City Manager, or his/hertheir designee, the employee may be required to submit to an alcohol and/or drug test. An employee's refusal to submit to such a test is cause for discipline, up to and including termination; and~~

~~ii. Document in writing the facts constituting reasonable belief that the employee in question is under the influence of drugs or alcohol.~~

Moreover, the City reserves the authority to search, without employee consent, and subject to Section 3309 of the Public Safety Officers Procedural Bill of Rights where applicable, all areas of City property.

~~5.~~6. Post-Accident Testing

All employees involved in a vehicle collision may be required to be drug and alcohol tested following a vehicle collision while on City business. Not only may the operator of any vehicle involved be tested, but so may any other employee whose performance may have contributed to the accident, such as the employee who maintains the vehicle or work-site where the accident occurred.

For commercial drivers, post-accident controlled testing, pursuant to this policy, must occur under the following circumstances:

a. A fatality or serious injury;
b. If the driver received a citation under the State of local law for a moving traffic violation;
c. Bodily injury to any person, as a result of the injury, receives immediate treatment away from the scene; or
d. One or more motor vehicles incur disabling damage as a result of the occurrence and such vehicle(s) are towed away from the scene.

If required, drug testing shall occur as soon as practical, but no later than 32 hours after the accident. If the controlled substances test cannot be performed within this time period, the reason shall be documented.

If required, alcohol testing shall occur within two (2) hours of the accident. If the alcohol test cannot be performed within this time period, the reason shall be documented. In no case shall an alcohol test be administered later than eight (8) hours past the time of the accident and the reason for the delay shall be documented. Refusal by an employee will be treated as a positive test result and will result in discipline, up to and including termination.

~~6.~~7. Random Testing

All City employees in Safety-Sensitive positions will be subject to random alcohol and drug testing. Depending on the random selection, some employees may be tested more than once a year, while other are not tested at all.

~~7.~~8. Testing Procedures

a. Testing administrators. The drug or alcohol testing of applicants or employees shall be performed only by a laboratory, a physician or health care professional qualified and authorized to administer and determine the meaning of any test results;

b. Once a reasonable suspicion determination is made the employee shall be transported to the medical facility for testing. After testing the employee shall be transported home. Under no circumstances shall the employee operate a motor vehicle;
c. Random testing will be completed on City property. Employees will be transported to the City location, designated by Human Resources, by their manager;
d. The ~~Office~~Division of Human Resources shall inform the medical facility when supervisors are transporting an employee for a drug and/or alcohol test and the approximate time of arrival.

~~8.~~9. Consequences of Failing an Alcohol and/or Drug Screen

An employee whose alcohol test indicates an alcohol concentration level of 0.02% or greater will be removed from ~~his/her~~their duties and will be subject to disciplinary action, up to and including termination. The employee will also be given information to contact a Substance Abuse Professional (SAP).

The SAP will evaluate the employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substances abuse. Assessment by an SAP does not shield an employee from disciplinary action or termination.

If an employee is allowed to return to duty following a positive test result, he/she must follow the rehabilitation program prescribed by the SAP, pass return-to-duty drug and alcohol tests, and are subject to unannounced follow-up tests for a period of one (1) to five (5) years. The cost of any treatment or rehabilitation services will be the responsibility of the employee. Employees will be required to use all accruals prior to taking unpaid leave time while participating in the prescribed rehabilitation program and or any suspension that may result due to a positive test.

Employees who are allowed to re-enter the workforce must agree to a re-entry contract. That contract may include, but is not limited to:

- A release to work statement from an approved Substance Abuse Professional (SAP);
- A negative test result for~~rom~~ drugs and/~~-~~or alcohol;
- An agreement to unannounced frequent follow-up testing, as recommended by the SAP;
- A statement of expected work-related behaviors; and
- An agreement to follow specified after-care requirements with the understanding that any violation of the re-entry contract is grounds for termination.

After the City has complied with any legal obligation to reasonably accommodate an employee's protected disability, if any, the City may terminate an employee who is unable to perform the essential functions of the job.

S. SMOKING

The City is committed to providing a ~~healthful~~healthy and safe working environment for employees. To maintain this commitment, the City prohibits smoking, including electronic cigarettes, and the use of smokeless tobacco products:

- In areas where fire and/or safety hazards exist;
- As prohibited by law;
- Inside any enclosed facilities that are owned and/or operated by the City of Redlands;
- In City-owned, leased and/or rented vehicles; and
- Within 20 feet of any enclosed facilities that are owned and/or operated by the City of Redlands.

~~City~~The City Council adopted Chapter 8.54 of the Redlands Municipal Code, regulating smoking in public places and places of employment. This policy is consistent with the City's smoking prohibitions and the California Labor Code governing smoking in the workplace.

1. Definitions

- Smoking includes smoking cigarettes, electronic cigarettes, pipes, cigars, all tobacco products and weed or plants of any kind;
- Smokeless Tobacco Products ~~includes~~include chewing tobacco, snuff or oral snuff.

2. Provisions

All employees, officials, volunteers and visitors shall be subject to prohibition of smoking and the use of smokeless tobacco products.

Employees who smoke and/or use smokeless tobacco products shall not exceed the number of breaks allotted for each break as defined in appropriate MOU and/or applicable state and/or federal law.

T. OFF-DUTY CONDUCT

1. General Considerations

Full-time employees are expected to devote their full time to assigned duties as a City employee. An employee shall not engage in any employment, activity or enterprise which is inconsistent, incompatible or in conflict with City job duties, functions or responsibilities, nor shall an employee engage in any outside activity which will directly or indirectly contribute to the lessening of effectiveness as a City employee. No employee shall engage in any type of activity relating to an employee organization during such time an employee is on duty, except as expressly provided in these Rules, MOU or by law.

2. Outside Employment

Employees who hold or wish to hold jobs outside their normal City employment must complete a Request to Engage in Outside Employment Authorization Form with all required signatures and submit the form to their Department Director. Any outside employment will not be permitted if it conflicts in any manner with the employee's duties and responsibilities ~~with~~to the City or is prohibited by law. Each authorization is valid for one year or as indicated on the authorization form.

3. Prohibited Off-Duty Conduct

Employees may not engage in any employment or activities that create a conflict of interest, is unethical, or otherwise interferes with their City employment. In making a determination as to whether an activity creates a conflict or ethical question, the appointing authority shall consider, among other pertinent factors, whether the activity involves:

a. Receipt or acceptance by the employee of any money or other consideration from anyone other than the City for the performance of an act that the employee would be required or expected to render in the regular course of City employment;
b. The performance of an act or work which may later be directly or indirectly subject to the control, inspection, review, audit or enforcement by such employee or other City employees;
c. Conditions or factors which might directly or indirectly lessen the efficiency of the employee in regular City employment or conditions in which there is a substantial danger of injury or illness to the employee;
d. The use for private gain or advantage of City time, facilities, equipment and supplies, prestige, influence, or information obtained through one's city office or employment. No city-owned facilities, equipment or supplies, including autos, trucks, instruments, tools, supplies, machines, badges, identification cards, or other items which are the property of the City shall be used by an employee for personal or non-City business reasons except upon approval of the City Manager;
e. The solicitation of future employment with a firm or individual doing business with the city over which the employee has some control or influence in the course of performing official duties.

VII. INFORMATION TECHNOLOGY

A. COMPUTER AND ELECTRONIC COMMUNICATIONS

The Computer and Electronic Communications Policy ("policy") outlines the policies and guidelines that must be followed at all times to minimize business risks and maximize the benefits of the use of computing and electronic communications resources owned, leased, or controlled by the City of Redlands. Acceptable use standards form a critical component of enterprise security. This policy establishes standards for the acceptable use of the electronic communications systems of the City.

1. Scope

The City owns, has a property interest in, and has a right to specify the use of:

- All information processing and communications resources used to conduct its business, including hardware, computers, laptops, fax machines, telephones, cellular phones, smart phones, tablets, printers, copiers, storage media and all other hardware; and non-physical resources, such as: software, applications, online accounts, email, texts, pings, Internet/Intranet/Extranet access, storage media, network accounts, voice mail and instant messaging files other messages and all other non-physical assets used or stored in its offices and facilities; and,
- All such information processing and communications resources employed in its business that are connected to or able to be connected to its facilities from locations outside of the City's premises, including personal information processing hosted services, and communications equipment and/or software owned or leased by the City or supplied by the City to City personnel for their use.

All such resources are collectively referred to in this policy as "computing and electronic communications resources" or "resources." ~~All other all~~All data processing hardware, software, licenses, and any other physical equipment, electronic accounts, applications, and/or appurtenances required to transact City business electronically not expressly mentioned above also constitute the computing and electronic communications resources at City facilities.

2. Usage Rules

a. Ownership
The City of Redlands owns, leases and has the right to specify the use of all computers and electronic communications resources. No employee has any property interest in the City's electronic communications resources. Examples of electronic communications resources are given in the Computer and Electronic Communications section of the policy. No user should have an expectation of privacy in the use of any city computing and electronic communications resource. The City of Redlands reserves the right to audit networks and systems as necessary to ensure compliance with this policy.

b. Authorized Users
Employees, interns, volunteers, agency temporary workers, consultants, vendors, and all other individuals (collectively referred to as "user" or "users") conducting business on behalf of the City of Redlands are eligible to use computing and electronic communications resources but may do so only in accordance with this policy.

c. Acceptable Use
During an employee's designated working hours or working schedule, Authorized Users may only use City-owned or authorized non-City-owned computers and/or electronic communications resources to conduct City business. Examples of legitimate City business use are:

- Performing essential job functions;

- Participating in job-related conferences and discussions or collaborating via resources such as web sites, newsgroups, chats, and bulletin boards;
- Performing research, obtaining information or support, or pursuing approved job-related education;
- Promoting and communicating city business or related information.

Usage must also comply with any and all other terms established by the Personnel Rules and Regulations;

Employees requiring remote access to City systems and data will be given access using a virtual private network (VPN) established by the City's ~~Department of Innovation and Technology~~~~Information Technology~~ Division of Innovation and Technology.

VPN connections will only be installed after written authorization from the employee's Department Director and approval by the ~~Office~~Division of Human Resources and only on City-owned computing equipment. No requests to use personal devices will be granted.

d. Personal Use

The City understands that personal use of certain resources (i.e., cell phones, smart phones) is anticipated to varying extents, however such personal use must adhere to the terms contained in this policy. Employees are responsible for exercising good judgment regarding the reasonableness of personal use.

The City's computing and electronic communications resources are an asset that must be used primarily for legitimate City business purposes. Significant investments have been made and are expended to provide these resources to users for conducting City business. Personal use is not forbidden, but such use:

- Must be limited to non-working hours,
- The exception to this rule is if a mobile phone is assigned to an employee and that employee authorizes a payroll deduction for their personal use. The extent of use depends upon features selected and is clarified by the City Cell Phone Program/Device Acknowledgment Receipt required for all mobile phones assigned to users.
- Must not affect work performance and normal business activities.
- Must not directly or indirectly interfere with the City's operation of computer systems and electronic communications resources or the securing thereof.
- Must not compromise the physical security or reputation of the City.
- Must not burden the City with noticeable costs, or excessively drain network resources (i.e., bandwidth).
- Must not violate any provision of this policy, any other City policy, practice, resolution, ordinance, or any other legal requirement.

- Personal use is not permissible if the use requires substantial expenditures of time, uses for profit or uses that would otherwise violate City policy with regard to employee time commitments or use of City equipment.

e. Account Ownership
The safety and security of the City's computer system must be considered at all times when using computers or electronic communications resources. Authorized users are responsible for their own computer network and software accounts. Authorized users are prohibited from providing their account and password information to any unauthorized person, and from obtaining another user's password by any unauthorized means. Management shall not require or keep lists of user-names or passwords. Please reference the City of Redlands Password Policy for further clarification.

f. Proprietary or Confidential Information
If a user employs City of Redlands computer or electronic communications resources to subscribe or make postings to any Internet newsgroup, social networking site, public forum, blog or mailing list he or she shall not discuss or disclose proprietary or confidential information in any of those places, nor shall he or she disseminate such information through any other means.

g. Disclaimers
If a user employs City of Redlands computers or electronic communications resources to subscribe or make postings to any Internet newsgroup, social networking site, public forum, blog or mailing list he or she must include a disclaimer stating that views expressed are strictly their own and not necessarily those of the City, unless otherwise authorized.

3. Prohibited Activities

The following uses of the City of Redlands' computing and electronic communication resources are strictly prohibited (certain exceptions may be permitted for ~~police personnel~~legitimate job duties with approval of a supervisor):

a. Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, discriminatory, fraudulent, racially offensive, defamatory or otherwise unlawful or contrary to City policy.

b. Sending, receiving, downloading, displaying, printing or otherwise disseminating confidential information, documents or materials that are not authorized for dissemination.

c. Misrepresenting an individual's opinion as City policy or the City's position.

d. Disseminating or storing commercial or personal advertisements, solicitations, promotions, political information or any other unauthorized material.

e. Promoting private enterprise of any kind or for solicitations unrelated to City business.

f. Wasting computing and electronic communication resources by, among other things, sending mass mailings or chain letters, forwarding unauthorized attachments, unnecessary printing of email messages, excessive personal use or otherwise creating unnecessary network traffic.

g. Sending or forwarding email with attachments known or suspected to contain malicious software code, e.g., viruses and worms.

h. Sending unsolicited email messages, e.g., spam.

i. Employing a false identity (the name or electronic identification of another) or forging or attempting to forge any portion of email or instant messages. Authorized users may not send email anonymously, e.g., when the sender's name or electronic identification is hidden.

j. Sending email messages using another person's email account.

k. Downloading files and/or software that contain malicious software code and may contaminate City information systems and databases.

l. Using work time to access non-work related information or to "surf" the Internet.

m. Accessing the Internet through an anonymous proxy server or engaging in any activity that attempts to conceal web surfing or otherwise conceals actions that are prohibited by this policy.

n. Copying, installing, or using any software or data files that are in violation of applicable copyrights or license agreements.

o. Copying, installing, or using any software or data files that are not authorized for use by the City.

p. Use of electronic communications resources by any person who is not an authorized user.

q. Engaging in any activity that is illegal under local, state, federal, or international law while utilizing City-owned resources.

r. Revealing your network passwords to others or allowing use of your account by others.

~~p.~~s. Storing excessive amounts of personal data (music, video files, photos, etc.) on any City-owned device.

4. Monitoring, Auditing and Access

The City retains the right to monitor and audit all use of its computing and electronic communications resources, regardless of where such use is initiated. Additionally, the City retains the right to access all data, files and messages stored on, or processed through, its systems. Although the use of passwords and other forms of security are provided for

confidentiality, no employee should expect, nor do they have any personal right of privacy with respect to any file or message contained within or processed through the City's computing and electronic communications resources.

This policy distinguishes between access and monitoring. Access involves opening and reviewing the content of files. Monitoring focuses on traffic patterns, general and individual levels of usage, file subjects and types, file origins and destinations, and network efficiency and security. Without providing prior notice, the City reserves the right to review any material created, stored, sent, or received in its computer systems.

a. Purposes

- Computing and electronic communications resources may be monitored and audited, and computer files may be accessed, by authorized personnel for a number of purposes including:
- Maintaining and protecting the resources for the benefit of City compliance with law.
- Undertaking the professional and statutory obligations of the City,
- Ascertaining and helping to ensure compliance with City policies,
- Ensuring the proper operation of the resources, and
- Investigating suspicious circumstances.

Monitoring is used only to obtain information that is relevant to the workplace and is not used to obtain confidential personal information about employees. The City may engage in monitoring of electronic communications resources or other electronic files created by employees only in specific instances in which it has a legitimate business interest for such monitoring or some legal obligation to do so. In such cases, the City shall limit monitoring to actions reasonably required under the circumstances.

b. Surveillance Software

The City may use system software and software utilities, collectively, "surveillance software," to log, analyze and document use of the resources. Supervisors may receive reports generated by such software. ~~The s~~Surveillance software may also be applied to transmissions from the City network between remote locations and from portable devices.

c. Telephone Conversations

In compliance with federal law, audio or video telephone conversations shall not be recorded or monitored without advising the participants unless a court has explicitly approved such monitoring or recording.

d. Monitoring of the Workplace

In order to promote the safety of employees, visitors, and the public in and around City facilities, as well as the security of such facilities, the City reserves the right to monitor any portion of these premises at any time. Monitoring devices may be positioned in appropriate places within and around City buildings and public areas.

Exceptions to this policy include private restrooms, showers and dressing rooms.

e. Litigation Hold Notice
The City has established a procedure for the Notice of Mandatory Preservation of all documents, records, email, and electronic data. As a part of this process, users are to preserve and safeguard, and must not alter, delete, destroy, or discard any electronic documents or data in his or her possession related to such a notice. Certain instances of such a notice may require access to user files relating to the notice for the relevant time period.

f. Employee Location Monitoring
The City reserves the right to monitor the location of City equipment. Locations may be determined within City buildings and along City streets. City-owned vehicles and equipment may be equipped with GPS or similar technology at any time.

Such monitoring technologies assist in maintaining productivity and providing an additionally secure and safe workplace. The City will ensure all location monitoring is for business-related purposes only.

5.Email Acceptable use Policy

This policy outlines the guidelines and responsibilities ~~for guidelines and responsibilities~~ for City employees regarding email use and cybersecurity practices to protect sensitive information and maintain the security and integrity of the City's networks and data.

The City of Redlands' email system is intended to be used as a method of communication for the sending and receiving of correspondence. To the extent that any correspondence including email may, in and of itself, contain information relating to the conduct of the public's business, such correspondence is subject to retention as a Public Record and must comply with the City's Records Retention Schedule. For this reason, the City's email system will retain all communications system-wide for a period of two years by default, which is consistent with Government Code Section 34090.

The purpose of this policy is to:

a. Ensure the secure and responsible use of City email systems.
b. Educate government employees on recognizing and preventing phishing attacks.
c. Mitigate the risks associated with email-based security threats.

Email Use Guidelines

a. Authorized Use

- City email accounts should be used for official City business only. Personal use of City email accounts ~~is prohibited~~should be limited and in compliance with Section 1.2-D.

b. Privacy
   - Employees should have no expectation of privacy in their use of City email systems. All email communications may be monitored and reviewed for security, compliance, and legal purposes.

c. Data Classification
   - Employees must adhere to data classification policies when sending sensitive or classified information via email. Encrypt sensitive information when sending it via email if required by policy or regulation.

d. Email Attachments
   - Only open attachments from known and trusted sources. If an attachment appears suspicious, do not open it, and report it to the ~~Department~~ Division of Information Technology.

e. Citywide Distribution Lists
   - The email system is capable of simultaneously sending messages to every member of City staff. City staff should never send messages citywide unless there is a need to do so and the message contents have been reviewed and authorized by a supervisor. The Division of Innovation & Technology will restrict user access to such email distribution lists pending one-time authorizations from supervisors.
   - ~~City staff should never send messages citywide unless the need to do so and the message contents have been reviewed and authorized by a supervisor.~~

f. Phishing Prevention
   - Recognizing Phishing
     - Employees must be vigilant in recognizing phishing attempts. Phishing emails often exhibit the following characteristics:
     - Unknown sender or suspicious sender address.
     - Unexpected or unsolicited attachments or links.
     - Urgent or threatening language.
     - Requests for sensitive information, such as passwords or Social Security numbers.

~~a.~~g. Report Phishing
   - If an employee receives an email they suspect to be a phishing attempt, they must:
     - Not click on any links or download any attachments.
     - Immediately report the email to the ~~Department~~ Division of Information and Technology
     - Delete the suspicious email.

h. Training and Awareness

- Regular training and awareness programs will be conducted to educate employees about the risks of phishing and how to identify and respond to phishing emails.

6.**Generative Artificial Intelligence (AI) Acceptable Use Policy**

Generative AI is a technology that creates original content, such as images, videos, or text, without being explicitly programmed to do so. While still an emerging technology, it necessitates its own acceptable use policy because of the data transmission aspect. Examples of Generative AI technologies include: ChatGPT, DALL-E and various other platforms.

The City recognizes the opportunity for a controlled and responsible approach that acknowledges the benefits to efficiency while minimizing the risks around AI bias, privacy, and cybersecurity.

The purpose of this policy is to ensure that City employees use AI technologies in a manner that promotes transparency, fairness, and respect for individual privacy, while also maximizing the benefits AI can provide in City operations.

The policy applies to all government employees, contractors, and third-party users granted access to City systems or utilizing Generative AI tools while representing the government and during the course of their official duties. It covers the use of Generative AI in all forms, including but not limited to machine learning, natural language processing, -and computer vision.

a. Policy Guidelines:

- **Ethical Use:** City employees must use Generative AI technologies in a manner that upholds ethical standards. AI should not be used for any purpose that is illegal, discriminatory, or unethical.
- **Transparency:** When utilizing Generative AI for decision-making processes, employees must ensure that the rationale and basis for AI-generated outcomes are transparent and understandable.
- **Data Privacy and Security:** ~~Protect sensitive and confidential information. Ensure that AI systems handling personal or sensitive data comply with applicable data protection laws and regulations.~~
  - Users are responsible for safeguarding confidential, sensitive, and personal data when using AI platforms and generative AI tools. Compliance with data protection and privacy regulations is mandatory.
  - Staff must never provide organization-specific names, personally identifiable information, information protected by the Health Insurance Portability and

Accountability Act (HIPPA), crime data, locations, etc. when using Generative AI.

- Privacy-first: Only provide information to Generative AI tools that are~~is~~ suitable for public disclosure. This includes any text, photos, videos, or voice recordings you share with the Generative AI platform.
- Be mindful that Generative AI output may include unexpected results. Never share Generative AI output with the public until and unless it has been reviewed, edited and finalized by staff.

- **Bias Mitigation:** Be aware of the potential for bias in Generative AI systems and take steps to mitigate and address any biases that may arise. Ensure fairness in Generative AI decision-making.

Accuracy and Accountability: Validate the accuracy of Generative AI-generated results and take responsibility for decisions based on AI ~~recommendations~~output. Human judgement should always be a part of the decision-making process.

-

~~Security: Safeguard AI systems and data from unauthorized access, disclosure, or tampering. Use strong passwords and adhere to cybersecurity best practices.~~

Compliance: Comply with all relevant laws, regulations, and ~~government~~ City policies when using Generative AI technologies. Report any concerns or violations to the appropriate authorities.

- ~~**Third-party AI:**~~ When using third-party Generative AI services or tools, ensure they meet government security and privacy standards and obtain necessary approvals.
- **Transparency and Accountability:** Users should be transparent about the use of AI-generated content and clearly identify it as such, especially when interacting with the public.

b. Acceptable Uses:

- Generative AI may be used for research purposes, such as generating new ideas or prototypes
- Generative AI may be used for developing draft documents and content for further refinement and curation by City staff
- Generative AI may be used for artistic or creative purposes, such as drafting original content for educational or promotional purposes

- Generative AI may be used for training and development purposes
- City staff agree to use Generative AI for ideation and creative content generation, not as a replacement for human judgement

Use Case Examples

Do…	Do Not…
Ask ChatGPT to create draft interview questions for a position	Ask ChatGPT to evaluate the answers from specific candidates
Ask ChatGPT to draft a memo with specific content at a specific grade reading level	Ask ChatGPT to compose a reply to questions from another employee or member of the public
Ask ChatGPT for examples of a strategic plan at your type of organization	Ask ChatGPT to draft policies specifically for the City of Redlands that you will not later revise with feedback from appropriate stakeholders

c. Prohibited Uses:

The following actions are strictly prohibited when using AI platforms and generative AI tools:

i. Creating or sharing misleading, false, or deceptive content.

ii. Engaging in activities that violate laws, regulations, or the City's policies.

iii. Generating content that infringes upon copyright, trademark, or other intellectual property rights.

iv. Using AI tools for malicious purposes, such as phishing, hacking, or impersonation.

v. Generating content that is discriminatory, offensive, or harmful to individuals or groups

vi. Any use that jeopardizes the City's reputation or violates its values.

d. **Reporting Misuse:**

Users who suspect or observe the misuse of AI platforms or generative AI tools are encouraged to report such incidents to their supervisor or the Division of Innovation & Technology.

B. MOBILE DEVICE POLICY FOR CITY OWNED DEVICES

Both City-owned and personally-owned mobile devices present additional security challenges to protecting City information. The intent of this policy is to provide a framework and requirements for the use of mobile devices and to establish minimum security criteria for accessing City information assets from them.

This policy defines ~~The purpose of this policy is to define~~ accepted practices and responsibilities for use of City of Redlands-owned mobile devices and any personally-owned cell phone/device for which authorization is given to connect to enterprise systems and the city' network. This policy defines user eligibility and commitment requirements, provides guidance for the secure use of mobile devices. This policy applies~~d~~ to and provides guidelines for all mobile devices, including mobile phones, smart phones and tablets. This policy is intended to be used as a supplement to the Computer and Electronic Communications Policy.

~~The objective of the City's mobile device policy is to establish the required measures for using mobile devices owned or managed by the City to do business and to access enterprise information or IT resources.~~This policy is operationalized through~~ This policy is operationalized in~~ Mobile Device Management (MDM) software used by the ~~Department of Innovation and Technology~~Information Technology Division for the management and administration of mobile devices owned by the city. Software is installed prior to deployment.

~~Mobile devices are valuable tools used to conduct business. It is the policy of the City to protect and maintain user safety, security and privacy, while protecting enterprise information assets at the same time allowing employees to use these tools.~~ Use of mobile devices supplied by, or funded by, the City shall be primarily for City business.

1. Policy Application

This policy applies to all City of Redlands employees, interns, volunteers, temporary employees, and affiliates that are considered authorized users of the City's systems as defined in the Computer and Electronic Communications Policy. . The presence or absence of any stipend from the City to the owner of a personally-owned device does not affect the applicability of this policy. Personnel device use for access to City information systems, notably email, is available as a convenience to staff, and the City is not responsible for any costs incurred.

2. Definitions

- Tablet: a tablet is an open-face wireless device with a touch screen display and with or without physical keyboards. The primary use is the consumption of media; it also has messaging, scheduling, email, and Internet capabilities. Diagonal screen dimensions are typically between five (5) inches and eighteen (18) inches. Media tablets may have open-source operating systems (such as Android) or a closed operating system under the control of the operating system vendor and/or device make (such as Apple's iOS and Windows). Media tablets may or may not support an application store.
- Mobile Device: This refers to any mobile phone, cellular modem, Smartphone, laptop or tablet.
- Mobile Applications: This refers to software designed for any or all the mobile devices defined in this policy.

3. User Roles and Responsibilities

a. Responsibilities

- Users must ensure that they comply with all sections in this policy.
- Users must agree to take responsibility for the security of their mobile devices and the information they contain.
- Acceptable forms of security for mobile devices include: configuring a passcode to gain access to and use the device. This helps prevent unauthorized individuals from gaining access to the City's systems and data.
- ~~Set a~~An idle timeout that will automatically lock the device when not in use is required. This also helps prevent unauthorized individuals from gaining access to the device.
- Mobile devices are issued for business purposes and remain the property of the City.
- When the mobile phone, laptop or portable computing device is allocated, the user assumes responsibility for the physical security of the equipment and information contained within.
- Users are not permitted to authorize purchases or services for their mobile devices, unless such purchases are for City oriented purposes; or if for personal use, the purchases must be made from and linked to a private, non-city account.
- Users must notify The~~Department of Innovation and Technology~~ Division of Information Technology Division and their respective department immediately of loss, theft or damage to a City-owned mobile device.
- Users consent that if the device is lost/stolen the Division of ~~Department of Innovation and Technology~~Information Technology ~~Division~~ (~~DoITIT~~DoIT) may wipe and completely erase all data from the mobile device so as to not jeopardize the security of City data and systems that are accessed from the device. This applies to all City-owned mobile devices, whether or not they are password and lockout protected.

b. Condition

Users must take proper care of their mobile device(s). Each device must be physically protected from loss, theft, and compromise.

c. Cost Control

Users should support efforts to manage device operation costs by ensuring that call minutes, text messages and data usage do not exceed usage plan limits.

When traveling abroad, users should avoid using mobile phones. If mobile phones are used abroad users should:

- Contact The~~Department of Innovation and Technology~~ Division of Information Technology ~~Division~~ prior to travel, if use of the device is essential during their trip.
- Exercise caution to avoid incurring excessive charges and roaming fees when using the mobile device.
- Connect to mobile data networks only when essential.
- Choose Wi-Fi hot spots as the preferred manner of connecting to data networks.
- Note: If you have a choice, select those hot spots that use some form of encryption. Be sure and set the location to "Public Network."
- When connected to public Wi-Fi hot spots, be cognizant of the fact that any data transferred can easily be intercepted by other Wi-Fi hotspot patrons.
- Use a soft phone or other voice over Internet Protocol (VoIP) solutions when possible.

d. Loss or Theft

It is the user's responsibility to take appropriate precautions to prevent damage to or loss/theft of the device.

If the device is lost, stolen or suspected to be compromised in any way, the user must notify the City's~~Department of Innovation and Technology~~ Division of Information Technology ~~Division~~ (DoIT)and the ~~any~~ carrier for telecom services within 12 hours. The ~~Department of Innovation and Technology~~ Division of Information Technology ~~Division~~ then has the authority to wipe the device so as to not jeopardize the security of City data and systems. The Redlands Police Department must be notified in cases of theft.

e. Applications and Downloads

Users must take all reasonable steps to protect against the installation of unlicensed or malicious applications.

All software on the device must either be provided and installed by The ~~Department of Innovation and Technology~~Division of Information Technology ~~Division~~ or approved for installation by the employee's supervisor. Unmanaged or unapproved installations can constitute a security risk, including the intentional or unintentional spreading of software viruses and other malicious software. If for personal use, as allowed under the Mobile Device Management software and Computer and Electronic Communications Policy, user will perform due diligence to verify downloads are not malicious in nature or would not otherwise expose the City's systems to a security risk.

Downloading applications from the platform's (e.g., Apple's, Android's) general application store is acceptable, insofar as the application complies with this policy, The ~~Department of Innovation and Technology~~Information Technology Division protocols and the Computer and Electronic Communications Policy.

Unless approved for work-related use, City procurement credit cards shall not be used for app store purchases nor entered into an app store account. In most cases, work-related apps will be provided under a volume purchase to City employees using an App Store Front for the City. Should a work-related app not be contained in the storefront, the user should contact The ~~Department of Innovation and Technology~~ Division of Information Technology ~~Division~~ to make the purchase.

f. Backup and File Sharing or Synchronization

Users are required to use approved software for backing up all devices.

The use of a non-City authorized cloud-based service, such as Apple iCloud, is not permitted for backing up or sharing any City data.

g. Functionality and Feature Management

The device operating system shall not be modified, unless required or recommended by the City. The use of devices that are jailbroken, "rooted" or have been subjected to any other method of changing built-in protections is not permitted and constitutes a breach of this policy.

At the City's request, users are responsible for delivering the mobile device to The ~~Department of Innovation and Technology~~Division of Information Technology ~~Division~~ if and when the device is selected for a physical security audit or is needed for purposes outlined in Section VII. 4 of the Computer and Electronic Communications Policy

h. User Safety

Users should comply with the safety guidelines defined in the City Employee Policy Manual when using mobile phones in their vehicles.

i. Security and Privacy Obligations for City Data

Users should recognize that their use of, or access to, data provided by or through the City may be monitored by the City. If personal information is stored on a City device, users should presume that that information may also be monitored, but every attempt will be made to compartmentalize personal data.

The City will only use mobile device location information in accordance with Section VII.4 of the Computer and Electronic Communications Policy.

Users must take appropriate precautions to prevent others from obtaining access to their mobile devices.

- Users should not share passwords, PINs or other credentials with anyone.
- Users should not share City-issued mobile devices with anyone, unless the department has explicitly intended those devices to be shared among multiple staff.

j. Requirements for Personally-Owned Mobile Devices

- Access to City information systems, including email, from a personal mobile device is provided as a convenience to staff. The City retains the right to deny mobile device access to City data information systems to individual staff, or all staff, with or without notice, and at its sole discretion.
- Any personally-owned device not in compliance with the policy may be denied from accessing City data and information resources.

- Any personally-owned device which has been used to access, store, or manipulate City data or information "relating to the conduct of the public's business" may be subject to disclosure pursuant to the California Public Records Act requests, subpoenas, court orders, litigation requests, or other actions against the City. It is the responsibility of the device owner to respond appropriately to any such action

~~j.~~k. Exit Obligations for Employees Taking Absence or Separating from the City

Any employee who will be taking leave from the City for a period of four (4) or more consecutive weeks shall be notified in writing ~~from the HR Department~~by the ~~Office~~Division of Human Resources of the need to surrender to the City any and all City-owned mobile devices in their possession.

Any employee separating from the City permanently is responsible for surrendering any City-owned mobile device in their possession before the end of their last day of service to the City.

4. Prohibited Uses

Users are strictly prohibited from using the City of Redlands's information technology and electronic communications systems to transmit, receive, download, view or copy any communication that is fraudulent, harassing, discriminatory, racially offensive, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. Employees encountering or receiving this type of material should immediately report the incident to the user's supervisor. The City of Redlands recognizes, however, that certain employees may have valid City business reason to use the Internet to access otherwise inappropriate materials in the course of performing their duties. The Mobile Device Management software used by the City may be used to track the use of prohibited content on mobile devices.

The City reserves the right to deploy industry standard Mobile Device Management (MDM) software for the express purpose of monitoring and managing city owned devices to ensure the integrity of the city's network and data resources.

5. Data and System Security

a. Data Security

All mobile devices connecting to the City's network or accessing City information must meet the following security requirements:

- ~~It is highly encouraged that a~~All City mobile devices must be secured with a PIN, password or a pattern-screen lock when powering on the device or when left unattended, unless this practice is incompatible with operational workflow.~~wherever possible.~~
- ~~It is highly encouraged that all City mobile devices must be configured to automatically lock after a period of inactivity, wherever possible.~~
- Device users must comply with The ~~Department of Innovation and Technology~~ Division of Information Technology ~~Division~~ directives regarding updating or

upgrading system software~~,~~ and must otherwise act to ensure security and system functionality.

b. Physical Security

Mobile device users must comply with physical security requirements when equipment is at the user's workstation, when traveling, or when working in the field or at a job site. Users must take the following preventative measures defined in this policy to protect City data and systems:

- Mobile devices must not be left in plain view in an unattended vehicle, even for a short period of time.
- Mobile devices must not be left in a vehicle overnight.
- A mobile device displaying sensitive information being used in a public place must be positioned so that the screen cannot be viewed by others.
- The device must be physically secured when it is left unattended outside the immediate work area for any extended period.
- In vulnerable situations (e.g., public areas), the mobile device must not be left unattended under any circumstance.
- Mobile devices should be carried as hand luggage when traveling and never checked as baggage.
- The employee will be responsible for the replacement or repair of the City-owned mobile device if it is damaged or lost as a result of the employee's negligent or intentional conduct.

The employee's department will be financially responsible for the replacement or repair of the City-owned mobile device if it is damaged, stolen or lost.

C. INFORMATION SECURITY~~P ASSWORD~~ POLICY

Technology is a critical component to the advancement of the City's mission, but also exposes the City to risk. Choices that protect the City from risk of loss associated with information security are not primarily a function of IT staff – it is an essential responsibility of ALL City of Redlands staff. This policy defines that responsibility and seeks to make information security an established practice within City culture. Staff are required to follow these practices when using City technology systems and when accessing and using City data and information.

It is the policy of the City of Redlands to maintain responsible behaviors and vigilance in all areas of technology and information security. City employees and affiliates must not circumvent the policies, procedures, and safeguards implemented that protect the City, its information and employees. City employees and affiliates must promptly report technology-related security incidents or concerns to the Information and Technology Division.

~~Passwords are an important part of the City of Redlands' efforts to protect its technology systems and information assets by ensuring that only approved individuals can access these systems and assets. Passwords are used for various purposes at the City. Some of the more common uses include: user level accounts, web accounts, email accounts, screen saver protection, voicemail password, and network equipment logins.~~

This policy has been established in order to:

- Establish the minimum expectations to which all City staff will be held accountable
- Protect the City's critical infrastructure
- Protect sensitive information entrusted to the City
- Continuously improve the City's ability to detect and respond to cyber/information security events
- Ensure risk management is sufficient and in alignment with the City's operations and mission
- Facilitate cyber/information security awareness of risks to City operations and services
- Comply with external and regulatory data protection requirements

~~The City of Redlands recognizes, however, that passwords have limits as an access control. For some systems, other approved authentication methods that provide higher levels of assurance and accountability than passwords will be used.~~

~~Passwords are an important part of the City of Redlands' efforts to protect its technology systems and information assets by ensuring that only approved individuals can access these systems and assets. Passwords are used for various purposes at the City. Some of the more common uses include: user level accounts, web accounts, email accounts, screen saver protection, voicemail password, and network equipment logins.~~

~~The City of Redlands recognizes, however, that passwords have limits as an access control. For some systems, other approved authentication methods that provide higher levels of assurance and accountability than passwords will be used.~~

~~However, the City of Redlands key systems continue to utilize passwords as the primary method for authentication and access control. This policy is designed to establish best practices for the composition, lifecycle and general usage of passwords.~~

1. ~~Policy Application~~General Policy

All parties with access to City data or resources must safeguard the City's confidential information, as well as that of vendors and others from disclosure. This policy applies to all City of Redlands employees, interns, volunteers, temporary contract employees, and affiliates that are considered authorized users of the City's systems as defined in the Computer and Electronic Communications Policy.

Under this policy, all staff are expected to adhere to the following principles to maintain the

security and integrity of the City of Redlands' information systems.

1) Confidentiality - Ensuring that information is accessible only to those authorized to have access. Examples include:
    (a) Safeguarding personal data of the public and City employees.
    (b) Ensuring restricted, sensitive or otherwise protected information is safe from unauthorized disclosure.
2) Integrity - Safeguarding the accuracy and completeness of information and processing methods. Examples include:
    (a) Verifying the source of information before trusting it.
    (b) Not altering records without proper authorization.
    (c) Validating sources of external emails for authenticity and safe handling
3) Accountability - Ensuring that actions taken on the City's systems or networks can be attributed to identified individuals, promoting responsible behavior.
    (a) End user activities may be tracked and monitored in an effort to safeguard network security and prevent unauthorized access.
    (b) End users are accountable for their activities using City resources and should be aware of the consequences of information security violations.

~~The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any City facility, has access to the City network, or stores any non-public City information (excluding the Police Department network and systems). This policy applies to all City of Redlands employees that are considered authorized users of the City's systems as defined in the Computer and Electronic Communications Policy. City Department of Innovation and Technology (DoIT) staff has specific additional responsibilities.~~

2. Cyber Hygiene Practices~~Systems Covered~~

To support the general principles outlined above, city staff must undertake the following cyber hygiene practices:

1. Securing data and access
    - Departments should limit the access of their staff to the least privileges necessary to perform their duties
    - Multifactor authentication should be in use on devices and applications, as enforced by DoIT.
    - Password policies will be enforced by DoIT. Users are expected to keep their passwords confidential, not to share passwords for their individual user account with others, and to adhere to best practices concerning password construction and

safeguarding contained in the HR trainings assigned in NeoGov.

- Do not email or transmit in any nonsecure manner, confidential or personally identifiable information. If there is a need to transmit confidential information, please contact DoIT for guidance on secure transmission.

2. Safe Internet Use
    - Practicing safe browsing habits to avoid downloading malware or falling victim to phishing attacks.
    - Do not click on suspicious links.
    - Verify website URLs before entering sensitive information.
3. Physical Security
    - When away from their desk computer, laptop or mobile device, employees should lock or log off such devices, as applicable.
    - Do not leave City-owned devices unattended in public places.
    - City files and original documents must be kept on the network; and sensitive, restricted or otherwise protected documents and information may never be transferred to, or saved on, a personal, non-City computer.

~~The following systems are covered in this policy:~~

- ~~Windows Network (Microsoft Windows Active Directory) or systems that utilize Microsoft Windows Active Directory authentication and access control.~~
- ~~Systems that use Simple Network Management Protocol (SNMP).~~
    - ~~Examples of such systems include: Microsoft Outlook, email Over the Web Access (OWA), user desktops, virtual private networks (VPN), Laserfiche, Cityworks, ArcGIS, etc.~~

~~Passwords for other systems should also follow this policy whenever possible.~~

3. Email Hygiene Practices~~Principles~~

- **DO NOT** open any suspicious email based on the Subject or Sender—delete it before you open it.
- **DO NOT** reply to, open attachments from, or click on URLs from unknown and untrusted sources.
- **DO NOT** use your City email address for personal communications.
- **DO NOT** ever send personal/sensitive information via email—e.g., passwords, credit card number, social security number, or account numbers.
- **DO** check emails from the outside world for misspellings, grammatical errors, and abnormal spacing that may be indicative of a phishing email.
- **DO** check links in external emails by using your mouse to hover over the hyperlink to determine if the URL makes sense with the sender—e.g., matching the sender's name to the URL; whether there's a foreign name or location in the URL.

- **DO** report any suspicious emails if you're not sure if they are valid to helpdesk@cityofredlands.org for further review and investigation.
- **DO** attempt to contact the original sender by phone or by method other than to verify the authenticity of the message sent to you
- **DO** use common sense—if it doesn't look right, trust your judgment.

It is critical that you remain vigilant and knowledgeable about email authenticity. Phishing scams are the largest attack surface for cyberthreats.

~~Systems Covered~~

~~The following systems are covered in this policy:~~

~~Windows Network (Microsoft Windows Active Directory) or systems that utilize Microsoft Windows Active Directory authentication and access control.~~

~~Systems that use Simple Network Management Protocol (SNMP).~~

~~Examples of such systems include: Microsoft Outlook, email Over the Web Access (OWA), user desktops, virtual private networks (VPN), Laserfiche, Cityworks, ArcGIS, etc.~~

~~Passwords for other systems should also follow this policy whenever possible.~~

~~Principles~~

~~Password Confidentiality~~

~~To provide authentication effectively, it is essential that a password be known to only the individual user, unless there are delegates to or sharers of accounts. Users will ensure the confidentiality of their passwords at all times.~~

~~Password Construction~~

~~To provide system security, a password must meet minimum length and complexity requirements. Because of technology constraints, password construction rules may vary from one system to another, but they will meet (or exceed) these requirements wherever possible.~~

~~Long and complex passwords may be difficult for users to remember. Therefore this policy provides guidance to end users on how to construct a memorable password that meets (or exceeds) these requirements.~~

~~Multifactor Authentication~~

~~To increase system security, multifactor authentication (MFA) may be required to access systems both while within the City network, and externally to the City network.~~

~~Password Construction Rules~~

~~Password construction rules will be administered by the operating system on each computer.~~ A password must be made up of:

- Twelve (12~~Eight (8~~) or more characters.
- At least one uppercase letter.
- At least one lowercase letter.
- At least one number (0 through 9).

At least one special character ($, @. # and so on).

- ~~Password Confidentiality~~
  ~~To provide authentication effectively, it is essential that a password be known to only the individual user, unless there are delegates to or sharers of accounts. Users will ensure the confidentiality of their passwords at all times.~~
- ~~Password Construction~~
  ~~To provide system security, a password must meet minimum length and complexity requirements. Because of technology constraints, password construction rules may vary from one system to another, but they will meet (or exceed) these requirements wherever possible.~~
  ~~Long and complex passwords may be difficult for users to remember. Therefore this policy provides guidance to end users on how to construct a memorable password that meets (or exceeds) these requirements.~~
- ~~Password Construction Rules~~
  ~~A password must be made up of:~~
  - ~~Eight (8) or more characters.~~
  - ~~At least one uppercase letter.~~
  - ~~At least one lowercase letter.~~
  - ~~At least one number (0 through 9).~~
  - ~~At least one special character ($, @. # and so on).~~

  ~~A password should not contain:~~
  - ~~Your first name or your last name.~~
  - ~~Names of family members, friends, pets, co-workers, fantasy characters, etc.~~
  - ~~Personal information about yourself or family members. This includes generic information that can be obtained about you very easily, such as birth date, phone number, vehicle license plate number, street name, apartment/house number, etc.~~
  - ~~Computer terms and names, commands, sites, companies, hardware, or software.~~
  - ~~Words that are in the dictionary or are a word in any language.~~
  - ~~Words that are slang, dialect, jargon, etc.~~
  - ~~Geographical names or places.~~

- ~~Letter or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.~~
- ~~Any of the above spelled backwards.~~
- ~~Any of the above preceded or followed by a number (e.g., secret1, 1secret).~~

- ~~Password Construction Recommendations~~
  - ~~A strong password that meets the minimum construction rules will be rather complex. Here are some recommendations on creating a strong password:~~
  - ~~Use uppercase letters in random places.~~
  - ~~Misspell words.~~
  - ~~Construct a password from the initial letters of a favorite quotation, song lyric, movie and so on, capitalizing some letters and substituting a number or special character in an appropriate place.~~

- ~~Password Change and Reuse~~
  ~~To minimize the window of opportunity for misuse by someone who has discovered a user's password, users will be forced to change their passwords periodically.~~

  ~~A user's new password will be completely different from any recently used password. Users must create a new password that has no more than three (3) characters in common with a previous password.~~

  ~~A user will be free to choose a new password at anytime, but a user may not perform multiple changes in quick succession in order to enable continued use of a recently used password.~~

- ~~Password Change and Reuse Rules~~
  - ~~A user must change his or her password a minimum of every 90 days.~~
  - ~~A user may not change his or her password more than once in two (2) days.~~
  - ~~A user's password must be different from his or her previous four (4) passwords.~~

- ~~Password Entry~~
  ~~A system will allow five (5) login attempts ("grace logins"). If the password is not correct on the last allowed attempt, then the user's account will be locked out for a 15 minute wait period before it can be accessed again. Typically, The Department of Innovation and Technology should be contacted to unlock the account unless there is a legitimate attempt to break in.~~

4. -Remote Access~~Authorized End Users' Responsibilities~~

Remote access connections may be used by authorized City employees. All staff connecting to City resources from outside of the City network must follow the same requirements for secure remote access, including:

1. Only the City's existing VPN solution may be used to connect to City resources.
2. All users must obtain permission from the IT Division and the appropriate Department Head(s).
3. All VPN users must authenticate using multifactor authentication (MFA), when enforced by the IT Division.
4. City employees may only connect to City resources from an IT-approved, City issued device. Non-City issued devices are not permitted.
5. Any contractor or vendor-owned device connecting to City resources must be approved beforehand and have updated antivirus and fully patched, up-to-date operating system.

Security Awareness~~If you are an authorized end user of the City of Redlands' software systems, you have the following responsibilities regarding the passwords you use. Note that these responsibilities apply even if the system does not enforce any specified rules.~~

- ~~You must keep your password confidential at all times.~~
- ~~You should not disclose your password to anyone or talk about a password in front of others.~~
- ~~You should not hint at the format of a password to anyone.~~
- ~~You should not use a password that you use on any City of Redlands system on any external system (including Internet banking and social networking services).~~
- ~~You should not write down your password.~~
- ~~You should not reveal your password on questionnaires or security forms.~~
- ~~You should not use the "remember password" feature in any Web browser.~~
- ~~You should not send a password electronically.~~
- ~~You should not use any "password keeper" or "password wallet" software or service.~~
- ~~You must choose a password that meets or exceeds the length and complexity requirements set out in the Password Construction Recommendations.~~
- ~~You must choose a password that meets or exceeds the other requirements set out in the Password Construction Recommendations.~~
- ~~You must change your password at least every 90 days.~~
- ~~You should not use any of your previous four (4) passwords.~~
- ~~You must choose a new password that has no more than three (3) characters in common with your previous password.~~
- ~~You should not change your password more than more than once in two (2) days.~~
- ~~If an account or password is suspected to have been compromised, you must report the incident to the Department of Innovation and Technology and change all passwords.~~
- ~~When away from your workstation, you should lock your screen. The Department of Innovation and Technology has implemented a screen lock policy which will lock your screen when idle for more than twenty minutes.~~

~~1.~~5. ~~Department of Innovation and Technology (DoIT) Staff Responsibilities~~

The City of Redlands requires that all individuals with access to the City's technology including, but not limited to, employees, interns, and certain elected officials participate in efforts to safeguard the City against information security threats. This includes successful completion of mandatory security training upon hire and at least annually thereafter. Certain staff may be required to complete additional training modules depending on specific job requirements. Staff will be given a reasonable amount of time to complete each course so as not to disrupt City operations.

The City will also conduct periodic simulated social engineering exercises including but not limited to: phishing (e-mail), vishing (voice), smishing (SMS), USB testing, and physical assessments. These tests will be conducted at random throughout the year with no set schedule or frequency. Targeted exercises may be conducted against specific departments or individuals based on a risk determination. Failure of any of these simulated tests will be tracked, reported to management, and may automatically trigger a mandatory remedial training module that must be completed in a timely manner. ~~The City of Redlands Department of Innovation and Technology or its delegates have the following responsibilities regarding passwords on City systems:~~

~~User Password Management~~

~~When a user asks to reset his or her password, the user's claimed identity must be corroborated in line with approved departmental procedures.~~

~~A user's new password must not be disclosed to anyone other than the user himself or herself.~~

~~A user's new password must not be written down.~~

~~A new password must not be sent to a user electronically.~~

~~A user must not be asked to disclose his or her password.~~

~~System-level Password Management~~

~~System-level passwords must conform to the guidelines described below.~~

~~All system-level passwords (e.g., root, enable, admin, application administration accounts, etc.) must be changed annually.~~

~~All production system-level passwords must be part of the DoIT administered global password management database.~~

~~Where Simple Network Management Protocol is used, the community strings must be defined as something other than the standard defaults of "public," "private" and "system" and must be different from the passwords used to log in interactively. A keyed hash must be used where available (e.g., SNMPv2).~~

~~As a part of the device security hardening process, all passwords must be changed from the default password.~~

~~**Application/System Standard**s~~

~~Applications developed or purchased by the City should ensure their programs contain the following security standards. Applications should:~~

~~Support authentication of individual users, not groups.~~

~~Not store passwords in clear text or in any easily reversible form.~~

~~Provide for some sort of role management, so that one user can take over the functions of another without having to know the other's password.~~

~~Support Remote Authentication Dial In User Service (RADIUS), X.509 with Lightweight Directory Access Protocol (LDAP) security retrieval, and/or Active Directory integration wherever possible.~~

VIII. DISCIPLINARY ACTION

A. POLICY ON DISCIPLINE

No full-time employee in a regular appointment shall be disciplined without cause. Probationary employees are subject to termination without cause. For the purpose of this Article, disciplinary action shall be defined to include one or more and the following: oral warning, written reprimands, suspensions, demotions, reductions in pay and discharge. Oral and written reprimands may be initiated at supervisor/division manager level. Disciplinary action more serious than a written reprimand must be initiated at the Department Director level. ~~Any Skelly leve~~All~~!~~ discipline above an oral warning must have approval by the ~~Office~~Division of Human Resources~~ces approval~~. Nothing in this section is designed to negate any protections set for in the Public Safety Officers Procedural Bill of Rights Act or the Firefighters Procedural Bill of Rights Act.

Definition of disciplinary action:

a. Oral warning. A supervisor may provide an employee an oral warning for cause.
b. Written Reprimand. A supervisor may issue a written reprimand to an employee for disciplinary purposes. Such reprimand shall be in writing and shall be provided to the employee, and employee shall acknowledge receipt of such reprimand. A copy of the reprimand shall be placed in the employee's personnel file.
c. Suspension. A suspension is a temporary "without pay" status imposed as a penalty for an offense where the cause is not severe for dismissal. A suspension may be issued by the Department Director. Suspensions shall be handled in conformance with Article VIII. Disciplinary Action, Section C. Appeal of Disciplinary Action. A copy of the suspension shall be placed in the employee's personnel file.

d. Demotion/Reduction in pay. The Department Director, after review with Human Resources, may demote or reduce the salary of an employee whose ability to perform the required duties for the position falls below minimum performance requirements or for disciplinary purposes. Demotions shall be handled in conformance with Article VIII. Disciplinary Action, Section C. Appeal of Disciplinary Action. A copy of the demotion shall be placed in the employee's personnel file.

e. Discharge. The Department Director, after review with Human Resources, may discharge an employee from a position for disciplinary purposes. A discharge shall be handled in conformance with Article VIII. Disciplinary Action, Section C. Appeal of Disciplinary Action. A copy of the demotion shall be placed in the employee's personnel file.

B. NOTICE OF PROPOSED DISCIPLINE

Except in emergencies, or as authorized by law, Skelly-level suspensions, demotions, reductions in pay, or discharge, shall not be put in effect until the employee has received written notice advising the employee of the proposed action, the reason(s) therefore, the facts giving rise thereto, the proposed effective date, access to written material that formed a basis of the proposed action, and the opportunity to respond to the Department Director orally or in writing within five (5) working days, or other response deadline as specified in a Council approved Memorandum of Understanding, of receipt of such notice. If deemed necessary by the Department Director or the ~~Office~~ Division of Human Resources, an employee may be placed on administrative leave with pay pending investigation of allegations that may lead to discipline.

C. APPEAL OF DISCIPLINARY ACTION

If a disciplinary action of suspension of forty hours (40) or more, reduction in pay (equal to a forty-eight-hour or more suspension), demotion or discharge is imposed, the employee may then appeal, prior to implementing such action to the Department Director. Any such appeal must be filed within 5 working days of the notice of the disciplinary action, or in accordance with a Council approved Memorandum of Understanding as it relates only to the timing of filing an appeal.

Upon unresolved consensus concerning the disciplinary action, an appeal may be made to the City Manager as the second step. However, execution of the notice of intent will be implemented after the first step (Department Director level). Should the disciplinary action still be unresolved after the second step, the discipline can be appealed to one final step. The third and final step is a hearing in front of the City Council. The City Council's decision on the disciplinary action is final and binding.

Any appeal of disciplinary action not resolved at Level 2 may be submitted to the City Council no later than 10 working days after the date of the City Manager's written reply. The employee shall provide the City Council with a copy of the Level 2 response. Within ten (10) working days thereafter, the City Council or its designee, shall schedule a hearing before the City Council or designee in which the parties

to the notice of disciplinary action may present evidence. The City Council shall give the grievant a written decision within thirty (30) days after the hearing and shall file a copy with the ~~HR Director~~Division of Human Resources. The decision shall be based upon the oral and written evidence submitted at the hearing. The decision of the City Council shall be final and binding.

D. CAUSES FOR DISCIPLINE

Examples of causes for disciplinary action include, but are not limited to:

a. Dishonesty;
b. Incompetence;
c. Inefficiency;
d. Neglect of duty;
e. Negligence which affects the safety of the employee or of others;
f. Violation of any City policy, rule or requirement;
g. Unauthorized absences (including tardiness) or abuse of sick leave or any other leaves;
h. Violation of these Rules, or other rules, regulations or orders established by a supervisor, department or City Council.
i. Conviction of a crime that interferes with employment;
j. Discourtesy to the public or fellow employees;
k. Misuse or abuse of City property or equipment;
l. Substandard job performance;
m. Insubordination;
n. Any activities, including outside employment that create a conflict of interest with City employment and are not specifically authorized by the Department Director;
o. Falsification of any City report or record (including job application);
p. Other acts which are incompatible with service to the public including, but not limited to, any conduct or behavior, either on or off duty, which cause discredit or would reasonably tend to cause discredit to fall upon the City, its officers, agents or departments.

IX. GRIEVANCE PROCEDURE

This grievance procedure is intended to ensure that every reasonable effort will be made to resolve problems as near as possible to the point of origin.

A. DEFINITIONS

Grievance is defined as any dispute involving the interpretation, application, or alleged violation of:

a. The specific express terms of a current MOU, between the City and a recognized employee organization representing employees in the competitive service, to which the grieving employee is subject to;
b. A specific express term of these Rules;

c. A violation of any rule, policy, or regulation.

B. ELIGIBILITY TO FILE A GRIEVANCE

A grievant is a full-time employee in a regular appointment who is adversely affected by an act or omission of the City. No other individuals are eligible to file a grievance under this rule. A grievant may also be a recognized employee organization representing employees.

C. EXCLUSIONS FROM THE GRIEVANCE PROCEDURE

The following matters are excluded from the definition of a grievance:

a. Request for changes in wages, hours, or working conditions;
b. The content of employee evaluations or performance reviews, except those that result in a loss of benefits to the employee;
c. Challenges to reclassification, layoff, transfer, denial of reinstatement;
d. Challenges to examinations or appointment to positions; and
e. Challenges to the~~i~~se grievance procedures.

D. GRIEVANCE PROCEDURE

The grievance procedure shall consist of the following steps:

1. Informal Grievance Procedure

Within ten (10) working days of the act(s) or omission(s) giving rise to the grievance, the grievant must discuss the grievance with his or her immediate supervisor, who will investigate and attempt to resolve the matter. The supervisor shall give the grievant an oral or written reply within ten (10) working days after the discussion. If the grievant is not satisfied with the reply, he or she may proceed ~~to~~with the Formal Grievance Procedure.

2. Formal Grievance Procedure

a. First Level Review – Supervisor Review

Any grievance not resolved by the Informal Grievance Procedure, may be submitted in writing by the grievant to ~~his/her~~their immediate supervisor or Department Director along with a copy to the HR Director, no later than ten (10) working days after the date of the oral or written reply. A grievance may be submitted directly to the HR Director or, if the grievance started at a level above the supervisor or department, the grievance may be submitted at the higher level. The written grievance must contain the following information:

i. Name of grievant and job title;
ii. Department in which grievant works;

iii. The specific act or omission which gave rise to the alleged violation, misinterpretation, or misapplication and the date or dates of the alleged act or omission;
iv. The specific provision(s) of the MOU, the City Policy or Personnel Rules alleged to have been violated, misinterpreted, or misapplied;
v. A list of the documents, witnesses or other evidence that support the grievance;
vi. Desired solution or remedy;
vii. Name of the grievant's representative, if any;
viii. Signature of the grievant or representative and date signed.

Within ten (10) working days thereafter, the responder shall schedule a meeting with the grievant to work at resolving the grievance. The supervisor shall give the grievant a written reply within ten (10) working days after the meeting and shall file a copy with the HR Director. If the grievant is not satisfied with the response, he/she may proceed to Level 2.

b. Second Level – Department Director Review
Any grievance not resolved at Level 1 may be submitted to the Department Director no later than ten (10) working days after the date of the supervisor's written reply. The grievant shall provide the Department Director with a copy of the Level 1 response. Within the (10) working days thereafter, the Department Director shall schedule a meeting with the grievant to work ~~at~~on resolving the grievance. The Department Director shall give the grievant a written reply within ten (10) working days after the meeting and shall file a copy with the HR Director. If the grievant is not satisfied with the response, he/she may proceed to Level 3. If the grievant's immediate supervisor is a Department Director, then the second level is skipped. The grievant will move to level three upon an unresolved grievance at the first level.

c. Third Level – City Manager
Any grievance not resolved at Level 2 may be submitted to the City Manager no later than ten (10) working days after the date of the Department Director's written reply. The grievant shall provide the City Manager with a copy of the Level 2 response. Within ten (10) working days thereafter, the City Manager shall schedule a meeting with the grievant to work at resolving the grievance. The City Manager shall give the grievant a written reply within ten (10) working days after the meeting and shall file a copy with the HR Director. If the grievant is not satisfied with the response, he/she may proceed to Level 4.

d. Fourth Level – City Council
Any grievance not resolved at Level 3 may be submitted to the City Council no later than ten (10) working days after the date of the City Manager's written reply. The grievant shall provide the City Council with a copy of the Level 3 response. Within ten (10) working days thereafter, the City Council, or its Designee, shall schedule a hearing before the City Council

or Designee in which the parties to the grievance may present evidence. The City Council shall give the grievant a written decision within 30 days after the hearing and shall file a copy with the HR Director. The decision shall be based upon the oral and written evidence submitted at the hearing. The decision of the City Council shall be final and binding.

E. REPRESENTATION

The grievant is entitled to representation of ~~his/her~~their choice at any point in the grievance procedure. If the representative is a fellow employee, that employee will receive time off from ~~his/her~~their work assignment for the time of the grievance meeting(s) or hearing plus reasonable travel time. The grievant must inform the ~~Office~~ Division of Human Resources whether he/she will be represented at the grievance meeting, along with the identity of the representative, at least 48 hours prior to the grievance meeting.

F. SETTLEMENT OF GRIEVANCE

Failure by the grievant to appeal his or her grievance to the next step within the specified time limits of this rule shall constitute a settlement of the grievance, unless the Parties have granted an extension of time to a definite date. Failure by the City to meet any of the specified timelines shall entitle the grievant to appeal to the next level of review.

Additionally, failure on the part of an employee or his representative to appear for any scheduled meeting without notification may, in the City's discretion, be deemed a settlement of the grievance.

G. NO RETALIATION

Employees will not be penalized or retaliated against in any way for using the grievance procedures, testifying as a witness or assisting with a grievance.

X. LEAVES OF ABSENCE

A. ELIGIBILITY FOR PAID LEAVE OF ABSENCE

In order to be eligible for City payment of the paid leaves of absence outlined herein or subsequently granted by the City, an employee must be a ~~full-time~~full-time employee and either a regular or probationary appointee, except as required by law. Any leave of absence, outside of pre-approved vacation or holiday time, by an employee that exceeds thirty (30) consecutive days will result in a proportionate adjustment to the employee's performance evaluation date for all purposes, including consideration of a merit salary increase as allowed by law.

B. VACATION

1. Rate of Accrual

Every ~~full-time~~full-time probationary and regular employee shall earn vacation as follows unless otherwise specified by an applicable M.O.U.:

Years	Hours
0 – 5	80
6 – 7	120
8 – 9	128
10 – 11	136
12 – 13	144
14 – 15	152
16 – 20	160
21	168
22	176
23	184
24	192
25	200

Vacation accrues daily on a pro-rata basis.

2. Scheduling Vacation

After completion of six months of continuous service, an employee may take vacation leave at any time, subject to approval by the employee's Department Director or ~~his/her~~their designee. Approval will be based upon work load, staffing coverage, seniority, timing of the request, and any other work-related factors appropriate for consideration by the Department Director. Vacation must be taken in increments of one-half hour or more, unless otherwise approved.

3. Effects of Holidays on Vacation Leave

In the event that an authorized city holiday falls during an authorized vacation leave, the employee shall receive holiday pay and not be charged vacation leave for that day.

4. Effects of Sick Leave on Vacation Leave

In the event an employee becomes ill during a vacation period, such time shall not be charged as vacation leave if either of the following conditions is met:

a. The employee complies with the same notice requirements in Rule X.D (Sick Leave) as required when the employee is not on leave, including notice to the employee's supervisor no later than the start of the employee's regular work shift. If the employee becomes ill after the start of the work shift, then the employee must promptly provide notice on the same day the illness begins. Sick leave will only be granted for those days on which notice is given pursuant to this policy; or
b. The employee, upon return to work, submits a doctor's note for each day requested to be paid as sick leave.

5. Compensation for City Work During Vacation is Prohibited

No employee shall be permitted to work for compensation for the City in any capacity except compensation for mandated court appearance or special duty assignments during paid vacation time.

6. Vacation Pay Upon Termination

Any employee terminating from the City will be paid at ~~his/her~~their regular rate of pay on a pro-rata basis for all earned vacation, if any, accrued up through the date of termination.

C. HOLIDAYS

1. Authorized Holidays

Every full-time probationary and regular employee shall be entitled to the following paid holidays each calendar year and such other days as may be designated by action of the City Council:

- January 1 (New Year's Day)
- The third Monday in January (Martin Luther King Day)
- The third Monday in February (President's Day)
- March 31 (Cesar Chavez Day)
- The last Monday in May (Memorial Day)
- June 19 (Juneteenth)
- July 4 (Independence Day)
- The first Monday in September (Labor Day)
- The second Monday in October (~~Columbus Day~~Indigenous Peoples Day)
- November 11 (Veteran's Day)
- Thanksgiving Day
- Friday after Thanksgiving Day
- December 24 (Christmas Eve)
- December 25 (Christmas Day)

If a holiday falls on Saturday, Friday shall be designated as the holiday, and if the holiday falls on Sunday, Monday shall be designated as the holiday.

Employees who are absent from work on a holiday due to unpaid leave of any form will not be paid for the holiday. Employees who are required to work on a holiday will receive holiday pay in ~~additional~~addition to any hours worked.

2.Holiday Worked Pay

Non-exempt employees who actually work on an above-listed holiday will receive holiday worked pay at one half times their normal hourly rate for all hours worked. Holiday worked pay will only be paid on the actual calendar holiday and not for observed holidays if the holiday falls on a weekend. For example, if Independence Day falls on a Saturday, only those

employees actually working on that Saturday will receive holiday worked pay. If Friday is the recognized holiday that year, those working on Friday will not receive holiday worked pay**.** If an employee's shift extends beyond midnight of the actual holiday, holiday worked pay will only apply to those hours worked on the actual holiday. For Sworn Fire personnel, holiday worked pay will be paid for the entire 24-hour shift that begins on the actual holiday.

3. Floating Holidays

Full time probationary and regular employees shall receive floating holidays each calendar year as granted in a Council approved Memorandum of Understanding and pro-rated to the date of hire. Floating holiday hours that are not used will not carry over to the following year. No employee may accrue any more than four floating holidays at any one time. The floating holidays may be used at any time subject to two days advance approval unless waived by the Department Director. In the event of termination, employees will receive payment for all unused floating holiday hours.

4. Banked Holidays

Non-exempt employees who are normally scheduled off on a day in which a holiday is observed have the option to bank their holiday pay for future paid time off. Exempt employees who are normally scheduled off on a day in which the holiday is observed, shall bank their holiday hours for future paid time off.

D. SICK LEAVE

1. Accrual of Sick Leave

Full-time probationary and regular employees only are eligible to accrue eight (8) hours of sick leave with pay for each calendar month of actual continuous service dating from the employee's most recent date of hire. Part time employees will accrue sick leave as required by state or federal law.

An employee shall not receive payment for unused accumulated sick leave upon termination of employment or retirement (either disability or service retirement) unless specifically provided for in an applicable Memorandum of Understanding. An employee may not use sick leave to extend a retirement or termination date, unless specifically provided for in an applicable Memorandum of Understanding, State, or Federal law.

2. Return to Work from Sick Leave

If an employee misses three (3) or more days of work due to illness, the employee will be required to provide a return to work certification from a licensed physician to the ~~Office~~ Division of Human Resources before returning to work. The City may require the employee to see a physician chosen by the city to conduct a fit for duty examination at the City's expense.

3. Use of Sick Leave for Family

In cases of illness of a family member, an employee may use up to one-half of their sick leave entitlement for the year to attend to the illness of a spouse, domestic partner, parent, or child. Additional family sick leave may be used for qualifying acts of violence, and usage for special circumstances may be granted on a case-by-case basis in the discretion of the Department Director with the concurrence of the City Manager.

4. State Disability Insurance (SDI) and Paid Family Leave

SDI and Paid Family Leave provide benefits to eligible employees but do not provide job protection or return to work rights. Eligible employees as determined by the State will receive a percentage of their regular pay under both SDI and Paid Family Leave. Payroll shall, when contacted by the State in determining eligibility, verify an employee's salary and last day worked.

Benefits begin the day after a mandatory seven (7) day waiting period for SDI only. With eligibility established, an employee may:

a. Receive benefits for up to fifty-two (52) weeks for SDI; receive benefits for up to eight (8) weeks for Paid Family Leave.
b. Receive benefits based on the wages paid during a twelve (12) month base period.
c. Receive full pay as long as accrued leave is available to supplement SDI payments.

An employee with sick leave accruals available must use their accruals in conjunction with SDI benefits until exhausted. When sick leave is exhausted, an employee shall be required to use all other available leaves such as vacation, CTO, or executive leave until such time is exhausted.

State law prohibits an employee from receiving more than 100% of salary in combined sick/vacation leave and SDI/Paid Family Leave benefits. The employee must provide verification of such payment from the State Employment Development Department (EDD) to the payroll section of Finance. When all available leave balances are exhausted, the employee shall be placed in "inactive" status. Should any discrepancy exist between this policy and the State Unemployment Insurance Code, the State Unemployment Insurance Code will prevail.

E. FAMILY AND MEDICAL LEAVE

The federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provide eligible employees the opportunity to take unpaid, job-protected leave for certain medical and nonmedical needs for themselves and certain family members. Although these laws are summarized below, any conflict between those laws and the summary below shall be resolved in favor of said laws. The maximum amount of leave available under these laws is twelve (12) weeks of CFRA leave in a 12-month period and twenty-six (26) weeks of FMLA leave ~~(where military caregiver leave applies)~~ in a 12-month period may be allowable in the case of miliary caregiver leave as detailed below. Some or all available leave may run concurrently as allowed by law. ~~, some or all of which may run concurrently.~~

Employees with any questions or requests for information about family and medical leave should consult with the ~~Office~~ Division of Human Resources.

1. Eligibility

To be eligible for leave under ~~this policy~~FMLA/CFRA, employees must meet all of the following requirements:

a. Have worked at least twelve (12) months for the City. Separate periods of employment will be counted, provided that the break in service does not exceed seven years.

b. Have worked at least 1,250 hours in the twelve (12) months preceding the date the leave would commence. The 1,250 hours do not include time spent on paid or unpaid leave and will not be counted in determining the 1,250 hours requirement. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

~~c.~~ FMLA only: Currently work at a location where there are at least fifty (50) employees within seventy-five (75) miles.

~~d.~~c. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

~~Leave under the FMLA or CFRA will not constitute a break in service or cause an employee to lose seniority.~~

2. Reasons for Leave

Employees may take up to twelve (12) weeks of FMLA/CFRA leave within a twelve (12) month period for any of the following reasons:

a. The birth of a child and to bond with or provide care for the child.

b. The placement of a child with the employee for adoption or foster care and to bond with or care for the new child.

c. To care for a spouse, domestic partner, child of the employee, spouse or domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or designated person with a serious health condition as defined in this policy.

d. For the employee's own serious health condition that renders them unable to perform the functions of their position.

e. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12) week FMLA entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Leave for this reason is referred to in this policy as "qualifying exigency leave" and is not covered under the leave provisions of the CFRA.

f. Eligible employees may take up to twenty-six (26) weeks of FMLA leave to care for a covered servicemember during a single twelve (12) month period. Leave for this

reason is referred to in this policy as "military caregiver leave" and is not covered under the leave provisions of the CFRA.

FMLA and CFRA leave will run concurrently when the reason for leave is covered by both laws. If both parents are employed by the City, they each receive twelve (12) weeks of CFRA leave for the birth, adoption, or foster care placement of a child.~~The FMLA and CFRA have differing definitions of "family member" and only the FMLA allows employees to take up to twenty six (26) weeks of leave to provide care for an injury military family member. Because of this, FMLA and CFRA leaves may not always runs concurrently. In general, CFRA/FMLA leave may be taken for any of the following reasons:~~

~~*CFRA leave will run concurrently when the family member, regardless of military status and with the exception of next of kin, meets the standard criteria for a serious health condition.~~

3. Definitions

a. "Serious health condition" means an illness, injury, or physical or mental condition that involves either inpatient care or continuing treatment by a healthcare provider. This includes treatment for substance abuse.

b. "Family member" for the purposes of CFRA means a spouse, domestic partner, child of employee or domestic partner of any age, parent, parent-in-law, grandparent, grandchild, or sibling.

c. "Designated person" for the purposes of CFRA leave mans any individual related by blood or whose association with the employee is the equivalent of a family relationship. The employee must identify the designated person at the time the leave is requested, and only one designated person is permitted per twelve (12) month period.

~~a.~~d. "Covered servicemember" means a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty or active duty that may render the servicemember medically unfit to perform their duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in an outpatient status, or is on the temporary disability retired list.

4.~~3.~~ 12-Month Measurement Period

The City measures the period of twelve (12) months in which leave is taken by a rolling 12-month period measured back from the date leave is taken. Each time an employee takes eligible leave; the remaining leave entitlement is based on the amount of leave taken during the immediate preceding twelve (12) months.

For military caregiver leave, an eligible employee may take up to twenty-six (26) workweeks of leave in a single twelve (12) ~~-~~month period. The single twelve (12) ~~-~~month period begins on the first day leave is taken to care for a covered service member and ends twelve (12) months thereafter, regardless of the method used to determine leave availability for other CFRA/FMLA-qualifying reasons.

5~~4~~. Intermittent and Reduced-Schedule Leave

Eligible employees may take leave in a single block of time, intermittently (in separate blocks of time) or by reducing the normal work schedule. Intermittent leave to bond with a new child must be taken in two (2) ~~-~~week increments, with a shorter duration allowed on two (2)occasions.

Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt City operations.

6~~5~~. Interaction with Paid Leave

Depending on the purpose of the leave request, the City may require that employees use accrued paid leave (such as sick leave, vacation or other paid time off) concurrently with some or all of the leave taken under this policy. To use paid leave for FMLA/CFRA leave, eligible employees must comply with the City's normal procedures (e.g., call-in procedures, advance notice) for the applicable paid-leave policy. When the leave re~~———~~quest is for the serious health condition of a covered family member, employees will only be required to exhaust up to one half ~~½~~ of their annual sick leave entitlement.

Employee paid-leave accruals (paid time off, vacation, sick leave) will continue while paid leave is being used during periods of FMLA/CFRA absence and in accordance with those individual policies.

Employee paid-leave accruals will not continue during unpaid periods of ~~FMLA/CFRA absence~~leave or when only disability payments are being received.

6~~7~~.Maintenance of Health Benefits

If employees and/or their families participate in the City's group health plan, the City will maintain coverage during FMLA/CFRA leave on the same terms as if the employee~~s~~ had continued to work. If applicable, employees must make arrangements to pay their share of health plan premiums while on leave. In some instances, the City may recover the premiums it paid to maintain health coverage or other benefits for employees and/or their families while employees were absent.

While on unpaid leave, employees do not accrue vacation, sick, or other paid leave time, unless they are substituting accrued leaves for compensation. Performance evaluation dates may be adjusted to the same extent as any other unpaid leaves.

While on leave, employees may participate in life insurance, short term or long-term disability insurance and supplemental benefits plans to the same extent as any other unpaid leaves. The employee is responsible for paying the required premiums. Failure to pay premiums may result in cancellation of coverage.

Employees may continue coverage on their own by payroll deductions or direct payments made to these plans. The City will inform employees whether the premiums should be paid to the carrier or to the City. Coverage by a plan may be dropped if the employee's premium payment is more than thirty (30) days late. The City will notify the employee fifteen (15) days before coverage will cease. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave.
If an employee fails to return to work after his or her leave entitlement is exhausted or expires, the City will have the right to recover premiums through deduction from any sums due the employee (e.g. unpaid wages, vacation pay, etc.)

8~~7~~. Procedures

When seeking leave under this policy, employees must provide the following to the ~~Office~~ Division of Human Resources:

A. Thirty (30) days' notice of the need to take FMLA/CFRA leave if the need for leave is foreseeable. In the case of unforeseeable leave, notice must be provided as soon as practicable and in compliance with the City's normal call-in procedures, absent unusual circumstances.
B. ~~Medical c~~Certification by a health care provider supporting the need for leave due to a serious health condition affecting the requesting employee or a covered family member or service member within fifteen (15) days of the City's request for the certification. If the City has reason to doubt the validity of the certification provided, the City may require, at the City's expense, that the employee obtains the opinion of a second health care provider, designated and approved by the City. If the second opinion differs from the original certification, the City may, at the City's expense, require that the employee obtain a third opinion of a health care provider, designated and approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final.
C. For qualifying exigency leave: Within fifteen (15) days of the request, an employee requesting qualifying exigency leave may be required to provide appropriate supporting documentation in the form of a copy of the covered military member's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member.
D. ~~An employee must provide~~ Pperiodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work, not more than every thirty (30) days.

E. A return-to-work release before returning to work if the leave was due to the employee's serious health condition and the leave was three days or more.

Failure to comply with these requirements may result in delay or denial of leave or disciplinary action, up to and including termination. Leave under this policy will be governed by and handled in accordance with ~~CFRA- and FMLA-~~FMLA/CFRA applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

9. ~~8.~~Employer Responsibilities

To the extent required by law, the ~~Office~~ Division of Human Resources will inform employees whether they are eligible for leave under the FMLA/CFRA. Should employees be eligible for FMLA/CFRA leave, the ~~Office~~ Division of Human Resources will provide eligible employees with a notice that specifies any additional information required, as well as their rights and responsibilities. Under CFRA, if the employee's leave is approved, it will be retroactive to the first day requested. The ~~Office~~ Division of Human Resources will also inform employees if leave will be designated as FMLA/CFRA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlement. If employees are not eligible for FMLA/CFRA leave, a reason for the ineligibility will be provided to the employee.

~~9~~10.Reinstatement upon Return from Leave

Upon returning from FMLA/CFRA leave, employees will be restored to their original position or to an equivalent position, subject to the defenses permitted under the law, with equivalent pay, benefits, shift, schedule, geographic location, privileges, status, and other employment terms and working conditions and involve the same or substantially similar duties and responsibilities and must require substantially equivalent skill, effort, and authority. Employees have no greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously working during the FMLA/CFRA period. Leave approved under FMLA/CFRA will not constitute a break in service or cause an employee to lose seniority based on the amount of time the employee was away from work.

11~~0~~.Military Caregiver Leave

Military caregiver leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illness while on active duty. Within the single twelve (12) month period described above, an eligible employee may take a total of twenty-six (26) weeks of CFRA/FMLA leave, including up to twelve (12) weeks of leave for any other CFRA/FMLA-qualifying reason (i.e., birth or adoption of a child, serious health

condition of the employee or close family member, or a qualifying exigency). For example, during the single twelve (12) month period, an eligible employee may take up to sixteen (16) weeks of CFRA/FMLA leave to care for a covered service member when combined with up to ten (10) weeks of CFRA/FMLA leave to care for a newborn child.

Military caregiver leave applies on a per-injury basis for each service member. Consequently, an eligible employee may take separate periods of caregiver leave for each covered service member and/or for each serious injury or illness of the same covered service member. A total of no more than twenty-six (26) workweeks of military caregiver leave, however, may be taken within any single twelve (12) month period.

121.Qualifying Exigency Leave

Employees who meet the eligibility standards set forth above are eligible to request qualifying exigency leave. Although qualifying exigency leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the total leave exceed twelve (12) weeks in any twelve (12) month period (with the exception of military caregiver leave as set forth above).

Eligible employees may take unpaid qualifying exigency leave to tend to certain exigencies arising out of the duty under a call or order to active duty of a covered military member (i.e., the employee's spouse, child or parent). Up to twelve (12) weeks of qualifying exigency leave is available in any twelve (12) month period, as measured by the same method that governs measurement of other forms of leave within this policy, with the exception of military caregiver leave, which is subject to a maximum of twenty-six (26) weeks of leave in a single twelve (12) month period. The maximum amount of qualifying exigency leave an employee may use to bond with a military member on short-term, temporary rest and recuperation during deployment is fifteen (15) days.

Persons who can be ordered to active duty include active and retired members of the armed forces, certain members of the retired Reserve and various other Reserve members, including in the Ready Reserve, Selected Reserve, Individual Ready Reserve, National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve and Coast Guard Reserve.

A call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the president of the United States pursuant to certain laws.

Qualifying exigency leave is available under the following circumstances:

A. Short-notice deployment: To address any issue that arises out of short notice (within seven (7) days or less) of an impending call or order to active duty.

B. Military events and related activities: To attend any official military ceremony, program or event related to active duty or a call to active-duty status, or to attend certain family-support or assistance programs and informational briefings.
C. Childcare and school activities: To arrange for alternative childcare; to provide child care on an urgent, immediate-need basis; to enroll a child in or transfer a child to a new school or day care facility; or to attend meetings with staff at a school or day care facility.
D. Financial and legal arrangements: To make or update various financial or legal arrangements or to act as the covered military member's representative before a federal, state or local agency in connection with service benefits.
E. Counseling: To attend counseling (provided by someone other than a health care provider) for the employee, the covered military member, or a child or dependent when necessary, as a result of duty under a call or order to active duty.
F. Temporary rest and recuperation: To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to fifteen (15) days of leave for each instance of rest and recuperation.
G. Post-deployment activities: To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to ninety (90) days following termination of the covered military member's active-duty status. This also encompasses leave to address issues that arise from the death of a covered military member while on active-duty status.
H. Mutually agreed leave: Other events that arise from the close family member's call or order to active duty, provided that the City ~~[Company Name]~~ and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

~~**12.Definitions**~~

~~**A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an inpatient care in a hospital, hospice or residential care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care. Under certain conditions, this includes treatment for substance abuse. Incapacity means the inability to work, attend school or perform other regular daily activities due to the serious health condition, its treatment, or the recovery that it requires. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three (3) full calendar days and two (2) visits to a health care provider, or one (1) visit to a health care provider and a continuing regimen of care; an incapacity caused by a chronic condition or**~~

~~permanent or long-term conditions; or absences due to multiple treatments. Other situations may also meet the definition of "continuing treatment."~~

~~Qualifying exigencies include activities such as short-notice deployment, military events, arranging alternative child care, making financial and legal arrangements related to deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.~~

~~A covered service member is either 1) a current service member of the armed forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the service member is undergoing medical treatment, recuperation or therapy; otherwise in outpatient status; or otherwise on the temporary disability retired list; or 2) a covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness.~~

~~A covered veteran is an individual who was discharged under conditions other than dishonorable during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. The period between October 28, 2009, and March 8, 2013, is excluded in determining this five-year period.~~

~~Next of kin means the nearest blood relative of the service member, other than the service member's spouse, domestic partner, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave.~~

~~The definition of "serious injury or illness" for current service members and veterans is distinct from the definition of "serious health condition" for CFRA/FMLA leave. For purposes of this policy, "serious injury or illness" means an injury or illness incurred by the service member in the line of duty while on active duty in the armed forces that may render the service member medically unfit to perform the duties of the service member's office, grade, rank or rating or that existed before the beginning of active duty and was aggravated by service while on active duty.~~

~~With regard to covered veterans, the serious injury or illness may manifest itself before or after the individual assumed veteran status and is 1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the armed forces and rendered the service member unable to perform the duties of the service member's office, grade, rank or rating; 2) a physical or mental condition for which the covered veteran has~~

~~received a VA service-related disability rating of 50 percent or greater, and such rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; 3) a physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would absent treatment; or 4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.~~

13. Exhaustion of Leave

If an employee's illness or injury requires a leave of absence for more than twelve (12) weeks, the City will, with satisfactory medical evidence, extend the employee's leave for an additional fourteen (14) weeks for a total of twenty-six (26) weeks in a twelve (12) month period. The city will extend the employee's reinstatement rights through the end of the 26 week period as long as the employee can perform the job with or without reasonable accommodation. At the end of the twenty-six (26) week period, the city may extend the leave for an additional twenty-six (26) weeks for a total of fifty-two (52) weeks of leave; however, the employee will not retain reinstatement rights. The City may at this time fill the employee's position. Typically, at the end of the fifty-two (52) week period, if the employee is unable to return to work with or without reasonable accommodation or if there is not a position available the employee's employment will be terminated.

F. PREGNANCY DISABILITY LEAVE AND ACCOMMODATIONS

1. Eligibility

Any employee who is disabled because of pregnancy, childbirth, or a related medical condition may be entitled to pregnancy disability leave (PDL). For employees who are also eligible for FMLA/CFRA leave, PDL is not counted as time used for CFRA leave but does run concurrently with available FMLA leave.

2. Reasons for Leave

PDL is for any period of actual disability caused by your pregnancy, childbirth, or related medical conditions up to four (4) months per pregnancy. PDL does not need to be taken in one continuous period of time but can be taken on an as needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth are all covered by PDL.

3. Amount of Leave

Employees may take up to four (4) months of PDL. Employees affected by pregnancy or a related medical condition may also be eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable.

4. Benefits While on Leave

a. Benefits. PDL is an unpaid leave. However, ~~employees shall use accrued leaves~~will receive benefits pursuant to FMLA ~~as if on FMLA and will receive benefits pursuant to FMLA~~ up through exhaustion of the employee's available FMLA and PDL leave.

b. Accrued Leaves. While on unpaid leave, employees do not accrue vacation, sick, or other paid leave time, and their performance evaluation dates may be adjusted to the same extent as any other unpaid leave.

5. Substitution of Paid Accrued Leaves

Employees taking PDL shall concurrently use any available sick leave. Employees shall also use any accrued vacation or other accrued time off as part of their PDL before taking the remainder of their leave as unpaid leave.

6. Employee Notice of Leave

To the extent possible, employees requesting PDL should follow the same authorization process for FMLA as outlined in Section E (Family and Medical Leave Act).

7. Medical Certification

The City may require employees requesting PDL or a related ~~transfer~~ accommodation to obtain a certification from ~~your~~ a health care provider of their~~your~~ pregnancy disability or the medical advisability of a need for accommodation~~transfer~~. The certification should include:

a. The date on which the employee ~~you~~ became disabled due to the pregnancy or the date of the medical need for an accommodation~~advisability of a transfer~~;

b. The ~~probably during~~ probable duration of the period of disability or accommodation~~the period for the transfer~~; and

c. A statement that, due to the disability, ~~you~~ the employee is ~~are~~ unable to work at all or to perform any one or more of the essential functions of their~~your~~ position without undue risk to the employee~~yourself~~, the successful completion of the~~your~~ pregnancy, or to other persons~~ or a statement that, due to your pregnancy, the transfer is medically advisable~~.

8. Reinstatement Upon Return from Leave

a. Reinstatement to Position. Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, seniority, and other terms and conditions of employment. Employees have no greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously employed during the PDL period.

b. Fitness for Duty Certification. As a condition of reinstatement, the employee must obtain and present a fitness for duty certification from the health care provider that the

employee is able to resume work in the position sought. Failure to provide such certification will result in denial of reinstatement.

9.Pregnancy Disability Accommodation

The Pregnant Workers Fairness Act (PWFA) is enforced by the Equal Employment Opportunity Commission and requires covered employers to provide "reasonable accommodations" to employees who have known limitations related to pregnancy, childbirth, or a related medical condition, unless the accommodation will cause the City an undue hardship.

Examples of possible accommodations include:

- Allow a stool or chair during workshift;
- Receive closer parking;
- Have flexible hours;
- Receive appropriately sized uniforms and safety apparel;
- Receive additional break time to use the bathroom, eat, and rest;
- Take leave or time off to recover from childbirth;
- Be excused from strenuous activities and/or activities that involve exposure to compounds not safe for pregnancy.

~~9.~~10. Lactation Accommodation

The City recognizes the importance of breastfeeding and supports employees who need additional time and space in order to express milk. The City will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with the regular break time shall not be paid. ~~The City is not required to provide an employee with break time for the purposes of lactating if to do so would seriously disrupt the operations of the employer. Any denial of break time shall be provided to the employee in writing.~~

The City will ~~make reasonable effort to~~ provide the employee with a room, other than a bathroom, or other location in close proximity to the employee's work area, shielded from view, for the employee to express milk in private as well as access to a sink with running water, and a refrigerator or cooler for storing breast milk. A room provided for this purpose:

- Will be safe, clean, and free of hazardous materials
- Will be free from intrusion
- Contain a surface to place a breast pump and personal items
- Contain a place to sit

- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump

An employee may request an accommodation for lactation breaks by submitting a request to the ~~Office~~ Division of Human Resources.

G.REPRODUCTIVE LOSS LEAVE

California law allows eligible employees who experience a reproductive loss event to take up to 5 days of unpaid time off work. A reproductive loss event is defined as the day or for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. Employees who have been employed with the City for 30 days are eligible. Employees may utilize other paid leave accruals during this leave. Eligible employees are entitled to up to 5 days for each reproductive loss event during each 12-month period up to a maximum of 20 days.

HG.CATASTROPHIC LEAVE

It is the policy of the City of Redlands to permit employees to contribute a portion of their accrued leave credit to another employee when such employee is on approved leave of absence due to a verifiable illness or injury.

1. Provisions

Participation in the plan is voluntary.

For the purposes of this leave program, "catastrophic" shall be interpreted to include an illness or event which is devastating, unexpected, immediate in nature, and which is expected to preclude the employee from returning to work for an extended period of time. The City reserves the right to request supporting documentation.

The receiving employee must be or have been absent from work due to injury or illness and have exhausted all earned leave credits, including but not limited to, sick leave, vacation leave, holiday leave, comp time, executive leave, etc., and is, therefore, facing financial hardship. A determination on sick leave accruals shall be made on a case-by-case basis in accordance with the Family Medical Leave Act (FMLA).

The hours shall be deducted from the donor's leave balance, converted to dollars and used to compensate the recipient at the recipient's regular rate of pay. Donations shall be listed in the order in which they are received by the ~~Office~~ Division of Human Resources. Each pay period, a sufficient number of donor hours shall be converted and used to compensate the recipient. Unconverted donations shall revert to the donor.

If sick leave is contributed:

a. The donor's balance cannot drop below two-hundred (200) hours; and,
b. Sick leave hours donated shall **not** count as hours used for the purposes of sick leave buy back.
c. Donations shall be made in whole hour increments.
d. Donated hours are irrevocable.

e. The recipient must have been employed with the City for at least six months of continuous service.
f. Requests may be initiated by the employee or on behalf of the employee, recommended by the Department Director with the agreement of the Human Resources Director and final approval by the City Manager.
g. The total number of hours donated to an employee shall not exceed the length of the approved leave of absence.

IH. JURY DUTY AND WITNESS LEAVE

All employees in the competitive service who are required to serve on a jury shall be entitled to regular compensation. Employees released early from jury duty shall immediately report back to their normal work assignment.

An employee who is subpoenaed to appear in court in a matter regarding an event or transaction which he or she perceived or investigated in the course of his or her employment with the City shall be allowed to do so without loss of compensation, unless it is the employee's own lawsuit.

An employee subpoenaed to appear in court in a matter unrelated to his or her official capacity, or who is appearing in court in a matter initiated by the employee, shall be permitted time off without pay, or if the employee chooses, to use accrued vacation for this purpose.

JI. MILITARY LEAVE

Military leave will be granted as required by law. Prior to taking such leave, an employee shall present a copy of ~~his/her~~their military orders to the Department Director. Benefits shall continue to accrue to the extent required by law.

KJ. PERSONAL LEAVE

At the sole discretion of the City, an employee may be granted a personal leave of absence upon the recommendation of the Department Director and the approval of the City Manager. The City may fill the position with a temporary or provisional employee during the term of the leave of absence or undertake any other appropriate measures to address workload needs. The employee shall take any available accrued leaves as compensation during a personal leave of absence.

1. Authorization

Employees requesting a personal leave of absence must submit the request in writing to their Department Director. The request should state the reason for the leave and the anticipated beginning and ending dates of the leave. The Department Director will submit the request along with his or her recommendation to the City Manager. The City Manager will make a decision in writing and transmit the decision to the employee. The decision of the City Manager shall be final and is not subject to grievance or appeal. The City Manager's determination will include, but is not limited to, the following factors:

a. Any history of excessive unauthorized absences or leave abuse;
b. Any detrimental effect on the operation of the department/division; and

c. The reason for the leave of absence. Examples of reasons that may be considered are:
   i. To take a course of study that will increase the employee's usefulness or effectiveness to the city
   ii. Other personal or family related reasons.

Use of the leave for a purpose other than that requested may be cause for forfeiture of reinstatement rights or disciplinary action, up to and including termination.

2. Length of Leave and Extension

Leaves of absence shall not exceed thirty (30) days, however, the City Manager reserves the right to extend the leave at ~~his/her~~their sole discretion for an additional period, not to exceed six (6) months. Employees requesting a leave extension must submit a written request no later than fourteen (~~-~~14) days prior to the approved expiration of the original leave. Employees that are granted an extended leave will be responsible for full payment of any benefit premiums.

3. Return from Leave

When an employee intends to return from an authorized leave of absence, either before or upon the expiration of such leave, the employee shall contact the Department Director at least fourteen (14) days prior to the planned day of return. The Department Director shall promptly notify the ~~Office~~ Division of Human Resources of the employees' intention. Failure of an employee to abide by this notification procedure or to report for work promptly on~~at~~ the date of leave expiration shall be grounds for discipline up to and including termination.

4. Adjustments to Accrual of Benefits

Sick leave, holidays, and vacation leave will not accrue during any unpaid leave time, unless otherwise expressly provided for in an applicable MOU. Employees on unpaid leave will be responsible for any benefit premiums during their leave of absence.

XI. RISK MANAGEMENT

A. WORKERS' COMPENSATION

1. Reporting Procedure

a. Any employee who is injured while on duty must immediately report the injury or illness to their immediate supervisor. The supervisor will provide the employee with the appropriate forms and turn the completed forms into Human Resources within 24 hours of the injury. In the event the employee is physically incapacitated, the supervisor shall complete and forward all forms and reports to Human Resources within 24 hours following the injury.
b. ~~The supervisor~~The ~~Office~~Division of ~~or~~ Human Resources ~~personnel may~~shall authorize medical treatment for the employee at the City's occupational~~industrial~~

medical clinic. An employee may seek medical treatment from his or her own physician if they have been previously designated and on file in Human Resources.

B. CIVILIAN EMPLOYEES

1. Use of Paid Accrued Leaves

If an employee is directed by the City's physician or the employee's physician to be absent from work due to the work-related injury the employee will be required to use their accrued leave time for compensation for the first three days of time off from work.

If it is determined that the employee is temporarily disabled and is ordered to be off work for more than fourteen (14) days, or has restrictions that the City cannot accommodate, the temporary disability payment, as required by the Workers' Compensation Act, will go back to the date of injury.

An employee shall apply pro-rated accrued sick leave, vacation leave or comp time to an absence and to receive compensation equal to the difference between the compensation which the employee is entitled under the Workers' Compensation Act and ~~his/her~~their regular City salary, not to exceed the amount of earned leave time. If the employee does so elect and has applied accrued leave to such absence, then he/she shall be entitled to receive compensation for absences following and related to the occurrence of a specific injury until sick leave is exhausted.

2. Benefits

Any employee shall continue to accrue vacation, holidays and sick leave and to earn eligibility for consideration for merit salary increases during an absence resulting from a work-related injury so long as the employee receives compensation payments under the provisions of the Workers' Compensation Act. A probationary employee shall be entitled to the same benefits as a regular employee, except the probationary employee shall not continue to earn eligibility for consideration for merit salary increases or regular status.

Medical care and payment for permanent disabilities incurred in the course of employment shall be as prescribed by the Workers' Compensation Act.

C. SWORN EMPLOYEES

Whenever a sworn peace officer or firefighter, or other employee eligible under Labor Code Section 4850, sustains a work related or industrial injury while actively engaged in law enforcement he/she shall receive compensation as provided under the Workers' Compensation Act and/or Labor Code provided under State Law. Such ~~officer~~ employee shall be placed on leave of absence at full salary and shall be paid by the City as long as required by Section 4850 and related Sections of the Labor Code. During the time the City is required to pay and actually pays, the employee shall not be entitled to receive any temporary disability payment under the Workers' Compensation Act, and the City shall be

entitled to receive all payment which would otherwise be payable to such employee for such temporary disability or upon retirement.

D. LONG-TERM ILLNESS AND LABOR CODE SECTION 4850 APPOINTMENTS

The ~~Office~~ Division of Human Resources may declare a position temporarily vacant due to the absence of an employee on leave pursuant to Labor Code Section 4850 or on long-term illness leave and the position may be filled by a temporary or interim appointment. A person appointed to the position shall sign a statement acknowledging that:

- The appointment is temporary only, with no attainment of regular status; and
- If already employed by the City, the appointment will revert to ~~his/her~~their original position and salary range upon notice from the HR Director.

E.MODIFIED DUTY

When a City employee is being treated for a work or non-work related injury or illness and is determined fit by the City approved treating physician to return to work on a temporary basis with modified duties or tasks, the City will make every attempt to return the employee to work in a modified duty status. All such modified duty work assignments are to be within the limitations as described by the City approved physician who is qualified to render an opinion on the worker's physical abilities. Modified duty assignments for miscellaneous employees typically will not exceed sixty (60) days. For safety employees only, modified duty assignments typically will not exceed twelve (12) months. Due to staffing restrictions in some areas, light or modified duty may not be available. The determination of the availability of light or modified duty assignments will be made by the Department Director and the ~~Office~~ Division of Human Resources.

In the event an employee refuses the modified duty offered, and the employee satisfies the restrictions and ability to perform the modified duty, the City is not obligated to provide an alternative position. In such cases, Human Resources will notify the insurance carrier of the employee's refusal of the modified duty.

Any employee returning to modified duty must not exceed the duties of the position or go beyond the doctor's restrictions. If any medical restrictions change, the employee must immediately notify his or her supervisor and provide Human Resources with a copy of the new medical release within twenty-four (24) hours.

Supervisors will monitor work performance to ensure the employee does not exceed the requirements set by the attending physician.

F.CHECK IN PROCEDURES

During the period of time that an employee is off work due to an industrial injury, the department may require the employee to check in with the ~~Office~~ Division of Human Resources on a regular basis.

G.ACCIDENT REPORTING, RECORDING AND ANALYSIS

The elimination of incidents, accidents, and injuries is a goal of the City of Redlands. In order to achieve this goal, a well- established system of reporting and recording vehicle and equipment accidents has been developed.

1. Definition

An accident is an ~~unintended~~ unplanned event ~~involving a vehicle or piece of equipment~~ that results in personal injury or property damage. An incident is an unplanned event that does not result in a personal injury but may result in property damage or is worth of recording.~~produces damage or injury.~~

2. Procedures for reporting ~~an~~ accidents/injuries/incidents

a. If life threatening, ~~Call or ask someone else to call 911 for emergency services;~~call 911 immediately;

~~a.~~b. Notify the ~~Office~~Division of Human Resources immediately;

c. ~~Call the supervisor and report the accident and all information regarding the accident;~~Notify supervisor;

~~b.~~

~~c. Call Risk Management for all accidents involving moving violations and requiring a full police report;~~

~~d. Gather all pertinent information at the accident scene to meet the accident reporting requirements. This will include names, addresses, phone numbers of the persons who are injured and/or involved and witnesses who may have seen the accident;~~

~~e.~~d. Complete all forms required by the City's safety policies and Injury and Illness Prevention Program. Forms must be submitted to ~~HR~~ the ~~Office~~Division of Human Resources within twenty-four (24) hours ~~of the accident~~;

~~f. Complete forms as required by the Department of Motor Vehicles, Department of Transportation and/or any other agency;~~

~~g. Submit to a drug and alcohol screening for all accidents involving a moving violation. Safety personnel may be exempt from drug testing requirements of this policy;~~

~~h. Comply with the instructions issued by the supervisor, Risk Management and/or safety personnel.~~

Employees using personal vehicles while on duty shall follow this policy and comply with these reporting procedures.

3. Supervisors' Responsibilities

If the employee is not able to complete the above information, the supervisor or ~~his/her~~their designee shall be dispatched to the accident to obtain the above information and complete the forms. In addition, the supervisor shall:

a. Notify HR and arrange transportation for employees required to submit to a drug and alcohol screening immediately after an accident;

b. Consult with ~~Determine whether or not~~ Risk Management to determine whether a drug and alcohol screening is necessary;~~should respond to employees accident that do not involve a moving violation;~~

c. ~~In consultation with the Office of Human Resources~~Consult with Risk Management for all accidents involving moving violations and require a full police report.~~, determine whether or not a drug and alcohol screening is necessary for accidents that do not involve a moving violation.~~

4. Employee Responsibilities

a. Submit to a drug and alcohol screening for all accidents involving a moving violation. Safety personnel may be exempt from drug testing requirements of this policy; and

b. Comply with the instructions issued by the supervisor, Risk Management, and/or safety personnel.

5. Risk Management Responsibilities

a. Ensure all relevant information is received;

b. Conduct a thorough investigation to provide recommendations; and

~~b.~~c. Complete forms as required by the Department of Motor Vehicles, Department of Transportation, and/or any other agency.

~~3.~~6. ~~4.~~ Accident Reports and Records

All accidents shall be reported to provide the City with an overall summary of events. A Report of Incident, Accident, or Injury Form shall be used to record pertinent information. The report shall include the following information:

a. Date and time of accident
b. Name of employee(s)
c. Department
d. Vehicle identification number
e. Location of accident
f. Brief description of accident
g. Fatalities and/or injuries
h. Property damage
i. Physical damage to City property
j. Photographs

If a Report of Incident, Accident or Injury form is not available the employee or supervisor is required to gather and record the above information using an alternative format.

7~~5~~. Accident Investigation

A thorough investigation shall be conducted to determine the primary cause of any injury, accidents, or incidents involving city vehicles and equipment. The investigator shall determine how the accident occurred, what physical evidence might be available, and obtain witness statements. The investigator shall gather information to reconstruct the events leading to the accident and should record those facts for future reference.

Contributing factors shall also be identified. Such an investigation helps to show the basic conditions responsible and ~~pint~~ point out the area(s) in which either specific or general corrective action should be taken. The information derived from the accident analysis should be used constructively to educate employees or change procedures in an effort to prevent future occurrences. This information may also be used to identify remedial training needs.

8~~6~~. Disciplinary Action

Any driver involved in an accident involving a City owned vehicle or piece of equipment and found to be negligent may be required to complete a driver safety training course and subject to disciplinary action, up to and including termination.

City Council Meeting **L. 8.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of Fiscal Years 2025 & 2026 Mid-Biennium Budget Update (Management Services/Finance Director Garcia)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motion is provided:

I move to approve the Mid-Biennium Budget Update for Fiscal Years 2025 and 2026.

RECOMMENDATION:

Staff recommends that the City Council approve the Mid-Biennium Budget Update for Fiscal Years 2025 and 2026.

DISCUSSION:

The City's Mid-Biennium Budget Review for Fiscal Years 2025 and 2026 continues Redlands' commitment to strategic financial oversight, offering timely updates to support accountability, transparency, and long-range fiscal health. Since the adoption of the biennial budget in June 2024, the City has closely monitored revenues and expenditures, refined its priorities, and addressed operational needs through targeted adjustments. These include investments in public safety equipment, facilities maintenance, and structural support for new organizational divisions such as the Homelessness Solutions and Museum of Redlands.

Despite emerging revenue challenges—particularly related to declining sales tax from changes in local fulfillment center operations—the City's financial outlook remains stable. Revised projections for FY 2025 reflect stronger-than-expected growth in property tax and investment income, partially offsetting sales tax

losses. FY 2026 projections, while cautious, maintain essential services and capital investments, including first-year debt service for the new Safety Hall. The budget also continues robust support for Measure T priorities, with no change to the programmatic spending plan adopted in 2024.

The full City Manager's Budget Message, attached to this report, provides important context on economic conditions, fiscal risks, and the City's strategic response. Readers are encouraged to review the message in full for a comprehensive understanding of the City's financial trajectory, including both the opportunities and challenges that lie ahead.

A summary and overview of all budget changes is included in the attached FY 2025 & 2026 Mid-Biennium Budget Update document that includes the City Manager's Budget Message as well as schedules that provide fund-level detail across all departments.

ALTERNATIVES:

The Council may choose to modify, table or reject this item.

STRATEGIC PLAN:

N/A

SUBMITTED BY:
James Garland, Assistant Finance Director
Danielle Garcia, Management Services/Finance Director

RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Janice McConnell, Assistant City Manager
Christopher Boatman, Assistant City Manager

Fiscal Impact

Fiscal Year: 2025, 2026

Discussion:

Modifications to Fiscal Year 2026 appropriations and revenues, as well as 12-month revised estimates to close Fiscal Year 2025 are contained in the attachment and include the summary of fiscal impacts.

Attachments



CITY OF REDLANDS

FY2025 and 2026

Mid-Biennium Budget

Update

June 17, 2025

City Council
Mario Saucedo, Mayor
Marc Shaw, Mayor Pro Tempore
Council Member Denise Davis
Council Member Paul T. Barich
Council Member Eddie Tejeda

City Manager
Charles M. Duggan, Jr.



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CHARLES M. DUGGAN, JR.
City Manager

City of
REDLANDS
Incorporated 1888

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June 17, 2025

City Manager Budget Message
Mid-Biennium Review FY 2025 & 2026

This is the City's second Mid-Biennium Budget, presented for Fiscal Years 2025 and 2026. The Biennial Budget for this period was adopted by the City Council on June 4, 2024. Since then, staff have met monthly with the City Manager to review budget progress, Finance has conducted quarterly meetings with major departments, and a General Fund Mid-Year Budget Review was presented to the Council on March 18, 2025. These activities support the City's commitment to fiscal oversight and informed financial planning across a two-year fiscal horizon exceeding $500 million in appropriations.

The Mid-Biennium Budget Review is a continuation of this process, providing a structured opportunity to evaluate progress, address emerging priorities, and adjust course as needed. Through this review process, staff are recommending changes to the adopted budgets for Fiscal Years 2025 and 2026. These proposed adjustments reflect updated revenue projections, refined spending priorities, and targeted uses of reserves to support key strategic goals.

This budget message provides an update on the current fiscal year (FY 2025), outlines the outlook for FY 2026, and highlights key fiscal priorities, including Measure T spending. It also discusses current economic conditions and identifies challenges the City may face in the near term. This message is best read alongside the General Fund summary found on pages 1 & 2, which offers a detailed view of the revised revenue and expenditure forecasts.

Fiscal Year 2025 Review

At the time the FY 2025 budget was originally adopted in June 2024, spending plans focused on continuing the momentum of prior investments in public safety, infrastructure, and quality of life improvements. Major initiatives included expanding core services, addressing long-deferred maintenance, and advancing climate and sustainability goals, all while maintaining a close eye on spending commitments in the face of inflationary pressures and a cooling economy.

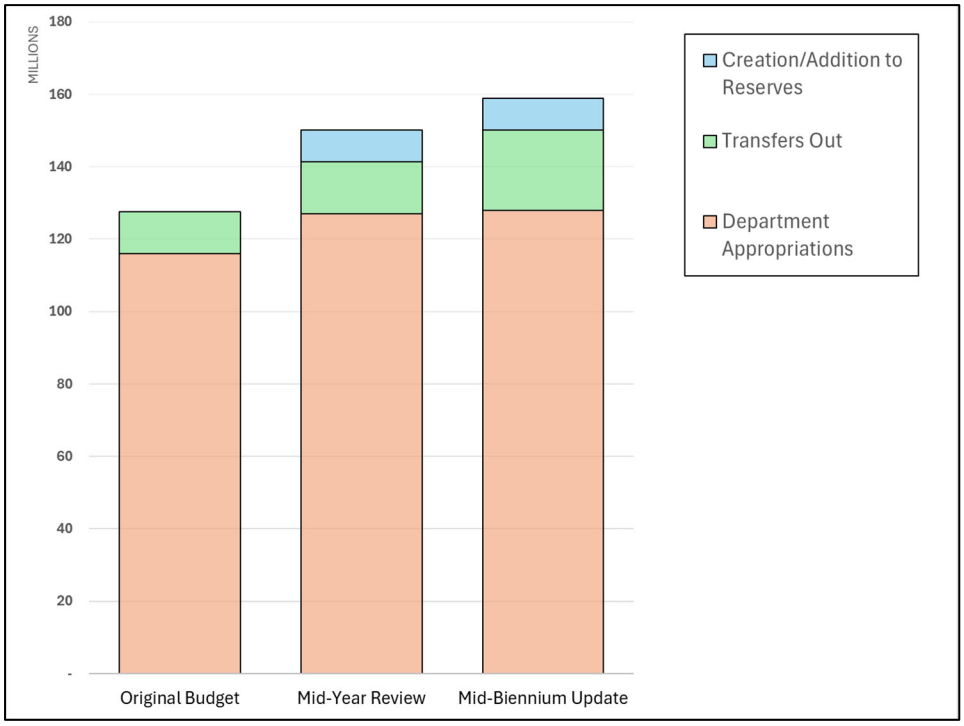
As the fiscal year progressed, the City implemented key organizational changes to improve transparency and service alignment. Notably, the Homelessness Solutions Division was formally established and consolidated under the Office of the City Manager, reflecting the City's strategic focus on response in this critical area. Referring to the General Fund Summary (under Financial Requirements found on page 2), this reorganization is reflected as a decrease in the budget for Facilities & Community Services and a corresponding increase within the City Manager's budget across FY 2025 and FY 2026.

Additionally, a new Museum of Redlands Division was established within the Library Department. More than 25 years in the making, the Museum building is now complete thanks to a wide range of funding sources. The A.K. Smiley Public Library's curatorial team is actively preparing an extensive exhibition program in anticipation of the Museum's grand opening later this fall. The City will assume responsibility for operating costs, including staffing, maintenance, insurance, and utilities. Referring to the General Fund Summary (under Financial Requirements found on page 2), the variance in appropriations for the Library between the FY 2025 and FY 2026 reflects these added costs.

Several budget adjustments were also made to support essential operations. The Fire Department's budget was amended to fund the replacement of aging command and support vehicles. At Mid-Biennium, the release of funds from the Reserve for Fire Equipment has been added to support the replacement of backup power generators at Fire Stations 262 and 263. Additionally, an increase in reimbursed expenditures in the Engineering Division reflects grant spending for the Orange Blossom Trail construction project.

General Fund Use of Reserves were increased to align with projected expenditures in the Safety/City Hall Replacement Fund (406). Once eligible project expenses, such as architectural design, engineering, or construction are incurred, funds from the General Fund Reserve for Future Facilities will be transferred accordingly. The Mid-Year Budget also included a substantial addition to this reserve, primarily supported by prior-year budget savings. These funds will ultimately support two critical infrastructure projects: the new Safety Hall and City Hall facilities. The following chart illustrates the key changes to the FY 2025 Expenditure Levels.

Table 1 - FY 2025 Changes in Expenditure: From June 2024 to March 2025 to June 2025

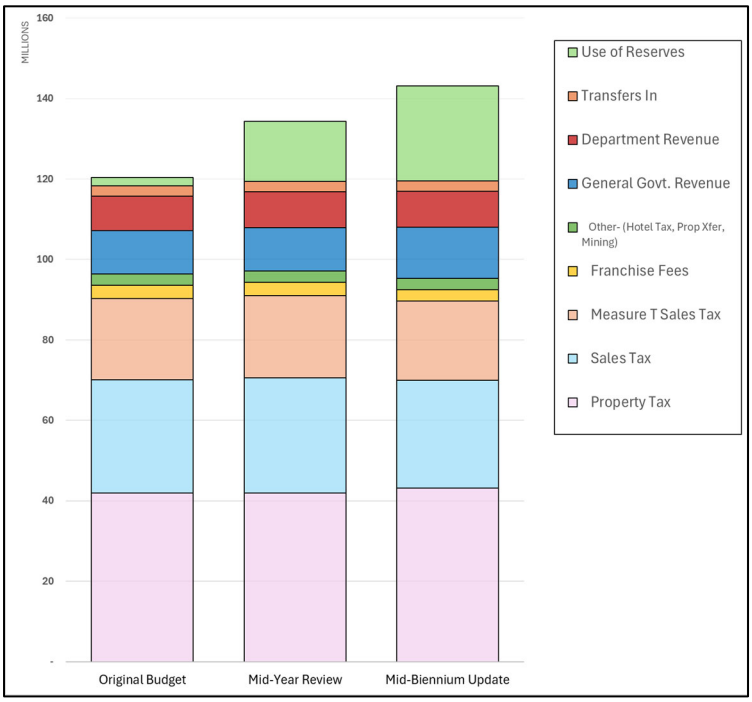


General Fund revenues for FY 2025 have been adjusted to reflect updated economic conditions and other factors influencing the City's major revenue streams. Most notably, basic sales tax revenues have been revised downward by approximately $1.9 million, and Measure T sales tax is projected to decline by $772,000 compared to the original forecast. These changes are partially attributable to a broader softening in consumer spending; however, a significant portion of the decrease is linked to operational changes at a large fulfillment operation in Redlands. Based on available information, it appears that this facility may no longer function primarily as a point-of-sale fulfillment center, but rather as a last-mile delivery or sorting facility. While official confirmation has not been provided by the business entity in question, the City has observed a greater than 90% reduction in sales tax revenues previously associated with this taxpayer beginning in the fourth quarter of calendar year 2024. Although the underlying cause remains unverified, preliminary analysis suggests the decline is likely associated with changes in the operational footprint of this major fulfillment-related enterprise located in the City. The resulting decline in sales tax revenue has been substantiated through data collected to date and is not considered a one-time anomaly, but rather an ongoing impact.

The decline in sales tax revenue, estimated at $2.7M, presents an ongoing concern that is expected to impact revenues in FY 2026 as well. However, the FY 2025 revised outlook is buffered by strong performance in other key revenue categories: property tax revenue is projected to exceed budget estimates by nearly $1.3 million, and investment income is expected to outperform projections by $2.7 million as a result of an advantageous interest rate environment. Additional adjustments include an expected increase of $300,000 in Business License revenue, attributable to the City's recently implemented compliance program aimed at improving business registration and renewal rates. Franchise Fees, conversely, are now forecasted to be $405,000 below budget, consistent with historic volatility in this revenue source.

The Mid-Biennium update for FY 2025 also reflects a higher use of reserves totaling approximately $9.4 million, primarily due to the planned release of funds from the Reserve for Future Facilities. This increase corresponds with the issuance of purchase orders and contractual agreements related to the Safety Hall and City Hall projects, totaling $9.2 million, a $7.8 million increase. These planned expenditures represent a strategic drawdown of reserves previously set aside for these capital initiatives, aligning with Council direction and long-range facilities planning. In addition, $100,000 was appropriated from the Public Benefit Reserve for the acquisition of the England Grove property, and a $192,000 grant match was provided from the same reserve to support completion of the final segment of the Orange Blossom Trail. An additional $100,000 was appropriated from the Maintenance Reserve for Buildings & Improvements to fund termite abatement efforts at the A.K. Smiley Public Library. These targeted reserve allocations reflect the City's continued efforts to invest in community assets while responsibly managing one-time resources. The following chart illustrates the key changes to the FY 2025 Revenue Forecasts.

Table 2 - FY 2025 Changes in Revenue: From June 2024 to March 2025 to June 2025



Despite the downward revision to sales tax revenue, the City's overall financial outlook for FY 2025 remains stable and consistent with long-term fiscal objectives. While the adopted budget anticipated a drawdown of approximately $15.9 million from the City's nearly $50 million unassigned General Fund balance, the revised forecast now projects a reduced use of fund balance—approximately $15.3 million—reflecting an improvement of roughly $550,000. This change is primarily driven by stronger-than-expected property tax growth and investment earnings, both of which have outperformed initial estimates. These outcomes underscore both the continued vibrancy of the community, reflected in stable property values and sustained real estate activity, and the prudent investment strategy adopted by the City Council and carried out by the City Treasurer, which together have helped buffer the City against emerging economic pressures. As the fiscal year concludes, the City remains in a sound position to move forward with confidence, even as economic uncertainty persists.

Fiscal Year 2026 Planning & Adjustments

The FY 2026 budget carries forward the strategic investments initiated in FY 2025, with continued emphasis on public safety, infrastructure renewal, and enhanced community programming. As the second year of the City's biennial budget, it reflects not only a commitment to long-range planning and financial stewardship, but also a deliberate approach to navigating an evolving economic environment. Recent statewide and national outlooks—from economic forecasters and municipal finance experts alike—continue to highlight persistent inflation, softening consumer activity, and changing e-commerce dynamics that are reshaping local revenue patterns. In this context, the City's financial plan for FY 2026

emphasizes stability, resilience, and the thoughtful use of reserves to support key priorities without compromising future fiscal flexibility.

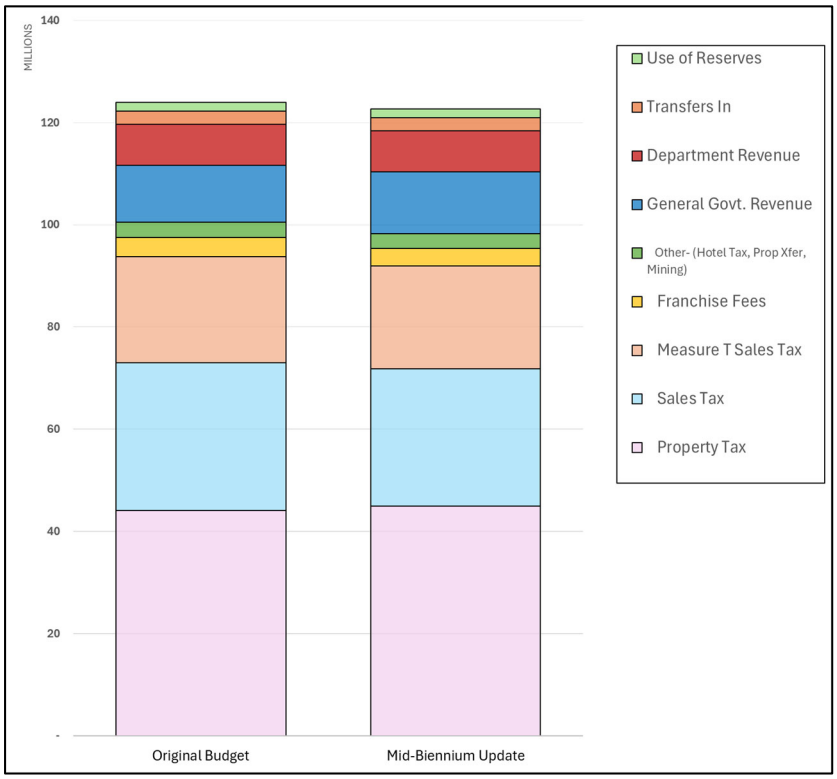
Among the City's major funding initiatives in FY 2026 are the replacement of aging fire apparatus, targeted infrastructure maintenance, and the first debt service payment for the new Safety Hall facility—a once-in-a-generation capital investment designed to consolidate and modernize police operations. While these investments come at a time of economic uncertainty and elevated costs, they are underpinned by a long-standing commitment to conservative budgeting practices, disciplined reserve planning, and Council's clear direction to invest in public-facing services and facilities that will serve Redlands residents for decades to come.

As we prepare to enter the second year of the biennium, the FY 2026 Budget reflects both the continuation of key investments and the need to adjust revenue expectations in response to emerging trends. The most significant revision is a projected $2.1 million reduction in basic sales tax , which reflects the full-year impact of changes discussed earlier in this message—specifically, the apparent restructuring of operations by a major business entity and its local fulfillment centers. While unconfirmed, preliminary data suggests the business is no longer functioning as a point-of-sale fulfillment center, but more likely as a last-mile delivery or sorting facility, resulting in a substantial reduction in local sales tax allocations for the City. In addition, slower consumer spending, as highlighted in recent economic outlooks from Cal Cities, UCLA Anderson, and state municipal finance experts, continues to exert downward pressure on both basic sales tax and Measure T sales tax projections. Measure T, in particular, is expected to generate roughly $627,000 less than previously forecast due to the same factors: reduced discretionary spending and broader structural shifts in e-commerce behavior.

Offsetting some of the anticipated decline in sales tax revenues, property tax revenue is now projected to exceed original FY 2026 estimates by approximately $912,000. This increase reflects ongoing growth and stability in the City's assessed valuation, supported by sustained strength in local residential and commercial real estate markets. The City continues to benefit from a property tax base that remains well-valued, due in part to consistent development activity and resilient market demand within the region.

Business License tax revenue is also expected to increase by roughly $700,000, attributed to continued gains from the compliance program initiated in the latter half of FY 2025 to improve registration and renewal among business operators. While adjustments have been made to other revenue categories, they are less significant in scale. Taken together, the City now anticipates receiving approximately $1.2 million less in total General Fund revenue than originally projected for FY 2026, which will have a direct effect on the year-end bottom line. The following chart illustrates the key changes to the FY 2026 Revenue Forecast.

Table 3 - FY 2026 Changes in Revenue: From June 2024 to June 2025



Expenditure adjustments in FY 2026 are limited and primarily reflect the carryforward of organizational changes implemented in FY 2025. These include the continued operation of the Homelessness Solutions Division within the Office of the City Manager, which was established to centralize oversight and coordination of policy initiatives in this critical service area. In addition, the budget includes an increase of approximately $624,000 for the Library, most of which supports the new Museum of Redlands Division, which will oversee operations, programming, and facility needs for the long-anticipated museum.

The FY 2026 budget update reflects a modest shift in expenditures and a substantive change in revenues that carries broader implications for the City's long-term financial posture. While several General Fund revenue sources—such as property tax and business license receipts—are projected to outperform initial estimates, these gains are not sufficient to fully offset a combined $2.7 million estimated reduction in basic sales and Measure T sales tax, tied both to weak consumer spending and the full-year impact operational changes at a major fulfillment-related enterprise located in the City. On the expenditure side, only minor adjustments have been made, operational support for the Museum of Redlands—resulting in a net increase of $418,000.

Taken together, these changes increase the planned use of unassigned fund balance from the originally budgeted $9.4 million to approximately $11.1 million in FY 2026. The unassigned General Fund balance is projected to close the year at $23.2 million, drawn down from a July 1, 2025, estimated starting point of $34.4 million. While this level remains above policy thresholds, it narrows the City's margin for future

flexibility at a time when economic outlooks emphasize heightened caution. Persistent inflation, consumer uncertainty, and structural changes in taxable retail activity continue to create fiscal challenges across the local government landscape. As such, this revised projection reinforces the need for close monitoring, prudent financial management, and sustained discipline as the City moves forward.

Measure T Spending

In light of the updated financial outlook, the City has made no changes to the Measure T spending plan adopted as part of the original biennial budget. While revenue projections for FY 2025 and FY 2026 have been revised downward to reflect broader trends in consumer spending and local sales tax performance, the programmatic priorities funded by Measure T remain unchanged. As previously outlined, this voter-approved local sales tax measure continues to provide a critical source of funding for core City services, with a strong emphasis on public safety, infrastructure, and quality of life improvements. Since its adoption in 2020, Measure T has enabled the City to make substantial investments in deferred maintenance, such as tree care, traffic signals, and facility upgrades, as well as restoring and adding key positions in Police, Fire, and community services. The following section reiterates the planned use of Measure T revenues in FY 2025 and FY 2026.

Fiscal Year 2025

Proposed *Spending* for Fiscal Year 2025

Ongoing Costs from Service Level Enhancements funded previously by Measure T –	
Police Department: Equipment Leases, IT Services & Contract Services	
Capital leases & contractual services for maintenance (Parks, Streets, Trees)	
Expansion of Recreational & Community Center Programming	
Increased EMS Transfer to cover expanded Fire staffing	
Fire Capital Equipment Leases	
	$ 3,303,995
Ongoing Costs of Additional Staffing funded previously by Measure T –	
Police Department (31 positions, including 7 police officers)	
Fire Department (9 positions, incl. Battalion Chief, 3 Fire Engineers)	
Facilities & Community Services (15 positions, recreation, maintenance, etc.)	
Library (6 full time & 3 part-time, incl. library specialist, maintenance workers)	
	$ 5,586,376
Costs of New Staffing Added in FY 2025 –	
Police Department (6 positions, including 5 police officers)	
Facilities & Community Services (3 positions, recreation, maintenance, etc.)	
	$ 1,568,435
One-Time Service Level Enhancements -	
Replace & upgrade various park facilities (Texonia, Community Field, etc)	1,792,891
Upgrade & enhance Redlands Bowl and Recreation/Senior Center Facilities	710,193
Address Building & Facilities deferred maintenance	100,000

Replace aged and outdated maintenance equipment	295,000
Downtown & Gateway Improvements	90,000
Police Department specialized IT software, hardware, tools	116,690
Specialized Law Enforcement equipment	87,500
Fire Department vehicle purchases	306,285
	$ 3,498,559
Ongoing Service Level Enhancements -	
Annual City contribution for Project Homekey Homelessness Solutions grant	1,000,000
Additional programs for Community & Senior Center Facilities	100,000
Citywide Sidewalk/ADA Replacement	500,000
	$ 1,600,000
Capital Improvement / Additions to Reserves -	
Tree trimming for 25% of City Trees	1,000,000
Remodel of Fire Station 262	2,160,000
Fire Department – Apparatus Bay Storage Structure	600,000
Fire Station Bay Door Replacements	500,000
Traffic Signal Cabinets & Components	325,000
	$ 4,585,000
Projected Total Measure T *Spending*	$ 20,142,365

Fiscal Year 2026

Proposed *Spending* for Fiscal Year 2026

Ongoing Costs from Service Level Enhancements funded previously by Measure T –	
Police Department: Equipment Leases, IT Services & Contract Services	
Capital leases & contractual services for maintenance (Parks, Streets, Trees)	
Expansion of Recreational & Community Center Programming	
Increased EMS Transfer to cover expanded Fire staffing	
Fire Capital Equipment Leases	
	$ 4,442,617
Ongoing Costs of Additional Staffing funded previously by Measure T –	
Police Department (31 positions, including 7 police officers)	
Fire Department (9 positions, incl. Battalion Chief, 3 Fire Engineers)	
Facilities & Community Services (15 positions, recreation, maintenance, etc.)	
Library (6 full time & 3 part-time, incl. library specialist, maintenance workers)	
	$ 5,750,681
Costs of New Staffing Added in FY 2025 –	
Police Department (6 positions, including 5 police officers)	
Facilities & Community Services (3 positions, recreation, maintenance, etc.)	

	$ 1,631,172
One-Time Service Level Enhancements -	
Replace & upgrade various park facilities (restrooms, lighting, playgrounds)	170,000
Address Building & Deferred Maintenance	250,000
Replaced aged & outdated maintenance equipment	225,600
Police Department specialized tool, software & hardware, equipment	147,386
Downtown Gateway Improvements & Programs	315,557
Fire Vehicles & Equipment	306,285
	$ 1,414,828
Ongoing Service Level Enhancements -	
Annual City contribution for Project Homekey Homelessness Solutions grant	1,000,000
Citywide Sidewalk/ADA Replacement	500,000
	$ 1,500,000
Capital Improvement / Additions to Reserves -	
Tree trimming for 25% of City Trees	1,200,000
Fire Department Water Tender replacement	400,000
Fire Department Type 3 Brush Engine replacement	700,000
Police Department – Safety Hall Debt Service	3,730,000
	$ 6,030,000
Projected Total Measure T *Spending*	$ 20,769,298

Economic Outlook and Other Risks to the Budget

The broader economic landscape presents a complex mix of challenges and uncertainties. National economic indicators suggest persistent inflationary pressures and labor market tightness, factors that could influence consumer behavior and, by extension, sales tax revenues. For Redlands, these macroeconomic trends translate into tangible fiscal considerations. The anticipated full-year impact of operational changes at a major fulfillment-related enterprise located in the City, combined with broader consumer spending slowdowns, is projected to result in a $2.7 million reduction in basic sales and Measure T sales tax revenues. While property tax revenues have shown resilience, the potential for market corrections or shifts in the real estate sector could introduce volatility. Additionally, inflationary trends may elevate the cost of goods and services, impacting the City's expenditure projections.

While the City has made commendable strides in addressing deferred maintenance and enhancing public services, certain strategic initiatives remain unfunded. Projects aimed at bolstering infrastructure replacement, expansion of essential facilities, and enhancing economic development strategy are important for long-term sustainability but currently lack dedicated funding sources. Identifying and securing resources for these priorities will be crucial in the coming budget cycles.

Conclusion

The Mid-Biennium Review arrives at a time when fiscal certainty is increasingly shaped by evolving structural forces: economic, technological, and demographic. As one expert recently noted, *"Economic uncertainty isn't the storm, it's the climate."* In this environment, stability requires more than cautious forecasting; it demands systems that can flex, adapt, and respond in real time. The FY 2025 and 2026 budget updates reflect this mindset, balancing responsiveness with discipline and reaffirming the City's role as a responsible steward of public resources.

The changes reshaping e-commerce and digital taxation and how these relate to operations decisions of fulfillment center are no longer peripheral. As articulated in recent discussions on local tax allocation, *"E-commerce is challenging the very foundation of local tax allocation, and we must evolve or fall behind."* The City has already begun to observe the effects of these shifts, and, while some remain unresolved, the trajectory is clear. Maintaining revenue fairness and long-term fiscal health will require proactive engagement with emerging policy frameworks, coordinated action among agencies, and clear communication with our community.

Finally, in this moment of relative stability, we are reminded that *"Stable doesn't mean safe; it means temporarily calm."* Redlands is well-positioned, but continued resilience will depend on how thoughtfully we adjust - not only to known conditions but to those that lie ahead. I want to thank City staff for their careful work in assembling this update and for their commitment to delivering services with professionalism and purpose. We remain clear-eyed about our challenges, committed to responsible planning, and focused on ensuring that our investments align with the values and priorities of the Redlands community.

Respectfully submitted,



Charles M. Duggan, Jr., City Manager
City of Redlands

General Fund Budget Summary

	2024 ACTUAL (AUDITED)	2025 ADJUSTED BUDGET	2025 MID-BIENNIUM UPDATE	2026 ADOPTED BUDGET	2026 MID-BIENNIUM UPDATE
AVAILABLE FINANCIAL SOURCES:					
BEGINNING FUND BALANCE-UNASSIGNED	$ 36,415,705	$ 49,679,961	$ 49,679,961	$ 36,616,029	$ 34,331,680
Revenues					
Taxes:					
Property	41,700,404	41,920,684	43,182,000	44,025,917	44,938,487
Sales	27,435,339	28,646,273	26,740,495	28,984,386	26,915,810
Measure T Sales Tax	20,194,305	20,442,000	19,669,923	20,763,000	20,135,370
Franchise	4,471,469	3,276,284	2,870,439	3,726,149	3,365,568
Other-(TOT, Property Transfer, Mining)	2,689,919	2,830,000	2,830,000	2,953,500	2,953,500
Total Taxes	96,491,436	97,115,241	95,292,857	100,452,952	98,308,735
General Government:					
Business Licenses	6,073,421	5,400,000	5,700,000	5,565,000	6,265,000
Motor Vehicle Fees	90,001	65,000	65,000	65,000	65,000
Interfund Charges	4,317,335	4,310,522	4,310,522	4,460,480	4,460,480
Investment Income	3,013,760	250,000	2,420,000	250,000	450,000
Other	1,236,985	757,192	757,192	790,662	790,662
Total General Government	14,731,502	10,782,714	13,252,714	11,131,142	12,031,142
Charges For Services:					
Development Services	3,686,915	3,712,261	3,712,261	3,823,629	3,823,629
Library	20,721	44,200	44,200	44,284	44,284
Police	601,032	957,550	957,550	707,550	707,550
Community Services	563,750	776,290	776,290	702,779	702,779
Fire	703,069	435,100	435,100	501,300	501,300
Facilities & Animal Services	2,242,018	2,238,963	2,238,963	1,471,283	1,471,283
Engineering	989,374	764,000	764,000	794,000	794,000
Total Charges For Services	8,806,879	8,928,364	8,928,364	8,044,825	8,044,825
Total Revenues	120,029,817	116,826,319	117,473,935	119,628,919	118,384,702
Interfund Transfers from Other Funds:					
Governmental Grants (200)	63,648	-	-	-	-
Gas Tax (207)	1,980,462	2,003,618	2,003,618	2,103,423	2,103,423
Traffic Safety (223)	155,962	127,000	127,000	127,000	127,000
Water (501, 503)	481,635	285,599	285,599	288,804	288,804
Solid Waste (511, 513)	103,399	63,283	63,283	64,306	64,306
Sewer (521)	28,758	27,121	27,121	27,560	27,560
Equipment Maintenance (607)	36,297	-	-	-	-
Total Interfund Transfers From Other Funds	2,850,161	2,506,621	2,506,621	2,611,093	2,611,093
Decreases/Use of to Reserves:					
Reserve for Encumbrances	8,617,132	8,256,231	8,617,132	-	-
Reserve for Advances Receivable	7,690,541	-	-	-	-
Reserve for Prepaids	22,940	-	-	-	-
Reserve for Donations	-	-	71,173	-	-
Reserve for Maintenance: Bldgs. & Improv.	500,000	-	100,000	750,000	750,000
Reserve for Unfunded Mandates	-	850,000	850,000	750,000	750,000
Reserve for Capital: >$50,000	-	339,707	339,707	-	-
Reserve for Public Benefit	-	607,635	985,030	200,000	200,000
Reserve for Parking Improvements	-	994,001	713,403	-	-
Reserve for Maintenance: Park Facilities	401,945	-	-	-	-
Reserve for Capital: Hvac & It Equip.	260,663	-	-	-	-
Reserve for Vehicle Replacement	950,000	-	-	-	-
Reserve for Fire Equipment	-	-	297,000	-	-
Reserve for Future Facilities	257,547	1,363,358	9,185,894	-	-
Reserve for Public Safety / Homeless	-	2,527,356	2,527,356	-	-
Total Cancellations or Decreases to Reserves	18,700,768	14,938,288	23,686,695	1,700,000	1,700,000
TOTAL AVAILABLE FINANCIAL SOURCES	$ 177,996,451	$ 183,951,189	$ 193,347,212	$ 160,556,041	$ 157,027,474
(Without Unassigned Fund Balance)	$ 141,580,746	$ 134,271,228	$ 143,667,251	$ 123,940,012	$ 122,695,795

General Fund Budget Summary (cont.)

	2024 ACTUAL (AUDITED)	2025 ADJUSTED BUDGET	2025 12 MONTH ESTIMATED	2026 CITY COUNCIL ADOPTED	2026 CITY COUNCIL ADOPTED
FINANCIAL REQUIREMENTS:					
Appropriations/Expenditures					
City Council	$ 462,429	$ 559,127	$ 559,127	$ 737,111	$ 737,111
City Clerk	269,755	685,109	685,109	510,050	510,050
City Manager (incl. HR in FY 23 & 24)	6,986,773	1,643,342	2,820,140	1,650,941	2,836,576
Human Resources (standalone dept. in FY 25 & 26)	-	6,458,531	6,458,531	6,324,740	6,324,740
City Attorney	881,943	816,397	816,397	825,347	825,347
Management Services	2,952,426	3,696,521	3,696,521	3,565,391	3,565,391
Development Services	4,866,918	7,008,113	7,008,114	6,060,768	6,060,768
Facilities & Animal Services	21,797,158	29,871,117	28,556,018	23,701,791	22,310,456
Community Services	2,160,350	2,867,433	2,867,433	2,552,229	2,552,229
Engineering	4,385,115	2,173,423	2,534,723	1,685,231	1,685,231
Library	3,580,553	3,639,462	3,943,054	3,527,376	4,151,766
Police	35,253,763	42,131,151	42,131,151	42,349,068	42,349,068
Fire	23,150,383	25,481,320	25,970,364	23,957,345	23,957,345
Total Appropriations	106,747,566	127,031,046	128,046,682	117,447,389	117,866,079
Interfund Transfers to Other Funds:					
Governmental Grants Fund (200)	405	-	-	-	-
Paramedic Fund (205)	4,185,998	5,426,894	5,426,894	5,720,339	5,720,339
DRBA (236)	103,305	100,294	103,339	98,145	98,145
Parking Authority (237)	17,872	15,496	15,496	15,722	15,722
Public Facilities Development (251)	7,690,541	-	-	-	-
Street Lighting District (261)	-	30,000	30,000	30,000	30,000
Landscape Maintenance District (263)	6,200	24,438	36,438	26,830	26,830
Safety / City Hall Fund (406)	257,547	1,363,358	9,185,894	-	-
Water Service Fund (501, 503)	34,976	-	-	-	-
Citrus Groves (538)	200,658	100,000	100,000	200,000	200,000
Liability Self-Insurance (602)	5,576,403	6,918,434	6,918,434	6,106,460	6,106,460
Information Technology (604)	-	350,000	350,000	-	-
Successor Agency (820)	409,436	-	-	-	-
Total Interfund Transfers To Other Funds	18,483,341	14,328,914	22,166,495	12,197,496	12,197,496
New or Increases to Reserves					
Reserve for Encumbrances	3,012,822	-	-	-	-
Reserve for Donations	39,678	-	-	-	-
Reserve for Peg Fees	33,083	-	-	-	-
Reserve for Operational Contingency	-	1,275,000	1,275,000	-	-
Reserve for Future Facilities	-	7,527,356	7,527,356	3,730,000	3,730,000
Total New or Increases to Reserves	3,085,583	8,802,356	8,802,356	3,730,000	3,730,000
TOTAL FINANCIAL REQUIREMENTS	$ 128,316,490	$ 150,162,316	$ 159,015,533	$ 133,374,885	$ 133,793,575
USE OF UNASSIGNED FUND BALANCE	$ -	$ 15,891,088	$ 15,348,282	$ 9,434,873	$ 11,097,780
SOURCES OVER/(UNDER) REQUIREMENTS	13,264,256	-	-	-	-
ENDING FUND BALANCE-UNASSIGNED	$ 49,679,961	[2] $ 33,788,873	$ 34,331,680	$ 27,181,156	$ 23,233,900

[1] These are audited fiscal year-end figures.

[2] Actual Unassigned Fund Balance: $52,249,769 - the effect of +$2,006,552 in GASB-adjusted investment income and 3 adjustments to fund balance by the City's external auditors with a net effect of +$563,255

Schedule of Proposed Reserves
FY 2025

Governmental Funds	Reserve	Estimated Balance 6/30/2024	Net Proposed Increase (Decrease) 2024-25	Estimated Total Reserve 6/30/2025
General Fund (101)	Contingency	9,794,310	1,275,000	11,069,310
	Set-asides:			
	Reserve for Parking Imprv.	994,001	(713,403)	280,598
	Maint: Park Facilities	100,000	-	100,000
	Maint: Buildings & Imprvs.	1,753,968	(100,000)	1,653,968
	Unfunded Mandates	1,928,462	(850,000)	1,078,462
	Capital: HVAC, IT Equip.	200,000	-	200,000
	Capital: over $50,000	912,471	(339,707)	572,764
	General Fund Vehicles	62,506	-	62,506
	Fire Equipment	408,142	(297,000)	111,142
	Donations	635,580	(71,173)	564,407
	Sidewalk Imprv.	150,462	-	150,462
	Public Benefit	2,437,726	(985,030)	1,452,696
	Future Facilites	24,553,939	(1,658,538)	22,895,401
	Public Safety / Homelessness	2,527,356	(2,527,356)	-
	Total	$ 46,458,924	$ (6,267,207)	$ 40,191,717
Enterprise Funds				
Water (501)	Operating	$ 2,936,131	$ -	$ 2,936,131
	Maintenance	2,612,655	-	2,612,655
	Rate Stabilization	200,000	-	200,000
	Capital	3,147,460	-	3,147,460
	Treatment Plant Capital	5,000,000	-	5,000,000
	Total	$ 13,896,246	$ -	$ 13,896,246
Solid Waste (511)	Operating	$ 171,601	$ -	$ 171,601
	Total	$ 171,601	$ -	$ 171,601
Wastewater (521)	Operating	$ 1,290,727	$ -	$ 1,290,727
	Capital Contingency	1,554,104	-	1,554,104
	Capital	548,825	-	548,825
	Treatment Plant Capital	747,291	-	747,291
	Total	$ 4,140,946	$ -	$ 4,140,946
Non-Potable (531)	Capital Contingency	$ 29,259	$ -	$ 29,259
Groves (538)	Capital	$ 298,288	$ (298,288)	$ -
Internal Service Funds				
Liability Insurance (602)	Self-Insured Retention	$ 500,000	$ -	$ 500,000
Information Technology (604)	ERP System	$ 39,577	$ (39,577)	$ -
Workers Comp (606)	Self-Insured Retention	$ 1,000,000	$ -	$ 1,000,000

Schedule of Proposed Reserves
FY 2026

Governmental Funds	Reserve	Estimated Balance 6/30/2025	Net Proposed Increase (Decrease) 2025-26	Estimated Total Reserve 6/30/2026
General Fund (101)	Contingency	11,069,310	-	11,069,310
	Set-asides:			
	Reserve for Parking Imprv.	280,598	-	280,598
	Maint: Park Facilities	100,000	-	100,000
	Maint: Buildings & Imprvs.	1,653,968	(750,000)	903,968
	Unfunded Mandates	1,078,462	(750,000)	328,462
	Capital: HVAC, IT Equip.	200,000	-	200,000
	Capital: over $50,000	572,764	-	572,764
	General Fund Vehicles	62,506	-	62,506
	Fire Equipment	111,142	-	111,142
	Donations	564,407	-	564,407
	Sidewalk Imprv.	150,462	-	150,462
	Public Benefit	1,452,696	(200,000)	1,252,696
	Future Facilites	22,895,401	3,730,000	26,625,401
	Total	$ 40,191,717	$ 2,030,000	$ 42,221,717
Enterprise Funds				
Water (501)	Operating	$ 2,936,131	$ -	$ 2,936,131
	Maintenance	2,612,655	-	2,612,655
	Rate Stabilization	200,000	-	200,000
	Capital	3,147,460	-	3,147,460
	Treatment Plant Capital	5,000,000	-	5,000,000
	Total	$ 13,896,246	$ -	$ 13,896,246
Solid Waste (511)	Operating	$ 171,601	$ -	$ 171,601
	Landfill Expansion	-	$ 1,200,000	1,200,000
	Total	$ 171,601	$ 1,200,000	$ 1,371,601
Wastewater (521)	Operating	$ 1,290,727	$ (1,290,727)	$ -
	Capital Contingency	1,554,104	(1,429,395)	124,709
	Capital	548,825	(548,825)	-
	Treatment Plant Capital	747,291	(747,291)	-
	Total	$ 4,140,946	$ (4,016,238)	$ 124,709
Non-Potable (531)	Capital Contingency	$ 29,259	$ -	$ 29,259
Groves (538)	Capital	$ -	$ -	$ -
Internal Service Funds				
Liability Insurance (602)	Self-Insured Retention	$ 500,000	$ -	$ 500,000
Information Technology (604)	ERP System	$ -	$ -	$ -
Workers Comp (606)	Self-Insured Retention	$ 1,000,000	$ -	$ 1,000,000

REVENUES

ORGKEY	OBJECT		2023-24 ACTUAL (AUDITED)	2024-25 ADOPTED BUDGET	2024-25 MID-BIENNIUM UPDATE	2025-26 ADOPTED BUDGET	2025-26 MID-BIENNIUM UPDATE
		PROPERTY TAXES					
101501	4101	Current Secured Taxes	38,928,239	39,680,718	40,932,000	41,785,951	42,581,787
101501	4102	Current Unsecured Taxes	894,884	773,212	950,000	773,212	809,200
101501	4103	Supplemental Secured Taxes	556,671	476,757	350,000	476,757	503,200
101501	4104	Supplemental Unsecured Taxes	56,137	51,415	40,000	51,415	50,000
101501	4105	Secured PY Taxes	459,224	371,646	150,000	371,646	360,000
101501	4106	Unsecured PY Taxes	17,757	12,849	10,000	12,849	12,600
101501	4107	Supplemental PY Taxes	491,780	247,742	250,000	247,742	262,700
101501	4108	Possessory Interest Taxes	295,711	306,345	500,000	306,345	359,000
		TOTAL PROPERTY TAXES	41,700,404	41,920,684	43,182,000	44,025,917	44,938,487
		OTHER TAXES					
101501	4001	Sales Tax - Donut Hole	5,401,894	6,810,758	7,199,595	6,970,689	7,304,606
101501	4003	Sales and Use Tax	20,616,041	19,968,113	18,159,000	20,583,697	18,177,000
101501	4005	Public Sfy Sales Tax-Prop 172	1,417,404	1,417,932	1,381,900	1,430,000	1,434,204
101501	4006	Measure T Sales Tax	20,194,305	20,142,000	19,669,923	20,763,000	20,135,370
101501	4207	Property Transfer Tax	309,078	570,000	570,000	598,500	598,500
101502	4208	Transient Occupancy Tax	2,023,049	1,900,000	1,900,000	1,995,000	1,995,000
101502	4209	Franchise Fees	4,471,469	3,276,284	2,870,439	3,726,149	3,365,568
101502	4210	Mining Tax	357,792	360,000	360,000	360,000	360,000
		TOTAL OTHER TAXES	54,791,032	54,445,087	52,110,857	56,427,035	53,370,248
		TOTAL TAXES	96,491,436	96,365,771	95,292,857	100,452,952	98,308,735
		OTHER REVENUES					
101502	4301	Business License	6,073,421	5,400,000	5,700,000	5,565,000	6,265,000
101502	4302	Dog License	51,609	50,000	50,000	55,000	55,000
101502	4305	Building Permits	1,285	1,000	1,000	1,000	1,000
101120	4329	Miscellaneous Permit	892	2,000	2,000	2,000	2,000
101501	4403	Motor Vehicle Fees	90,001	65,000	65,000	65,000	65,000
101501	4405	Mandated Costs Reimb	104,987	107,140	107,140	110,000	110,000
101150	4415	Cost Recovery/Reimbursed Exp	665	3,000	3,000	3,000	3,000
101125	4415	Cost Recovery/Reimbursed Exp	15	-	-	-	-
101501	4415	Cost Recovery/Reimbursed Exp	2,779	3,000	3,000	3,000	3,000
101150	4521	City Atty Services Reimbursed	85,864	90,000	90,000	90,000	90,000
101501	4604	City Ordinance Violation	10,101	6,000	6,000	7,000	7,000
101502	4701	Application/Filing Fee	144,242	165,000	165,000	175,000	175,000
101121	4711	PEG Fees	34,906	45,000	45,000	45,000	45,000
101501	4805	General Gov't Overhead	4,317,335	4,310,522	4,310,522	4,460,480	4,460,480
101501	4808	Investment Income	12,822	-	-	-	-
101502	4808	Investment Income	5,593,251	250,000	2,420,000	250,000	450,000
101502	4810	Returned Check Fee	86	100	100	100	100
101125	4812	Sale of Surplus Property	6	-	-	-	-
101503	4812	Sale of Surplus Property	45,506	-	-	-	-
101501	4812	Sale of Surplus Property	10	5,000	5,000	5,000	5,000
101501	4814	Miscellaneous Receipts	753,819	279,377	279,377	293,987	293,987
101502	4814	Miscellaneous Receipts	(40)	-	-	-	-
101110	4817	Misc. Taxable Sales	-	75	75	75	75
101501	4817	Misc. Taxable Sales	12	-	-	-	-
101501	4820	Bad Debt Recoveries	241	500	500	500	500
		TOTAL OTHER REVENUE	17,323,815	10,782,714	13,252,714	11,131,142	12,031,142
		TOTAL GENERAL GOVERNMENT	113,815,251	107,148,485	108,545,571	111,584,094	110,339,877

ORGKEY	OBJECT		2023-24 ACTUAL (AUDITED)	2024-25 ADOPTED BUDGET	2024-25 MID-BIENNIUM UPDATE	2025-26 ADOPTED BUDGET	2025-26 MID-BIENNIUM UPDATE
		DEVELOPMENT SERVICES					
101162	4305	Building Permits	1,505,676	1,364,308	1,364,308	1,405,237	1,405,237
101164	4305	Building Permits	95,166	81,503	81,503	83,948	83,948
101162	4306	Electrical Permits	215,893	158,878	158,878	163,644	163,644
101162	4307	Plumbing Permits	107,655	98,621	98,621	101,580	101,580
101162	4309	HVAC Permits	153,138	142,826	142,826	147,111	147,111
101162	4310	Cert of Occupancy	4,821	7,938	7,938	8,176	8,176
101162	4311	Pool and Spa Permits	22,766	31,849	31,849	32,804	32,804
101164	4312	Sign Permits	10,723	13,546	13,546	13,952	13,952
101164	4313	Demolition Permits	1,775	8,889	8,889	9,156	9,156
101162	4314	Roofing Permits	180,972	164,199	164,199	169,124	169,124
101164	4315	Historic Cert of Approp	7,485	6,768	6,768	6,971	6,971
101164	4320	East Valley Corridor	20,810	15,181	15,181	15,636	15,636
101164	4321	Specific Plan	(1,771)	15,427	15,427	15,890	15,890
101164	4322	Conditional Use Permit	30,275	70,844	70,844	72,969	72,969
101164	4323	Variances	12,686	9,368	9,368	9,649	9,649
101164	4324	Home Occupation Permit	6,522	4,354	4,354	4,484	4,484
101162	4331	Solar Permit	2,781	4,018	4,018	4,139	4,139
101164	4415	Cost Recovery/Reimbursed Exp	437,571	492,154	492,154	506,919	506,919
101162	4501	General Plan Review Fee	74,667	58,620	58,620	60,379	60,379
101164	4502	General Plan Amendment	-	10,144	10,144	10,448	10,448
101162	4503	Plan Check	516,994	449,362	449,362	462,843	462,843
101164	4503	Plan Check	80,118	62,467	62,467	64,341	64,341
101164	4504	Preliminary Review	11,540	10,036	10,036	10,337	10,337
101164	4505	CRA Review	40,938	85,934	85,934	88,512	88,512
101164	4506	Map Review	38,961	81,582	81,582	84,029	84,029
101164	4507	Street Vacation	11,920	6,716	6,716	6,917	6,917
101164	4510	Planning Appeal Processing	3,223	4,038	4,038	4,159	4,159
101164	4511	Ordinance Amendment	3,019	6,490	6,490	6,685	6,685
101164	4512	Development Agreements	(4,108)	11,154	11,154	11,489	11,489
101164	4513	Annexation Agreements	6,915	8,884	8,884	9,151	9,151
101164	4514	Preannex. Agreements	40	7,140	7,140	7,354	7,354
101164	4515	Socio-Economic Studies	13,630	24,648	24,648	25,387	25,387
101162	4528	Research & Microfilming	4,987	7,183	7,183	7,398	7,398
101164	4701	Application/Filing Fee	(51)	-	-	-	-
101164	4717	Contract Administration Fee	33,569	76,265	76,265	78,553	78,553
101162	4810	Returned Check Fee	156	-	-	-	-
101162	4812	Sale of Surplus Property	700	-	-	-	-
101164	4814	Miscellaneous Receipts	31,543	20,614	20,614	21,232	21,232
101162	4827	Lease Proceeds	41,654	-	-	-	-
101164	4332	Zone Clearance for B.L.	-	18,200	18,200	18,746	18,746
101164	4333	Temp Holiday Sales Permits	-	6,320	6,320	6,510	6,510
101164	4334	Temp & Special Events Permits	-	5,775	5,775	5,948	5,948
101164	4335	Administrative Use Permits	-	4,869	4,869	5,015	5,015
101164	4734	Legal Ad Notice Publication	2,675	26,750	26,750	27,553	27,553
101164	4736	Environ CEQA Notice Publication	535	10,700	10,700	11,021	11,021
101164	4735	Tribal Government Notification	-	17,700	17,700	18,231	18,231
		TOTAL DEVELOPMENT SERVICES	3,728,569	3,712,261	3,712,261	3,823,629	3,823,629
		LIBRARY					
101190	4532	Non-Resident Fees	5,070	-	-	-	-
101190	4733	Library Fines	15,651	4,200	4,200	4,284	4,284
101191	4801	Lincoln Shrine Support	-	40,000	40,000	40,000	40,000
		TOTAL LIBRARY	20,721	44,200	44,200	44,284	44,284

ORGKEY	OBJECT		2023-24 ACTUAL (AUDITED)	2024-25 ADOPTED BUDGET	2024-25 MID-BIENNIUM UPDATE	2025-26 ADOPTED BUDGET	2025-26 MID-BIENNIUM UPDATE
		POLICE DEPARTMENT					
101202	4303	Bicycle License	1,032	-	-	-	-
101202	4325	Adult Oriented Bus Permit	1,323	2,500	2,500	2,500	2,500
101202	4412	POST Training Reimbursement	38,282	20,000	20,000	20,000	20,000
101202	4414	IRNET Reimbursement	26,922	7,500	7,500	7,500	7,500
101200	4415	Cost Recovery/Reimbursed Exp	7,104	30,000	30,000	30,000	30,000
101204	4415	Cost Recovery/Reimbursed Exp	366,580	540,000	540,000	540,000	540,000
101202	4525	Depositions	3,892	5,250	5,250	5,250	5,250
101202	4526	Fingerprinting/Bkgrd Check	715	-	-	-	-
101202	4529	Police Reports	6,374	4,500	4,500	4,500	4,500
101202	4579	Vehicle Impound Fees	48,380	45,000	45,000	45,000	45,000
101202	4580	Tow Fees	32,240	35,000	35,000	35,000	35,000
101202	4584	Contract Services	2,232	2,300	2,300	2,300	2,300
101200	4606	False Alarm Fees	5,088	8,000	8,000	8,000	8,000
101200	4812	Sale of Surplus Property	19,626	-	-	-	-
101202	4812	Sale of Surplus Property	26,672	-	-	-	-
101202	4814	Miscellaneous Receipts	2,520	7,500	7,500	7,500	7,500
101202	4819	Donations	12,000	-	250,000	-	-
101202	4827	Lease Proceeds	1,327,713	-	-	-	-
		TOTAL POLICE DEPARTMENT	1,928,745	707,550	957,550	707,550	707,550
		FIRE DEPARTMENT					
101251	4310	Cert of Occupancy	1,893	3,000	3,000	4,000	4,000
101251	4327	Special Fire Permits	74,428	60,000	60,000	65,000	65,000
101251	4328	Fire Permits	-	5,000	5,000	6,000	6,000
101250	4409	Mutual Aid Reimbursement	519,973	300,000	300,000	350,000	350,000
101250	4415	Cost Recovery/Reimbursed Exp	13,893	15,000	15,000	15,000	15,000
101251	4415	Cost Recovery/Reimbursed Exp	-	1,000	1,000	1,000	1,000
101251	4503	Plan Check	32,888	25,000	25,000	30,000	30,000
101251	4520	State Mandated Inspect.	-	2,000	2,000	3,000	3,000
101250	4531	City Classes/Programs	45,666	15,000	15,000	17,000	17,000
101251	4602	Code Enforcement Abatement	-	600	600	800	800
101250	4603	Fire Alarms	-	500	500	500	500
101250	4812	Sale of Surplus Property	11,828	-	-	-	-
101250	4819	Donations	2,250	7,000	7,000	7,500	7,500
101251	4819	Donations	190	1,000	1,000	1,500	1,500
101250	4827	Lease Proceeds	102,348	-	-	-	-
		TOTAL FIRE DEPARTMENT	805,417	435,100	435,100	501,300	501,300
		FCS - ANIMAL SERVICES					
101311	4534	Animal Adoptions	16,390	8,000	8,000	8,000	8,000
101311	4535	Boarding Fees	4,515	2,334	2,334	2,381	2,381
101311	4536	Owner Release for Adoption	1,185	778	778	794	794
101311	4537	Shelter Apprehension Fees	2,440	2,929	2,929	2,987	2,987
101311	4538	Shelter Deposit Fees	14,435	14,365	14,365	14,652	14,652
101311	4585	Animal Pick-Up Reimb (NPDES)	14,229	14,095	14,095	14,377	14,377
101311	4819	Donations	78,409	-	-	-	-
		TOTAL FCS - ANIMAL SERVICES	131,603	42,501	42,501	43,191	43,191

ORGKEY	OBJECT		2023-24 ACTUAL (AUDITED)	2024-25 ADOPTED BUDGET	2024-25 MID-BIENNIUM UPDATE	2025-26 ADOPTED BUDGET	2025-26 MID-BIENNIUM UPDATE
		RECREATION & SENIOR SERVICES					
101309	4415	Cost Recovery/Reimbursed Exp	145	-	-	-	-
101309	4530	Contract Classes	371,450	401,830	501,830	401,830	401,830
101309	4533	Lighting Fees	48,627	56,458	56,458	57,588	57,588
101309	4544	Tours/Excursions	1,731	1,944	1,944	1,983	1,983
101309	4545	Program Income	13,585	15,055	15,055	15,357	15,357
101309	4802	Concessions (Payphone)	500	510	510	520	520
101309	4812	Sale of Surplus Property	141	-	-	-	-
101309	4813	Rental Income	96,918	200,000	200,000	225,000	225,000
101309	4814	Miscellaneous Receipts	(10)	-	-	-	-
101309	4815	Game Income	1,087	492	492	501	501
101309	4827	Lease Proceeds	61,607	-	-	-	-
101309	4819	Donations	29,576	-	-	-	-
		TOTAL RECREATION & SENIOR SERVICES	625,357	676,290	776,290	702,779	702,779
		FACILITIES AND COMMUNITY SERVICES DEPARTMENT					
101303	4312	Sign Permits	1,800	1,500	1,500	1,500	1,500
101300	4415	Cost Recovery/Reimbursed Exp	51,831	75,000	75,000	75,000	75,000
101303	4415	Cost Recovery/Reimbursed Exp	2,952	284,253	284,253	-	-
101304	4415	Cost Recovery/Reimbursed Exp	129,345	-	-	-	-
101300	4523	Abandoned Prop Inspections	533	-	-	-	-
101306	4524	Rental Property Inspections	889	-	-	-	-
101300	4602	Code Enforcement Abatement	48,520	70,000	70,000	70,000	70,000
101306	4602	Code Enforcement Abatement	(740)	-	-	-	-
101300	4702	Litter Control Fees	6,342	-	-	-	-
101304	4703	Street Cleaning Fees	350,424	332,187	332,187	332,187	332,187
101300	4725	Landfill Mitigation Fees	328,073	375,000	375,000	400,000	400,000
101303	4809	Finance Charges	200	-	-	-	-
101301	4812	Sale of Surplus Property	8,000	-	-	-	-
101303	4812	Sale of Surplus Property	8,030	-	-	-	-
101304	4812	Sale of Surplus Property	24,250	-	-	-	-
101300	4813	Rental Income	1,500	-	-	-	-
101303	4813	Rental Income	111,788	120,000	120,000	120,000	120,000
101310	4813	Rental Income	991,390	938,522	938,522	429,405	429,405
101300	4814	Miscellaneous Receipts	15	-	-	-	-
101300	4819	Donations	500	-	-	-	-
101303	4819	Donations	1,191	-	-	-	-
101301	4827	Lease Proceeds	174,027	-	-	-	-
101300	4827	Lease Proceeds	87,700	-	-	-	-
101303	4827	Lease Proceeds	325,067	-	-	-	-
101303	4830	Interest on Leases	17,420	-	-	-	-
101310	4830	Interest on Leases	24,030	-	-	-	-
101310	4831	Lease Remeasurement Gain(Loss)	(33,992)	-	-	-	-
TOTAL FACILITIES & COMM SERVICES DEPARTMENT			2,676,187	2,196,462	2,196,462	1,428,092	1,428,092

ORGKEY	OBJECT		2023-24 ACTUAL (AUDITED)	2024-25 ADOPTED BUDGET	2024-25 MID-BIENNIUM UPDATE	2025-26 ADOPTED BUDGET	2025-26 MID-BIENNIUM UPDATE
		ENGINEERING					
101400	4305	Building Permits	14,224	10,000	10,000	10,000	10,000
101400	4308	Grading/Paving Permits	60,178	32,000	32,000	32,000	32,000
101400	4316	Street Permits	360,121	350,000	350,000	350,000	350,000
101400	4319	NPDES Permits	209,951	135,000	135,000	140,000	140,000
101400	4322	Conditional Use Permit	9,012	8,000	8,000	8,000	8,000
101400	4415	Cost Recovery/Reimbursed Exp	22,527	25,000	25,000	25,000	25,000
101400	4503	Plan Check	160,894	100,000	100,000	120,000	120,000
101400	4505	CRA Review	6,470	7,000	7,000	7,000	7,000
101400	4506	Map Review	65,406	35,000	35,000	40,000	40,000
101400	4507	Street Vacation	4,674	2,000	2,000	2,000	2,000
101400	4512	Development Agreements	4,665	5,000	5,000	5,000	5,000
101400	4522	WQMP Review Admin	41,058	30,000	30,000	30,000	30,000
101400	4578	Street Trench Cut Fee	27,919	25,000	25,000	25,000	25,000
101400	4827	Lease Proceeds	426,144	-	-	-	-
101400	4814	Miscellaneous Receipts	339	-	-	-	-
		TOTAL ENGINEERING DEPARTMENT	1,415,518	764,000	764,000	794,000	794,000
		TOTAL GENERAL FUND (101)	125,147,367	115,726,849	117,473,935	119,628,919	118,384,702

ORGKEY	OBJECT		2023-24 ACTUAL (AUDITED)	2024-25 ADOPTED BUDGET	2024-25 MID-BIENNIUM UPDATE	2025-26 ADOPTED BUDGET	2025-26 MID-BIENNIUM UPDATE
		GENERAL GOVT GRANTS (200)					
200120	4401	State Grants	2,618,628	-	7,552,241	-	-
200164	4401	State Grants	178,417	-	60,000	-	-
200190	4401	State Grants	73,863	-	2,371,172	-	-
200202	4401	State Grants	20,956	-	248,845	-	-
200250	4401	State Grants	-	-	244,500	-	-
200300	4401	State Grants	478	-	1,646	-	-
200303	4401	State Grants	-	-	221,685	-	-
200400	4401	State Grants	-	-	1,711,715	-	-
200501	4401	State Grants	8,000,000	-	-	-	-
200120	4407	Federal Grants	1,362,237	-	4,040,064	-	-
200164	4407	Federal Grants	729,054	-	847,424	-	-
200202	4407	Federal Grants	68,522	-	375,625	-	-
200250	4407	Federal Grants	27,159	-	815,025	-	-
200300	4407	Federal Grants	4,315	-	7,164	-	-
200400	4407	Federal Grants	925,113	-	727,250	-	-
200202	4408	Federal Reimbursement	6,315	-	-	-	-
200120	4410	Other Grants	-	-	50,000	-	-
200202	4410	Other Grants	30,000	-	30,000	-	-
200250	4410	Other Grants	8,717	-	192,720	-	-
200300	4410	Other Grants	4,028	-	712	-	-
200309	4410	Other Grants	3,578	-	-	-	-
200202	4808	Investment Income	1,118	-	182	-	-
		TOTAL GENERAL GOVT GRANTS	14,062,499	-	19,497,971	-	-
		EMERGENCY SERVICES (205)					
205250	4101	Current Secured Taxes	1,140,928	1,100,000	1,100,000	1,100,000	1,100,000
205250	4415	Cost Recovery/Reimbursed Exp	475	-	-	-	-
205250	4819	Donations	7,322	5,000	5,000	5,000	5,000
		TOTAL EMERGENCY SERVICES	1,148,726	1,105,000	1,105,000	1,105,000	1,105,000
		HOUSEHOLD HAZARDOUS WASTE (206)					
206250	4545	Program Income	164,831	130,000	130,000	140,000	140,000
206250	4812	Sale of Surplus Property	2,800	-	-	-	-
		TOTAL HOUSEHOLD HAZARDOUS WASTE	167,631	130,000	130,000	140,000	140,000
		GAS TAX (207)					
207300	4201	Road Maint. Rehab (Sec 2030)	1,880,306	1,864,736	1,864,736	1,957,972	1,957,972
207300	4202	Gas Tax (Prop 111) 2105	442,020	452,351	452,351	474,968	474,968
207300	4203	Gas Tax 2107	598,313	618,199	618,199	649,109	649,109
207300	4204	Gas Tax Engineering Rcpts.	7,500	7,500	7,500	7,500	7,500
207300	4205	Gas Tax 2106	280,276	278,546	278,546	292,473	292,473
207300	4206	Gas Tax 2103 & Tax 7360	662,808	647,022	647,022	679,373	679,373
		TOTAL GAS TAX	3,871,223	3,868,354	3,868,354	4,061,395	4,061,395
		LOCAL TRANSPORTATION (209)					
209400	4808	Investment Income	11,129	-	8,666	-	-
209400	4415	Cost Recovery/Reimbursed Exp	-	-	44,000		
		TOTAL LOCAL TRANSPORTATION	11,129	-	52,666	-	-
		MEASURE "I" 2010 (210)					
210400	4004	Measure I Sales Tax	2,057,010	2,000,000	2,000,000	2,100,000	2,100,000
210400	4808	Investment Income	99,074	200,000	200,000	210,000	210,000
		TOTAL MEASURE "I" 2010	2,156,083	2,200,000	2,200,000	2,310,000	2,310,000

ORGKEY	OBJECT		2023-24 ACTUAL (AUDITED)	2024-25 ADOPTED BUDGET	2024-25 MID-BIENNIUM UPDATE	2025-26 ADOPTED BUDGET	2025-26 MID-BIENNIUM UPDATE
		PARIS STREET RECONSTRUCTION (211)					
211910	4415	Cost Recovery/Reimbursed Exp	24,448	-	815,066	-	-
211400	4808	Investment Income	206,462	150,000	150,000	150,000	150,000
		TOTAL PARIS STREET RECONSTRUCTION	230,910	150,000	965,066	150,000	150,000
		AIR QUALITY IMPROVEMENT (221)					
221400	4411	AB2766 Subvention AQMD	72,597	92,000	92,000	92,000	92,000
221400	4808	Investment Income	21,773	-	11,320	-	-
		TOTAL AIR QUALITY IMPROVEMENT	94,370	92,000	103,320	92,000	92,000
		TRAFFIC SAFETY (223)					
223200	4608	Traffic Fines	51,513	25,000	25,000	25,000	25,000
223200	4609	Red Light Traffic Fines	5,274	2,000	2,000	2,000	2,000
223200	4610	Parking Fines	102,185	100,000	100,000	100,000	100,000
		TOTAL TRAFFIC SAFETY	158,972	127,000	127,000	127,000	127,000
		OPEN SPACE (227)					
227501	4720	Open Spc Acq Fee	203,170	80,000	80,000	80,000	80,000
227501	4808	Investment Income	107,216	-	93,608	-	-
		TOTAL OPEN SPACE	310,386	80,000	173,608	80,000	80,000
		DOWNTOWN BUSINESS AREA (236)					
236300	4545	Program Income	5,040	25,000	25,000	30,000	30,000
236300	4808	Investment Income	(3,461)	-	(2,246)	-	-
236300	4814	Miscellaneous Receipts	30,631	-	-	-	-
		TOTAL DOWNTOWN BUSINESS AREA	32,211	25,000	22,754	30,000	30,000
		PARKING AUTHORITY (237)					
237502	4813	Rental Income	7,038	8,000	8,000	8,000	8,000
237502	4831	Lease Remeasurement Gain(Loss)	(2,030)	-	-	-	-
237502	4830	Interest on Leases	943	-	-	-	-
		TOTAL PARKING AUTHORITY	5,951	8,000	8,000	8,000	8,000
		PUBLIC ART FUND (238)					
238100	4808	Investment Income	456	-	358	-	-
		TOTAL PUBLIC ART FUND	456	-	358	-	-
		TRANSPORTATION DEVELOPMENT ACT (241)					
241400	4401	State Grants	671,581	-	1,145,296	-	-
		TOTAL TRANSPORTATION DEVELOPMENT ACT	671,581	-	1,145,296	-	-
		ASSET FORFEITURE (246)					
246200	4611	Drug Confiscation - State	2,915	5,000	5,000	5,000	5,000
246200	4612	Drug Confiscation - Federal	302,522	181,438	181,438	181,938	181,938
246200	4613	Drug Confiscation-Fed Treas	25,918	30,000	30,000	30,000	30,000
246200	4614	15% Drug/Gang Prevention-CA	514	855	855	855	855
246200	4808	Investment Income	42,470	10,000	33,469	10,000	10,000
246200	4812	Sale of Surplus Property	24,480	-	-	-	-
		TOTAL ASSET FORFEITURE	398,820	227,293	250,762	227,793	227,793
		SUPPLEMENTAL LAW ENFORCEMENT (249)					
249200	4401	State Grants	34,958	260,558	260,558	260,558	260,558
249200	4808	Investment Income	25,443	1,500	24,153	1,500	1,500
249200	4812	Sale of Surplus Property	82	-	-	-	-
		TOTAL SUPPLEMENTAL LAW ENFORCEMENT	60,482	262,058	284,711	262,058	262,058

ORGKEY	OBJECT		2023-24 ACTUAL (AUDITED)	2024-25 ADOPTED BUDGET	2024-25 MID-BIENNIUM UPDATE	2025-26 ADOPTED BUDGET	2025-26 MID-BIENNIUM UPDATE
		PARK & OPEN SPACE DEV (250)					
250300	4719	Park & Open Space Facilities	641,425	500,000	500,000	500,000	500,000
250400	4808	Investment Income	90,808	-	96,783	-	-
		TOTAL PARK & OPEN SPACE DEV	732,233	500,000	596,783	500,000	500,000
		PUBLIC FACILITIES DEV (251)					
251300	4712	Police Facilities	8,185	35,000	35,000	35,000	35,000
251300	4713	Fire Facilities	156,782	125,000	125,000	125,000	125,000
251300	4714	Library Facilities	56,431	50,000	50,000	50,000	50,000
251300	4715	General Government Facilities	186,527	150,000	150,000	150,000	150,000
251400	4716	Community Center Facilities	1,151	-	-	-	-
		TOTAL PUBLIC FACILITIES DEV	409,077	360,000	360,000	360,000	360,000
		ARTERIAL STREET CONSTRUCTION (252)					
252400	4415	Cost Recovery/Reimbursed Exp	-	2,150,000	2,150,000	-	-
252400	4722	Regional Arterial Fee	228,892	150,000	150,000	150,000	150,000
252400	4723	Railroad Crossings Fee	3,790	10,000	10,000	10,000	10,000
252400	4724	Local Arterial Fee	85,279	60,000	60,000	60,000	60,000
252400	4808	Investment Income	226,237	-	182,631	-	-
		TOTAL ARTERIAL STREET CONSTRUCTION	544,198	2,370,000	2,552,631	220,000	220,000
		TRAFFIC SIGNALS (253)					
253302	4721	Transportation Facilities	19,474	13,000	13,000	13,000	13,000
253400	4808	Investment Income	71,810	-	40,698	-	-
		TOTAL TRAFFIC SIGNALS	91,283	13,000	53,698	13,000	13,000
		FREEWAY INTERCHANGES (254)					
254400	4415	Cost Recovery/Reimbursed Exp	449,374	-	-	-	-
254304	4721	Transportation Facilities	188,628	110,000	110,000	110,000	110,000
254400	4808	Investment Income	96,238	-	81,028	-	-
		TOTAL FREEWAY INTERCHANGES	734,240	110,000	191,028	110,000	110,000
		INCLUSIONARY HOUSING FUND (255)					
255900	4808	Investment Income		-	-	-	-
	4832	In-Lieu Incl. Housing Fee		1,800,000	1,800,000	1,500,000	1,500,000
		TOTAL INCLUSIONARY HOUSING FUND		1,800,000	1,800,000	1,500,000	1,500,000
		STREET LIGHTING DISTRICT #1 (260)					
260300	4727	Assessment District	25,073	24,820	24,820	25,564	25,564
		TOTAL STREET LIGHTING DISTRICT #1	25,073	24,820	24,820	25,564	25,564
		COMMUNITY FACILITY DISTRICT 2004-1 (261)					
261300	4415	Cost Recovery/Reimbursed Exp	6,013	-	-	-	-
261300	4727	Assessment District	692,256	700,000	700,000	703,156	703,156
261300	4808	Investment Income	9,026	-	8,367	-	-
261300	4814	Miscellaneous Receipts	-	-	-	-	-
		TOTAL COMMUNITY FACILITY DISTRICT	707,295	700,000	708,367	703,156	703,156
		LANDSCAPE MAINTENANCE DISTRICT (263)					
263300	4727	Assessment District	28,457	29,000	29,000	29,000	29,000
		TOTAL LANDSCAPE MAINTENANCE DISTRICT	28,457	29,000	29,000	29,000	29,000
		GENERAL DEBT SERVICE (305)					
305501	4110	Supplemental - Voter Approved	20,753	30,000	30,000	30,000	30,000
305501	4107	General De Sup PY Tax	8,287	-	-	-	-
305501	4808	Investment Income	14,382	500	12,306	500	500
		TOTAL GENERAL DEBT SERVICE	43,421	30,500	42,306	30,500	30,500

ORGKEY	OBJECT		2023-24 ACTUAL (AUDITED)	2024-25 ADOPTED BUDGET	2024-25 MID-BIENNIUM UPDATE	2025-26 ADOPTED BUDGET	2025-26 MID-BIENNIUM UPDATE
		STORM DRAIN CONSTRUCTION (405)					
405300	4718	Storm Drain Fees	139,468	75,000	75,000	75,000	75,000
405300	4808	Investment Income	700	-	100,576	-	-
405400	4808	Investment Income	123,067	-	-	-	-
		TOTAL STORM DRAIN CONSTRUCTION	263,236	75,000	175,576	75,000	75,000
		SAFETY/CITY HALL REPLACEMENT (406)					
406501	4808	Investment Income	120,778	-	74,546	-	-
		TOTAL SAFETY/CITY HALL REPLACEMENT	120,778	-	74,546	-	-
		WATER (501)					
501900	4415	Cost Recovery/Reimbursed Exp	37,888	15,000	15,000	15,000	15,000
501900	4503	Plan Check	11,455	-	-	-	-
501900	4556	Water Usage	23,501,291	33,000,000	33,000,000	34,000,000	34,000,000
501900	4557	Fire Flow Testing	2,339	1,500	1,500	1,500	1,500
501900	4558	B Contract Water Usage	1,004	65,000	65,000	60,000	60,000
501900	4560	Water Meter Install	33,565	30,000	30,000	30,000	30,000
501900	4561	Water Turn-On	(46)	-	-	-	-
501900	4564	Irrigation Water Usage	2,577,090	3,000,000	3,000,000	3,100,000	3,100,000
501900	4566	Fire Hydrant Water Usage	106,363	100,000	100,000	100,000	100,000
501900	4568	Fire Protection Water Usage	559,939	450,000	450,000	450,000	450,000
501900	4704	Frontage Charge	216,859	20,000	20,000	20,000	20,000
501900	4808	Investment Income	3,019,241	3,000,000	3,000,000	3,000,000	3,000,000
501900	4812	Sale of Surplus Property	45,783	-	-	-	-
501900	4813	Rental Income	113,471	100,000	100,000	100,000	100,000
501900	4814	Miscellaneous Receipts	637,924	250,000	250,000	250,000	250,000
501900	4817	Misc. Taxable Sales	1,155	-	-	-	-
501900	4825	Capital Contribution	72,120	-	-	-	-
501900	4828	Sale of Water Shares	364,400	-	-	-	-
501900	4830	Interest on Leases	32,378	-	-	-	-
		TOTAL WATER	31,334,218	40,031,500	40,031,500	41,126,500	41,126,500
		WATER PROJECTS (501910)					
501910	4407	Federal Grants	30,595	-	-	-	-
		TOTAL WATER PROJECTS	30,595	-	-	-	-
		WATER DEBT SERVICE (501930)					
501930	4808	Investment Income	11,114	-	4,963	-	-
		TOTAL WATER DEBT SERVICE	11,114	-	4,963	-	-
		SOURCE ACQUISITION (508)					
508900	4562	Water Source Acq Residential	48,308	70,000	70,000	70,000	70,000
508900	4563	Water Source Acq Non-Res	375,419	10,000	10,000	10,000	10,000
508900	4808	Investment Income	71,091	-	71,966	-	-
		TOTAL SOURCE ACQUISITION	494,818	80,000	151,966	80,000	80,000
		WATER CAPITAL IMPROVEMENT (509)					
509920	4575	Cap Improv Chrg Non-Res	694,850	400,000	400,000	400,000	400,000
509920	4576	Cap Improv Chrg Residential	823,832	250,000	250,000	250,000	250,000
		TOTAL WATER CAPITAL IMPROVEMENT	1,518,682	650,000	650,000	650,000	650,000

ORGKEY	OBJECT		2023-24 ACTUAL (AUDITED)	2024-25 ADOPTED BUDGET	2024-25 MID-BIENNIUM UPDATE	2025-26 ADOPTED BUDGET	2025-26 MID-BIENNIUM UPDATE
		SOLID WASTE (511)					
511900	4415	Cost Recovery/Reimbursed Exp	527	-	-	-	-
511900	4551	SW Service - Residential	9,833,748	9,000,000	9,908,168	9,000,000	10,779,903
511900	4552	SW Service - Non-Residential	8,355,232	8,600,000	8,640,844	8,600,000	9,418,520
511900	4554	Special Hauls & Rolls-Offs	2,549,071	2,700,000	3,110,704	2,700,000	3,390,667
511900	4555	Recycled Material	26,862	10,000	10,000	10,000	10,000
511900	4808	Investment Income	645,116	-	262,485	-	-
511900	4810	Returned Check Fee	43	-	-	-	-
511900	4817	Misc. Taxable Sales	6	-	-	-	-
		TOTAL SOLID WASTE	21,443,653	20,310,000	21,932,201	20,310,000	23,599,090
		SOLID WASTE PROJECT (511910)					
511910	4401	State Grants	33,972	-	118,724	-	-
		TOTAL SOLID WASTE PROJECT	33,972	-	118,724	-	-
		SOLID WASTE DEBT SERVICE (511930)					
511930	4808	Investment Income	19	-	-	-	-
		TOTAL SOLID WASTE DEBT SVC	19	-	-	-	-
		CALIF ST LANDFILL CLOSURE (517)					
517981	4808	Investment Income	366,838	-	333,215	-	-
		TOTAL CALIF ST LANDFILL CLOSURE	366,838	-	333,215	-	-
		SOLID WASTE CAP IMPROVEMENT (519)					
519920	4575	Cap Improv Chrg Non-Res	195,899	100,000	100,000	100,000	100,000
519920	4576	Cap Improv Chrg Residential	1,300	-	-	-	-
519920	4808	Investment Income	225,627	-	174,846	-	-
		TOTAL SOLID WASTE CAP IMPROVEMENT	422,826	100,000	274,846	100,000	100,000
		WASTEWATER SERVICE (521)					
521900	4415	Cost Recovery/Reimbursed Exp	200	1,500	1,500	1,500	1,500
521900	4546	Wastewater Residential	9,373,528	9,500,000	9,500,000	10,000,000	10,000,000
521900	4547	Wastewater Non-Residential	3,057,567	3,200,000	3,200,000	3,300,000	3,300,000
521900	4548	Recycled Water Usage	378,170	350,000	350,000	375,000	375,000
521900	4550	Septage Charge	118,480	50,000	50,000	50,000	50,000
521900	4704	Frontage Charge	216,441	30,000	30,000	30,000	30,000
521900	4808	Investment Income	942,658	1,000,000	1,000,000	1,000,000	1,000,000
521900	4810	Returned Check Fee	(86)	-	-	-	-
521900	4812	Sale of Surplus Property	32,173	-	-	-	-
521900	4814	Miscellaneous Receipts	(8,912)	-	-	-	-
521900	4825	Capital Contribution	6,920	-	-	-	-
		TOTAL WASTEWATER SERVICE	14,117,139	14,131,500	14,131,500	14,756,500	14,756,500
		WASTEWATER PROJECTS (521910)					
521910	4824	Bond/Loan Proceeds	-	45,000,000	45,000,000	-	-
		TOTAL WASTEWATER PROJECTS	-	45,000,000	45,000,000	-	-
		WASTEWATER CAPITAL IMPROVEMENT (529)					
529920	4575	Cap Improv Chrg Non-Res	776,232	600,000	600,000	600,000	600,000
529920	4576	Cap Improv Chrg Residential	733,358	200,000	200,000	200,000	200,000
529920	4808	Investment Income	82,107	-	123,606	-	-
		TOTAL WASTEWATER CAPITAL IMPROVEMENT	1,591,696	800,000	923,606	800,000	800,000

ORGKEY	OBJECT		2023-24 ACTUAL (AUDITED)	2024-25 ADOPTED BUDGET	2024-25 MID-BIENNIUM UPDATE	2025-26 ADOPTED BUDGET	2025-26 MID-BIENNIUM UPDATE
		NON-POTABLE WATER (531)					
531900	4572	Non-Potable Water Usage	343,498	325,000	325,000	325,000	325,000
531900	4573	Non-Potable Water Service Charge	192,780	250,000	250,000	250,000	250,000
531900	4704	Frontage Charge	17,549	3,000	3,000	3,000	3,000
531900	4808	Investment Income	142,645	125,000	125,000	125,000	125,000
		TOTAL NON-POTABLE WATER	696,472	703,000	703,000	703,000	703,000
		NON-POTABLE PROJECTS (531910)					
531910	4401	State Grants	-	-	298,693	-	-
		TOTAL NON POT CAP IMPROVEME	-	-	298,693	-	-
		NON-POTABLE CAPITAL IMPROVEMENT FUND (532)					
532920	4575	Cap Improv Chrg Non-Res	139,006	125,000	125,000	125,000	125,000
532920	4808	Investment Income	62,945	-	45,467	-	-
		TOTAL NON POT CAP IMPROVEMENT FUND	201,951	125,000	170,467	125,000	125,000
		GROVES (538)					
538900	4808	Investment Income	16,434	-	2,073	-	-
538900	4814	Miscellaneous Receipts	243,393	-	-	-	-
		TOTAL GROVES	259,827	-	2,073	-	-
		GROVES PROJECTS (538910)					
538910	4818	Grove Receipts	845,420	924,500	924,500	952,235	952,235
		TOTAL GROVES PROJECTS	845,420	924,500	924,500	952,235	952,235
		CEMETERY (562)					
562900	4415	Cost Recovery/Reimbursed Exp		-	-	-	-
562900	4540	Cemetery Interment	176,652	164,836	164,836	173,078	173,078
562900	4541	Cemetery Lots	622,730	675,000	675,000	708,750	708,750
562900	4542	Cemetery Crypts	103,010	107,479	107,479	112,852	112,852
562900	4543	Cemetery Perpetual Care	45,030	63,559	63,559	66,736	66,736
562900	4808	Investment Income	183,353	-	116,521	-	-
562900	4809	Finance Charges	11,198	8,255	8,255	8,667	8,667
562900	4810	Returned Check Fee	43	90	90	94	94
562900	4812	Sale of Surplus Property	5,850	-	-	-	-
562900	4813	Rental Income	22,537	28,627	28,627	30,059	30,059
562900	4814	Miscellaneous Receipts	123,043	142,621	142,621	149,752	149,752
562900	4817	Misc. Taxable Sales	123,218	125,643	125,643	131,925	131,925
562900	4819	Donations	3,506	7,322	7,322	7,688	7,688
562900	4830	Interest on Leases	195	-	-	-	-
		TOTAL CEMETERY	1,420,366	1,323,430	1,439,951	1,389,602	1,389,602
		AVIATION OPERATING (564)					
564900	4102	Current Unsecured Taxes	104,411	103,781	103,781	106,894	106,894
564900	4415	Cost Recovery/Reimbursed Exp	4,550	-	-	-	-
564900	4707	Tie-Down Fees	10,937	8,058	8,058	8,300	8,300
564900	4708	Gate Access Fee	4,561	4,988	4,988	5,138	5,138
564900	4709	Fuel Flowage Fees	1,838	10,000	10,000	10,300	10,300
564900	4710	Ground Leases	134,839	147,016	147,016	160,000	160,000
564900	4808	Investment Income	16,877	-	11,228	-	-
564900	4809	Finance Charges	(78)	-	-	-	-
564900	4813	Rental Income	189,236	250,000	250,000	270,000	270,000
564900	4819	Donations	200	-	-	-	-
564900	4830	Interest on Leases	11,408	-	-	-	-
		TOTAL AVIATION OPERATING	478,805	523,842	535,071	560,632	560,632

ORGKEY	OBJECT		2023-24 ACTUAL (AUDITED)	2024-25 ADOPTED BUDGET	2024-25 MID-BIENNIUM UPDATE	2025-26 ADOPTED BUDGET	2025-26 MID-BIENNIUM UPDATE
		AVIATION PROJECTS/GRANTS (564910)					
564910	4401	State Grants	-	-	53,372	-	-
564910	4407	Federal Grants	49,550	-	832,052	-	-
		TOTAL AVIATION PROJECTS/GRANTS	49,550	-	885,424	-	-
		LIABILITY SELF-INSURANCE (602)					
602900	4808	Investment Income	(225,342)				
602900	4415	Cost Recovery/Reimbursed Exp	743,532				
602900	4814	Miscellaneous Receipts	3,747				
		TOTAL LIABILITY SELF-INSURANCE	521,936				
		LIABILITY SELF-INSURANCE (602)					
602140	4808	Investment Income		-	(183,639)	-	-
602140	4814	Miscellaneous Receipts		1,000	1,000	1,500	1,500
		TOTAL LIABILITY SELF-INSURANCE		1,000	(182,639)	1,500	1,500
		INFORMATION TECHNOLOGY (604)					
604900	4705	Int Serv Rcpts: General Fund	4,347,512	2,753,037	2,753,037	2,425,294	2,425,294
604900	4706	Int Serv Rcpts: Non-Gen Fund	2,626,111	1,746,963	1,746,963	1,574,706	1,574,706
604900	4808	Investment Income	253,459	-	241,543	-	250,000
604900	4812	Sale of Surplus Property	1,151	-	-	-	-
		TOTAL INFORMATION TECHNOLOGY	7,228,233	4,500,000	4,741,543	4,000,000	4,250,000
		WORKERS COMP SELF-INSURANCE (606)					
606951	4415	Cost Recovery/Reimbursed Exp	52,985				
606951	4586	Worker's Comp Receipts	3,272,153				
606951	4808	Investment Income	200,165				
		TOTAL WORKERS COMP SELF-INSURANCE	3,525,303				
		WORKERS COMP SELF-INSURANCE (606)					
606141	4586	Worker's Comp Receipts		3,341,584	3,341,584	3,457,011	3,457,011
606141	4808	Investment Income		-	156,907	-	-
		TOTAL WORKERS COMP SELF-INSURANCE		3,341,584	3,498,491	3,457,011	3,457,011
		EQUIPMENT MAINTENANCE (607)					
607900	4415	Cost Recovery/Reimbursed Exp	-	234,649	234,649	246,382	246,382
607900	4705	Int Serv Rcpts: General Fund	2,196,935	4,136,643	4,136,643	4,279,043	4,279,043
607900	4706	Int Serv Rcpts: Non-Gen Fund	5,699,778	5,785,404	5,785,404	6,057,547	6,057,547
607900	4803	L/CNG Outside Fuel Sales	492,934	1,107,547	1,107,547	1,162,924	1,162,924
607900	4808	Investment Income	263,902	-	203,047	-	-
607900	4812	Sale of Surplus Property	39,046	3,000	3,000	3,000	3,000
607900	4814	Miscellaneous Receipts	6,976	-	-	-	-
		TOTAL EQUIP MAINTENANCE	8,699,572	11,267,243	11,470,290	11,748,896	11,748,896
		UTILITY BILLING (608)					
608900	4415	Cost Recovery/Reimbursed Exp	843	300	300	300	300
608900	4561	Water Turn-On	73,487	65,000	65,000	65,000	65,000
608900	4574	Utility Billing Service	2,150,000	1,400,000	1,400,000	1,400,000	1,400,000
608900	4808	Investment Income	81,261	-	84,973	-	-
608900	4809	Finance Charges	572,714	475,000	475,000	475,000	475,000
608900	4810	Returned Check Fee	15,680	15,000	15,000	15,000	15,000
608900	4814	Miscellaneous Receipts	32,025	25,000	25,000	25,000	25,000
608900	4820	Bad Debt Recoveries	3,072	2,000	2,000	2,000	2,000
		TOTAL UTILITY BILLING	2,929,081	1,982,300	2,067,273	1,982,300	1,982,300
		PAYROLL CLEARING ADMIN (609)					
609900	4823	Pension Bond Allocation	372,251	407,455	407,455	422,455	422,455
		TOTAL PAYROLL CLEARING ADMIN	372,251	407,455	407,455	422,455	422,455

ORGKEY	OBJECT		2023-24 ACTUAL (AUDITED)	2024-25 ADOPTED BUDGET	2024-25 MID-BIENNIUM UPDATE	2025-26 ADOPTED BUDGET	2025-26 MID-BIENNIUM UPDATE
		SIMONDS ENDOWMENT (705)					
705900	4808	Investment Income	1,817	-	1,423	-	-
		TOTAL SIMONDS ENDOWMENT	1,817	-	1,423	-	-
		PAULINE STANCLIFF MEMORIAL TRUST (706)					
706900	4808	Investment Income	1,075	-	841	-	-
		TOTAL PAULINE STANCLIFF MEMORIAL TRUST	1,075	-	841	-	-
		COMMUNITY FACILITY DISTRICT TRUST (810)					
810962	4415	Cost Recovery/Reimbursed Exp	804,451	822,621	822,621	842,924	842,924
810961	4415	Cost Recovery/Reimbursed Exp	764,370	765,091	765,091	760,447	760,447
810962	4808	Investment Income	68	-	38	-	-
810961	4808	Investment Income	59	-	33	-	-
		TOTAL COMMUNITY FACILITY DISTRICT TRUST	1,568,948	1,587,712	1,587,783	1,603,371	1,603,371
		OBLIGATION PAYMENT (820166)					
820166	4101	Current Secured Taxes	-	-	-	-	-
820166	4808	Investment Income	(16,576)	-	-	-	-
		TOTAL OBLIGATION PAYMENT	(16,576)	-	-	-	-
		TOTAL NON-GENERAL FUNDS	127,230,321	162,077,091	188,647,779	116,928,467	120,467,557

City of Redlands
General Fund
Expenditures by Object

Fund	FY2024 ACTUAL (AUDITED)	PROPOSED FY2025 MID-BIENNIUM UPDATE: FY2025 ADOPTED BUDGET	PROPOSED FY2025 MID-BIENNIUM UPDATE: FY2025 MID-BIENNIUM UPDATE	PROPOSED FY2025 MID-BIENNIUM UPDATE: INCREASE/ DECREASE	PROPOSED FY2025 MID-BIENNIUM UPDATE: AS %	PROPOSED FY2026 MID-BIENNIUM UPDATE: FY2026 ADOPTED BUDGET	PROPOSED FY2026 MID-BIENNIUM UPDATE: FY2026 MID-BIENNIUM UPDATE	PROPOSED FY2026 MID-BIENNIUM UPDATE: INCREASE/ DECREASE	PROPOSED FY2026 MID-BIENNIUM UPDATE: AS %
General Fund (101)									
Salaries and Benefits	63,754,367	75,125,805	75,125,806	-	0.0%	79,173,279	79,173,279	-	0.0%
Contract Services	7,111,393	8,102,559	10,823,265	2,720,707	33.6%	8,242,401	8,785,448	543,047	6.6%
Other Services	18,466,465	20,810,003	23,274,622	2,464,619	11.8%	21,213,630	21,943,884	730,254	3.4%
Supplies	5,082,683	4,867,403	4,571,337	(296,066)	-6.1%	4,760,508	3,890,344	(870,164)	-18.3%
Capital Outlay	14,712,046	6,622,844	13,881,190	7,258,346	109.6%	3,710,720	3,726,273	15,553	0.4%
Debt Service	167,606	370,462	370,462	-	0.0%	346,851	346,851	-	0.0%
Transfers	18,484,123	11,642,556	22,166,495	10,523,940	90.4%	12,197,496	12,197,496	-	0.0%
Total Expenditures	**127,778,683**	**127,541,631**	**150,213,177**	**22,671,545**	**17.8%**	**129,644,885**	**130,063,575**	**418,690**	**0.3%**

City of Redlands
General Fund
Expenditures by Object and Department

General Fund Department	FY2024 ACTUAL (AUDITED)	PROPOSED FY2025 MID-BIENNIUM UPDATE: FY2025 ADOPTED BUDGET	FY2025 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %	PROPOSED FY2026 MID-BIENNIUM UPDATE: FY2026 ADOPTED BUDGET	FY2026 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %
City Council									
Salaries and Benefits	326,649	361,001	361,001	-	0.0%	361,421	361,421	-	0.0%
Other Services	132,698	196,255	196,255	-	0.0%	373,782	373,782	-	0.0%
Supplies	3,082	1,871	1,871	-	0.0%	1,908	1,908	-	0.0%
Total	**462,429**	**559,127**	**559,127**	**-**	**0.0%**	**737,111**	**737,111**	**-**	**0.0%**
City Manager									
Salaries and Benefits	2,308,797	1,434,348	1,611,147	176,799	12.3%	1,452,538	1,638,173	185,635	12.8%
Contract Services	166,042	56,030	733,758	677,728	1209.6%	57,194	730,842	673,648	1177.8%
Other Services	4,463,900	124,697	330,159	205,462	164.8%	117,609	323,072	205,463	174.7%
Supplies	48,034	24,186	129,522	105,336	435.5%	23,600	128,936	105,336	446.3%
Capital Outlay	-	-	15,553	15,553	100.0%	-	15,553	15,553	100.0%
Total	**6,986,773**	**1,639,261**	**2,820,140**	**1,180,879**	**72.0%**	**1,650,941**	**2,836,576**	**1,185,635**	**71.8%**
Human Resources									
Salaries and Benefits		758,163	758,163	-	0.0%	792,260	792,260	-	0.0%
Contract Services		28,000	605,195	577,195	2061.4%	33,000	33,000	-	0.0%
Other Services		5,061,686	5,061,686	-	0.0%	5,465,710	5,465,710	-	0.0%
Supplies		33,420	33,487	67	0.2%	33,770	33,770	-	0.0%
Total		**5,881,269**	**6,458,531**	**577,262**	**9.8%**	**6,324,740**	**6,324,740**	**-**	**0.0%**
City Clerk									
Salaries and Benefits	214,954	323,360	323,360	-	0.0%	301,547	301,547	-	0.0%
Contract Services	10,451	13,223	14,872	1,649	12.5%	13,335	13,335	-	0.0%
Other Services	43,369	345,190	345,190	-	0.0%	193,447	193,447	-	0.0%
Supplies	980	1,687	1,687	-	0.0%	1,721	1,721	-	0.0%
Total	**269,755**	**683,460**	**685,109**	**1,649**	**0.2%**	**510,050**	**510,050**	**-**	**0.0%**
City Attorney									
Salaries and Benefits	563,300	618,515	618,515	-	0.0%	625,625	625,625	-	0.0%
Other Services	316,791	195,847	195,847	-	0.0%	197,646	197,646	-	0.0%
Supplies	1,851	2,035	2,035	-	0.0%	2,076	2,076	-	0.0%
Total	**881,943**	**816,397**	**816,397**	**-**	**0.0%**	**825,347**	**825,347**	**-**	**0.0%**
Development Services									
Salaries and Benefits	3,407,013	4,071,572	4,071,572	-	0.0%	4,209,009	4,209,009	-	0.0%
Contract Services	312,935	649,877	1,345,974	696,097	107.1%	622,365	622,365	-	0.0%
Other Services	1,094,478	1,164,613	1,520,686	356,073	30.6%	1,140,326	1,140,326	-	0.0%
Supplies	33,464	47,712	48,578	866	1.8%	46,811	46,811	-	0.0%
Capital Outlay	59,932	21,304	21,304	-	0.0%	42,257	42,257	-	0.0%
Debt Service	1,887	-	-	-	0.0%	-	-	-	0.0%
Total	**4,909,710**	**5,955,078**	**7,008,114**	**1,053,036**	**17.7%**	**6,060,768**	**6,060,768**	**-**	**0.0%**
Management Services									
Salaries and Benefits	1,811,795	2,373,620	2,373,620	-	0.0%	2,466,562	2,466,562	-	0.0%
Contract Services	478,432	605,534	683,418	77,884	12.9%	653,938	653,938	-	0.0%
Other Services	325,717	379,961	414,037	34,076	9.0%	373,242	373,242	-	0.0%
Supplies	50,954	68,100	75,446	7,346	10.8%	71,650	71,650	-	0.0%
Capital Outlay	285,528	-	150,000	150,000	100.0%	-	-	-	0.0%
Transfers	18,448,742	11,642,556	22,166,495	10,523,939	90.4%	12,197,496	12,197,496	-	0.0%
Total	**21,401,168**	**15,069,771**	**25,863,016**	**10,793,245**	**71.6%**	**15,762,887**	**15,762,887**	**-**	**0.0%**
FCS									
Salaries and Benefits	6,721,476	9,209,305	9,032,506	(176,799)	-1.9%	9,500,076	9,314,441	(185,635)	-2.0%
Contract Services	4,782,171	5,248,742	6,187,491	938,749	17.9%	5,334,510	5,334,510	-	0.0%
Other Services	6,029,080	7,233,209	7,656,013	422,804	5.8%	7,362,908	7,182,708	(180,200)	-2.4%
Supplies	2,460,014	3,006,773	2,447,502	(559,271)	-18.6%	3,073,159	2,047,659	(1,025,500)	-33.4%
Capital Outlay	4,393,662	3,874,002	6,044,328	2,170,326	56.0%	951,367	951,367	-	0.0%
Debt Service	219,506	55,611	55,611	-	0.0%	32,000	32,000	-	0.0%
Transfers	34,976	-	-	-	0.0%	-	-	-	0.0%
Total	**24,640,886**	**28,627,642**	**31,423,451**	**2,795,809**	**9.8%**	**26,254,020**	**24,862,685**	**(1,391,335)**	**-5.3%**
Engineering									
Salaries and Benefits	424,400	713,362	713,362	-	0.0%	737,926	737,926	-	0.0%
Contract Services	127,959	275,000	25,000	(250,000)	-90.9%	200,000	200,000	-	0.0%
Other Services	259,043	136,847	821,188	684,341	500.1%	129,207	129,207	-	0.0%
Supplies	388,308	13,500	18,241	4,741	35.1%	29,100	29,100	-	0.0%
Capital Outlay	3,587,047	588,998	956,932	367,934	62.5%	588,998	588,998	-	0.0%
Debt Service	24,502	-	-	-	0.0%	-	-	-	0.0%
Total	**4,811,259**	**1,727,707**	**2,534,723**	**807,016**	**46.7%**	**1,685,231**	**1,685,231**	**-**	**0.0%**

City of Redlands
General Fund
Expenditures by Object and Department

General Fund Department	FY2024 ACTUAL (AUDITED)	PROPOSED FY2025 MID-BIENNIUM UPDATE: FY2025 ADOPTED BUDGET	FY2025 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %	PROPOSED FY2026 MID-BIENNIUM UPDATE: FY2026 ADOPTED BUDGET	FY2026 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %
Library									
Salaries and Benefits	2,954,954	3,383,619	3,383,619	-	0.0%	3,463,639	3,463,639	-	0.0%
Contract Services	4,570	100	100,100	100,000	100000%	102	104,502	104,400	102353%
Other Services	405,243	26,891	230,483	203,592	757.1%	26,773	496,763	469,990	1755.5%
Supplies	215,786	185,610	215,052	29,442	15.9%	23,062	73,062	50,000	216.8%
Capital Outlay	-	13,800	13,800	-	0.0%	13,800	13,800	-	0.0%
Total	**3,580,553**	**3,610,020**	**3,943,054**	**333,034**	**9.2%**	**3,527,376**	**4,151,766**	**624,390**	**17.7%**
Police									
Salaries and Benefits	28,923,157	34,183,407	34,183,407	-	0.0%	36,525,681	36,525,681	-	0.0%
Contract Services	420,188	562,352	613,695	51,343	9.1%	582,206	582,206	-	0.0%
Other Services	3,796,513	3,547,141	3,706,654	159,513	4.5%	3,469,428	3,469,428	-	0.0%
Supplies	1,336,922	841,558	794,553	(47,005)	-5.6%	854,101	854,101	-	0.0%
Capital Outlay	1,764,595	1,428,094	2,832,842	1,404,748	98.4%	917,652	917,652	-	0.0%
Debt Service	340,102	-	-	-	0.0%	-	-	-	0.0%
Total	**36,581,476**	**40,562,552**	**42,131,151**	**1,568,599**	**3.9%**	**42,349,068**	**42,349,068**	**-**	**0.0%**
Fire									
Salaries and Benefits	16,097,871	17,695,534	17,695,534	-	0.0%	18,736,995	18,736,995	-	0.0%
Contract Services	363,431	503,700	513,762	10,062	2.0%	510,750	510,750	-	0.0%
Other Services	2,044,845	2,557,666	2,796,424	238,758	9.3%	2,598,553	2,598,553	-	0.0%
Supplies	543,288	640,950	803,362	162,412	25.3%	599,550	599,550	-	0.0%
Capital Outlay	4,621,282	696,646	3,846,431	3,149,784	452.1%	1,196,647	1,196,647	-	0.0%
Debt Service	(417,985)	314,851	314,851	-	0.0%	314,851	314,851	-	0.0%
Total	**23,252,732**	**22,409,347**	**25,970,364**	**3,561,016**	**15.9%**	**23,957,345**	**23,957,345**	**-**	**0.0%**
Total Expenditures	**127,778,683**	**127,541,631**	**150,213,177**	**22,671,545**	**17.8%**	**129,644,885**	**130,063,575**	**418,690**	**0.3%**

City of Redlands
General Fund
New Divisions Added

Department - Division	PROPOSED FY2025 MID-BIENNIUM UPDATE					PROPOSED FY2026 MID-BIENNIUM UPDATE			
	FY2024 ACTUAL (AUDITED)	FY2025 ADOPTED BUDGET	FY2025 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %	FY2026 ADOPTED BUDGET	FY2026 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %
City Managers Office									
Homeless Division									
Salaries and Benefits			176,799				185,635		
Contract Services			673,647				673,648		
Other Services			205,463				205,463		
Supplies			105,336				105,336		
Capital Outlay			15,553				15,553		
Total	**-**	**-**	**1,176,799**	**-**		**-**	**1,185,635**	**-**	
Library									
Musuem of Redlands									
Salaries and Benefits							211,581		
Contract Services							104,400		
Other Services							469,990		
Supplies							50,000		
Total	**-**	**-**	**-**	**-**		**-**	**835,971**	**-**	

City Homeless Solutions

Mission Statement:

The City Homeless Solutions Office is dedicated to providing housing and outreach for all unhoused persons in the City in the most efficient, effective, and economical manner practical to help attain the City Council's goals and the City Departments' program objectives.

Departmental Goals:

- Proactively provide high quality, ethical, and timely services to unhoused persons in the City of Redlands such as: shelter, transitional housing, permanent housing, outreach, connection to substance abuse mental health and other services.
- Provide accurate reports/information about Redlands homeless data to City Council, City Manager, City Departments, and appointed boards and commissions, to assist the City Council and City Departments achieve their goals and objectives.
- Resolve all person's unhoused issues efficiently and cost-effectively, while protecting the City's legal interests.

Sustainability Efforts:

- Inclusion of sustainable measures in public project contracts and procurement documents.
- Continued progress toward "paperless" processes and operations where possible, practical, and effective.
- Purchase and use of recycled paper for copying and printing, and other available recycled products.
- The ongoing effort to scan and store files electronically.

Program Description:

The City Homeless Solutions Office provides support and administrative oversight of the development and implementation of homeless services, coordinates with outside agencies, and ensures that programs and resources across all departments are aligned with the City's goals to address homelessness.

Program Objectives:

- Plan, organize, coordinate, and evaluate the activities of the City to address and end homelessness;
- Develop and implement new strategies in coordination with other agencies;
- Prepare and negotiate contracts for supportive services and housing solutions for homeless;
- Collaborate with other local businesses, non-profits, and community groups in the coordination and delivery of services to the homeless;
- Coordinate City policies and activities with local, regional, state, and federal homeless programs;
- Prepare and administer grant applications;
- Participate in public outreach and education;
- Prepare and monitor annual budget for homeless programs;
- Manage the City's annual point in time count;
- Work with Code Enforcement to monitor and address blight within the City;
- Prepare and present oral and written reports to various departments, commissions, City Council, and other community groups on homeless issues

AK Smiley Public Library – Special Collections Division

Mission Statement:

As a research center and museum exhibition program, the Special Collections Division seeks to deepen the understanding of the history of Redlands, San Bernardino County, and Southern California, as well as President Abraham Lincoln and the American Civil War, through education, interaction, exhibition, and research.

Programs:

The Special Collections Division includes three major programs:

- The Heritage Room research center
- The Lincoln Memorial Shrine
- Museum of Redlands

Current Projects:

- Volunteer Docent Program - To develop a diverse, welcoming, and well-trained cohort of volunteers to engage with visitors and enhance the visitor experience, formalizing the existing program and integrating Museum of Redlands into a unified Special Collections Docent Program
- Exhibitions and Programs – Develop and present relevant exhibits that are engaging, offer new perspectives, and help achieve deeper understanding to inspire vibrant communities.
- Build the capacity to design, develop, staff, and fund appropriate educational programming in order to be the prime resource to the community for information on the history of the greater Redlands area and Southern California, Abraham Lincoln, the American Civil War, and enslavement of people of African origin and their descendants.
- Increase visibility and raise public awareness of Special Collections' programs The Lincoln Memorial Shrine and Museum of Redlands through marketing and communication, branding, visibility and recognition, partnering with Watchorn Lincoln Memorial Association and Redlands Historical Museum Association
- Ensuring the careful, sound, and responsible management of the collections through appropriate acquisitions, accessibility, and care by review the Collections Development Plan to ensure it supports collections stewardship goals and revising as needed

City of Redlands
Other Funds
Expenditures by Object

Fund	FY2024 ACTUAL (AUDITED)	PROPOSED FY2025 MID-BIENNIUM UPDATE: FY2025 ADOPTED BUDGET	FY2025 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %	PROPOSED FY2026 MID-BIENNIUM UPDATE: FY2026 ADOPTED BUDGET	FY2026 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %
General Government Grants (200)									
Salaries and Benefits	512,636	-	3,370,402	3,370,402	100.0%	-	-	-	0.0%
Contract Services	79,839	-	533,953	533,953	100.0%	-	-	-	0.0%
Other Services	3,533,950	-	6,908,936	6,908,936	100.0%	-	-	-	0.0%
Supplies	93,962	-	369,314	369,314	100.0%	-	-	-	0.0%
Capital Outlay	683,003	-	8,124,939	8,124,939	100.0%	-	-	-	0.0%
Transfers	8,063,649	-	-	-	0.0%	-	-	-	0.0%
Total	**12,967,039**	**-**	**19,307,543**	**19,307,543**	**100.0%**	**-**	**-**	**-**	**0.0%**
Emergency Services (205)									
Salaries and Benefits	4,314,526	5,040,783	5,040,783	-	0.0%	5,300,497	5,300,497	-	0.0%
Contract Services	30,890	32,000	12,000	(20,000)	-62.5%	33,000	33,000	-	0.0%
Other Services	865,702	1,258,611	1,258,611	-	0.0%	1,283,342	1,283,342	-	0.0%
Supplies	123,605	200,500	220,500	20,000	10.0%	208,500	208,500	-	0.0%
Total	**5,334,724**	**6,531,894**	**6,531,894**	**-**	**0.0%**	**6,825,339**	**6,825,339**	**-**	**0.0%**
Household Hazardous Waste (206)									
Contract Services	138,221	143,059	143,059	-	0.0%	148,424	148,424	-	0.0%
Other Services	7,093	9,016	9,016	-	0.0%	9,332	9,332	-	0.0%
Supplies	-	500	500	-	0.0%	500	500	-	0.0%
Total	**145,314**	**152,575**	**152,575**	**-**	**0.0%**	**158,256**	**158,256**	**-**	**0.0%**
Gas Tax Fund (207)									
Transfers	3,818,017	3,868,354	3,868,354	-	0.0%	4,061,395	4,061,395	-	0.0%
Total	**3,818,017**	**3,868,354**	**3,868,354**	**-**	**0.0%**	**4,061,395**	**4,061,395**	**-**	**0.0%**
Local Transportation (209)									
Total	**-**	**-**	**-**	**-**	**0.0%**	**-**	**-**	**-**	**0.0%**
Measure I 2010 (210)									
Other Services	16,527	8,197	8,197	-	0.0%	8,484	8,484	-	0.0%
Transfers	3,733,391	2,191,803	2,191,803	-	0.0%	2,301,516	2,301,516	-	0.0%
Total	**3,749,918**	**2,200,000**	**2,200,000**	**-**	**0.0%**	**2,310,000**	**2,310,000**	**-**	**0.0%**
PARIS (211)									
Salaries and Benefits	402,683	706,194	706,194	-	0.0%	728,027	728,027	-	0.0%
Contract Services	15,474	40,000	128,570	88,570	221.4%	240,000	240,000	-	0.0%
Other Services	28,993	133,439	133,439	-	0.0%	138,039	138,039	-	0.0%
Supplies	1,170,568	6,500	63,234	56,734	872.8%	6,500	6,500	-	0.0%
Capital Outlay	7,357,089	4,540,000	6,012,485	1,472,485	32.4%	4,500,000	4,500,000	-	0.0%
Total	**8,974,806**	**5,426,133**	**7,043,921**	**1,617,789**	**29.8%**	**5,612,566**	**5,612,566**	**-**	**0.0%**
Air Quality Management (221)									
Salaries and Benefits	799	878	878	-	0.0%	966	966	-	0.0%
Contract Services	-	-	121,642	121,642	100.0%	-	-	-	0.0%
Capital Outlay	-	146,700	196,700	50,000	34.1%	160,000	160,000	-	0.0%
Total	**799**	**147,578**	**319,220**	**171,642**	**116.3%**	**160,966**	**160,966**	**-**	**0.0%**
Traffic Safety (223)									
Transfers	155,962	127,000	127,000	-	0.0%	127,000	127,000	-	0.0%
Total	**155,962**	**127,000**	**127,000**	**-**	**0.0%**	**127,000**	**127,000**	**-**	**0.0%**
Open Space (227)									
Other Services	4,063	1,600	1,600	-	0.0%	1,600	1,600	-	0.0%
Total	**4,063**	**1,600**	**1,600**	**-**	**0.0%**	**1,600**	**1,600**	**-**	**0.0%**
Downtown Redlands Bus. Area (236)									
Contract Services	67,454	60,182	60,982	800	1.3%	61,385	61,385	-	0.0%
Other Services	62,085	49,302	49,302	-	0.0%	50,633	50,633	-	0.0%
Supplies	5,978	15,810	15,810	-	0.0%	16,126	16,126	-	0.0%
Total	**135,516**	**125,294**	**126,094**	**800**	**0.6%**	**128,145**	**128,145**	**-**	**0.0%**
Parking Authority (237)									
Other Services	25,462	23,496	23,496	-	0.0%	23,722	23,722	-	0.0%
Total	**25,462**	**23,496**	**23,496**	**-**	**0.0%**	**23,722**	**23,722**	**-**	**0.0%**

City of Redlands
Other Funds
Expenditures by Object

Fund	FY2024 ACTUAL (AUDITED)	PROPOSED FY2025 MID-BIENNIUM UPDATE FY2025 ADOPTED BUDGET	FY2025 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %	PROPOSED FY2026 MID-BIENNIUM UPDATE FY2026 ADOPTED BUDGET	FY2026 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %
Public Art (238)									
Total	**-**	**-**	**-**	**-**	**0.0%**	**-**	**-**	**-**	**0.0%**
Transportation Dev. Act Grant (241)									
Contract Services	-	-	50,000	50,000	100.0%	-	-	-	100.0%
Other Services	-	-	(192,300)	(192,300)	100.0%	-	-	-	100.0%
Capital Outlay	-	-	1,278,340	1,278,340	100.0%	-	-	-	100.0%
Total	**-**	**-**	**1,136,040**	**1,136,040**	**100.0%**	**-**	**-**	**-**	**100.0%**
Asset Forfeiture (246)									
Salaries and Benefits	-	35,508	35,508	-	0.0%	35,508	35,508	-	0.0%
Contract Services	10,715	14,000	14,000	-	0.0%	14,500	14,500	-	0.0%
Other Services	19,590	26,737	26,737	-	0.0%	26,737	26,737	-	0.0%
Supplies	63,907	131,048	131,048	-	0.0%	131,048	131,048	-	0.0%
Capital Outlay	14,005	-	-	-	0.0%	-	-	-	0.0%
Total	**108,217**	**207,293**	**207,293**	**-**	**0.0%**	**207,793**	**207,793**	**-**	**0.0%**
Supplemental Law Enforcement (249)									
Salaries and Benefits	20,648	125,558	125,558	-	0.0%	125,558	125,558	-	0.0%
Contract Services	-	25,000	25,000	-	0.0%	25,000	25,000	-	0.0%
Other Services	14,309	110,000	110,000	-	0.0%	110,000	110,000	-	0.0%
Total	**34,958**	**260,558**	**260,558**	**-**	**0.0%**	**260,558**	**260,558**	**-**	**0.0%**
Parks and Open Space (250)									
Other Services	16,292	13,500	13,500	-	0.0%	13,500	13,500	-	0.0%
Capital Outlay	-	1,120,000	1,255,660	135,660	12.1%	-	-	-	0.0%
Debt Service	102,193	102,160	102,160	-	0.0%	102,126	102,126	-	0.0%
Total	**118,485**	**1,235,660**	**1,371,320**	**135,660**	**11.0%**	**115,626**	**115,626**	**-**	**0.0%**
Public Facilities Development (251)									
Contract Services	-	-	3,767	3,767	100.0%	-	-	-	0.0%
Other Services	8,182	7,200	7,200	-	0.0%	7,200	7,200	-	0.0%
Debt Service	661	-	-	-	0.0%	-	-	-	0.0%
Total	**8,843**	**7,200**	**10,967**	**3,767**	**52.3%**	**7,200**	**7,200**	**-**	**0.0%**
Arterial Street Construction (252)									
Contract Services	33,196	-	87,869	87,869	100.0%	-	-	-	0.0%
Other Services	6,359	4,400	4,400	-	0.0%	4,400	4,400	-	0.0%
Capital Outlay	130,908	4,300,000	4,300,000	-	0.0%	2,350,000	2,350,000	-	0.0%
Total	**170,463**	**4,304,400**	**4,392,269**	**87,869**	**2.0%**	**2,354,400**	**2,354,400**	**-**	**0.0%**
Traffic Signals (253)									
Other Services	389	260	161,930	161,670	62180.8%	260	260	-	0.0%
Capital Outlay	267,702	75,000	75,000	-	0.0%	500,000	500,000	-	0.0%
Total	**268,091**	**75,260**	**236,930**	**161,670**	**214.8%**	**500,260**	**500,260**	**-**	**0.0%**
Freeway Interchanges (254)									
Contract Services	14,664	-	60,253	60,253	100.0%	-	-	-	0.0%
Other Services	3,773	2,200	2,200	-	0.0%	2,200	2,200	-	0.0%
Capital Outlay	530,499	-	1,049,564	1,049,564	100.0%	-	-	-	0.0%
Total	**548,936**	**2,200**	**1,112,017**	**1,109,817**	**50446.2%**	**2,200**	**2,200**	**-**	**0.0%**
Inclusionary Housing Fund (255)									
Salaries and Benefits	-	75,000	75,000	-	0.0%	75,000	75,000	-	0.0%
Contract Services	-	35,000	35,000	-	0.0%	35,000	35,000	-	0.0%
Other Services	-	35,000	35,000	-	0.0%	35,000	35,000	-	0.0%
Total	**-**	**145,000**	**145,000**	**-**	**0.0%**	**145,000**	**145,000**	**-**	**0.0%**
Street Light District #1 (260)									
Salaries and Benefits	21,796	8,587	8,587	-	0.0%	8,772	8,772	-	0.0%
Other Services	1,559	26,470	26,470	-	0.0%	27,281	27,281	-	0.0%
Total	**23,354**	**35,057**	**35,057**	**-**	**0.0%**	**36,053**	**36,053**	**-**	**0.0%**

City of Redlands
Other Funds
Expenditures by Object

Fund	FY2024 ACTUAL (AUDITED)	PROPOSED FY2025 MID-BIENNIUM UPDATE: FY2025 ADOPTED BUDGET	FY2025 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %	PROPOSED FY2026 MID-BIENNIUM UPDATE: FY2026 ADOPTED BUDGET	FY2026 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %
CFD 2004-1 (261)									
Salaries and Benefits	118,439	56,719	56,719	-	0.0%	57,948	57,948	-	0.0%
Contract Services	262,719	269,484	328,408	58,924	21.9%	270,070	270,070	-	0.0%
Other Services	190,474	243,494	243,494	-	0.0%	250,781	250,781	-	0.0%
Supplies	27,882	45,000	45,000	-	0.0%	46,350	46,350	-	0.0%
Transfers	130,760	105,000	105,000	-	0.0%	108,150	108,150	-	0.0%
Total	**730,274**	**719,697**	**778,621**	**58,924**	**8.2%**	**733,299**	**733,299**	**-**	**0.0%**
Landscape Maint. District (263)									
Salaries and Benefits	8,637	8,587	8,587	-	0.0%	8,772	8,772	-	0.0%
Contract Services	26,020	10,000	20,000	10,000	100.0%	10,000	10,000	-	0.0%
Other Services	-	31,851	31,851	-	0.0%	32,058	32,058	-	0.0%
Supplies	-	5,000	5,000	-	0.0%	5,000	5,000	-	0.0%
Total	**34,657**	**55,438**	**65,438**	**10,000**	**18.0%**	**55,830**	**55,830**	**-**	**0.0%**
General Debt Service (305)									
Other Services	3,457	5,180	5,180	-	0.0%	5,251	5,251	-	0.0%
Debt Service	392,455	407,455	407,455	-	0.0%	422,455	422,455	-	0.0%
Total	**395,913**	**412,635**	**412,635**	**-**	**0.0%**	**427,706**	**427,706**	**-**	**0.0%**
Storm Drain Construction (405)									
Contract Services	35,033	-		-	0.0%	-	-	-	0.0%
Other Services	8,601	3,900	3,900	-	0.0%	3,900	3,900	-	0.0%
Capital Outlay	-	70,000	70,000	-	0.0%	-	-	-	0.0%
Total	**43,634**	**73,900**	**73,900**	**-**	**0.0%**	**3,900**	**3,900**	**-**	**0.0%**
Safety/City Hall Rep. Fund (406)									
Contract Services	120,845	-	3,321,334	3,321,334	100.0%	-	-	-	0.0%
Supplies	-	-	1,360,925	1,360,925	100.0%	-	-	-	0.0%
Capital Outlay	405,725	-	6,362,605	6,362,605	100.0%	-	-	-	0.0%
Total	**526,570**	**-**	**11,044,864**	**11,044,864**	**100.0%**	**-**	**-**	**-**	**0.0%**
Water (501)									
Salaries and Benefits	7,868,779	9,335,127	9,335,127	-	0.0%	9,697,424	9,697,424	-	0.0%
Contract Services	1,527,849	2,109,000	4,029,294	1,920,294	91.1%	2,199,000	2,199,000	-	0.0%
Other Services	15,559,757	9,814,057	9,732,972	(81,086)	-0.8%	10,075,073	10,075,073	-	0.0%
Supplies	5,445,261	4,305,325	9,525,146	5,219,821	121.2%	4,369,170	4,369,170	-	0.0%
Capital Outlay	18,963	16,807,651	27,124,580	10,316,929	61.4%	15,211,151	15,211,151	-	0.0%
Debt Service	193,623	1,036,835	1,036,835	-	0.0%	1,036,835	1,036,835	-	0.0%
Transfers	884,047	588,011	588,011	-	0.0%	591,216	591,216	-	0.0%
Total	**31,498,279**	**43,996,006**	**61,371,963**	**17,375,957**	**39.5%**	**43,179,867**	**43,179,867**	**-**	**0.0%**
Source Acquisition (508)									
Other Services	-	1,600	1,600	-	0.0%	1,600	1,600	-	0.0%
Total	**-**	**1,600**	**1,600**	**-**	**0.0%**	**1,600**	**1,600**	**-**	**0.0%**
Water Capital Improvement (509)									
Other Services		13,000	13,000	-	0.0%	13,000	13,000	-	0.0%
Transfers	1,518,682	637,000	637,000	-	0.0%	637,000	637,000	-	0.0%
Total	**1,518,682**	**650,000**	**650,000**	**-**	**0.0%**	**650,000**	**650,000**	**-**	**0.0%**
Solid Waste (511)									
Salaries and Benefits	6,465,818	6,504,862	6,499,954	(4,908)	-0.1%	6,694,684	6,694,684	-	0.0%
Contract Services	2,425,872	2,589,432	4,172,246	1,582,814	61.1%	2,684,014	3,184,014	500,000	18.6%
Other Services	12,973,100	6,782,425	6,428,429	(353,996)	-5.2%	6,969,726	6,969,726	-	0.0%
Supplies	922,560	788,115	949,333	161,218	20.5%	822,420	822,420	-	0.0%
Capital Outlay	18,332	1,528,714	4,878,194	3,349,480	219.1%	1,528,714	2,528,714	1,000,000	65.4%
Debt Service	148,492	782,943	782,943	-	0.0%	782,700	782,700	-	0.0%
Transfers	4,558,843	2,563,813	2,563,813	-	0.0%	2,577,821	2,577,821	-	0.0%
Total	**27,513,016**	**21,540,304**	**26,274,912**	**4,734,608**	**22.0%**	**22,060,078**	**23,560,078**	**1,500,000**	**6.8%**
Solid Waste Capital Imp. (519)									
Other Services	-	2,000	2,000	-	0.0%	2,000	2,000	-	0.0%
Transfers	1,131,774	1,500,000	1,500,000	-	0.0%	-	-	-	0.0%
Total	**1,131,774**	**1,502,000**	**1,502,000**	**-**	**0.0%**	**2,000**	**2,000**	**-**	**0.0%**
Wastewater (521)									
Salaries and Benefits	5,640,342	4,892,332	4,892,332	-	0.0%	5,245,925	5,245,925	-	0.0%
Contract Services	2,024,325	2,410,500	2,886,820	476,320	19.8%	2,435,500	2,435,500	-	0.0%
Other Services	6,377,179	3,941,560	3,980,112	38,552	1.0%	3,877,812	3,877,812	-	0.0%
Supplies	2,093,932	3,093,650	3,360,405	266,755	8.6%	2,930,650	2,930,650	-	0.0%
Capital Outlay	4,161	3,898,137	7,715,184	3,817,047	97.9%	49,692,776	49,692,776	-	0.0%
Debt Service	3,804	356,135	356,135	-	0.0%	-	-	-	0.0%
Transfers	245,846	244,209	244,209	-	0.0%	244,648	244,648	-	0.0%
Total	**16,389,588**	**18,836,524**	**23,435,198**	**4,598,674**	**24.4%**	**64,427,311**	**64,427,311**	**-**	**0.0%**

City of Redlands
Other Funds
Expenditures by Object

Fund	PROPOSED FY2025 MID-BIENNIUM UPDATE					PROPOSED FY2026 MID-BIENNIUM UPDATE			
	FY2024 ACTUAL (AUDITED)	FY2025 ADOPTED BUDGET	FY2025 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %	FY2026 ADOPTED BUDGET	FY2026 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %
Wastewater Capital Imp. (529)									
Other Services	-	16,000	16,000	-	0.0%	16,000	16,000	-	0.0%
Transfers	200,771	200,771	200,771	-	0.0%	-	-	-	0.0%
Total	**200,771**	**216,771**	**216,771**	**-**	**0.0%**	**16,000**	**16,000**	**-**	**0.0%**
Non-Potable Water (531)									
Salaries and Benefits	96,046	99,994	99,994	-	0.0%	103,312	103,312	-	0.0%
Contract Services	423,419	250,000	315,000	65,000	26.0%	250,000	250,000	-	0.0%
Other Services	62,411	35,133	(263,560)	(298,693)	-850.2%	36,715	36,715	-	0.0%
Supplies	-	50,000	325,430	275,430	550.9%	50,000	50,000	-	0.0%
Capital Outlay	-	-	597,386	597,386	100.0%	-	-	-	0.0%
Total	**581,876**	**435,127**	**1,074,250**	**639,123**	**146.9%**	**440,026**	**440,026**	**-**	**0.0%**
Non-Potable Water Cap. Imp. (532)									
Other Services	-	2,500	2,500	-	0.0%	2,500	2,500	-	0.0%
Capital Outlay	-	-	412,422	412,422	100.0%	-	-	-	0.0%
Transfers	257,664	-	-	-	0.0%	-	-	-	0.0%
Total	**257,664**	**2,500**	**414,922**	**412,422**	**16496.9%**	**2,500**	**2,500**	**-**	**0.0%**
Groves (538)									
Salaries and Benefits	164,107	398,816	398,816	-	0.0%	418,364	418,364	-	0.0%
Contract Services	967,987	742,087	793,148	51,061	6.9%	758,279	758,279	-	0.0%
Other Services	191,330	168,778	168,778	-	0.0%	169,717	169,717	-	0.0%
Supplies	175,141	49,000	49,000	-	0.0%	49,850	49,850	-	0.0%
Capital Outlay	8,671	16,560	116,560	100,000	603.9%	16,560	16,560	-	0.0%
Debt Service	111	-	-	-	0.0%	-	-	-	0.0%
Total	**1,507,347**	**1,375,241**	**1,526,302**	**151,061**	**11.0%**	**1,412,770**	**1,412,770**	**-**	**0.0%**
Cemetery (562)									
Salaries and Benefits	702,836	705,896	705,896	-	0.0%	718,151	718,151	-	0.0%
Contract Services	114,948	165,000	202,999	37,999	23.0%	172,000	172,000	-	0.0%
Other Services	380,944	308,150	324,053	15,903	5.2%	309,747	309,747	-	0.0%
Supplies	156,872	112,467	128,629	16,162	14.4%	119,217	119,217	-	0.0%
Capital Outlay	16,226	162,335	264,086	101,751	62.7%	171,335	171,335	-	0.0%
Debt Service	27,302	178,984	178,984	-	0.0%	150,000	150,000	-	0.0%
Total	**1,399,129**	**1,632,832**	**1,804,646**	**171,814**	**10.5%**	**1,640,450**	**1,640,450**	**-**	**0.0%**
Aviation (564)									
Salaries and Benefits	204,623	142,312	142,312	-	0.0%	150,367	150,367	-	0.0%
Contract Services	99,577	22,000	76,485	54,485	247.7%	22,000	22,000	-	0.0%
Other Services	407,407	192,106	208,104	15,998	8.3%	203,219	203,219	-	0.0%
Supplies	47,898	75,200	348,265	273,065	363.1%	82,300	82,300	-	0.0%
Capital Outlay	-	7,910	590,243	582,333	7362.3%	24,400	24,400	-	0.0%
Debt Service	30,316	60,000	60,000	-	0.0%	60,000	60,000	-	0.0%
Total	**789,821**	**499,528**	**1,425,409**	**925,881**	**185.4%**	**542,286**	**542,286**	**-**	**0.0%**
Liability Self-Insurance (602)									
Salaries and Benefits	353,815	328,268	328,268	-	0.0%	343,271	343,271	-	0.0%
Contract Services	94,642	115,000	115,000	-	0.0%	115,000	115,000	-	0.0%
Other Services	4,961,143	6,200,566	6,200,566	-	0.0%	6,749,069	6,749,069	-	0.0%
Supplies	62	600	600	-	0.0%	620	620	-	0.0%
Total	**5,409,662**	**6,644,434**	**6,644,434**	**-**	**0.0%**	**7,207,960**	**7,207,960**	**-**	**0.0%**
Information Technology (604)									
Salaries and Benefits	2,121,802	2,737,502	2,737,502	-	0.0%	2,882,671	2,882,671	-	0.0%
Contract Services	436,572	565,300	927,339	362,039	64.0%	640,300	640,300	-	0.0%
Other Services	2,381,089	2,406,396	2,468,934	62,538	2.6%	2,495,561	2,495,561	-	0.0%
Supplies	73,508	180,427	1,029,549	849,122	470.6%	118,000	118,000	-	0.0%
Capital Outlay	-	1,602,416	1,952,416	350,000	21.8%	907,416	907,416	-	0.0%
Debt Service	5,549	-	-	-	0.0%	-	-	-	0.0%
Total	**5,018,521**	**7,492,041**	**9,115,740**	**1,623,699**	**21.7%**	**7,043,947**	**7,043,947**	**-**	**0.0%**

City of Redlands
Other Funds
Expenditures by Object

Fund	FY2024 ACTUAL (AUDITED)	PROPOSED FY2025 MID-BIENNIUM UPDATE FY2025 ADOPTED BUDGET	FY2025 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %	PROPOSED FY2026 MID-BIENNIUM UPDATE FY2026 ADOPTED BUDGET	FY2026 MID-BIENNIUM UPDATE	INCREASE/ DECREASE	AS %
Workers' Compensation (606)									
Salaries and Benefits	948,774	949,963	949,963	-	0.0%	989,042	989,042	-	0.0%
Contract Services	211,010	279,220	279,220	-	0.0%	298,684	298,684	-	0.0%
Other Services	1,330,375	2,078,161	2,133,074	54,913	2.6%	2,134,940	2,134,940	-	0.0%
Supplies	6,431	34,240	34,240	-	0.0%	34,345	34,345	-	0.0%
Total	**2,496,591**	**3,341,584**	**3,396,497**	**54,913**	**1.6%**	**3,457,011**	**3,457,011**	**-**	**0.0%**
Equipment Maintenance (607)									
Salaries and Benefits	1,112,117	1,275,409	1,275,409	-	0.0%	1,319,105	1,319,105	-	0.0%
Contract Services	23,581	77,000	106,226	29,226	38.0%	52,000	52,000	-	0.0%
Other Services	1,036,735	1,000,544	1,039,479	38,935	3.9%	1,028,345	1,028,345	-	0.0%
Supplies	6,120,678	7,509,105	7,630,893	121,788	1.6%	7,547,241	7,547,241	-	0.0%
Capital Outlay	165	608,783	608,783	-	0.0%	964,851	964,851	-	0.0%
Debt Service	44	-	-	-	0.0%	-	-	-	0.0%
Transfers	36,297	-	-	-	0.0%	-	-	-	0.0%
Total	**8,329,617**	**10,470,840**	**10,660,789**	**189,949**	**1.8%**	**10,911,542**	**10,911,542**	**-**	**0.0%**
Utility Billing (608)									
Salaries and Benefits	1,351,516	1,881,910	1,881,910	-	0.0%	1,968,019	1,968,019	-	0.0%
Contract Services	27,759	12,000	749,261	737,261	6143.8%	12,400	12,400	-	0.0%
Other Services	657,814	685,310	685,310	-	0.0%	664,741	664,741	-	0.0%
Supplies	20,222	12,550	12,550	-	0.0%	18,500	18,500	-	0.0%
Total	**2,057,310**	**2,591,770**	**3,329,031**	**737,261**	**28.4%**	**2,663,660**	**2,663,660**	**-**	**0.0%**
Payroll Clearing (609)									
Transfers	372,251	-	314,341	314,341	100.0%	-	-	-	100.0%
Total	**372,251**	**-**	**314,341**	**314,341**	**100.0%**	**-**	**-**	**-**	**100.0%**
Community Fac. District Trust (810)									
Other Services	29,266	44,842	44,842	-	0.0%	44,888	44,888	-	0.0%
Debt Service	1,497,756	1,542,870	1,542,870	-	0.0%	1,558,483	1,558,483	-	0.0%
Total	**1,527,023**	**1,587,712**	**1,587,712**	**-**	**0.0%**	**1,603,371**	**1,603,371**	**-**	**0.0%**
Successor Agency to RDA (820)									
Salaries and Benefits	11,239	-	-	-	0.0%	-	-	-	0.0%
Other Services	12,045	-	-	-	0.0%	-	-	-	0.0%
Total	**23,284**	**-**	**-**	**-**	**0.0%**	**-**	**-**	**-**	**0.0%**
Total Other Fund Expenditures	**$ 146,346,220**	**$ 148,955,037**	**$ 215,731,125**	**$ 66,776,088**	**44.8%**	**$ 191,521,194**	**$ 193,021,194**	**$ 1,500,000**	**0.8%**

General Government Grants Fund (200)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ (1,077,327)	228,168	18,538	(209,630)	-92%	228,168	208,966	(19,203)	-8%
Revenues	14,062,499	-	19,497,971	19,497,971	100%	-	-	-	0%
Interfund Transfers From General Fund (101)	405	-	-	-	0%	-	-	-	0%
Total Financial Sources	12,985,577	228,168	19,516,509	19,288,340	8454%	228,168	208,966	(19,203)	-8%
Financial Requirements:									
Appropriations	12,967,039	-	19,307,543	19,307,543	100%	-	-	-	0%
Total Financial Requirements	12,967,039	-	19,307,543	19,307,543	100%	-	-	-	0%
Unrestricted Cash Balance as of 06/30	$ 18,538	228,168	208,966	(19,203)	-8%	228,168	208,966	(19,203)	-8%

Emergency Medical Services Fund (205)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ -	-	-	-	0%	-	-	-	0%
Revenues	1,148,726	1,105,000	1,105,000	-	0%	1,105,000	1,105,000	-	0%
Interfund Transfers From General Fund (101)	4,185,998	5,426,894	5,426,894	-	0%	5,720,339	5,720,339	-	0%
Total Financial Sources	5,334,724	6,531,894	6,531,894	-	0%	6,825,339	6,825,339	-	0%
Financial Requirements:									
Appropriations	5,334,724	6,531,894	6,531,894	-	0%	6,825,339	6,825,339	-	0%
Total Financial Requirements	5,334,724	6,531,894	6,531,894	-	0%	6,825,339	6,825,339	-	0%
Unrestricted Cash Balance as of 06/30	$ -	-	-	-	0%	-	-	-	0%

Household Hazardous Waste Fund (206)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 309,197	262,604	331,514	68,910	26%	240,029	308,939	68,910	29%
Revenues	167,631	130,000	130,000	-	0%	140,000	140,000	-	0%
Total Financial Sources	476,828	392,604	461,514	68,910	18%	380,029	448,939	68,910	18%
Financial Requirements:									
Appropriations	145,314	152,575	152,575	-	0%	158,256	158,256	-	0%
Total Financial Requirements	145,314	152,575	152,575	-	0%	158,256	158,256	-	0%
Unrestricted Cash Balance as of 06/30	$ 331,514	240,029	308,939	68,910	29%	221,773	290,683	68,910	31%

Gas Tax Fund (207)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 446,429	446,429	499,635	53,206	12%	446,429	499,635	53,206	12%
Revenues	3,871,223	3,868,354	3,868,354	-	0%	4,061,395	4,061,395	-	0%
Total Financial Sources	4,317,652	4,314,783	4,367,989	53,206	1%	4,507,824	4,561,030	53,206	1%
Financial Requirements:									
Appropriations	-	-	-	-	0%	-	-	-	0%
Interfund Transfers To:									
General Fund (101)	1,980,462	2,003,618	2,003,618	-	0%	2,103,423	2,103,423	-	0%
PARIS (211)	1,837,555	1,864,736	1,864,736	-	0%	1,957,972	1,957,972	-	0%
Total Financial Requirements	3,818,017	3,868,354	3,868,354	-	0%	4,061,395	4,061,395	-	0%
Unrestricted Cash Balance as of 06/30	$ 499,635	446,429	499,635	53,206	12%	446,429	499,635	53,206	12%

Local Transportation Fund (209)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 192,904	129,332	204,033	74,701	58%	129,332	256,699	127,367	98%
Revenues	11,129	-	52,666	52,666	100%	-	-	-	0%
Total Financial Sources	204,033	129,332	256,699	127,367	98%	129,332	256,699	127,367	98%
Financial Requirements:									
Appropriations	-	-	-	-	0%	-	-	-	0%
Total Financial Requirements	-	-	-	-	0%	-	-	-	0%
Unrestricted Cash Balance as of 06/30	$ 204,033	129,332	256,699	127,367	98%	129,332	256,699	127,367	98%

Measure "I" Fund (210)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 2,069,125	-	475,291	475,291	100%	-	475,291	475,291	100%
Revenues	2,156,083	2,200,000	2,200,000	-	0%	2,310,000	2,310,000	-	0%
Total Financial Sources	4,225,208	2,200,000	2,675,291	475,291	22%	2,310,000	2,785,291	475,291	21%
Financial Requirements:									
Appropriations	16,527	8,197	8,197	-	0%	8,484	8,484	-	0%
Interfund Transfers To:									
PARIS (211)	3,733,391	2,191,803	2,191,803	-	0%	2,301,516	2,301,516	-	0%
Total Financial Requirements	3,749,918	2,200,000	2,200,000	-	0%	2,310,000	2,310,000	-	0%
Unrestricted Cash Balance as of 06/30	$ 475,291	-	475,291	475,291	100%	-	475,291	475,291	100%

PARIS Fund (211)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 3,745,904	2,829,876	2,577,701	(252,174)	-9%	3,780,802	2,725,905	(1,054,897)	-28%
Revenues	230,910	150,000	965,066	815,066	543%	150,000	150,000	-	0%
Interfund Transfers From:									
Gas Tax (207)	1,837,555	1,864,736	1,864,736	-	0%	1,957,972	1,957,972	-	0%
Measure "I" 2010 (210)	3,733,391	2,191,803	2,191,803	-	0%	2,301,516	2,301,516	-	0%
Water Service (501)	102,412	102,412	102,412	-	0%	102,412	102,412	-	0%
Solid Waste Service (511)	1,885,248	2,051,020	2,051,020	-	0%	2,051,020	2,051,020	-	0%
Wastewater Service (521)	17,088	17,088	17,088	-	0%	17,088	17,088	-	0%
Total Financial Sources	11,552,508	9,206,935	9,769,826	562,892	6%	10,360,810	9,305,913	(1,054,897)	-10%
Financial Requirements:									
Appropriations	8,974,806	5,426,133	7,043,921	1,617,789	30%	5,612,566	5,612,566	-	0%
Total Financial Requirements	8,974,806	5,426,133	7,043,921	1,617,789	30%	5,612,566	5,612,566	-	0%
Unrestricted Cash Balance as of 06/30	$ 2,577,701	3,780,802	2,725,905	(1,054,897)	-28%	4,748,244	3,693,347	(1,054,897)	-22%

Air Quality Improvement Fund (221)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 210,723	154,070	304,294	150,224	98%	98,492	88,393	(10,098)	-10%
Revenues	94,370	92,000	103,320	11,320	12%	92,000	92,000	-	0%
Total Financial Sources	305,093	246,070	407,614	161,544	66%	190,492	180,393	(10,098)	-5%
Financial Requirements:									
Appropriations	799	147,578	319,220	171,642	116%	160,966	160,966	-	0%
Total Financial Requirements	799	147,578	319,220	171,642	116%	160,966	160,966	-	0%
Unrestricted Cash Balance as of 06/30	$ 304,294	98,492	88,393	(10,098)	-10%	29,525	19,428	(10,098)	-34%

Traffic Safety Fund (223)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 11,733	-	14,742	14,742	100%	-	14,742	14,742	100%
Revenues	158,972	127,000	127,000	-	0%	127,000	127,000	-	0%
Total Financial Sources	170,705	127,000	141,742	14,742	12%	127,000	141,742	14,742	12%
Financial Requirements:									
Appropriations	-	-	-	-	0%	-	-	-	0%
Interfund Transfers To:									
General Fund (101)	155,962	127,000	127,000	-	0%	127,000	127,000	-	0%
Total Financial Requirements	155,962	127,000	127,000	-	0%	127,000	127,000	-	0%
Unrestricted Cash Balance as of 06/30	$ 14,742	-	14,742	14,742	100%	-	14,742	14,742	100%

Open Space Fund (227)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 2,261,887	2,438,597	2,568,209	129,612	5%	2,516,997	2,740,217	223,220	9%
Revenues	310,386	80,000	173,608	93,608	117%	80,000	80,000	-	0%
Total Financial Sources	2,572,272	2,518,597	2,741,817	223,220	9%	2,596,997	2,820,217	223,220	9%
Financial Requirements:									
Appropriations	4,063	1,600	1,600	-	0%	1,600	1,600	-	0%
Total Financial Requirements	4,063	1,600	1,600	-	0%	1,600	1,600	-	0%
Unrestricted Cash Balance as of 06/30	$ 2,568,209	2,516,997	2,740,217	223,220	9%	2,595,397	2,818,617	223,220	9%

Downtown Redlands Business Area Fund (236)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ -	-	-	-	0%	-	-	-	100%
Revenues	32,211	25,000	22,754	(2,246)	-9%	30,000	30,000	-	0%
Interfund Transfers From:									
General Fund (101)	103,306	100,294	103,339	3,045	3%	98,145	98,145	-	0%
Total Financial Sources	135,516	125,294	126,093	799	1%	128,145	128,145	-	0%
Financial Requirements:									
Appropriations	135,516	125,294	126,094	800	1%	128,145	128,145	-	0%
Total Financial Requirements	135,516	125,294	126,094	800	1%	128,145	128,145	-	0%
Unrestricted Cash Balance as of 06/30	$ -	-	-	-	100%	-	-	-	100%

Parking Authority Fund (237)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 858	-	-	-	0%	-	-	-	100%
Revenues	5,951	8,000	8,000	-	0%	8,000	8,000	-	0%
Interfund Transfers From:									
General Fund (101)	18,653	15,496	15,496	-	0%	15,722	15,722	-	0%
Total Financial Sources	25,462	23,496	23,496	-	0%	23,722	23,722	-	0%
Financial Requirements:									
Appropriations	25,462	23,496	23,496	-	0%	23,722	23,722	-	0%
Total Financial Requirements	25,462	23,496	23,496	-	0%	23,722	23,722	-	0%
Unrestricted Cash Balance as of 06/30	$ -	-	-	-	0%	-	-	-	0%

Public Art Fund (238)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 9,411	9,411	9,867	456	5%	9,411	10,225	814	9%
Revenues	456	-	358	358	100%	-	-	-	0%
Total Financial Sources	9,867	9,411	10,225	814	9%	9,411	10,225	814	9%
Financial Requirements:									
Appropriations	-	-	-	-	0%	-	-	-	0%
Total Financial Requirements	-	-	-	-	0%	-	-	-	0%
Unrestricted Cash Balance as of 06/30	$ 9,867	9,411	10,225	814	9%	9,411	10,225	814	9%

Transportation Development Act Fund (241)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ (680,745)	92	(9,164)	(9,256)	-10050%	92	92	-	0%
Revenues	671,581	-	1,145,296	1,145,296	100%	-	-	-	0%
Total Financial Sources	(9,164)	92	1,136,132	1,136,040	1233485%	92	92	-	0%
Financial Requirements:									
Appropriations	-	-	1,136,040	1,136,040	100%	-	-	-	0%
Total Financial Requirements	-	-	1,136,040	1,136,040	100%	-	-	-	0%
Unrestricted Cash Balance as of 06/30	$ (9,164)	92	92	0	0%	92	92	-	0%

Asset Forfeiture Fund (246)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 1,611,125	1,744,146	1,901,729	157,583	9%	1,764,146	1,945,197	181,051	10%
Revenues	398,821	227,293	250,762	23,469	10%	227,793	227,793	-	0%
Total Financial Sources	2,009,946	1,971,439	2,152,490	181,051	9%	1,991,939	2,172,990	181,051	9%
Financial Requirements:									
Appropriations	108,217	207,293	207,293	-	0%	207,793	207,793	-	0%
Total Financial Requirements	108,217	207,293	207,293	-	0%	207,793	207,793	-	0%
Unrestricted Cash Balance as of 06/30	$ 1,901,729	1,764,146	1,945,197	181,051	10%	1,784,146	1,965,197	181,051	10%

Supplemental Law Enforcement Fund (249)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 92,390	211,645	117,915	(93,730)	-44%	213,145	142,068	(71,077)	-33%
Revenues	60,482	262,058	284,711	22,653	9%	262,058	262,058	-	0%
Total Financial Sources	152,872	473,703	402,626	(71,077)	-15%	475,203	404,126	(71,077)	-15%
Financial Requirements:									
Appropriations	34,958	260,558	260,558	-	0%	260,558	260,558	-	0%
Total Financial Requirements	34,958	260,558	260,558	-	0%	260,558	260,558	-	0%
Unrestricted Cash Balance as of 06/30	$ 117,915	213,145	142,068	(71,077)	-33%	214,645	143,568	(71,077)	-33%

Park and Open Space Development Fund (250)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 2,035,257	2,336,775	2,649,005	312,229	13%	1,601,115	1,874,467	273,352	17%
Revenues	732,233	500,000	596,783	96,783	19%	500,000	500,000	-	0%
Total Financial Sources	2,767,490	2,836,775	3,245,787	409,012	14%	2,101,115	2,374,467	273,352	13%
Financial Requirements:									
Appropriations	118,485	1,235,660	1,371,320	135,660	11%	115,626	115,626	-	0%
Total Financial Requirements	118,485	1,235,660	1,371,320	135,660	11%	115,626	115,626	-	0%
Unrestricted Cash Balance as of 06/30	$ 2,649,005	1,601,115	1,874,467	273,352	17%	1,985,489	2,258,841	273,352	14%

Public Facilities Development Fund (251)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ (6,165,606)	1,802,337	1,925,169	122,832	7%	2,155,137	2,274,202	119,065	6%
Revenues	409,077	360,000	360,000	-	0%	360,000	360,000	-	0%
Interfund Transfers From:									
General Fund (101)	7,690,541	-	-	-	0%	-	-	-	0%
Total Financial Sources	1,934,012	2,162,337	2,285,169	122,832	6%	2,515,137	2,634,202	119,065	5%
Financial Requirements:									
Appropriations	8,843	7,200	10,967	3,767	52%	7,200	7,200	-	0%
Total Financial Requirements	8,843	7,200	10,967	3,767	52%	7,200	7,200	-	0%
Unrestricted Cash Balance as of 06/30	$ 1,925,169	2,155,137	2,274,202	119,065	6%	2,507,937	2,627,002	119,065	5%

Arterial Street Construction Fund (252)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 4,610,701	4,900,243	4,984,436	84,193	2%	2,965,843	3,144,799	178,956	6%
Revenues	544,198	2,370,000	2,552,631	182,631	8%	220,000	220,000	-	0%
Total Financial Sources	5,154,899	7,270,243	7,537,067	266,824	4%	3,185,843	3,364,799	178,956	6%
Financial Requirements:									
Appropriations	170,463	4,304,400	4,392,269	87,869	2%	2,354,400	2,354,400	-	0%
Total Financial Requirements	170,463	4,304,400	4,392,269	87,869	2%	2,354,400	2,354,400	-	0%
Unrestricted Cash Balance as of 06/30	$ 4,984,436	2,965,843	3,144,799	178,956	6%	831,443	1,010,399	178,956	22%

Traffic Signals Fund (253)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 930,112	592,210	753,304	161,094	27%	529,950	570,072	40,122	8%
Revenues	91,283	13,000	53,698	40,698	313%	13,000	13,000	-	0%
Total Financial Sources	1,021,395	605,210	807,002	201,792	33%	542,950	583,072	40,122	7%
Financial Requirements:									
Appropriations	268,091	75,260	236,930	161,670	215%	500,260	500,260	-	0%
Total Financial Requirements	268,091	75,260	236,930	161,670	215%	500,260	500,260	-	0%
Unrestricted Cash Balance as of 06/30	$ 753,304	529,950	570,072	40,122	8%	42,690	82,812	40,122	94%

Freeway Interchanges Fund (254)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 2,055,393	971,766	2,240,697	1,268,931	131%	1,079,566	1,319,708	240,142	22%
Revenues	734,240	110,000	191,028	81,028	74%	110,000	110,000	-	0%
Total Financial Sources	2,789,633	1,081,766	2,431,725	1,349,959	125%	1,189,566	1,429,708	240,142	20%
Financial Requirements:									
Appropriations	548,936	2,200	1,112,017	1,109,817	50446%	2,200	2,200	-	0%
Total Financial Requirements	548,936	2,200	1,112,017	1,109,817	50446%	2,200	2,200	-	0%
Unrestricted Cash Balance as of 06/30	$ 2,240,697	1,079,566	1,319,708	240,142	22%	1,187,366	1,427,508	240,142	20%

Inclusionary Housing Fund (255)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ -	-	-	-	0%	1,655,000	1,655,000	-	0%
Revenues	-	1,800,000	1,800,000	-	0%	1,500,000	1,500,000	-	0%
Total Financial Sources	-	1,800,000	1,800,000	-	0%	3,155,000	3,155,000	-	0%
Financial Requirements:									
Appropriations	-	145,000	145,000	-	0%	145,000	145,000	-	0%
Total Financial Requirements	-	145,000	145,000	-	0%	145,000	145,000	-	0%
Unrestricted Cash Balance as of 06/30	$ -	1,655,000	1,655,000	-	0%	3,010,000	3,010,000	-	0%

Street Lighting Assessment District Fund (260)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 39,878	40,653	41,597	944	2%	30,416	31,359	944	3%
Revenues	25,073	24,820	24,820	(0)	0%	25,564	25,564	-	0%
Total Financial Sources	64,951	65,473	66,416	944	1%	55,980	56,924	944	2%
Financial Requirements:									
Appropriations	23,354	35,057	35,057	-	0%	36,053	36,053	-	0%
Total Financial Requirements	23,354	35,057	35,057	-	0%	36,053	36,053	-	0%
Unrestricted Cash Balance as of 06/30	$ 41,597	30,416	31,359	944	3%	19,927	20,871	944	5%

CFD 2004-1 Fund (261)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 103,264	6,880	80,284	73,404	1067%	17,183	40,030	22,847	133%
Revenues	707,295	700,000	708,367	8,367	1%	703,156	703,156	-	0%
Interfund Transfers From:									
General Fund (101)	-	30,000	30,000	-	0%	30,000	30,000	-	0%
Total Financial Sources	810,559	736,880	818,651	81,771	11%	750,339	773,186	22,847	3%
Financial Requirements:									
Appropriations	599,515	614,697	673,621	58,924	10%	625,149	625,149	-	0%
Interfund Transfers To:									
Groves Fund (538)	130,760	105,000	105,000	-	0%	108,150	108,150	-	0%
Total Financial Requirements	730,274	719,697	778,621	58,924	8%	733,299	733,299	-	0%
Unrestricted Cash Balance as of 06/30	$ 80,284	17,183	40,030	22,847	133%	17,040	39,887	22,847	134%

Landscape Maintenance District Fund (263)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ -	-	-	-	0%	-	-	-	0%
Revenues	28,457	29,000	29,000	-	0%	29,000	29,000	-	0%
Interfund Transfers From:									
General Fund (101)	6,200	26,438	36,438	10,000	38%	26,830	26,830	-	0%
Total Financial Sources	34,657	55,438	65,438	10,000	18%	55,830	55,830	-	0%
Financial Requirements:									
Appropriations	34,657	55,438	65,438	10,000	18%	55,830	55,830	-	0%
Total Financial Requirements	34,657	55,438	65,438	10,000	18%	55,830	55,830	-	0%
Unrestricted Cash Balance as of 06/30	$ -	-	-	-	0%	-	-	-	0%

Storm Drain Construction Fund (405)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 2,545,322	2,720,379	2,764,923	44,544	2%	2,721,479	2,866,599	145,120	5%
Revenues	263,236	75,000	175,576	100,576	134%	75,000	75,000	-	0%
Total Financial Sources	2,808,557	2,795,379	2,940,499	145,120	5%	2,796,479	2,941,599	145,120	5%
Financial Requirements:									
Appropriations	43,634	73,900	73,900	-	0%	3,900	3,900	-	0%
Total Financial Requirements	43,634	73,900	73,900	-	0%	3,900	3,900	-	0%
Unrestricted Cash Balance as of 06/30	$ 2,764,923	2,721,479	2,866,599	145,120	5%	2,792,579	2,937,699	145,120	5%

General Debt Service Fund (305)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 559,508	209,812	579,268	369,455	176%	-	381,262	381,262	100%
Revenues	43,421	30,500	42,306	11,806	39%	30,500	30,500	-	0%
Interfund Transfers From:									
Payroll Clearing Fund (609)	372,251	172,323	172,323	-	0%	397,206	397,206	-	0%
Total Financial Sources	975,180	412,635	793,897	381,262	92%	427,706	808,968	381,262	89%
Financial Requirements:									
Appropriations	395,913	412,635	412,635	-	0%	427,706	427,706	-	0%
Total Financial Requirements	395,913	412,635	412,635	-	0%	427,706	427,706	-	0%
Unrestricted Cash Balance as of 06/30	$ 579,268	-	381,262	381,262	100%	-	381,262	381,262	100%

City/Safety Hall Replacement Fund (406)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 2,325,558	327,448	2,177,313	1,849,865	565%	327,448	392,889	65,442	20%
Revenues	120,778	-	74,546	74,546	100%	-	-	-	0%
Interfund Transfers From:									
General Fund (101)	257,547	-	9,185,894	9,185,894	100%	-	-	-	0%
Total Financial Sources	2,703,883	327,448	11,437,753	11,110,305	3393%	327,448	392,889	65,442	20%
Financial Requirements:									
Appropriations	526,570	-	11,044,864	11,044,864	100%	-	-	-	0%
Total Financial Requirements	526,570	-	11,044,864	11,044,864	100%	-	-	-	0%
Unrestricted Cash Balance as of 06/30	$ 2,177,313	327,448	392,889	65,442	20%	327,448	392,889	65,442	20%

Water Fund (501)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 33,931,873	36,077,523	35,620,843	(456,680)	-1%	32,900,017	15,072,342	(17,827,675)	-54%
Revenues	31,668,566	40,031,500	40,036,463	4,963	0%	41,126,500	41,126,500	-	0%
Interfund Transfers From:									
Water Capital Impr. (509)	1,518,682	637,000	637,000	-	0%	637,000	637,000	-	0%
Loan Pay From Cemetery (562)	-	150,000	150,000	-	0%	150,000	150,000	-	0%
Total Financial Sources	67,119,121	76,896,023	76,444,305	(451,717)	-1%	74,813,517	56,985,842	(17,827,675)	-24%
Financial Requirements:									
Appropriations	30,614,232	43,407,995	60,783,952	17,375,957	40%	42,588,651	42,588,651	-	0%
Interfund Transfers To:									
General Fund (101)	481,635	285,599	285,599	-	0%	288,804	288,804	-	0%
PARIS (211)	102,412	102,412	102,412	-	0%	102,412	102,412	-	0%
Risk Management (602)	300,000	200,000	200,000	-	0%	200,000	200,000	-	0%
Total Financial Requirements	31,498,279	43,996,006	61,371,963	17,375,957	39%	43,179,867	43,179,867	-	0%
Unrestricted Cash Balance as of 06/30	$ 35,620,843	32,900,017	15,072,342	(17,827,675)	-54%	31,633,649	13,805,974	(17,827,675)	-56%

Source Acquisition Fund (508)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 1,488,235	2,028,895	1,983,054	(45,841)	-2%	2,107,295	2,133,420	26,125	1%
Revenues	494,818	80,000	151,966	71,966	90%	80,000	80,000	-	0%
Total Financial Sources	1,983,054	2,108,895	2,135,020	26,125	1%	2,187,295	2,213,420	26,125	1%
Financial Requirements:									
Appropriations	-	1,600	1,600	-	0%	1,600	1,600	-	0%
Total Financial Requirements	-	1,600	1,600	-	0%	1,600	1,600	-	0%
Unrestricted Cash Balance as of 06/30	$ 1,983,054	2,107,295	2,133,420	26,125	1%	2,185,695	2,211,820	26,125	1%

Water Capital Improvement Fund (509)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ -	-	-	-	0%	-	-	-	0%
Revenues	1,518,682	650,000	650,000	-	0%	650,000	650,000	-	0%
Total Financial Sources	1,518,682	650,000	650,000	-	0%	650,000	650,000	-	0%
Financial Requirements:									
Appropriations	-	13,000	13,000	-	0%	13,000	13,000	-	0%
Interfund Transfers To:									
Water Fund (501)	1,518,682	637,000	637,000	-	0%	637,000	637,000	-	0%
Total Financial Requirements	1,518,682	650,000	650,000	-	0%	650,000	650,000	-	0%
Unrestricted Cash Balance as of 06/30	$ -	-	-	-	0%	-	-	-	0%

Solid Waste Fund (511)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 10,981,382	6,006,051	6,077,785	71,734	1%	6,335,747	3,413,799	(2,921,948)	-46%
Revenues	21,477,645	20,310,000	22,050,925	1,740,925	9%	20,310,000	23,599,090	3,289,090	16%
Interfund Transfers From:									
Solid Waste Capital (519)	1,131,774	1,500,000	1,500,000	-	0%	-	-	-	0%
Loan Repayment (564)	-	60,000	60,000	-	0%	60,000	60,000	-	0%
Total Financial Sources	33,590,801	27,876,051	29,688,711	-	0%	26,705,747	27,072,889	367,142	1%
Financial Requirements:									
Appropriations	22,954,173	18,976,491	23,711,099	4,734,608	25%	19,482,257	20,982,257	1,500,000	8%
Interfund Transfers To:									
General Fund (101)	103,399	63,283	63,283	-	0%	64,306	64,306	-	0%
PARIS (211)	1,885,248	2,051,020	2,051,020	-	0%	2,051,020	2,051,020	-	0%
Groves (538)	74,939	99,510	99,510	-	0%	102,495	102,495	-	0%
Risk Management (602)	75,000	200,000	200,000	-	0%	200,000	200,000	-	0%
Landfill Closure Reserve (517)	2,420,257	150,000	150,000	-	0%	160,000	160,000	-	0%
Additions to Reserves:									
Reserve-Landfill Expansion	-	-	-	-	0%	-	1,200,000	1,200,000	100%
Total Financial Requirements	27,513,016	21,540,304	26,274,912	4,734,608	22%	22,060,078	24,760,078	2,700,000	12%
Unrestricted Cash Balance as of 06/30	$ 6,077,785	6,335,747	3,413,799	(2,921,948)	-46%	4,645,669	2,312,811	(2,332,858)	-50%

California Street Landfill Closure Fund (517)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ -	411,155	2,787,095	2,375,940	578%	411,155	3,120,310	2,709,155	0%
Revenues	366,838	-	333,215	333,215	100%	-	-	-	0%
Interfund Transfers From:									
Solid Waste Fund (511)	2,420,257	150,000	150,000	-	0%	160,000	160,000	-	0%
Total Financial Sources	2,787,095	561,155	3,270,310	2,709,155	483%	571,155	3,280,310	2,709,155	474%
Financial Requirements:									
Appropriations	-	-	-	-	0%	-	-	-	0%
Interfund Transfers To:									
Landfill Closure Res (517)	-	150,000	150,000	-	0%	160,000	160,000	-	0%
Total Financial Requirements	-	150,000	150,000	-	0%	160,000	160,000	-	0%
Unrestricted Cash Balance as of 06/30	$ 2,787,095	411,155	3,120,310	2,709,155	659%	411,155	3,120,310	2,709,155	659%

Solid Waste Capital Improvement Fund (519)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 4,691,907	3,286,346	3,982,958	696,613	21%	1,884,346	2,755,804	871,458	46%
Revenues	422,826	100,000	274,846	174,846	175%	100,000	100,000	-	0%
Total Financial Sources	5,114,733	3,386,346	4,257,804	871,458	26%	1,984,346	2,855,804	871,458	44%
Financial Requirements:									
Appropriations	-	2,000	2,000	-	0%	2,000	2,000	-	0%
Interfund Transfers To:									
Solid Waste Fund (511)	1,131,774	1,500,000	1,500,000	-	0%	-	-	-	0%
Total Financial Requirements	1,131,774	1,502,000	1,502,000	-	0%	2,000	2,000	-	0%
Unrestricted Cash Balance as of 06/30	$ 3,982,958	1,884,346	2,755,804	871,458	46%	1,982,346	2,853,804	871,458	44%

Wastewater Fund (521)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 14,171,153	7,905,680	12,099,475	4,193,795	53%	48,401,427	47,996,548	(404,878)	-1%
Revenues	14,117,139	59,131,500	59,131,500	-	0%	14,756,500	14,756,500	-	0%
Interfund Transfers From:									
Wastewater Capital Imp (529)	200,771	200,771	200,771	-	0%	-	-	-	0%
Cancellation of Reserves:									
Reserve-Operating Contingency	-	-	-	-	0%	1,290,727	1,290,727	-	0%
Reserve-Capital Contingency	-	-	-	-	0%	1,429,395	1,429,395	-	0%
Reserve-Capital>$50,000	-	-	-	-	0%	548,825	548,825	-	0%
Reserve-Treatment Plant	-	-	-	-	0%	747,291	747,291	-	0%
Total Financial Sources	28,489,063	67,237,951	71,431,746	4,193,795	6%	67,174,165	66,769,286	(404,878)	-1%
Financial Requirements:									
Appropriations	16,143,742	18,592,315	23,190,989	4,598,674	25%	64,182,663	64,182,663	-	0%
Interfund Transfers To:									
General Fund (101)	28,758	27,121	27,121	-	0%	27,560	27,560	-	0%
PARIS (211)	17,088	17,088	17,088	-	0%	17,088	17,088	-	0%
Risk Management (602)	200,000	200,000	200,000	-	0%	200,000	200,000	-	0%
Total Financial Requirements	16,389,588	18,836,524	23,435,198	4,598,674	24%	64,427,311	64,427,311	-	0%
Unrestricted Cash Balance as of 06/30	$ 12,099,475	48,401,427	47,996,548	(404,878)	-1%	2,746,854	2,341,975	(404,878)	-15%

Wastewater Capital Improvement Fund (529)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 1,829,742	2,914,289	3,220,667	306,378	11%	3,497,518	3,927,502	429,985	12%
Revenues	1,591,696	800,000	923,606	123,606	15%	800,000	800,000	-	0%
Total Financial Sources	3,421,439	3,714,289	4,144,273	429,984	12%	4,297,518	4,727,502	429,985	10%
Financial Requirements:									
Appropriations	-	16,000	16,000	-	0%	16,000	16,000	-	0%
Interfund Transfers To:									
Wastewater Fund (521)	200,771	200,771	200,771	-	0%	-	-	-	0%
Total Financial Requirements	200,771	216,771	216,771	-	0%	16,000	16,000	-	0%
Unrestricted Cash Balance as of 06/30	$ 3,220,667	3,497,518	3,927,502	429,985	12%	4,281,518	4,711,502	429,985	10%

Non Potable Water Fund (531)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 2,555,225	2,541,366	2,669,821	128,454	5%	2,809,239	2,597,264	(211,975)	-8%
Revenues	696,472	703,000	1,001,693	298,693	42%	703,000	703,000	-	0%
Total Financial Sources	3,251,697	3,244,366	3,671,514	427,147	13%	3,512,239	3,300,264	(211,975)	-6%
Financial Requirements:									
Appropriations	581,876	435,127	1,074,250	639,123	147%	440,026	440,026	-	0%
Total Financial Requirements	581,876	435,127	1,074,250	639,123	147%	440,026	440,026	-	0%
Unrestricted Cash Balance as of 06/30	$ 2,669,821	2,809,239	2,597,264	(211,975)	-8%	3,072,213	2,860,238	(211,975)	-7%

Non Potable Water Capital Improvement Fund (532)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 1,298,730	1,158,252	1,243,017	84,765	7%	1,280,752	998,563	(282,190)	-22%
Revenues	201,951	125,000	170,467	45,467	36%	125,000	125,000	-	0%
Total Financial Sources	1,500,681	1,283,252	1,413,485	130,232	10%	1,405,752	1,123,563	(282,190)	-20%
Financial Requirements:									
Appropriations	-	2,500	414,922	412,422	16497%	2,500	2,500	-	0%
Interfund Transfers To:									
Water Fund (501)	257,664	-	-	-	0%	-	-	-	0%
Total Financial Requirements	257,664	2,500	414,922	412,422	16497%	2,500	2,500	-	0%
Unrestricted Cash Balance as of 06/30	$ 1,243,017	1,280,752	998,563	(282,190)	-22%	1,403,252	1,121,063	(282,190)	-20%

Enterprise Funds

Groves Fund (538)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 129,417	364	133,673	133,309	36662%	52,420	136,741	84,321	161%
Revenues	1,105,247	924,500	926,573	2,073	0%	952,235	952,235	-	0%
Interfund Transfers From:									
General Fund (101)	200,658	-	100,000	100,000	0%	200,000	200,000	-	0%
CFD 2004-1 (261)	130,760	105,000	105,000	-	0%	108,150	108,150	-	0%
Solid Waste (511)	74,939	99,510	99,510	-	0%	102,495	102,495	-	0%
Release Reserve for Projects									
Reserve-Capital: $50,000	-	298,288	298,288	-	0%	-	-	-	0%
Total Financial Sources	1,641,020	1,427,662	1,663,044	235,382	16%	1,415,300	1,499,621	84,321	6%
Financial Requirements:									
Appropriations	1,507,347	1,375,241	1,526,302	151,061	11%	1,412,770	1,412,770	-	0%
Total Financial Requirements	1,507,347	1,375,241	1,526,302	151,061	11%	1,412,770	1,412,770	-	0%
Unrestricted Cash Balance as of 06/30	$ 133,673	52,420	136,741	84,321	161%	2,530	86,851	84,321	3333%

Cemetery Fund (562)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 2,103,378	1,664,887	2,124,615	459,728	28%	1,355,485	1,759,920	404,435	30%
Revenues	1,420,366	1,323,430	1,439,951	116,521	9%	1,389,602	1,389,602	-	0%
Total Financial Sources	3,523,744	2,988,317	3,564,566	576,249	19%	2,745,087	3,149,522	404,435	15%
Financial Requirements:									
Appropriations	1,399,129	1,482,832	1,654,646	171,814	12%	1,490,450	1,490,450	-	0%
Loan Payment to Water Fund (501)	-	150,000	150,000	-	0%	150,000	150,000	-	0%
Total Financial Requirements	1,399,129	1,632,832	1,804,646	171,814	11%	1,640,450	1,640,450	-	0%
Unrestricted Cash Balance as of 06/30	$ 2,124,615	1,355,485	1,759,920	404,435	30%	1,104,636	1,509,072	404,435	37%

Aviation Fund (564)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 308,472	310,016	47,006	(263,010)	-85%	334,331	42,092	(292,239)	-87%
Revenues	528,355	523,842	1,420,494	896,652	171%	560,632	560,632	-	0%
Total Financial Sources	836,827	833,858	1,467,501	633,642	76%	894,962	602,723	(292,239)	-33%
Financial Requirements:									
Appropriations	789,821	439,528	1,365,409	925,881	211%	482,286	482,286	-	0%
Loan Payment to Solid Waste (511)	-	60,000	60,000	-	0%	60,000	60,000	-	0%
Total Financial Requirements	789,821	499,528	1,425,409	925,881	185%	542,286	542,286	-	0%
Unrestricted Cash Balance as of 06/30	$ 47,006	334,331	42,092	(292,239)	-87%	352,676	60,437	(292,239)	-83%

Liability Insurance Fund (602)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ (618,247)	500,000	645,430	145,430	29%	500,000	1,336,791	836,791	167%
Revenues	521,936	1,000	(182,639)	(183,639)	-18364%	1,500	1,500	-	0%
Interfund Transfers From:									
General Fund (101)	5,576,403	6,043,434	6,918,434	875,000	14%	6,106,460	6,106,460	-	0%
Water Fund (501)	300,000	200,000	200,000	-	0%	200,000	200,000	-	0%
Solid Waste Fund (511)	75,000	200,000	200,000	-	0%	200,000	200,000	-	0%
Wastewater Fund (521)	200,000	200,000	200,000	-	0%	200,000	200,000	-	0%
Total Financial Sources	6,055,092	7,144,434	7,981,225	836,791	12%	7,207,960	8,044,751	836,791	12%
Financial Requirements:									
Appropriations	5,409,662	6,644,434	6,644,434	-	0%	7,207,960	7,207,960	-	0%
Total Financial Requirements	5,409,662	6,644,434	6,644,434	-	0%	7,207,960	7,207,960	-	0%
Unrestricted Cash Balance as of 06/30	$ 645,430	500,000	1,336,791	836,791	167%	-	836,791	836,791	100%

Innovation & Technology Fund (604)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 4,712,097	6,079,792	6,921,810	842,018	14%	3,087,751	2,937,189	(150,562)	-5%
Revenues	7,228,233	4,500,000	4,741,543	241,543	5%	4,000,000	4,250,000	250,000	6%
Interfund Transfers From:									
General Fund (101)	-	-	350,000	350,000	100%	-	-	-	0%
Cancellation of Reserves:									
Reserve-ERP System	-	-	39,577	39,577	100%	-	-	-	0%
Total Financial Sources	11,940,330	10,579,792	12,052,929	1,473,137	14%	7,087,751	7,187,189	99,438	1%
Financial Requirements:									
Appropriations	5,018,521	7,492,041	9,115,740	1,623,699	22%	7,043,947	7,043,947	-	0%
Total Financial Requirements	5,018,521	7,492,041	9,115,740	1,623,699	22%	7,043,947	7,043,947	-	0%
Unrestricted Cash Balance as of 06/30	$ 6,921,810	3,087,751	2,937,189	(150,562)	-5%	43,804	143,242	99,438	227%

Worker's Compensation Fund (606)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 2,826,959	3,669,439	3,855,671	186,232	5%	3,669,439	3,957,665	288,227	8%
Revenues	3,525,303	3,341,584	3,498,491	156,907	5%	3,457,011	3,457,011	-	0%
Total Financial Sources	6,352,261	7,011,023	7,354,162	343,139	5%	7,126,450	7,414,676	288,227	4%
Financial Requirements:									
Appropriations	2,496,591	3,341,584	3,396,497	54,913	2%	3,457,011	3,457,011	-	0%
Total Financial Requirements	2,496,591	3,341,584	3,396,497	54,913	2%	3,457,011	3,457,011	-	0%
Unrestricted Cash Balance as of 06/30	$ 3,855,671	3,669,439	3,957,665	288,227	8%	3,669,439	3,957,665	288,226	8%

Equipment Maintenance Fund (607)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 4,537,286	6,109,517	4,907,240	(1,202,276)	-20%	6,905,920	5,716,741	(1,189,179)	-17%
Revenues	8,699,572	11,267,243	11,470,290	203,047	2%	11,748,896	11,748,896	-	0%
Total Financial Sources	13,236,857	17,376,760	16,377,530	(999,229)	-6%	18,654,816	17,465,637	(1,189,179)	-6%
Financial Requirements:									
Appropriations	8,293,320	10,470,840	10,660,789	189,949	2%	10,911,542	10,911,542	-	0%
Interfund Transfers To:									
General Fund (101)	36,297	-	-	-	0%	-	-	-	0%
Total Financial Requirements	8,329,617	10,470,840	10,660,789	189,949	2%	10,911,542	10,911,542	-	0%
Unrestricted Cash Balance as of 06/30	$ 4,907,240	6,905,920	5,716,741	(1,189,179)	-17%	7,743,273	6,554,095	(1,189,179)	-15%

Utility Billing Fund (608)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 1,530,093	2,271,057	2,401,864	130,807	6%	1,661,587	1,140,106	(521,481)	-31%
Revenues	2,929,081	1,982,300	2,067,273	84,973	4%	1,982,300	1,982,300	-	0%
Total Financial Sources	4,459,174	4,253,357	4,469,137	215,780	5%	3,643,887	3,122,406	(521,481)	-14%
Financial Requirements:									
Appropriations	2,057,310	2,591,770	3,329,031	737,261	28%	2,663,660	2,663,660	-	0%
Total Financial Requirements	2,057,310	2,591,770	3,329,031	737,261	28%	2,663,660	2,663,660	-	0%
Unrestricted Cash Balance as of 06/30	$ 2,401,864	1,661,587	1,140,106	(521,481)	-31%	980,227	458,746	(521,481)	-53%

Simonds Endowment Fund (705)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 27,455	29,477	29,272	(205)	-1%	29,477	30,696	1,219	4%
Revenues	1,817	-	1,423	1,423	100%	-	-	-	0%
Total Financial Sources	29,272	29,477	30,696	1,219	4%	29,477	30,696	1,219	4%
Financial Requirements:									
Appropriations	-	-	-	-	0%	-	-	-	0%
Total Financial Requirements	-	-	-	-	0%	-	-	-	0%
Unrestricted Cash Balance as of 06/30	$ 29,272	29,477	30,696	1,219	4%	29,477	30,696	1,219	4%

Pauline Stancliff Memorial Trust Fund (706)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 1,938	3,133	3,013	(120)	-4%	3,133	3,854	721	23%
Revenues	1,075	-	841	841	100%	-	-	-	0%
Total Financial Sources	3,013	3,133	3,854	721	23%	3,133	3,854	721	23%
Financial Requirements:									
Appropriations	-	-	-	-	0%	-	-	-	0%
Total Financial Requirements	-	-	-	-	0%	-	-	-	0%
Unrestricted Cash Balance as of 06/30	$ 3,013	3,133	3,854	721	23%	3,133	3,854	721	23%

Fiduciary Funds

CFD Trust Fund (810)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ 3,094,891	3,094,891	3,136,817	41,925	1%	3,094,891	3,136,887	41,996	1%
Revenues	1,568,948	1,587,712	1,587,783	71	0%	1,603,371	1,603,371	-	0%
Total Financial Sources	4,663,839	4,682,603	4,724,599	41,996	1%	4,698,262	4,740,258	41,996	1%
Financial Requirements:									
Appropriations	1,527,023	1,587,712	1,587,712	-	0%	1,603,371	1,603,371	-	0%
Total Financial Requirements	1,527,023	1,587,712	1,587,712	-	0%	1,603,371	1,603,371	-	0%
Unrestricted Cash Balance as of 06/30	$ 3,136,817	3,094,891	3,136,887	41,996	1%	3,094,891	3,136,887	41,996	1%

Successor Agency to the RDA Fund (820)

	FY2024	Proposed Budget - FY2025				Proposed Budget - FY2026			
	Audited Actual	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %	Adopted Budget	Proposed Mid-Biennium	Increase/ Decrease	As %
Financial Sources:									
Unrestricted Cash as of 07/01	$ (369,576)	-	-	-	0%	-	-	-	0%
Revenues	(16,576)	-	-	-	0%	-	-	-	0%
Interfund Transfers From General Fund (101)	409,436		-	-	0%		-	-	0%
				-	0%			-	0%
Total Financial Sources	23,284	-	-	-	0%	-	-	-	0%
Financial Requirements:									
Appropriations	23,284	-	-	-	0%	-	-	-	0%
Total Financial Requirements	23,284	-	-	-	0%	-	-	-	0%
Unrestricted Cash Balance as of 06/30	$ -	-	-	-	0%	-	-	-	0%

City Council Meeting **L. 9.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of an agreement for mailing services with Inland Presort and Mailing Services for an amount not-to-exceed $120,000 for a period of one year, with two additional one-year renewal options bringing the total to an amount not-to-exceed $360,000 (Management Services/Finance Director Garcia)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motion is provided:

"I move that the City Council approve the agreement for mailing services with Inland Presort and Mailing Services."

RECOMMENDATION:

Staff recommends that the City Council approve an agreement with Inland Presort and Mailing Services for mailing/courier, folding, inserting and postage services.

DISCUSSION:

Inland Presort and Mailing Services has been providing mailing services since September 2004, which includes picking up incoming mail to the City, as well as outgoing mail from the City. When the needs of the City and the Customer Service Division changed in the area of mailing utility bills, Inland Presort provided quotes for additional services. Not only would that include the pickup of incoming mail from the post office box, but also the pickup of the weekly utility bills, which would then be folded, inserted, metered, and dropped off at the post office.

Inland Presort and Mailing Services has consistently provided a unique service that others will not provide. The quotation provides for a minimal cost increase of

four percent (4%) associated with the postal rate changes, mail pickup at numerous locations, utility billing services and courier service rates to provide service for three (3) years. Given the immateriality of this increase and satisfaction with past services rendered, staff recommends Single Source award of the agreement to Inland Presort and Mailing Services.

Item #	Description	UOM	Quantity	**Inland Presort**
1	Daily pickup and delivery of mail	Per week	52	$11,700
2	Letter Processing fee (Estimated quantity)	Per Piece	43,500	$1,525
3	Flat Processing fee (Estimated quantity)	Per Piece	1,200	$715
4	Letter pieces to fold, stuff, mail (Estimated)	Per Piece	165,500	$12,495
Total Annual Services Cost (excluding postage costs)				**$26,435**

The postage rate charged by the US Postal Service is expected to increase in July 2025 and may occur twice per year, as has been the U.S. Postal Service's practice in the past. This rate is a pass-through amount paid by the City to Inland Presort. Based on Fiscal Year 2023-2024 and 2024-2025, estimated costs for services with Inland Presort and Mailing Services are expected to be $13,940 for the general mail delivery services of the City and $12,495 for Utility Bill pickup, folding, inserting and drop-off at the post office. Postage pass-through reimbursement amount to Inland for metering our utility bills is estimated at $93,500 for Fiscal Year 2025-2026. The agreement has an initial term of one year in an amount not to exceed $120,000. The agreement includes optional extensions for up to two additional one-year terms with the same not to exceed amount of $120,000 per year.

ALTERNATIVES:

The Council may choose to modify, reject, or table this item.

STRATEGIC PLAN:

Not Applicable

SUBMITTED BY:

Danielle Garcia, Management Services/Finance Director

RECOMMENDED BY:

Charles M. Duggan, Jr., City Manager

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager
Dana Abramovitz-Daniel, Procurement Manager

PREPARED BY:
Aimee Hoover, Revenue Manager

Fiscal Impact

Fiscal Year:	2025-2026
Revenue Generating:	No
Appropriation Required Y/N:	No
Amount:	120,000
Budgeted Y/N:	Y
Account No.:	Various

Discussion:

Funding for the first year of the agreement in the amount of $120,000 is included in the adopted budgets for the Customer Service Division and City Manager's Office. $93,500 of this amount is a pass-through expense for postage rates and fees charged by the US Postal Service. The remaining $26,500 provides for the payment of courier services, letter and flat processing and weekly utility billing services. Funding for future years will be included in subsequent budget requests.

Attachments

Inland Presort Agreement
Inland Presort Single Source Request Form 2025
Inland Presort Price List
Postage Rates July 2024

AGREEMENT TO PERFORM NON-PROFESSIONAL SERVICES

This agreement for the provision of mailing and presort services ("Agreement") is made and entered on this 17th of June, 2025 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and Inland Presort and Mailing Services, a California corporation, ("Contractor"). City and Contractor are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Contractor agree as follows:

ARTICLE 1 – ENGAGEMENT OF CONTRACTOR

1.1 City hereby engages Contractor to perform pickup and processing of first class metered and/or permit mail on a daily basis, and pickup utility bills to be folded, stuffed, metered and mailed on a weekly basis for the City Manager's Office and Utility Customer Service Division, services for City (the "Services").

1.2 The Services shall be performed by Contractor in a professional manner, and Contractor represents that it has the skill and the professional expertise necessary to provide the Services to City at a level of competency presently maintained by other practicing professional Contractors in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF CONTRACTOR

2.1 The Services that Contractor shall perform are more particularly described in Exhibit "A," titled "Scope of Services," which is attached hereto and incorporated herein by this reference.

2.2 Contractor shall comply with applicable federal, state and local laws and regulations in the performance of this agreement including, but not limited to, any applicable State prevailing wage laws.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City shall make available to Contractor information in its possession that may reasonably assist Contractor in performing the Services.

3.2 City designates Janice McConnell, Assistant City Manager, or her authorized designee, as City's representative with respect to performance of the courier portion of the services, and Aimee Hoover, Revenue Manager, or her authorized designee, as City's representative with respect to performance of the weekly Utility Billing portion of the services, and Danielle Garcia, Management Services Director, as City's representative with respect to performance of the Services, and such person shall have the authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to performance of the Services.

ARTICLE 4 – PERFORMANCE OF SERVICES

4.1 The Services shall commence immediately after the Effective Date of this Agreement. Contractor shall perform and complete the Services in a prompt and diligent manner in accordance with the schedule set forth in Exhibit "A," titled "Scope of Services," which is attached hereto and incorporated herein by this reference.

4.2 The term of this Agreement shall be for a period of one (1) year from the Effective Date of this Agreement (the "Initial Term") and will end June 30, 2026. The City shall have the option to extend the Initial Term of this Agreement by two (2) additional one-year terms (each, an "Extended Term"), on the same terms and conditions, by providing written notice to Contractor at least thirty (30) days prior to the expiration of the Initial Term or any Extended Term.

4.3 If Contractor's Services include deliverable electronic visual presentation materials, such materials shall be delivered in a form, and made available to City, consistent with City Council-adopted policy for the same. It shall be the obligation of Contractor to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO CONTRACTOR

5.1 The compensation for Contractor's performance of the Services shall not exceed the amount of One Hundred Twenty Thousand Dollars ($120,000) for the Services provided during the Initial Term. Should this Agreement be extended, the compensation for Contractor's performance for the Services shall not exceed the amount of One Hundred Twenty Thousand Dollars ($120,000) for the first Extended Term; and One Hundred Twenty Thousand Dollars ($120,000) for the second Extended Term, bringing the total possible amount of compensation to a not-to-exceed amount of Three Hundred Sixty Thousand Dollars ($360,000). For the Initial Term and each Extended Term, City shall pay Contractor on a time and materials basis up to the not to not-to-exceed amount in accordance with the rates specified in Exhibit "B," titled "Price List," which is attached hereto and incorporated herein by this reference

5.2 Contractor shall submit monthly invoices to City describing the Services performed during the preceding month. Contractor's invoices shall include a brief description of the Services performed, the dates the Services were performed, the number of hours spent and by whom, and a description of reimbursable expenses related to the Services. City shall pay Contractor no later than thirty (30) days after receipt and approval by City of Contractor's invoice.

5.3 Any notice or other communication required, or which may be given, pursuant to this Agreement, shall be in writing. Any such notice shall be deemed delivered (i) on the date of delivery in person; (ii) five (5) days after deposit in first class registered mail, with return receipt requested; (iii) on the actual delivery date if deposited with an overnight courier; or (iv) on the date sent by facsimile or electronic mail transmission (including PDF), if confirmed with a copy sent contemporaneously by first class, certified, registered or

express mail; in each case properly posted and fully prepaid to the appropriate address set forth below, or such other address as a Party may provide notice in accordance with this section:

CITY	CONTRACTOR
City Clerk City of Redlands 35 Cajon Street P.O. Box 3005 (mailing) Redlands, CA 92373 jdonaldson@cityofredlands.org (909) 798-7531	Nick R. Chudasama, Owner Inland Presort and Mailing Services 2025 Park Avenue, #7 Redlands, CA 92373-6274 nrchudasama@inlandpresort.com (909) 307-1300

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Contractor for the duration of its performance of the Services. Contractor shall not perform any Services unless and until the required insurance listed below is obtained by Contractor. Contractor shall provide City with certificates of insurance and endorsements evidencing such insurance prior to commencement of the Services. Insurance policies shall include a provision prohibiting cancellation or modification of the policy except upon thirty (30) days prior written notice to City.

A. Workers' Compensation and Employer's Liability insurance in the amount that meets statutory requirements with an insurance carrier acceptable to City, or certification to City that Contractor is self-insured or exempt from the workers' compensation laws of the State of California. Contractor shall execute and provide City with Exhibit "C," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

B. Comprehensive General Liability insurance with carriers acceptable to City in the minimum amount of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate, for public liability, property damage and personal injury is required. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

C. Business Auto Liability coverage, with minimum limits of One Million Dollars ($1,000,000) per occurrence, combined single limit bodily injury liability and property damage liability. This coverage shall include all Contractor owned vehicles used in connection with Contractor's provision of the Services, hired and non-owned vehicles, and employee non-ownership vehicles. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

6.2 Contractor shall defend, indemnify, and hold harmless City and its elected and appointed officials, employees and agents from and against any and all claims, losses and liability, including attorneys' fees, arising from injury or death to persons or damage to property occasioned by any negligent act or omission by, or the willful misconduct of, Contractor, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Contractor covenants and represents that it does not have any investment or interest in any real property that may be the subject of this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Contractor's Services. Contractor further covenants and represents that in the performance of its duties hereunder, no person having any such interest shall perform any Services under this Agreement.

7.2 Contractor agrees it is not a designated employee within the meaning of the Political Reform Act because Contractor:

A. Does not make a governmental decision whether to:

(i) approve a rate, rule or regulation, or adopt or enforce a City law;
(ii) issue, deny, suspend or revoke any City permit, license, application, certification, approval, order or similar authorization or entitlement;
(iii) authorize City to enter into, modify or renew a contract;
(iv) grant City approval to a contract that requires City approval and to which City is a party, or to the specifications for such a contract;
(v) grant City approval to a plan, design, report, study or similar item;
(vi) adopt, or grant City approval of, policies, standards or guidelines for City or for any subdivision thereof.

B. Does not serve in a staff capacity with City and, in that capacity, participate in making a governmental decision or otherwise perform the same or substantially the same duties for City that would otherwise be performed by an individual holding a position specified in City's Conflict of Interest Code under Government Code section 87302.

7.3 In the event City determines that Contractor must disclose its financial interests, Contractor shall complete and file a Fair Political Practices Commission Form 700, Statement of Economic Interests, with the City Clerk's office pursuant to the written instructions provided by the City Clerk.

ARTICLE 8 – GENERAL CONSIDERATIONS

8.1 In the event any action is commenced to enforce or interpret any of the terms or conditions of this Agreement the prevailing Party shall, in addition to any costs and other relief, be entitled to the recovery of its reasonable attorneys' fees, including fees for the use of in-house counsel by a Party.

8.2 Contractor shall not assign any of the Services, except with the prior written approval of City and in strict compliance with the terms and conditions of this Agreement. Any assignment or attempted assignment without such prior written consent may, in the sole discretion of City, results in City's immediate termination of this Agreement.

8.3 Contractor is for all purposes under this Agreement an independent contractor and shall perform the Services as an independent contractor. Neither City nor any of its agents shall have control over the conduct of Contractor or Contractor's employees, except as herein set forth. Contractor shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Contractor are for its account only, and in no event shall Contractor or personnel retained by it be deemed to have been employed by City or engaged by City for the account of, or on behalf of City. Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Contractor have any authority, express or implied, to bind City to any obligation.

8.4 This Agreement may be terminated by City, in its sole discretion, by providing not less than ten (10) days prior written notice to Contractor of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Contractor's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Contractor at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Contractor. Upon receipt of a termination notice, Contractor shall immediately discontinue its provision of the Services and, within five (5) days of the date of the termination notice, deliver or otherwise make available to City, copies (in both hard copy and electronic form, where applicable) of project related data, drawings, specifications, reports, summaries and such other information and materials as may have been accumulated by Contractor in performing the Services. Contractor shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.5 Contractor shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of three (3) years, or for any longer period required by law, from the date of final payment to Contractor pursuant to this Agreement. Such books shall be available at reasonable times for examination by City at the office of Contractor.

8.6 This Agreement, including the Exhibits incorporated herein by reference, represents the entire agreement and understanding between the Parties as to the matters contained herein, and any prior negotiations, written proposals or verbal agreements relating to such matters are superseded by this Agreement. Except as otherwise provided for herein, any amendment to this Agreement shall be in writing, approved by City and signed by City and Contractor.

8.7 This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflicts of laws provisions. The Parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and

litigated only in the state courts located in San Bernardino County, California, and the federal courts located in Riverside County, California.

8.8 If one or more of the sentences, clauses, paragraphs or sections contained in this Agreement is declared invalid, void or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not affect, impair or invalidate the remaining sentences, clauses, paragraphs or sections contained herein, unless to do so would deprive a Party of a material benefit of its bargain under this Agreement.

IN WITNESS WHEREOF, duly authorized representatives of City and Contractor have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Mario Saucedo, Mayor

INLAND PRESORT AND MAILING SERVICES

By: _____
Nick R Chudasama, Owner

ATTEST:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

CONTRACTOR'S RESPONSIBILITES

1. Contractor will provide courier service to City. Contractor will pick up the incoming mail from City's two separate PO Boxes located at New York Post Office by 11:00 am and will drop it off at City Hall, 35 Cajon Street, Redlands, CA 92373.

2. Contractor picks up all first class letter and flat mail from City Hall, 35 Cajon Street, Redlands, CA 92373, between 4:00 and 4:30 pm.

3. Contractor driver will check the delivery slip, tray count, etc. The driver will sign the delivery slip and will return a copy to City for their records. The driver will keep letter and flat mail separate.

4. The driver will bring all the mail from the City along with other customer's mail to Contractor's facility. Mail checkers and supervisor check and separate the letter and flat mail for sorting by machine, or by hand. The mail will be taken to the Multi-Line Optical Character Reader (MLOCR) for barcoding and sorting.

5. After barcoding and sorting is done, the mail is randomly tested and verified by United States Postal Service (USPS) officials. All the sorted mail is collected and put in a cage, and dropped off at the San Bernardino Distribution Center.

6. All the first class mail will be delivered to USPS on the same day as it was picked up.

7. Contractor will pick up every Thursday printed Utility Bills and reminder notices from the City's Utility Customer Service Office. City does not need to sort in zip code order.

8. Contractor will tri-fold bill or notice, insert it along with return envelope and additional insert if any to be inserted into the envelope provided by the City.

9. The inserted bill will be sorted on the MLOCR along with the other mail.

10. Contractor will deliver mail to the Post Office the next day after we receive the bills.

11. The mail will be co-mingled and Contractor will pay the postage from their permit and bill the City for the applied postage at the then current USPS pre-sorted first class rate.

12. In the event of an observed legal holiday by the City or USPS, a one or two day adjustment of pickup and delivery will be required.

CITY RESPONSIBILITIES

1. City shall meter all first-class mail at prevailing pre-sorted first-class rate as approved by the USPS.

2. City shall place all metered mail in USPS supplied trays or tubs facing the same direction. The City will keep full postage mail, flat size mail or any special mail separate from its pre-sort mail.

3. City shall apply proper endorsements such as pre-sorted first class and current date for all first class metered mail as required by USPS.

4. City shall provide accurate count of all pre-sorted first class metered and permit mail and shall provide a signed copy of a mailing slip at the time of pick-ups.

5. City shall allow multiple pick-ups on heavy volume mailing days, if any, in order to process the mail one time by the Contractor.

6. City shall provide a fully executed USPS Form 8096 and Form 6014 to the Contractor prior to Contractor's commencement of the Services to facilitate Contractor's application to USPS for Value Added Rebate and FastForward service on City's mail.

7. City shall obtain "Drop Shipment Authorization" permit, if required, from USPS and endorse all metered First Class Mail with proper permit number.

8. City shall provide Contractor with a six-month mailing and return envelopes to be stored by Contractor at their facility for Utility Bill inserting services.

EXHIBIT "B"

PRICE LIST

Courier Service

Pick up incoming mail from two PO Boxes and deliver to City Hall by 11:00 am (Monday – Thursday & every other Friday)	$225.00	Per Week

Daily First Class Mail Pick up from City Hall

Letter*	$0.035	Per Piece
Flat*	$0.597	Per Piece

Weekly Utility Billing Services

Fold (1)	$0.015	Per Piece
Insert (up to 2)	$0.037	Per Piece
Meter	$0.020	Per Piece
Each Additional Insert	$0.013	Per Piece
Sort / Mail*	$0.035	Per Piece

Postage Pass-Thru

Postage*	$0.636	Per Piece

*Prevailing First Class Presorted Rate
*Subject to change when USPS changes postal rates

Potential Postage Savings – Packages / Priority Mail

Potential Postage Savings for Parcels / Packages	$0.040 - $0.200	Per Piece
Potential Postage Savings for Priority Mail	$0.250 - $0.400	Per Piece

The above prices will remain the same thru end of 2026 fiscal year.

CURRENT USPS RATES

USPS is allowing the same presorted letter rates up to 3.5 ounces.

Rates for First Class Letter size mail at Presorted Rate (as follows).

Weight (ounces)	Presorted Rate
0 – 3.5	$0.636
Post Cards – a	$0.435

a. Rates shown apply to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.

Rates for First Class Flat size mail at 5-Digit rate (as follows).

Weight Not Over	5-Digit Rate
1 oz.	$0.874
2 oz.	$1.144
3 oz.	$1.414
4 oz.	$1.684
5 oz.	$1.964
6 oz.	$2.244
7 oz.	$2.524
8 oz.	$2.804
9 oz.	$3.084
10 oz.	$3.384
11 oz.	$3.684
12 oz.	$3.984
13 oz.	$4.284

EXHIBIT "C"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

Every employer, except the State, shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations, a certificate of consent to self-insure, either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

CHECK ONE

_____I am aware of the provisions of Section 3700 of the 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 I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

_____I affirm that at all times, in performing the work and activities required or permitted under this Agreement, I shall not employ any person in any manner such that I become subject to the workers' compensation laws of California. However, at any time, if I employ any person such that I become subject to the workers' compensation laws of California, immediately I shall provide the City with a certificate of consent to self-insure, or a certification of workers' compensation insurance.

I certify under penalty of perjury under the laws of the State of California that the information and representations made in this certificate are true and correct.

Inland Presort and Mailing Services

By:_____ Date: _____

Nick R. Chudasama, Owner

Sole Source/ Single Source/ Standardization Form

For procurement of supplies, equipment and services valued at $5,000 and over

NOTE: Every question must be answered with appropriate documentation attached; incomplete forms will be immediately rejected by Purchasing.

Date: 5/19/25

To: Purchasing Division

From: MANAGEMENT SVCS/ REVENUE/ CUSTOMER SERVICE

Estimated Total Cost: $ 360,000

Proposed Vendor: Inland Presort and Mailing

Request Term: 07/01/25-06/30/26

This form must accompany the purchase document whenever an exception to the competitive process is requested. Requests for goods and/or services from a specific vendor or limited to a specific brand, where substitutes to the recommended vendor or brand are unacceptable, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable.

The City Manager will determine whether the justification is appropriate. Requests for exception must be supported by factual statements that will pass an audit.

INSTRUCTIONS

1. Please check all applicable categories (a. through i.) below and provide additional information where indicated.

☐ a. The requested product is an integral repair part or accessory compatible with existing equipment.

Existing Equipment: N/A

Manufacturer/Model Number: N/A

Age: N/A

Current Estimated Value: N/A

☐ b. The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.

☐ c. I have standardized the requested product and the use of another brand/model would require considerable time and funding to evaluate.

☐ d. The requested product is one in which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.

☐ e. The requested product is used or demonstration equipment available at a lower-than-new cost.

☐ f. Repair/Maintenance service is available only from manufacturer or designated service representative.

☐ g. Upgrade to or enhancement of existing software is available only from manufacturer.

■ h. Service proposed by vendor is unique; therefore, competitive bids are not available or applicable.

☐ i. Other factors (provide detailed explanation in #2 below).

2. Provide a detailed explanation and pertinent documentation *for each category* checked in item 1 above. Attach additional sheets if necessary:

MAIL CARRIER SERVICE FOR CITYWIDE MAIL AND UTILITY MAIL, FOLDING/STUFFING/PRESORT SERVICE FOR UTILITY BILLS

3. Was an evaluation of other equipment, products, or services performed?

☐ Yes ☐ No

***If yes, please explain the type of evaluation performed and provide all supporting documentation*:**

Unavailability of competitive vendors to service Redlands area within reasonable travel distance

4. List below the name of each individual who was involved in the evaluation, if conducted, and in making the recommendation to procure this product or service. Attach additional information, if necessary.

Aimee Hoover Ashley Sepulveda

5. Explain what action(s) the department would take if the sole/single source services were no longer available

1) PICK UP MAIL DAILY FOR BOTH PO BOXES (3005 & 6903) BY CITY STAFF
(2) DROP OFF METERED MAIL TO POST OFFICE DAILY BY CITY STAFF
(3) USE OF CITY VEHICLE WOULD BE NEEDED TO PICK UP MAIL AND DELIVER MAIL TO POST OFFICE

6. I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department

Aimee Hoover Digitally signed by Aimee Hoover Date: 2025.05.19 14:16:36 -07'00' 05/19/25

Prepared by Date

_____

Department Director Date

Purchasing Approvals

_____

Purchasing Agent Approval Date

_____

City Manager Approval Date

INLAND PRESORT AND MAILING SERVICES

2025 W. Park Ave., Suite #7. Redlands, CA 92373-6274
Tel: (909) 307-1300. Fax: (909) 307-1303

May 6, 2025

City of Redlands
35 Cajon Street
Redlands, CA 92373
Attn.: **Ashley Sepulveda**

Re: Price List – For Mailing Services:

The following prices will remain the same thru end of 2028 fiscal year.

Daily First Class mail pick-up from City Hall

Sr	Service	Rates $	Unit
a.	Letter*	0.035	Per Piece
b.	Flat*	0.597	Per Piece

* Subject to change if there's a price change from USPS.

Potential Postage Savings – Packages / Priority Mail

Potential Postage Savings for Parcels / Packages	$0.040 - $0.200 per piece
Potential Postage Savings for Priority Mail	$0.250 - $0.400 per piece

Courier Service

Sr	Service	Rates $	Unit
a.	Pick-up mail from two PO Boxes and deliver to City Hall by 11:00 am. (Monday – Thursday & every other Friday)	225.00	Per Week

Customer Service Division – Utility Weekly Billings

Sr	Service	Rates $	Unit
a.	Fold (1)	0.015	Per Piece
b.	Insert (up to 2)	0.037	Per Piece
c.	Meter	0.020	Per Piece
d.	Each additional insert	0.013	Per Piece
e.	Sort / Mail*	0.035	Per Piece
f.	Postage *	0.636	Per Piece

* Prevailing First Class Presorted rate
* Subject to change when USPS changes postal rates

First Class Letter rates

Weight (ounces)	MXD AADC Rate
0 – 1	$ 0.636
1.1 – 2	$ 0.636
2.1 – 3	$ 0.636
3.1 – 3.5	$ 0.636
Post Cards - a	$ 0.435

a. Rates shown apply to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.

First Class Flat rates (5-Digit)

Weight (ounces)	5-Digit Rate
1	$ 0.874
2	$ 1.144
3	$ 1.414
4	$ 1.684
5	$ 1.964
6	$ 2.244
7	$ 2.524
8	$ 2.804
9	$ 3.084
10	$ 3.384
11	$ 3.684
12	$ 3.984
13	$ 4.284

We hope this meets your requirements.

Thank you,

For ***Inland Presort & Mailing Services***

Deven Chudasama

INLAND PRESORT AND MAILING SERVICES

2025 W. Park Ave., Suite #7. Redlands, CA 92373-6274
Tel: (909) 307-1300. Fax: (909) 307-1303

NEW USPS RATES

Dear Customer,

As you may be already aware, the postal rates are increasing ***effective July 14th, 2024***. Please make sure all your mail has appropriate postage (new rates) applied to it. Below are the new rates for letters and flats.

First Class Letter rates

Weight (ounces)	MXD AADC Rate
0 – 1	$ 0.636
1.1 – 2	$ 0.636
2.1 – 3	$ 0.636
3.1 – 3.5	$ 0.636
Post Cards - a	$ 0.435

a. Rates shown apply to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.

First Class Flat rates (5-Digit)

Weight (ounces)	5-Digit Rate
1	$ 0.874
2	$ 1.144
3	$ 1.414
4	$ 1.684
5	$ 1.964
6	$ 2.244
7	$ 2.524
8	$ 2.804
9	$ 3.084
10	$ 3.384
11	$ 3.684
12	$ 3.984
13	$ 4.284

Note: The additional postage rate will be changed to $0.597 per flat.

If you have any questions or concerns, please feel free to call us at (909) 307 1300.

Thanking you,

For Inland Presort & Mailing Services

Nick Chudasama
President

City Council Meeting **M. 1.**

DATE: 06/17/2025

TO: Honorable Mayor and City Council Members

SUBJECT: Individual Council Member Report on Activities for May 2025 from Mayor Pro Tem Shaw (City Clerk Donaldson)

DISCUSSION:

Mayor Pro Tem Shaw has requested to include this report on the agenda for recording purposes. The report does not require City Council approval.

Attachments

Individual Council Member Activity Report May 2025-MPT Shaw

May 2025 Council Activities

Mayor Pro Tem Marc Shaw

- Attend SCAG Conference in Palm Desert
- Met with resident regarding Garden Hill traffic issues
- Met with resident regarding Council concerns
- Attend AK Smiley Library Reception
- Attend AK Smiley Library Open House
- Meeting with City Manager to discuss ongoing issues
- Meeting with Redlands Professional Firefighters Assn and Redlands Police Officers' Assn to discuss workers compensation claim handling
- Attend Airport Advisory Board Meeting
- Present at Chamber of Commerce Board of Directors Meeting
- Attend Citrus Preservation Commission Meeting
- Attend Traffic & Parking Commission Meeting
- Met with Principal of Redlands High School
- Attend Redlands Art Association "Festival of the Arts" Show
- Attend Redlands Firefighters Car Show
- Attend Memorial Day event at Hillside Memorial Cemetery
- Attend CONFIRE Board of Directors Meeting
- Attend Leage of California Cities Monthly Meeting
- Attend Redlands Police Officers Association Bats and Badges event