# CITY OF REDLANDS

## CITY COUNCIL

# A G E N D A

**JULY 2, 2024**

**EDDIE TEJEDA**
Mayor

**PAUL T. BARICH**
Mayor Pro Tempore

**DENISE DAVIS**
Council Member

**JENNA GUZMAN-LOWERY**
Council Member

**MARIO SAUCEDO**
Council Member

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**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)

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



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# 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, JULY 2, 2024**

**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 824 4618 0187**, 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 824 4618 0187**

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.)*

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)
Two Cases:

   a. Atkinson v. City of Redlands, et al., San Bernardino Superior Court Case No. CIVSB2224706
   b. Coyote Aviation Corporation, et al. v. City of Redlands, et al., San Bernardino Superior Court, Case No. CIVSB2418252

2. a. Performance Evaluations of Public Employees – Government Code §54957(b)(1)
Positions: City Attorney and City Manager

   b. Conference with Labor Negotiator – Government Code §54957.6
(Assistant City Manager McConnell)

| | |
|---|---|
| Agency Negotiators: | Mayor Tejeda and Mayor Pro Tempore Barich |
| Unrepresented Employees: | City Manager |

6:00 P.M.

D. **Reconvene City Council Meeting**

E. ***Invocation by Council Member Guzman-Lowery - 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. Redlands Pet Adoption (Redlands Animal Services)

2. Juneteenth Proclamation presentation to Bishop Green, Maria Saucedo, LaRena García, Shawn Zambrows, and Jay Strovall (Council Member Saucedo)

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 the regular meeting minutes of June 18, 2024 (City Clerk Donaldson)

2. Authorize issuance of proclamation recognizing Juneteenth (Mayor Tejeda and Council Member Saucedo)

3. Adopt Resolution No. 8597 concerning a Records Retention Schedule and rescinding Resolution No. 6576 (Assistant City Manager McConnell)

4. Adopt Resolution No. 8608 establishing an Appropriations Limit for Fiscal Year 2024-2025 (Management Services/Finance Director Garcia)

5. Authorize the annual payment to San Bernardino County Sheriff's Department (Cal-ID/Identix) in the amount of $84,926 for Redlands Police Department's Fingerprint Identification Services (Management Services/Finance Director Garcia)

6. Adopt Resolution No. 8603 for Street Vacation No. 194 - A request to summarily vacate an excess portion of unimproved Mecca Street right-of-way that is 30 feet in width and approximately 298 feet in length (total of approximately 8,941 square-feet) located approximately 150 east of Gold Hill Lane and south of 31119 Outer Highway 10 (APNs: 0300-101-30-0000 and 0300-101-23-0000). This proposal is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines (Development Services Director Desatnik)

7. Approve the Memorandum of Understanding between the City of Redlands and the Redlands Unified School District for the School Resource Officer Program (Police Chief Tolber)

8. Adopt Ordinance No. 2969 - Confirming a diagram and assessment for the 2024-2025 Fiscal Year in connection with Landscape Maintenance District No. 1 and Adopt Ordinance No. 2970 - Confirming a diagram and assessment for the 2024-2025 Fiscal Year in connection with Street Lighting District No. 1 (Facilities and Community Services Director Crocker)

9. Approve the Equipment Rental Agreement with C5 Equipment Rentals for a 3-month rental extension of a D8 Dozer in the amount of $53,160, and a sole source purchase order modification to a not-to-exceed total of $141,760 and determination that the approval of the rental agreement is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of CEQA Guidelines (Facilities and Community Services Director Crocker)

10. Approve the request for in-kind support in the amount of $8,446 relating to the Jagannath Rath Yatra event hosted by the Shri Darshan on July 13, 2024; approve the request to close Church St., E Colton Ave., Division St., and E High Ave. for the event; and determine that the approval of the request is exempt from environmental review pursuant to Section 15311 of the state's guidelines implementing the California Environmental Quality Act (Facilities and Community Services Director Crocker)


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11. Approve Resolution No. 8605 for the Fiscal Year 24/25 through Fiscal Year 28/29 Five-Year Measure I Capital Improvement Plan, and determine approval of the Resolution is exempt under Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act (Municipal Utilities and Engineering Director Harris)

12. Approve the Professional Services Agreement with ALS Group USA, Corp. for sampling and special analytical services with an initial one (1) year term in the amount of $34,000, with options to extend for two (2) additional one-year terms, for a total potential amount not-to-exceed $102,000. 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)

J. **Communications**

1. Discussion and Possible Action Related to the use of Zoom and Teleconferencing under Assembly Bill (AB) 2449 for City Council and Planning Commission meetings (Council Member Saucedo)

2. Discussion and possible action relating to the designation of a voting delegate and alternate(s) to the 2024 League of California Cities Annual Conference scheduled to occur October 16-18, 2024 in Long Beach (City Manager Duggan)

K. **Public Hearings**

1. LBA RVI-COMPANY XLVII, LLC APPLICANT
(Mayor to declare meeting open as a public hearing)

   a. **Public Hearing** to consider Resolution No. 8606 for the following applications for an approximately four-acre parcel located at 2407 W. Lugonia Avenue (APN: 0292-032-49-0000) within the Special Development (EV/SD) District of the East Valley Corridor Specific Plan.

   b. **Planned Development No. 9** – A proposal to establish permitted uses, conditionally permitted, and development standards consistent with the Commercial Industrial (EV/IC) District of the East Valley Corridor Specific Plan to allow development of an off-street parking facility for trucks, trailers, cabs and other fleet vehicles. The project qualifies for exemption from environmental review in accordance with Section 15303 (New Construction of Small Structures) and 153332 (Infill Development) of the California Environmental Quality Act (CEQA) Guidelines

   c. **Conditional Use Permit No. 1194** – A request for authorization to operate an off-street truck parking facility with existing on-site improvements (paving, storm water detention facilities, landscaping, site lighting, fencing and gate) and the construction of a proposed 310 square-foot guard house with restroom facilities. The project qualifies for exemption from environmental review in accordance with Section 15303 (New Construction of Small Structures) and 15332 (Infill Development) of the California Environmental Quality Act (CEQA) Guidelines.

   (Development Services Director Desatnik)


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2. Public Hearing to consider Resolution No. 8571, Ordinance No. 2962, and Ordinance No. 2968 related to Development Impact Fees Adjustments
(Mayor to declare meeting as public hearing)

   a. Public Hearing to consider Resolution No. 8571 adopting the Development Impact Fee Nexus Study; and
   b. Public Hearing to introduce Ordinance No. 2962, amending Chapters 3.32, 3.44, 3.48, 3.54, 3.56, 3.60, 3.70, and 13.40 of the Redlands Municipal Code relating to storm drain facilities fees and public facilities fees; and
   c. Public Hearing to introduce Ordinance No. 2968 adopting Development Impact Fees for new development and rescinding Resolution No. 7951; and
   d. Determination that adoption of the resolution and ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (Municipal Utilities and Engineering Director Harris)

3. Public Hearing to Hear Protest Pertaining to the Adoption of Ordinance No. 2964 and Ordinance No. 2965 Amending Chapters 3.52 and 3.62 of the Redlands Municipal Code relating to Water Utility and Wastewater Utility Rate Adjustments (Municipal Utilities and Engineering Director Harris)

L. **New Business**

1. Receive and file the Greenhouse Gas (GHG) Inventory Update and Progress Report related to the Climate Action Plan Update project (Development Services/ Director Desatnik)

2. Introduction of Ordinance No. 2972 levying special taxes within the City of Redlands Community Facilities District No. 2004-1 (Development Services Director Desatnik)

3. Consideration of an agreement with Schaefer Plastics North America, LLC for supply and delivery of residential refuse bins in an amount not-to-exceed $536,984.64 for a period of one year, with two additional one-year renewal options, for a total amount not-to-exceed $1,610,953.92 (Facilities and Community Services Director Crocker)

4. Consideration of the Professional Services Agreement with West Yost & Associates, Inc. for recycled water, non-potable water, and cross-connection program support services with an initial term of one (1) year and a value not-to-exceed $355,000, with options to extend for two (2) additional one-year terms for a total potential amount not-to-exceed $1,065,000; approve an exception to Redlands Municipal Code Section 2.16.180(B); and determine that approval of the Professional Services Agreement 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)

5. Consideration of the $120,000 Professional Services Agreement with Eurofins Eaton Analytical, LLC for support services at the Joint Utility Laboratory for a total potential amount not-to-exceed $360,000, 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)

6. Consideration of adoption of Resolution No. 8609 providing notice of intent to increase solid waste utility service rates, to direct staff to issue the required Proposition 218 notice establishing a public hearing date and location, and determine that consideration of the proposed rate increases 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)


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

N. **Adjournment**
The next regular meeting of the City Council will be held on July 16, 2024.

*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:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Approve the regular meeting minutes of June 18, 2024 (City Clerk Donaldson)

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**MOTION:**

I move to approve the regular meeting minutes of June 18, 2024.

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**Attachments**

Regular meeting minutes of June 18, 2024

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# MINUTES

Regular meeting of the City Council of the City of Redlands held in the Council Chambers, Civic Center, 35 Cajon Street, on June 18, 2024 at 5:00 P.M.

| | |
|---|---|
| Present: | Eddie Tejeda, Mayor<br>Paul Barich, Mayor Pro Tempore<br>Denise Davis, Council Member<br>Jenna Guzman-Lowery, Council Member |
| Absent: | Mario Saucedo, Council Member |
| Staff: | Charles M. Duggan, Jr., City Manager; Yvette M. Abich Garcia, City Attorney; Jeanne Donaldson, City Clerk; Janice McConnell, 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; Rachel Tolber, Police Chief; Tabitha Crocker, Facilities and Community Services Director; Robert Meteau, HR/Risk Management Director |

Mayor Tejeda called the meeting to order and announced there were no closed session matters scheduled for the City Council to consider. The meeting recessed at 5:00 P.M.

## RECONVENE CITY COUNCIL MEETING

The meeting reconvened at 6:00 P.M. with an invocation by Mayor Tejeda, followed by the pledge of allegiance to the American flag.

## PRESENTATIONS

### Proclamation Junior Achievement, Inland Empire Region 70th Anniversary

Mayor Tejeda presented a proclamation recognizing the Junior Achievement, Inland Empire Region 70th Anniversary to Erin Welch, Director of Development, Junior Achievement of Orange County and Inland Empire.

### Proclamation Parks and Recreation Month

Mayor Tejeda presented a proclamation to Doug Gonzales, Chair of the Parks and Recreation Commission, and Recreation Supervisor Dave Jaffe and Parks Supervisor Shawn McIntosh, recognizing July 2024 as Park and Recreation Month.

### Juneteenth Proclamation

Council Member Davis presented a proclamation declaring June 19, 2024 in the City of Redlands as Juneteenth to Kai Joseph King, Vickie Davis, Janelle Guerrero, and Crystal Mansker from Stronger Together Now.

Proclamation International Day of Yoga

Mayor Tejeda presented a Proclamation to Roop Kishor Goyal recognizing June 21, 2024 as International Yoga Day in the City of Redlands.

PUBLIC COMMENT

Public comments were presented either in-person, via Zoom, via cell phone or landline.

Escalating Cost Projections - Charlie Cutter remarked on the escalating costs associated with renovations at the future City Hall on State Street and the new Public Safety facility at the former K-Mart location. He recognized the need for a new police station but said that initial cost projections announced to the public were exceedingly lower than the current estimates. He thought the new project costs were way too high, and he suggested the City be more open about the rising costs, so as not to lose the public's trust.

South Mountain Water Shares - David Armstrong thanked the City Manager and Director Harris for attending an event at Prospect Park, hosted by concerned citizens for water conservation. He reiterated his objections to the City's sale of the South Mountain Water shares, and he urged the Council to postpone the decision to raise water rates, scheduled for July 2, 2024.

CONSENT CALENDAR

Minutes

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, the regular minutes of June 4, 2024.

**Vote:** 4 - 0 Passed

Proclamation Junior Achievement Inland Empire Region

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, the issuance of a proclamation recognizing the Junior Achievement, Inland Empire Region 70th Anniversary.

**Vote:** 4 - 0 Passed

Proclamation July 2024 as Park and Recreation Month

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, the issuance of a proclamation declaring July 2024 as Park and Recreation month.

**Vote:** 4 - 0 Passed

Proclamation June 21, 2024 International Yoga Day

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, the issuance of a proclamation recognizing June 21, 2024 as International Yoga Day in the City of Redlands.

**Vote:** 4 - 0 Passed

Proclamation Declaring June 19, 2024, as Juneteenth

As public comment, Andy Hoder offered historical context about Juneteenth and how it came to be. He said that out of this turmoil, a flag of red, black and green was created to represent the discrimination experienced by African Americans. Yet despite all the hardships, the Juneteenth flag is not flying on the City's flagpole, but instead the U.S. flag, which he said stands above all and represents freedom for all. Council Member Davis pointed out she had seen earlier in the day a residence where both a Juneteenth flag and a Pride flag were flying.

On motion of Council Member Denise Davis, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, the issuance of a proclamation declaring June 19, 2024, as Juneteenth.

**Vote:** 4 - 0 Passed

Proclamation Olive Avenue Market Centennial

Council Member Guzman-Lowery and Council Member Davis presented a Proclamation to Missy Van Zeyl and Sonya Rozzi, honoring Olive Avenue Market for its centennial.

On motion of Council Member Jenna Guzman-Lowery, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the issuance of a proclamation honoring Olive Avenue Market for its centennial.

**Vote:** 4 - 0 Passed

Resolution No. 8568 Candidate Statement Regulations

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, Resolution No. 8568, approving regulations for candidates for elective office pertaining to candidate statements submitted to the voters at an election to be held November 5, 2024.

**Vote:** 4 - 0 Passed

Resolution No. 8567 Calling and Giving Notice of General Municipal Election

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, Resolution No. 8567 calling and giving notice of the holding of a General Municipal Election and requesting the Board of Supervisors of the County of San Bernardino to consolidate said election with the election to be held on Tuesday, November 5, 2024.

**Vote:** 4 - 0 Passed

Auctioning Services Agreement

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, the Auctioning Services Agreement with J.J. Associates, Inc. doing business as Ken Porter Auctions.

**Vote:** 4 - 0 Passed

Ordinance No. 2966 Undergrounding Utilities

Development Services Director Desatnik responded to Chamber of Commerce Executive Director Evan Sanford and the questions he posed during the June 4, 2024 City Council meeting related to the introduction of Ordinance No. 2966 to modify the criteria regarding undergrounding utilities. He offered explanations pertaining to the establishment of criteria and setting exemption thresholds and why some projects will be exempt and others not. He provided examples and pointed out that smaller projects would be exempt because, if not, they would be impacted disproportionately. He addressed the current reserves available in the in-lieu fee account and discussed a project slated for a stretch of Cypress Avenue.

As public comment, Michael Paisner pointed out the City's General Plan encourages all projects to underground utilities and saw this proposed ordinance as being in conflict with the Plan. Council Member Guzman-Lowery appreciated Director Desatnik's thorough responses, but voiced her concerns that it seemed to her that undergrounding poles was emphasized within the south side of town at the expense of the north side.

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council adopted, by roll call vote, Ordinance No. 2966 amending Redlands Municipal Code Chapter 17.17 (Improvements) of Title 17 (Subdivision Regulations) to modify the criteria and findings pertaining to the requirement for undergrounding utilities that are applicable to subdivisions and development projects.

**Vote:** 3 - 1 Passed

NAY: Council Member Jenna Guzman-Lowery

Resolution No. 8599 Salary Schedule

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, Resolution No. 8599 establishing a Salary Schedule and Compensation Plan for City Employees, and Rescinding Resolution No. 8520. It was noted there was a small change made to Resolution No. 8599, which removed one position from the salary schedule.

**Vote:** 4 - 0 Passed

Adopt Ordinance No. 2971, Levying Special Taxes CFD 2001-1 and 2003-1

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously adopted, by roll call vote, Ordinance No. 2971, levying special taxes within City of Redlands Community Facilities District No. 2001-1 (Northwest Development Project) and Community Facilities District No. 2003-1(Redlands Business Center).

**Vote:** 4 - 0 Passed

Agreement with SBC Collection of Special District Assessments

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, an Agreement with San Bernardino County for the Collection of Special District Assessments.

**Vote:** 4 - 0 Passed

Agreement for Business Tax Administration Services

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, a Professional Services Agreement with Hinderliter De Llamas & Associates (HdL Software, LLC) for a period of five (5) years for business tax administration and compliance services.

**Vote:** 4 - 0 Passed

Resolution No. 8586 Road Repair and Accountability Act (SB1) Project List

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, Resolution No. 8586 that will adopt the Senate Bill No. 1 Road Repair and Accountability Act (SB1) Project List; approved funding for the City's Pavement Management Program; and determined 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.

**Vote:** 4 - 0 Passed

Agreement for High Cube Storage Containers Project

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously determined, by roll call vote, that approval of the Non-Professional Services Agreement with Redlands Ironworks, Inc. is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act; and approved a Non-Professional Services Agreement with Redlands Ironworks, Inc. for the High Cube Storage Containers and Associated Groundwork Project, for an amount not to exceed $69,600.

**Vote:** 4 - 0 Passed

Purchase Rectangular Rapid Flashing Beacon Signs

Municipal Utilities and Engineering Director Harris reviewed the request to purchase ten Rectangular Rapid Flashing Beacon signs from NexTech Systems, Inc. for a total purchase price of $61,621.65. The signs would be installed in five locations selected by the Traffic and Parking Commission. As public comment, Chamber of Commerce Executive Director Evan Sanford expressed the Chamber's full support of the purchase, saying these flashing beacons would go a long way to improve public safety. He requested the beacons be installed at the intersections of Highland Avenue and Cajon and Citrus and 9th Street due to what he said were serious safety concerns.

On motion of Council Member Jenna Guzman-Lowery, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, an exception to the formal bid process; and approved the purchase of ten (10) Rectangular Rapid Flashing Beacon signs from NexTech Systems, Inc. for a total purchase price of $61,621.65.

**Vote:** 4 - 0 Passed

Resolution No. 8600 Project Expenditures Reimbursement WWTP Upgrade Project

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously determined, by roll call vote, that approval of Resolution No. 8600 is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act; and adopted Resolution No. 8600, to designate the amount of project expenditures to be reimbursed by the Clean Water State Revolving Fund process to fund construction of the City of Redlands Wastewater Treatment Plant Upgrades Project.

**Vote:** 4 - 0 Passed

PO Modification JCI Jones Chemical

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, a modification of the purchase order with JCI Jones Chemical to increase by $15,000 for a not to exceed amount of $90,000.

**Vote:** 4 - 0 Passed

Air Quality Sampling and Analysis Services Agreement

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously determined, by roll call vote, that approval of an agreement with Landfill Gas Engineering, Inc. is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act; and approved the agreement with Landfill Gas Engineering, Inc. for air quality sampling and analysis services for the wastewater treatment plant and landfill with an initial one (1) year term and an option to extend for one (1) additional year for a total amount not-to-exceed $250,000.

**Vote:** 4 - 0 Passed

First Amendment Wellhead Perchlorate Treatment System Project

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously determined, by roll call vote, that approval of a First Amendment to the Professional Services Agreement with Dudek for the Wellhead Perchlorate Treatment Project is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act; and approved the First Amendment to the Professional Services Agreement with Dudek for the Wellhead Perchlorate Treatment Project, revising the Initial Term to the Agreement and providing for a one-year extension.

**Vote:** 4 - 0 Passed

PO Modification Law Enforcement Medical Services

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, a purchase order modification in the amount of $10,000 with Law Enforcement Medical Services for the remainder of the fiscal year to provide the Police department with phlebotomy services and sexual assault and homicide examinations.

**Vote:** 4 - 0 Passed

Forensic Toxicology Testing Services

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, the sole source services with Bio-Tox Laboratories, Inc. in an amount not-to-exceed $45,000 per year for forensic toxicology testing services from July 1, 2024 through June 30, 2026.

**Vote:** 4 - 0 Passed

MOU Loma Linda University Children's Hospital

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, a Memorandum of Understanding between the City and Loma Linda University Children's Hospital for use of the Children's Assessment Center; and authorized the Chief of Police to execute the agreement.

**Vote:** 4 - 0 Passed

Subscription Renewal Operate Cellebrite System

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, a sole-source with Cellebrite, Inc. for subscription renewal to operate the Cellebrite system, in an amount not to exceed $62,531.25 per fiscal year from July 1, 2024 through June 30, 2026.

**Vote:** 4 - 0 Passed

Master Subscription Agreement, Asset Management Software System

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously determined, by roll call vote, that the agreement with Brightly Software, Inc. is categorically exempt from environmental review pursuant to Section 15301 of the State's guidelines implementing the California Environmental Quality Act; and approved a Master Subscription Agreement and accompanying Professional Services Addendum with Brightly Software, Inc. for an amount not to exceed $117,904.14 related to an asset management software system.

**Vote:** 4 - 0 Passed

Zanja Trail improvements

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, to receive and file the update regarding the Zanja Trail improvements between Church Street and 7th Street.

**Vote:** 4 - 0 Passed

MOU CRYROP Temporary Staffing Services

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously determined, by roll call vote, that approval of the Memorandum of Understanding with Colton-Redlands-Yucaipa Regional Occupational Program is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act; and approved the Memorandum of Understanding with Colton-Redlands-Yucaipa Regional Occupational Program to provide temporary staffing services to support the Recreation and Senior Services Divisions in an amount not-to-exceed $75,000.

**Vote:** 4 - 0 Passed

## COMMUNICATIONS

### Affordable Housing

Development Services Director Desatnik explained that on January 31, 2024, in a special meeting of the City Council, eight project/program priorities were identified, with tonight's report focusing on the priority of Affordable Housing. He stated that providing affordable housing has become more challenging in recent years as housing prices continue to rise disproportionately to incomes. He provided some background information on affordable housing in Redlands, reviewed basic concepts of affordable housing, and offered ways that the City can promote affordable housing development. His presentation included the following topics: 1) Definition of affordable housing 2) Housing Element – Regional Housing Needs targets 3) Existing affordable housing in Redlands 4) Financial and regulatory Incentives for the production of affordable housing and 5) Projects in the pipeline.

As public comment, Tristessa Richard of Yes in my Backyard (YIMBY), was excited the City had prioritized the need for affordable housing, and she asked the Council to continue considering policies that would move forward any affordable housing developments. Bruce Laycook, Board Member of Human Good Affordable Housing, expressed his sincere appreciation of the City's efforts to push this matter to the forefront, and he suggested the Council engage the community and encourage the public to participate in the process. Bobby Garrity, of YIMBY, pointed out the City was in a housing shortage and in particular, a shortage of affordable housing, and he urged the Council to push for policy reforms that do not inhibit development, by allowing for increased density and relaxed parking restrictions.

Council Members raised questions about Section 8 housing, and SB 4, the Affordable Housing on Faith Lands Act, which provides a streamlined process for religious organizations and nonprofit colleges to develop affordable housing on their property. They thanked Director Desatnik and staff for the thorough and informative presentation.

### Council Chambers Metal Detectors

Council Member Davis requested this item be removed from the agenda.

## PUBLIC HEARINGS

### Resolution No. 8601 Weed Abatement Proceedings

Mayor Tejeda declared the meeting open as a public hearing and called on Deputy Fire Marshal Justin Day, who provided background on the Council action of June 4, 2024, declaring weeds to be a public nuisance. A notice was then sent to each property owner to provide 10 days to abate the nuisance or incur the cost of having the City abate their property and having the cost assessed upon their land as a lien until paid. The hearing was set to hear any objections to the proposed weed abatement proceedings. There were no written comments received and with no further discussion, Mayor Tejeda closed the Public

Hearing.

On motion of Council Member Jenna Guzman-Lowery, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously approved, by roll call vote, Resolution No. 8601 overruling objections and proceeding with the weed abatement on subject properties.

**Vote:** 4 - 0 Passed

Ordinance Nos. 2969 and 2970 SLD and LMD

Mayor Tejeda opened the public hearing and called on Facilities and Community Services Director Crocker for a report of a request to implement assessments for Street Lighting District No. 1 and Landscape Maintenance District No. 1 for Fiscal Year 2024/25. There were no written comments received and, with no further discussion, the Mayor closed the public hearing.

On motion of Mayor Pro Tempore Paul Barich, seconded by Mayor Eddie Tejeda, the City Council unanimously introduced, by roll call vote, Ordinance No. 2969 and Ordinance No. 2970 approving the Engineer's Reports for Landscape Maintenance District No. 1 and Street Lighting District No. 1, and implementing the assessments for Fiscal Year 24/25.

**Vote:** 4 - 0 Passed

NEW BUSINESS

Resolution No. 8604 Wildland Protection

Fire Chief Sessler reviewed the need for Resolution No. 8604 approving Agreement 3CA06940 with the Department of Forestry and Fire Protection (Cal Fire) for wildland protection during fiscal year 2024-2025 for an amount not to exceed $285,677.10.

On motion of Council Member Jenna Guzman-Lowery, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously approved, by roll call vote, Resolution No. 8604 approving Agreement 3CA06940 with the Department of Forestry and Fire Protection (Cal Fire) for wildland protection during fiscal year 2024-2025 for an amount not to exceed $285,677.10.

**Vote:** 4 - 0 Passed

CONFIRE Joint Use Authority Membership

Fire Chief Sessler reported on the benefits reaped by the City of continuing the Fire Department's membership in the CONFIRE Joint Use Authority for Fiscal Year 2024-2025. The primary function of CONFIRE is to provide for a secondary public safety answering point for 9-1-1 services, fire/emergency medical dispatching, and information technology support. Council Member Davis said that as part of the CONFIRE Board, she was in full support of continuing the membership.

On motion of Council Member Jenna Guzman-Lowery, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, to continue membership in the CONFIRE Joint Use Authority for Fiscal Year 2024-2025 and pay associated annual fees in an amount not to exceed $843,957.

**Vote:** 4 - 0 Passed

MUED Annual Purchase Orders

Municipal Utilities and Engineering Director Harris detailed the Municipal Utilities and Engineering Department Annual Purchase Orders for FY 2024-25 for a total encumbered amount not-to-exceed $4,130,000.

On motion of Council Member Jenna Guzman-Lowery, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously determined, by roll call vote, that approval of the Fiscal Year 24/25 Municipal Utilities and Engineering Department Annual Purchase Orders is exempt from environmental review pursuant to section 15301 of the State's guidelines implementing the California Environmental Quality Act; and approved the Fiscal Year 24/25 Municipal Utilities and Engineering Department Annual Purchase Orders as itemized in the staff report for a total encumbered amount not-to-exceed $4,130,000.00.

**Vote:** 4 - 0 Passed

Agreement Joint Utilities Lab Building Renovation & Expansion Project

Municipal Utilities and Engineering Director Harris summarized the Professional Services Agreement with CDM Smith Inc. for the Joint Utilities Laboratory Building Renovation and Expansion Final Engineering Design Project for an amount not-to-exceed $745,375. Mayor Tejeda added the bidding and vetting process seemed to be very thorough.

On motion of Council Member Jenna Guzman-Lowery, seconded by Mayor Eddie Tejeda, the City Council unanimously determined, by roll call vote, that approval of a Professional Services Agreement with CDM Smith Inc. is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act; and approved the Professional Services Agreement with CDM Smith Inc. for the Joint Utilities Laboratory Building Renovation and Expansion Final Engineering Design Project for an amount not-to-exceed $745,375.

**Vote:** 4 - 0 Passed

Contract Award 2023 CIP Sewer Pipeline Replacement Project

Municipal Utilities and Engineering Director Harris presented the Public Works Construction Contract with All Cities Engineering, Inc. for the 2023 CIP Sewer Pipeline Replacement Project for an amount not-to-exceed $2,485,353.

On motion of Council Member Jenna Guzman-Lowery, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously determined, by roll call vote, that approval of the contract and construction of the 2023 CIP Sewer Pipeline Replacement Project is exempt from environmental review in accordance with Section 15302 of the State's Guidelines implementing the California Environmental Quality Act; approved the 2023 CIP Sewer Pipeline Replacement Project plans and specifications; and awarded a Public Work Construction Contract to All Cities Engineering, Inc. for an amount not-to-exceed $2,485,353.

**Vote:** 4 - 0 Passed

Police Department Custody Services

Police Chief Tolber offered background on an agreement with Universal Protection Services LP, doing business as Allied Universal Security Services, to provide custody services, in an amount not-to-exceed $294,230.48 for FY 2024-2025, $304,512.89 for FY 2025-2026, and $315,147.98 for FY 2026-2027, bringing the total compensation amount not-to-exceed $913,891.

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the agreement with Universal Protection Services LP, doing business as Allied Universal Security Services to provide custody services in an amount not-to-exceed $294,230.48 for FY 2024-2025, $304,512.89 for FY 2025-2026, and $315,147.98 for FY 2026-2027, bringing the total compensation amount not-to-exceed $913,891.

**Vote:** 4 - 0 Passed

COUNCIL MEMBER ANNOUNCEMENTS AND ACTIVITIES

Juneteenth Celebration - The Council Members thoroughly enjoyed the Juneteenth celebration held at the Contemporary Club where there was an abundance of great food.

Mayor Tejeda participated in a tour of several MUED facilities.

Mayor Pro Tem Barich assisted with the graduation of Sage Oaks Charter School students, attended the Library Board meeting and enjoyed the 2nd annual youth football camp hosted by Jaelan Phillips.

Council Member Davis was thrilled to attend the Olive Avenue Market Centennial celebration and enjoyed a pop-up exhibit, "Out in the I.E." held at the Civil Rights Institute in Riverside.

Council Member Guzman-Lowery was thrilled to attend the Olive Avenue Market Centennial celebration and participated in a housing policy group which meets monthly.

## ADJOURNMENT

With the recent celebration of Father's Day on June 16th, Mayor Tejeda took a moment to recognize fathers, and in their honor, he adjourned the meeting at 7:55 P.M. The next regular meeting of the City of Redlands City Council will be held on July 2, 2024.

**City Council Meeting** **I. 2.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Authorize issuance of proclamation recognizing Juneteenth (Mayor Tejeda and Council Member Saucedo)

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**MOTION:**

I move to authorize issuance of proclamation recognizing Juneteenth.

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**Attachments**

Juneteenth Proclamation

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# PROCLAMATION

## *Juneteenth*

**WHEREAS,** the City of Redlands recognizes JUNETEENTH as a citywide celebration on Wednesday, June 19, 2024, in recognition of the day news reached the Black community in Texas of their emancipation from slavery on June 19, 1865, also known as Juneteenth Independence Day or Emancipation Day; and

**WHEREAS,** at 2 p.m. on New Year's Day, January 1, 1863, using his war powers as President, Abraham Lincoln signed the Emancipation Proclamation, providing that all persons held as enslaved within any State in rebellion against the United States "*shall be then, thenceforward, and forever free*;" and

**WHEREAS,** the Emancipation Proclamation made the permanent abolition of slavery a Union war aim and provided the legal framework for the emancipation of nearly all four million enslaved people, ultimately serving as the catalyst for the announcement of General Order No. 3 by United States Army general Gordon Granger, proclaiming freedom from slavery in Texas; and

**WHEREAS,** Congress ultimately passed the Thirteenth Amendment to the United States Constitution, which abolished slavery throughout the United States and its territories; and

**WHEREAS,** the City Council recognizes Israel Beal, born into slavery April 10, 1848, was freed from slavery by the Emancipation Proclamation and served as a teamster. Israel Beal was a Redlands pioneer, affectionately known as "Doc," was a property owner, teamster, builder, and business owner in the young State of California, hauling and moving houses as an early contractor from San Bernardino to Lugonia in 1883, contributing to the construction of early churches in Redlands, the City's reservoir and the original Big Bear Dam, and planting the 160-acre vineyard which now makes up part of the University of Redlands campus; and

**WHEREAS,** The Village SBC (Historically Second Baptist Church) is the first and oldest African American congregation in Redlands and the Inland Empire; founded in 1889, by Pastor Sebron Lee and a small group of Believers on Orange Street. Pastor Anthony Green has been the longest serving pastor in the church's history, since 1983 and a Redlands Police chaplain, partnering with Redlands PD mentoring at-risk youth and advocating for officers of color in the Police Department; both Pastor Anthony Green and Dr. Bishop Jackie Green served on the founding Board of the Human Relations Commission, Unity in the Community and Juneteenth Celebrations;

**NOW, THEREFORE, BE IT PROCLAIMED**, that the City Council of the City of Redlands does hereby recognize June 19, 2024, again as Juneteenth and the many contributions made by valuable residents and community leaders past and present, such as Israel Beal, Bishop Green, Pastor Green, Maria Whitaker-Saucedo, LaRena Garcia, Pastor Shawn Zambrows, and Jay Stroval who are committed to preserving African-American history in the City of Redlands.

**IN WITNESS WHEREOF**, we hereunto affix our signatures and Official Seal of the City of Redlands on this 2nd day of July, 2024

_____
Eddie Tejeda, Mayor

_____
Mario Saucedo, Council Member

*Attest:*

_____
Jeanne Donaldson, City Clerk

**City Council Meeting** **I. 3.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Adopt Resolution No. 8597 concerning a Records Retention Schedule and rescinding Resolution No. 6576 (Assistant City Manager McConnell)

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## MOTION(S):

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

I move to adopt Resolution No. 8597, and rescinding Resolution No. 6576.

## RECOMMENDATION:

Staff recommends the adoption of Resolution 8597 adopting a Records Retention Schedule, and rescinding Resolution No. 6576.

## DISCUSSION:

Record management provides efficient, effective, and economical storage and retrieval of information. The guiding principles include ensuring that information is available when and where it is needed; that the information is organized for retrieval, kept in a well-maintained environment, and that records are kept only as long as they have some administrative, fiscal, or legal value. Municipal records retention is regulated by the Redlands Municipal Code, the California Government Code, the California Department of Justice, and in some cases, federal regulations. The Secretary of State has established the local government records program which provides guidelines for local government retention and archival support to local agencies. These regulations require the City to have a retention schedule for all pertinent public records.

On February 20, 2007, the City Council adopted Resolution No. 6576, a resolution implementing regulations governing the retention and disposition of

public records. Since then, new laws have been passed concerning which records should be kept, in what medium, and the appropriate length of time of retention. Due to the complexity and the various statutes regulating public records retention, the City Attorney recommended the expertise of a consultant to undertake this important endeavor.

While researching the cost of the project, city staff found that there was a niche market for such services with only two consultants in the state dedicated to this type of work. After interviewing cities who recently undertook similar projects, in November 2023 the City engaged Gladwell Governmental Services, Inc. (Gladwell) to upgrade its records' management program. Gladwell has developed records management programs for over 200 California Special Districts and cities, and came highly recommended by clients.

Based on an evaluation of our current system, it was determined that an enhancement to the existing program was appropriate. The driving factors behind this rework are listed below:

- Very limited space in City facilities
- Many departments are filing and storing copies of the same records
- Redlands produces and manages many permanent records
- Escalating records storage expenses
- Technology advancements
- Changes in law

The new retention schedules were written interactively with representatives from all departments participating in the project. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of City records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, Redlands will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

The retention periods are in compliance with all laws and are standard business practice for California cities.

It is standard business practice for California cities to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the Department Head, City Manager (Records Manager) and City Attorney, which is provided in Section 2 of the resolution. This will reduce costs and improve efficiency for the City.

**ALTERNATIVES:**

The City Council can opt not to adopt the resolution.

**STRATEGIC PLAN:**

Not applicable

**SUBMITTED BY:**
Janice McConnell, Assistant City Manager

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

**REVIEWED BY:**
Yvette M. Abich Garcia, City Attorney
Danielle Garcia, Management Services/Finance Director

**PREPARED BY:**
Jennifer Macias, Management Analyst

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**Fiscal Impact**

| | |
|---|---|
| **Fiscal Year:** | 2023-2024 |
| **Appropriation Required Y/N:** | N |
| **Amount:** | $14,400 |
| **Budgeted Y/N:** | Y |
| **Account No.:** | 101120-6703 |

**Discussion:**
A sufficient amount of funds is available in the budget for this expense.

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**Attachments**

Resolution No. 8597 Records Retention
Retention Schedule
Resolution No. 6576

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RESOLUTION NO. 8597

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS, CALIFORNIA, ADOPTING A RECORDS RETENTION SCHEDULE, AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Redlands; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the City of Redlands previously adopted Resolution No. 6576, approving Records Retention Schedules;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDLANDS AS FOLLOWS:

**Section 1**. Resolution No. 6576 is hereby repealed.

**Section 2**. The records of the City of Redlands, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk and City Attorney, without further action by the City Council of the City of Redlands.

**Section 3**. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

**Section 4**. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**Section 5**. This resolution shall become effective immediately upon its passage and adoption.

ADOPTED, SIGNED AND APPROVED this 2nd day of July, 2024.

_____
Eddie Tejeda, 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 2nd day of July, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

# HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

**Copies** or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term "records" shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.

## STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the official (original) record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

## BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

## AUTHORIZATION TO DESTROY RECORDS:

Destruction of an official (original) record that has exceeded its retention period must be authorized according to City Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an official (original) record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).**"

# RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the Official (original or "record copy") record for its retention period, then authorizes destruction. Usually it is the department that originates the record.

**Records Description:** The record series (a group of like records).

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

**Retention/Disposition:**
**Active**: How long the file remains in the immediate office area (*guideline*)
**Inactive**: How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)
**Total Retention**: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.
**P = Permanent**
**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Vital?** = Those records that are needed for basic operations in the event of a disaster.

**Media Options** (*guideline*) – the form of the record:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

**Scan / Import** (*guideline*)**:**
"S" indicates the record should be scanned into the document imaging system;
"I" indicates the record should be electronically imported into the document imaging system;
"M" indicates the record was microfilmed

**Destroy Paper after Imaged & QC'd (quality checked) / Trustworthy Electronic Record:** "Yes" means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF (legal requirements)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM**, **or microfilmed**) which is **stored in a safe & separate location**. Employees are required to Quality Check ("QC'd") both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes,** and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

**Legend for legal citations** (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)
B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC Public Resources Code
USC: United States Code (US)
CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen..: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---|---|---|---|---|---|---|---|
| *Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.* | | | | | | | | |
| *Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.* | | | | | | | | |
| *HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| **CITY-WIDE (Used by All Departments)** | | | | | | | | |
| Lead Dept. | CW-001 | Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1) |
| Lead Dept. | CW-002 | Agenda, Minutes, Video Publishing **Database for Public Meetings** Used for developing and publishing public meeting agendas, minutes and videos. Final (Official / Original) Agendas and Minutes are stored in a separate Trustworthy Repository. | Indefinite - Minimum 4 years | | Mag | | | Department Preference to match the minimum retention for City Council meeting videos; Final (Official / Original) Agendas and Minutes are stored in a separate Trustworthy Repository; GC §34090 et seq. |
| Lead Dept. | CW-003 | Agreements & Contracts: **ADMINISTRATION (WITH Grant Funding)** (Project Administration, Certified Payrolls, Final Project Schedule, RFP - Request for Proposal or Successful Proposal, etc.) | Completion + 10 years or After Funding Agency Audit, if required, whichever is longer | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090 |
| Lead Dept. | CW-004 | Agreements & Contracts: **ADMINISTRATION (WITHOUT Grant Funding)** (Project Administration, Certified Payrolls, Final Project Schedule, RFP - Request for Proposal or Successful Proposal, etc.) | Completion + 10 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090 |

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| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---|---|---|---|---|---|---|---|
| *Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.* | | | | | | | | |
| *Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.* | | | | | | | | |
| *HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Lead Dept. | CW-005 | Assessment Districts / Community Facilities Districts / Landscape Maintenance Districts / Special Districts<br>Engineers Reports / Assessor Tax Roll Charges | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| n/a | CW-006 | Boards, Commissions, & Committees:<br>**External Organizations** - Agendas, Minutes, Resolutions, or other documents<br>(e.g. County Board of Supervisors) | When No Longer Required | | Mag, Ppr | | | Non-records |
| Staffing Dept. | CW-007 | Boards, Committees, Commissions, Advisory Bodies: **Citizen Advisory Created by the City Council**<br>**MINUTES** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| Staffing Dept. | CW-008 | Boards, Committees, Commissions, Advisory Bodies: **Citizen Advisory Created by the City Council**<br>**AGENDAS & STAFF REPORTS** | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Staffing Dept. | CW-009 | Boards, Committees, Commissions, Advisory Bodies: **Citizen Advisory Created by the City Council**<br>**AUDIO RECORDINGS** | Minimum 2 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b) |
| Staffing Dept. | CW-010 | Boards, Committees, Commissions, Advisory Bodies: **Citizen Advisory Created by the City Council**<br>**VIDEO RECORDINGS** | Minimum 2 years | | Mag | | | Department preference; Video recordings of meetings are required for 90 days; GC §34090.7 |
| Lead Dept. | CW-011 | Cash Receipts / Revenue Backup | 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; (meets municipal government auditing standards); GC §34090 |

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| Staffing Dept. | CW-012 | Committees: **Employee Committees**, Employee Staff Meetings / Department Staff Meetings<br>**AGENDAS and MINUTES** | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Staffing Dept. | CW-013 | Committees: **Subcommittees of the City Council (Ad-Hoc or Standing Committees)**<br>**AGENDAS and MINUTES** | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | All actions are made by the City Council; GC §34090 |
| Lead **(Responding)** Dept. | CW-014 | Complaints / Concerns from Citizens (Excludes Police Officers) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City preference; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090 |
| Lead Dept. | CW-015 | Copies or duplicates of any record | Copies - When No Longer Required | | Mag Ppr | | | GC §34090.7 |
| Dept. that **Authors** Document or Receives the City's Original Document | CW-016 | Correspondence - **ROUTINE**<br>**(Content relates in a SUBSTANTIVE way to the conduct of the public's business)**<br><br>(e.g. e-mail, Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)<br><br>IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business | 2 years | | Mag, Ppr | | | ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017; GC §34090; |

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| Dept. that **Authors** Document or Receives the City's Original Document | CW-017 | Correspondence - **TRANSITORY / PRELIMINARY DRAFTS**, Interagency and Intraagency Memoranda NOT retained in the ordinary course of business<br><br>**Content NOT Substantive**, or NOT made or retained for the purpose of preserving the informational content for future reference<br><br>(e.g. calendars, checklists, e-mail, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, PowerPoint presentations, speaker cards, speech notes, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes, visitors logs, voice mails, webpages, etc.) | When No Longer Required | | Mag, Ppr | | | Electronic and paper records are filed and retained based upon their **CONTENT.** Records, e-mails, electronic records, or social media postings where the **Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved** by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §7927.500; Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017 |
| Lead Dept. | CW-018 | Drafts & Notes: Drafts that are revised (retain final version) | When No Longer Required | | Mag, Ppr | | | As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500, 7928.705 |
| Lead Dept. | CW-019 | Grant Applications funded by the City's General Fund | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Finance maintains payable information in Accounts Payable; GC §34090 |

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| Lead Dept. (Dept. managing the grant) | CW-020 | Grants **(UNSUCCESSFUL** Applications, Correspondence) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Lead Dept. (Dept. managing the grant) | CW-021 | Grants / CDBG Administration (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements **(SUCCESSFUL** Reports, other records required to pass the funding agency's audit, if required)<br><br>Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records | After Funding Agency Audit, if required - **Minimum 5 years** | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090 |
| Lead Dept. | CW-022 | Newspaper Clippings | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Non-records - may be obtained from the newspaper company; GC §34090 |
| Human Resources | CW-023 | Personnel Files **(Department Copies)** Send all originals to Human Resources | Separation or Transfer + 3 years | Before Annual Evaluation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Originals are retained by Human Resources; GC §34090.7 |
| Lead Dept. | CW-024 | Personnel Files **(Supervisor's Notes)** | Shred After Incorporation into Performance Evaluation or Documented Discipline | Before Annual Evaluation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq. |

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| Lead Dept. | CW-025 | Photographs | When No Longer Required | | Mag, Ppr | | | Preliminary Drafts (retention is placed on the final record in which the photograph is published in, if any); destroy unnecessary photographs. GC §§34090, 7927.500 |
| Lead Dept. (Who Uses the Vehicle) | CW-026 | Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks | 2 years | | Ppr | | | GC §34090; 13 CCR 1234(c) |
| Lead Dept. (Who Ordered the Appraisal) | CW-027 | Real Estate Appraisal Reports: Property **NOT** purchased, Loans not funded, etc. | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not accessible to the public; GC §§34090, 7928.705 |
| Lead Dept. (Who Ordered the Appraisal) | CW-028 | Real Estate Appraisal Reports: **Purchased** Property, Funded Loans | Minimum 5 years | Yes: Before Purchase | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090 |
| n/a | CW-029 | Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Plans / Strategic Plans, etc.: Produced by **OUTSIDE ORGANIZATIONS** (League of California Cities, Chamber of Commerce, etc.) | When No Longer Required | | Mag, Ppr | | | Non-Records |
| Lead Dept. | CW-030 | Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Plans / Strategic Plans, etc.: Produced by **YOUR Department** | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Lead Dept. | CW-031 | Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, Plans / Strategic Plans, etc.: Produced by **OTHER Departments** | When Superseded | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Copies; GC §34090.7 |

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| Lead Dept. | CW-032 | Reports and Studies (Historically significant - e.g., Zoning Studies) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Administratively and Historically significant, therefore retained permanently; GC §34090 |
| Lead Dept. | CW-033 | Reports and Studies (other than Historically significant reports - e.g. Annual Reports) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090 |
| Lead Dept. | CW-034 | Special Event Permits | Expiration + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| Lead Dept. | CW-035 | Special Projects / Subject Files / Issue Files | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| Lead Dept. | CW-036 | Subpoenas (appearance or duces tecum) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| Lead Dept. | CW-037 | Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |

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| Lead Dept. | CW-038 | Training Presented by City Staff - **COURSE RECORDS**<br><br>(Attendance Rosters / Sign-In Sheets, Outlines and Materials; includes Brown Act, Conflict of Interest, Ethics, Harassment, & Safety Training & Tailgates) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Meets OSHA requirements; Ethics & Harassment Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b) |

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# RECORDS RETENTION SCHEDULE: CITY ATTORNEY



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| *HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement or resolution.)* | | | | | | | | |
| **CITY ATTORNEY** | | | | | | | | |
| City Attorney | CA-001 | Administrative Hearings (nuisance abatement, administrative citation appeals, dangerous dog hearings, and noisy dog hearings) | Final Decision + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| City Attorney | CA-002 | Amicus Briefs | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| City Attorney | CA-003 | City Attorney Opinions / Research | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| City Attorney | CA-004 | Closed Session (memos, reports, closed session summaries) | 5 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department Preference; GC §34090, |
| City Attorney | CA-005 | Code Enforcement Advice (Notices of Violation, criminal citations, administrative citations, correspondence, research, policies) | 5 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department Preference; GC §34090, |
| City Attorney | CA-006 | Conflict of Interest Advice (radius maps, research, opinions) | 5 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department Preference; GC §34090, |
| City Attorney | CA-007 | CPRA Advice (CPRA requests, records, correspondence, research) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| City Attorney | CA-008 | Lawsuits / Litigation Criminal matters, Pitchess motions, Bankruptcies, Probate, Claims, Class Actions, Receiverships and Small Claims) - may include correspondence, pleadings, transcripts, appeals, settlement agreements and court orders / decisions, memos. | Final Resolution + 5 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090, |

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| City Attorney | CA-009 | Legal Advice Files | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| City Attorney | CA-010 | Subpoenas | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| City Attorney | CA-011 | Transactional Matters (correspondence, documents, informal advice) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| City Attorney | CA-012 | Water Advice (copies of exchange agreements, water company bylaws, stock certificates, policies, correspondence) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |

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# RECORDS RETENTION SCHEDULE: CITY CLERK



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| **CITY CLERK** | | | | | | | | |
| City Clerk | CC-001 | Agenda Packets - **City Council, Redlands Financing Authority, Redevelopment Agency, Successor Agency to the Former Redevelopment Agency**<br><br>Includes Appeals, Budgets, Annual Financial Reports (CAFR, ACFR) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Clerk | CC-002 | Agreements & Contracts, Amendments - **ALL (NON-INFRASTRUCTURE, Professional Services Agreements, Tenant / Lease Agreements - NOT IMAGED)**<br><br>*Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)*<br><br>**Examples of Non-Infrastructure**: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, Airport Tenant / Lease agreements, etc. | Completion + 10 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a) |

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| City Clerk | CC-003 | Agreements & Contracts, Amendments - **ALL (INFRASTRUCTURE, OR IF IMAGED, JPAs, Liens, MOUs, Public Agencies)**<br><br>*Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)*<br><br>**Examples of Infrastructure:** Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc. | P | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; All infrastructure contracts should be permanent for emergency response; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a) |
| City Clerk | CC-004 | Bonds: Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits, Monitoring Bonds | Release of Bond / Letter of Credit | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Security; GC §34090 |
| City Clerk | CC-005 | City Articles of Incorporation | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Clerk | CC-006 | Claim Forms | 2 years | | Mag, Ppr | | Yes: After QC & OD | Risk Management handles Claim Files; GC §34090 |
| City Clerk | CC-007 | Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): **ELECTRONICALLY FILED / DATABASE (NetFile)** | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615 |
| City Clerk | CC-008 | Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): **DESIGNATED EMPLOYEES & CONSULTANTS** (specified in the City's Conflict of Interest code) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 2 years | City maintains original statements; GC §81009(e)&(g) |

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| City Clerk | CC-009 | Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): **PUBLIC OFFICIALS** (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 2 years | Standard municipal government practice; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g) |
| City Clerk | CC-010 | FPPC Form 801 (Gift to Agency Report) | 7 years | | Mag, Ppr | S / I | Yes: After 2 years | Must post on website; GC §81009(e) |
| City Clerk | CC-011 | FPPC Form 802 (Event Ticket / Pass Distributions Agency Report) | 7 years | | Mag, Ppr | S / I | Yes: After 2 years | Should post on website for 4 years; GC §81009(e) |
| City Clerk | CC-012 | FPPC Form 803 (Behested Payment Report) | 7 years | | Mag, Ppr | S / I | Yes: After 2 years | GC §81009(e) |
| City Clerk | CC-013 | FPPC Form 806 (Agency Report of Public Official Appointments) | 7 years | | Mag, Ppr | S / I | Yes: After 2 years | Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e) |
| **CITY CLERK ELECTIONS (CONSOLIDATED)** | | | | | | | | |
| City Clerk | CC-014 | Campaign Filings (FPPC 400 Series Forms & Form 501): **SUCCESSFUL CANDIDATES** (Elected Officials) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 2 years | Paper must be retained for at least 2 years; GC §81009(b)&(g) |
| City Clerk | CC-015 | Campaign Filings (FPPC 400 Series Forms, 501 Form): **UNSUCCESSFUL CANDIDATES** - **PRIOR TO ELECTRONIC FILING** | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 2 years | Paper must be retained for at least 2 years; GC §81009(b)&(g) |
| City Clerk | CC-016 | Campaign Filings (FPPC 400 Series Forms, 501 Form): **UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED** - **WITH or WITHOUT** Committees | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Campaign statements must be posted on the City's website within 72 hours and remain on line for 4 years; Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615 |
| City Clerk | CC-017 | Campaign Filings (FPPC 400 Series Forms): **THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK** (copies) | 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 2 years | Paper must be retained for at least 2 years; GC §81009(f)&(g) |

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# RECORDS RETENTION SCHEDULE: CITY CLERK

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| City Clerk | CC-018 | Campaign Filings (FPPC 400 Series Forms): **OTHER COMMITTEES** (PACS - not candidate-controlled) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 2 years | Paper must be retained for at least 2 years; GC §81009(c)&(g) |
| City Clerk | CC-019 | Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - **SUCCESSFUL CANDIDATES** | Term of Office + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100 |
| City Clerk | CC-020 | Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - **UNSUCCESSFUL CANDIDATES** | Election + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100 |
| City Clerk | CC-021 | Elections - **GENERAL, WORKING or ADMINISTRATION** Files (Correspondence, Applications to fill a Vacancy on the City Council, Planning Commission, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| City Clerk | CC-022 | Elections - **HISTORICAL** Files (Copies of Sample Ballot, Copy of Resolution Declaring Results, etc.) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Clerk | CC-023 | Elections - Petitions (Initiative, Recall or Referendum) - **IF INSUFFICIENT** | Final Examination + 1 year after petition examination | | Ppr | | | Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400 |
| City Clerk | CC-024 | Elections - Petitions (Initiative, Recall or Referendum) - **IF SUFFICIENT** | Results + 8 months | | Ppr | | | Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400 |

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| **(End of Elections Section)** | | | | | | | | |
| City Clerk | CC-025 | Ethics Training Certificates for City Council, Elected Officials | 5 years | | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | GC §§ 3105, 12946, 12960, 34090, 53235.2(b) |
| City Clerk | CC-026 | Historical Records / Archives, Photographs, & Historical Projects (e.g. City Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, etc.) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090 |
| City Clerk | CC-027 | Minutes: **City Council, Redlands Financing Authority, Redevelopment Agency, Successor Agency to the Former Redevelopment Agency** | P | | Mag, Mfr, OD, Ppr | S / I | No | GC §34090(e) |
| City Clerk | CC-028 | Ordinances | P | | Mag, Mfr, OD, Ppr | S / I | No | GC §34090(e) |
| City Clerk | CC-029 | Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions | 1 year | | Mag, Ppr | | | Law requires 1 year for petitions; GC §50115 |
| City Clerk | CC-030 | Recorded Documents: Deeds, Easements, Final Order of Condemnation, Liens, Notice of Completion, Rights of Way | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(a) |
| City Clerk | CC-031 | Recordings: **Audio or Video** of City Council Meetings | Minimum4 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7 |
| City Clerk | CC-032 | Resolutions: **City Council, Redlands Financing Authority, Redevelopment Agency, Successor Agency to the Former Redevelopment Agency** | P | | Mag, Mfr, OD, Ppr | S / I | No | GC §34090(e) |

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# RECORDS RETENTION SCHEDULE: CITY MANAGER



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| **CITY MANAGER** | | | | | | | | |
| City Manager | CM-001 | Board & Commission / Committee Applications (All, whether appointed or not) | 2 years | | Mag, Ppr | | Yes: After QC & OD | GC §34090 |
| City Manager | CM-002 | Board & Commission / Committee Maddy Act Lists / Vacancy Notices | 2 years | | Mag, Ppr | | Yes: After QC & OD | GC §34090 |
| City Manager | CM-003 | FPPC Economic Interest Filings (FPPC Form 635 / 602) - **Lobbyist Authorization / Reporting** | 5 years | | Mag, Ppr | | | 2 CCR 18615(f), GC §34090 |
| City Manager | CM-004 | Legislative Advocacies, Support or Opposition to proposed Federal or State Legislation | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Manager | CM-005 | Proclamations & Certificates | 2 years | | Mag, Ppr | | | GC §34090 |
| City Manager | CM-006 | Project Files / Subject Files (Subject will change over time) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| City Manager | CM-007 | Public Records Requests / Subpoenas Duces Tecum | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| City Manager | CM-008 | Public Relations / Press Releases - ALL Departments, Excluding Police or Fire | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| City Manager | CM-009 | Records Destruction Authorization Forms & Certifications (All Departments) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference; GC §34090 |
| Finance | CM-010 | Travel Records / Expense Reports | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090.7 |

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# RECORDS RETENTION SCHEDULE: COMMUNICATIONS

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| **COMMUNICATIONS** | | | | | | | | |
| Communic. | COMM-001 | Articles | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Lead Dept. | COMM-002 | City Publications & Completed Graphic Design Projects - **WITH SIGNIFICANT HISTORICAL VALUE** | P | | Mag, Ppr | | | Department Preference; The Customer (Lead Department) is responsible for retaining the final record for it's retention period; GC §34090 |
| Lead Dept. | COMM-003 | City Publications & Graphic Design Projects | When No Longer Required | | Mag, Ppr | | | Department Preference; The Customer (Lead Department) is responsible for retaining the final record for it's retention period; GC §34090 |
| Lead Dept. | COMM-004 | Newspaper Clippings / Media Clippings | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Non-records - may be obtained from the newspaper company; GC §34090 |
| Lead Dept. | COMM-005 | Photographs | When No Longer Required | | Mag, Ppr | | | Preliminary Drafts (retention is placed on the final record in which the photograph is published in, if any); destroy unnecessary photographs. GC §34090 |
| Communic. | COMM-006 | Press Releases (excludes Police and Fire, which can issue their own) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Lead Dept. | COMM-007 | Videos - Educational, Promotional | When No Longer Required | | Mag, Ppr | | | Department Preference; The Customer (Lead Department) is responsible for retaining the final record for it's retention period; GC §34090 |

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# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES



## (Building & Safety , Economic Development, CDBG, Housing, Land Use Engineering, Planning, Redev. / Successor)

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| **BUILDING & SAFETY** | | | | | | | | |
| Lead Dept. | DSD-001 | _Permit **Database** (Cityworks) | Indefinite (Perm) | Yes (all) | Mag | | | Department Preference - Data is interrelated; GC §34090, H&S §19850 |
| Development Services / Building & Safety | DSD-002 | Activity Reports | When No Longer Required | | Mag, Ppr | | | Preliminary drafts not retained in the ordinary course of business (Reports can be re-run from the database); GC §34090 |
| Development Services / Building & Safety | DSD-003 | Address Files / **Building Permits** | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090, H&S §19850 |
| Development Services / Building & Safety | DSD-004 | Building Plans - **Finalled** - **INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION** | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090 |
| Development Services / Building & Safety | DSD-005 | Building Plans - **Cancelled or Withdrawn** | Upon Cancellation or withdrawal | | Mag, Ppr | | | Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090 |
| Development Services / Building & Safety | DSD-006 | Building Plans - **Expired, never started construction.** | Upon Expiration | | Mag, Ppr | | | Department preference; CBC §104.7; H&S§19850, GC §34090 |
| Development Services / Building & Safety | DSD-007 | Building Plans - **Expired, construction started (or unknown)** - **EXCLUDES SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; CBC §104.7; H&S§19850, GC §34090 |
| Development Services / Building & Safety | DSD-008 | Building Plans - **Finalled** - **TENANT IMPROVEMENTS** | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090 |

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# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES



## (Building & Safety , Economic Development, CDBG, Housing, Land Use Engineering, Planning, Redev. / Successor)

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| Development Services / Building & Safety | DSD-009 | Building Plans - **Finalled** - **SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES** | 180 days | Yes (all) | Mag, Ppr | | | Department preference; State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090 |
| Development Services / Building & Safety | DSD-010 | California Building Codes / Uniform Building Codes | Minimum While Ordinance is in Force | | Mag, Ppr | | | GC §50022.6 |
| Development Services / Building & Safety | DSD-011 | Certificate of Occupancy (CofO) | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Development Services / Building & Safety | DSD-012 | Copyright Release Forms / Requests & Permissions to Receive Copies of Plans (to and from Architects) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Development Services / Building & Safety | DSD-013 | Correction Notices - Building | Minimum When Permit is Finalled | | Mag, Ppr | | | Department Preference (Preliminary Drafts); GC §34090 |
| Development Services / Building & Safety | DSD-014 | Energy Calculations | Minimum When Permit is Finalled | | Mag, Ppr | | | Department Preference (Preliminary Drafts); GC §34090 |
| Development Services / Building & Safety | DSD-015 | Geotechnical and Soils Reports | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Development Services / Building & Safety | DSD-016 | Plan Check Comments | Minimum When Permit is Finalled | | Mag, Ppr | | | Department Preference (Preliminary Drafts); GC §34090 |

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| Development Services / Building & Safety | DSD-017 | Stop Work Notices | Minimum When Permit is Finalled | | Mag, Ppr | | | Department Preference (Preliminary Drafts); GC §34090 |
| Development Services / Building & Safety | DSD-018 | Structural Calculations - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES | Minimum When Permit is Finalled | | Mag, Ppr | | | Department Preference (Preliminary Drafts); GC §34090 |
| **CDBG (Community Development Block Grant)** | | | | | | | | |
| Lead Dept. | DSD-019 | Grants **(UNSUCCESSFUL** Applications, Correspondence) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Lead Dept. | DSD-020 | Grants / CDBG Administration (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements **(SUCCESSFUL** Reports, other records required to pass the funding agency's audit, if required)<br><br>Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records | After Funding Agency Audit, if required - **Minimum 5 years** | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090 |
| **ECONOMIC DEVELOPMENT** | | | | | | | | |
| Development Services / Economic Development | DSD-021 | Economic Development Projects (Records related to Business Recruitment or Retention) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; GC §34090 |
| Development Services / Economic Development | DSD-022 | Downtown Business Improvement District | Minimum 2 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; GC §34090 |

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| **HOUSING (County)** | | | | | | | | |
| Develop. Services / Housing | DSD-023 | Housing Applications **Cancelled, Ineligible or Rejected** (First Time Home Buyers, Rehabilitation, HOME, etc.) | 5 years | | Mag, Ppr | | | Department preference; GC §34090 |
| Develop. Services / Housing | DSD-024 | Housing Programs: Affordable Housing Projects, First time Home Buyers, HOME, Rehabilitation, CDBG-funded Housing Projects, CalHome, etc.<br><br>May include inclusionary housing agreements, regulatory agreements, promissory notes, deeds of trust, resale restrictions, rights of first refusal and options to purchase, etc.<br><br>**WITHOUT a Recapture / Resale Restriction** | Loan Pay-off + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502, 982.158, 884.214; 29 CFR 97.42, GC §34090 |
| Develop. Services / Housing | DSD-025 | Housing Programs: Affordable Housing Projects, First time Home Buyers, HOME, Rehabilitation, CDBG-funded Housing Projects, CalHome etc.<br><br>May include inclusionary housing agreements, regulatory agreements, promissory notes, deeds of trust, resale restrictions, rights of first refusal and options to purchase, etc.<br><br>**WITH a Recapture / Resale Restriction** | 5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502, 982.158, 884.214; 29 CFR 97.42, GC §34090 |
| **LAND USE ENGINEERING** | | | | | | | | |
| Development Services / Land Use Engineering | DSD-026 | Drawings - where Land Use Engineering is the Lead: Record Drawings, Maps, Large-Format Drawings, Survey Record Maps, "As-Built" | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Drafts should be destroyed; GC §34090 |

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| Development Services / Land Use Engineering | DSD-027 | Private Development: **Administrative Records** Construction Inspections, Photos, Progress Meeting Agendas & Minutes, Punch Lists, etc. | Completion + 10 years | Yes: Until Completed | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090 |
| Development Services / Land Use Engineering | DSD-028 | Private Development: **Permanent Records** Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical and Soil Reports / Grading Permits & Certifications (Pad Certifications) / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc. | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090 |
| Development Services / Land Use Engineering | DSD-029 | Subdivision Maps / Parcel Maps | P | Yes (all) | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; GC §34090 |
| **PLANNING** | | | | | | | | |
| Lead Dept. | DSD-030 | _Permit **Database** (Cityworks) | Indefinite (Perm) | Yes (all) | Mag | | | Department Preference - Data is interrelated; GC §34090, H&S §19850 |

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| Development Services / Planning | DSD-031 | **Planning Projects - Discretionary & Ministerial - Approved Permanent Entitlements & Permits**<br><br>**(Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans, Soils Reports, Application, etc.)**<br><br>Examples:<br>Conditional Use Permits (CUPs)<br>Density Bonus<br>Development Permit<br>General Plan / General Plan Amendments<br>Lot Line Adjustment<br>Public Art<br>Rezones<br>Specific Plan<br>Tentative Subdivision Maps / Parcels Maps<br>Use Permits<br>Variance<br>Zoning Clearance<br>Zoning Ordinance / Updates | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090, 34090.7 |
| Development Services / Planning | DSD-032 | Advanced Planning / Long Range Planning / Project Implementation (Final Documents only) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Development Services / Planning | DSD-033 | Annexations / Boundaries / Consolidations / LAFCO | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Census Bureau | DSD-034 | Census, Demographics | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | (Non-Records - Census Bureau is OFR) |

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## (Building & Safety , Economic Development, CDBG, Housing, Land Use Engineering, Planning, Redev. / Successor)

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| Development Services / Planning | DSD-034.5 | Deposit Accounts / Developer Trust Accounts | Closed + 5 years | Yes: Until Maturity | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; (meets municipal government auditing standards); GC §34090 |
| Development Services / Planning | DSD-035 | Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA **- Where Planning is the Lead**<br><br>**Correspondence and staff notes** that provide insight into the project or the agency's CEQA compliance with respect to the project | Project Approval or Denial + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090 |
| Development Services / Planning | DSD-036 | Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemption (NOE), etc.) / CEQA<br><br>**Inside City boundaries - Where Planning is the Lead** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090 |
| Development Services / Planning | DSD-037 | General Plan, Elements and Amendments / Master Plans, Specific Plans, Land Use Plans and Amendments; General Plan Interpretations | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Development Services / Planning | DSD-038 | Historic and Scenic Preservation Commission **AGENDAS & STAFF REPORTS** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Development Services / Planning | DSD-039 | Historic and Scenic Preservation Commission **AUDIO or VIDEO RECORDINGS** | Minimum 2 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7 |

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| Development Services / Planning | DSD-040 | Historic and Scenic Preservation Commission **MINUTES & RESOLUTIONS** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| Development Services / Planning | DSD-041 | Historical Designations / Historical Landmarks | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Development Services / Planning | DSD-042 | Materials Boards | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts not retained in the ordinary course of business; GC §34090 |
| Development Services / Planning | DSD-043 | Planning Commission **AGENDAS & STAFF REPORTS** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Development Services / Planning | DSD-044 | Planning Commission **AUDIO or VIDEO RECORDINGS** | Minimum 2 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7 |
| Development Services / Planning | DSD-045 | Planning Commission **MINUTES & RESOLUTIONS** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| Development Services / Planning | DSD-046 | Temporary Permits (Approved & Unapproved) Banner Permits, Special Event Permits, Tree Removal Permit, etc. | Expiration + 2 years | Yes: During Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Development Services / Planning | DSD-047 | Zoning Clearance Forms / Zoning Verification Letters | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Development Services / Planning | DSD-048 | Zoning Maps (Historically Significant) | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Development Services / Planning | DSD-049 | Zoning Ordinance Amendments / Zone Changes | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (copies); GC §34090.7 |

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# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES



## (Building & Safety , Economic Development, CDBG, Housing, Land Use Engineering, Planning, Redev. / Successor)

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| **REDEVELOPMENT / SUCCESSOR AGENCY** | | | | | | | | |
| Development Services / Redevelopment / Successor Agency | DSD-050 | Redevelopment Projects & Project Areas<br>(**Ensure Planning has all Environmental Documents, Engineering has all CIP Projects, and City Clerk has all Real Property records for Permanent retention)** | Completion + 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Engineering | DSD-051 | Redevelopment Projects & Project Areas<br>**CIP Projects built by Redevelopment Agency, if any** | Send to Engineering | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Development Services / Planning | DSD-052 | Redevelopment Projects & Project Areas<br>**Environmental Documents / CEQA Permits, EIRs, Categorical Exemptions, Negative Declarations, etc.** | Send to Planning | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Clerk | DSD-053 | Redevelopment Projects & Project Areas<br>**Real Property: Deeds, Easements, Rights of Way** | Send to City Clerk | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |

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# RECORDS RETENTION SCHEDULE: FACILITIES & COMMUNITY SERVICES

## (Airport, Animal Services, Cemetery, Citrus, Code Enforce, Parks, Recreation, Solid Waste, Street Trees)



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| **ADMINISTRATION (See City-wide for all other records)** | | | | | | | | |
| Facilities & Community Services / Administration | FCS-001 | Cultural Arts Commission **AGENDAS & STAFF REPORTS** | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Facilities & Community Services / Administration | FCS-002 | Cultural Arts Commission **AUDIO or VIDEO RECORDINGS** | Minimum 2 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7 |
| Facilities & Community Services / Administration | FCS-003 | Cultural Arts Commission **MINUTES & RESOLUTIONS** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| **AIRPORT** | | | | | | | | |
| Facilities & Community Services / Airport | FCS-004 | Aircraft Accident / Incident Reports: Aircraft (sent to FAA) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department preference; GC §34090 |
| Facilities & Community Services / Airport | FCS-005 | Airport Advisory Board **AGENDAS & STAFF REPORTS** | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Facilities & Community Services / Airport | FCS-006 | Airport Advisory Board **AUDIO or VIDEO RECORDINGS** | Minimum 2 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7 |
| Facilities & Community Services / Airport | FCS-007 | Airport Advisory Board **MINUTES & RESOLUTIONS** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |

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| Facilities & Community Services / Airport | FCS-008 | Airport Security Access Applications / AOA Access Personnel Records / Gate User Acknowledgements / Proximity Cards (Employees and Tenants) | Termination + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Facilities & Community Services / Airport | FCS-009 | Airport State License (Safety Inspections) | P | Yes | Mag, Mfr, OD, Ppr | S | No | Department preference; GC §34090 |
| City Clerk | FCS-010 | Airport Tenant Agreements | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090.7 |
| Facilities & Community Services / Airport | FCS-011 | CalTrans Aeronautics Inspections (Annual - Includes letters of corrections and citations) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Facilities & Community Services / Airport | FCS-012 | Citations / Lease Enforcement Actions / Rules & Regulations Enforcement / Notices of Violations (includes written noise and safety complaints) | Resolution + 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (consistent with other Code Enforcement and Operational Complaints); GC §34090 et seq. |
| Facilities & Community Services / Airport | FCS-013 | Emergency Operations Plan / Disaster Recovery Plan / Earthquake Information, Airport Certification Manual, Airport Emergency Plan | Until Superseded | Yes | Mag, Mfr, OD, Ppr | S | No | Most are non-records; GC §34090 |
| Facilities & Community Services / Airport | FCS-014 | **FAA Inspections / Reports / FAA Forms:** Daily Inspection Logs & Maintenance Work Orders; Meter Reading & Adjustments, Facility Maintenance Logs, Radio Equipment Operation Records, NavAid & AWOS Error Data, Certification & Inspections; NOTAMS , Technical Performance Records | 2 years | | Mag, Ppr | S | Yes: After QC & OD | GC §34090, 14 CFR 171.13 - 171.327 |

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# RECORDS RETENTION SCHEDULE: FACILITIES & COMMUNITY SERVICES

## (Airport, Animal Services, Cemetery, Citrus, Code Enforce, Parks, Recreation, Solid Waste, Street Trees)



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| Facilities & Community Services / Airport | FCS-015 | Oil / Water Separator (Concrete) | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference (consistent with stormwater / NPDES requirements; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq. |
| Facilities & Community Services / Airport | FCS-016 | Permits: Use Permits, Short-Term Use Permits, Short-Term Rentals | Termination + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Facilities & Community Services / Airport | FCS-017 | Stormwater: Chain of Custody, Guidance Information, Lab Reports **- Airport Only** | 3 years | | Mag, Ppr | | | Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq. |
| Facilities & Community Services / Airport | FCS-018 | Stormwater: Industrial Notices / Code Enforcement / Violations / Spill Response **- Airport Only** | Resolution + 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq. |
| **ANIMAL SERVICES** | | | | | | | | |
| Facilities & Community Services / Animal Services | FCS-019 | Adoption Receipts / Ownership | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| Facilities & Community Services / Animal Services | FCS-020 | Animal Address Files: Bite Reports, Complaints, Cruelty Investigations and Administrative Hearing Officer Findings, Dangerous Dog Reports, Impound Notices, Investigations, Barking Dogs, Loose Dogs, etc. | Minimum 3 years | | Mag, Ppr | | | Department Preference; GC §34090 et seq. |
| Facilities & Community Services / Animal Services | FCS-021 | Animal Shelter Manager Software **Database** | Indefinite - Minimum 3 years | Yes | Mag | | | Data Fields / Records are interrelated; GC §34090 |

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| Facilities & Community Services / Animal Services | FCS-022 | Complaints - Regarding Animals (Barking, etc.) | Minimum 3 years | Yes | Mag, Ppr | | | Department Preference; GC §34090 et seq. |
| Facilities & Community Services / Animal Services | FCS-023 | Impound Notices / Contact Requests | End of Impound + 3 years | | Mag, Ppr | | | Department preference; 3 years is required for animal treatment records; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090 |
| Facilities & Community Services / Animal Services | FCS-024 | Investigations / Problem Files (barking, loose dogs, dangerous dog reports, vicious animals, etc.) | Minimum 3 years | | Mag, Ppr | | | Department Preference; GC §34090 et seq. |
| Facilities & Community Services / Animal Services | FCS-025 | Notices to Comply, Warning Letters / Notices / Citation Books (Off leash, etc.) | Minimum 3 years | | Mag, Ppr | | | Department Preference; GC §34090 et seq. |
| Facilities & Community Services / Animal Services | FCS-026 | Rabies Vaccination Clinics | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 3 years is required for animal treatment records; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., |
| Facilities & Community Services / Animal Services | FCS-027 | Record of All Efforts to Contact Owner and/or Microchip's Primary Registrant | 2 years | | Mag, Ppr | | | FA §§31108.3 and 31752.1; GC §34090 |
| **CEMETERY** | | | | | | | | |
| Facilities & Community Services / Cemetery | FCS-028 | Cemetery plots, plans | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 2 years & QC & OD | No specific time period mentioned in law; HS §§8330, 8331 |

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| Facilities & Community Services / Cemetery | FCS-029 | Daily Maintenance Reports | 2 years | | Mag, Ppr | | | GC §34090 |
| Facilities & Community Services / Cemetery | FCS-030 | Internment Records (Examples: **Administration, event scheduling)** | Completion + 5 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S/I | Yes: After 2 years & QC & OD | Complies with City Standards; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Errors and Omissions does not apply; CCP §§337. 337.1(a), 337.15, GC §34090 |
| Facilities & Community Services / Cemetery | FCS-031 | Internment Records (Examples: **Plot location**, **date of receipt and internment)** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 2 years & QC & OD | No specific time period mentioned in law; HS §§8330, 8331 |
| Facilities & Community Services / Cemetery | FCS-032 | Plot Ownership Records | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 2 years & QC & OD | No specific time period mentioned in law; HS §§8330, 8331 |
| **CITRUS & STREET TREES** | | | | | | | | |
| Facilities & Community Services / Citrus & Street Trees | FCS-034 | Citrus Preservation Commission **AGENDAS & STAFF REPORTS** | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Facilities & Community Services / Citrus & Street Trees | FCS-035 | Citrus Preservation Commission **AUDIO or VIDEO RECORDINGS** | Minimum 2 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7 |

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| Facilities & Community Services / Citrus & Street Trees | FCS-036 | Citrus Preservation Commission **MINUTES & RESOLUTIONS** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| Lead Dept. | FCS-037 | Herbicide or Pesticide Application Forms | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623 |
| Lead Dept. | FCS-038 | Operations & Maintenance Manuals (O&M Manuals) | Life of Facility or Equipment | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et. seq. |
| Facilities & Community Services / Citrus & Street Trees | FCS-039 | Street Tree Committee **AGENDAS & STAFF REPORTS** | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Facilities & Community Services / Citrus & Street Trees | FCS-040 | Street Tree Committee **AUDIO or VIDEO RECORDINGS** | Minimum 2 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7 |
| Facilities & Community Services / Citrus & Street Trees | FCS-041 | Street Tree Committee **MINUTES & RESOLUTIONS** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| Facilities & Community Services / Citrus & Street Trees | FCS-042 | Tree Maintenance, Trimming, Arborists Reports | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |

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**(Airport, Animal Services, Cemetery, Citrus, Code Enforce, Parks, Recreation, Solid Waste, Street Trees)**

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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Division Providing Service / Work | FCS-043 | Work Orders / Service Requests / Service Orders - **CRM / CMMS DATABASE** (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §34090 |
| Division Providing Service / Work | FCS-044 | Work Orders / Service Requests / Service Orders - **All Information Entered in CRM / CMMS Database** (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); GC §34090 |
| Division Providing Service / Work | FCS-045 | Work Orders / Service Requests / Service Orders - **NOT entered in CRM / CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090 |
| **CODE ENFORCEMENT** | | | | | | | | |
| Facilities & Community Services / Code Enforcement | FCS-046 | Code Enforcement / Abatement Case Files (Includes Citations, Notice of Violations, Photos, and Code Enforcement Complaint Letters)<br><br>Excludes Liens | Minimum 2 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; GC §34090 |
| Facilities & Community Services / Code Enforcement | FCS-047 | Hearing Officer Determinations / Appeals of Code Enforcement Actions | Minimum 2 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | GC §34090 |
| **FACILITIES / BUILDING MAINTENANCE** | | | | | | | | |

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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Lead Dept. | FCS-048 | Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used) | 30 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090 |
| Division Providing Service / Work | FCS-049 | Work Orders / Service Requests / Service Orders - **CRM / CMMS DATABASE** (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §34090 |
| Division Providing Service / Work | FCS-050 | Work Orders / Service Requests / Service Orders - **All Information Entered in CRM / CMMS Database** (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); GC §34090 |
| Division Providing Service / Work | FCS-051 | Work Orders / Service Requests / Service Orders - **NOT entered in CRM / CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090 |
| **FACILITIES / FLEET** | | | | | | | | |
| Facilities & Community Services / Maintenance / Fleet | FCS-052 | AQMD Permits for ALL Divisions of Facilities & Community Services - for Generators, etc. | Issue Date + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 40 CFR 70.6; GC §34090 |

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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Facilities & Community Services / Maintenance / Fleet | FCS-053 | Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090; 13 CCR 1234(c) |
| Facilities & Community Services / Maintenance / Fleet | FCS-054 | Fleet - Tire Disposal / Waste Manifests | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 14 CCR 18459.3; GC §34090 |
| Facilities & Community Services / Maintenance / Fleet | FCS-055 | Fleet - Used Oil Disposal Manifests | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq. |
| Facilities & Community Services / Maintenance / Fleet | FCS-056 | Fleet - Vehicle & Equipment History Files<br><br>Maintenance, Brakes, Smog Certificates, etc. | Disposal of Vehicle or Equipment + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090 |
| Facilities & Community Services / Maintenance / Fleet | FCS-057 | Fleet Management **Database** | Indefinite - Disposal of Vehicle or Equipment + 2 years | | Mag | | | Data is interrelated; GC §34090 |
| Facilities & Community Services / Maintenance / Fleet | FCS-058 | Generator Operation Logs & Inspections for ALL Divisions of Facilities & Community Services | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | AQMD Rule 1470; Form 400–E–13a instructions; GC §34090 |

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## (Airport, Animal Services, Cemetery, Citrus, Code Enforce, Parks, Recreation, Solid Waste, Street Trees)

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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Lead Dept. | FCS-059 | Operations & Maintenance Manuals (O&M Manuals) | Life of Facility or Equipment | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et. seq. |
| Lead Dept. | FCS-060 | Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.) | Expiration of Certificate or Permit | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et. seq. |
| Facilities & Community Services / Maintenance / Fleet | FCS-061 | Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.) for ALL Divisions of Facilities & Community Services | Expiration of Certificate or Permit | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et. seq. |
| Lead Dept. | FCS-062 | Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used) | 30 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090 |
| Facilities & Community Services / Maintenance / Fleet | FCS-063 | Vehicle Titles ("Pink Slips") | Sale or Disposal | | Ppr | | | Given to Auction House / New Owner; GC §34090 |
| Division Providing Service / Work | FCS-064 | Work Orders / Service Requests / Service Orders - **CRM / CMMS DATABASE** (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §34090 |

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# RECORDS RETENTION SCHEDULE: FACILITIES & COMMUNITY SERVICES



## (Airport, Animal Services, Cemetery, Citrus, Code Enforce, Parks, Recreation, Solid Waste, Street Trees)

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Division Providing Service / Work | FCS-065 | Work Orders / Service Requests / Service Orders - **All Information Entered in CRM / CMMS Database** (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); GC §34090 |
| Division Providing Service / Work | FCS-066 | Work Orders / Service Requests / Service Orders - **NOT entered in CRM / CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090 |
| **FACILITIES / STREETS & ELECTRICAL SERVICES** | | | | | | | | |
| Lead Dept. | FCS-068 | Operations & Maintenance Manuals (O&M Manuals) | Life of Facility or Equipment | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et. seq. |
| Lead Dept. | FCS-069 | Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used) | 30 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090 |
| Facilities & Community Services / Maintenance / Streets | FCS-070 | Street Light Maintenance | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |

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# RECORDS RETENTION SCHEDULE: FACILITIES & COMMUNITY SERVICES

## (Airport, Animal Services, Cemetery, Citrus, Code Enforce, Parks, Recreation, Solid Waste, Street Trees)



| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Facilities & Community Services / Maintenance / Streets | FCS-071 | Streets - Sidewalk Maintenance, Grinding, Asphalt Ramping (Logs and Forms) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Lead Dept. | FCS-073 | Underground Service Alerts (USA's) / Dig Alerts | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e) 34090 |
| Division Providing Service / Work | FCS-074 | Work Orders / Service Requests / Service Orders - **CRM / CMMS DATABASE** (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §34090 |
| Division Providing Service / Work | FCS-075 | Work Orders / Service Requests / Service Orders - **All Information Entered in CRM / CMMS Database** (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); GC §34090 |
| Division Providing Service / Work | FCS-076 | Work Orders / Service Requests / Service Orders - **NOT entered in CRM / CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090 |
| **PARKS** | | | | | | | | |
| Lead Dept. | FCS-077 | Herbicide or Pesticide Application Forms | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623 |
| Facilities & Community Services / Recreation | FCS-078 | Parks & Recreation Advisory Commission **AGENDAS & STAFF REPORTS** | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |

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# RECORDS RETENTION SCHEDULE: FACILITIES & COMMUNITY SERVICES



## (Airport, Animal Services, Cemetery, Citrus, Code Enforce, Parks, Recreation, Solid Waste, Street Trees)

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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Facilities & Community Services / Recreation | FCS-079 | Parks & Recreation Advisory Commission **AUDIO or VIDEO RECORDINGS** | Minimum 2 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7 |
| Facilities & Community Services / Recreation | FCS-080 | Parks & Recreation Advisory Commission **MINUTES & RESOLUTIONS** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| Division Providing Service / Work | FCS-081 | Work Orders / Service Requests / Service Orders - **CRM / CMMS DATABASE** (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §34090 |
| Division Providing Service / Work | FCS-082 | Work Orders / Service Requests / Service Orders - **All Information Entered in CRM / CMMS Database** (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); GC §34090 |
| Division Providing Service / Work | FCS-083 | Work Orders / Service Requests / Service Orders - **NOT entered in CRM / CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090 |
| **RECREATION & SENIOR SERVICES** | | | | | | | | |
| Facilities & Community Services / Recreation | FCS-084 | _Recreation Activity Registration **Database** (Active Net) | Indefinite - Minimum 2 years | | Mag, | | | Department preference; GC §34090 |
| Facilities & Community Services / Recreation | FCS-085 | Activity / Special Programs / Event Files Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc. | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference; GC §34090 |

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## (Airport, Animal Services, Cemetery, Citrus, Code Enforce, Parks, Recreation, Solid Waste, Street Trees)

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| Facilities & Community Services / Recreation | FCS-086 | Activity Guide / Class Guide / Program Guide (Final) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference; GC §34090 |
| Facilities & Community Services / Recreation | FCS-087 | Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Liability of Waivers / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc. | 2 years | Yes: During Class or Program | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 |
| Facilities & Community Services / Recreation | FCS-088 | Cash Drawer Count Form | 2 years | Yes: During Class or Program | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 |
| Facilities & Community Services / Recreation | FCS-089 | Evaluations / Surveys (Programmatic Evaluations of Recreation programs) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Content Not Substantive / Preliminary drafts / Transitory records; GC §34090 |
| Facilities & Community Services / Recreation | FCS-090 | Incident Reports / Code of Conduct Violations | Minimum 2 years | | Mag, Ppr | | | Department preference to retain repeat offenders longer; GC §34090 |
| Facilities & Community Services / Recreation | FCS-091 | Logs: Facility Logs, Night Logs, Weekend Logs | 1 year | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Preliminary draft / Content Not Substantive; GC §34090 et. seq. |
| Facilities & Community Services / Recreation | FCS-092 | Park Facility Use Requests / Field Rentals / Facility Use Applications and Permits (Includes copies of Insurance Certificates and ABC Permits where appropriate) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 et. seq. |

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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Facilities & Community Services / Recreation | FCS-093 | Rosters / Sign-in / Sign-Out Sheets for classes and programs | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 |
| Facilities & Community Services / Recreation | FCS-094 | Schedules / Hours (classes and staff) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090 |
| **SOLID WASTE / TRASH, LANDFILL & RECYCLING** | | | | | | | | |
| Facilities & Community Services / Solid Waste & Recycling | FCS-095 | Flare Permits and Reports (Flare for Landfill and Wastewater Treatment Plant) - Issued by AQMD, etc. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; required for 5 years; 40 CFR 70.6; GC §34090GC §34090 |
| Facilities & Community Services / Solid Waste & Recycling | FCS-096 | Landfill | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference;; GC §34090 |
| Facilities & Community Services / Solid Waste & Recycling | FCS-097 | Prop. 218 (Property-based fees - Solid Waste Fees: **Notices / Mailing List / Protest Letters / Ballots, Tabulation** | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §53753(e)(2) |
| Facilities & Community Services / Solid Waste & Recycling | FCS-098 | Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report / Measure D annual report / Form 303 report (HHW report) / CalREcycle Used Oil report / CalREcycle Bottles & Cans report, etc. | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR § 18995.2; H&S §39730.7; GC §34090 |

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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Facilities & Community Services / Solid Waste & Recycling | FCS-099 | Solid Waste Tonnage Reports | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference;; GC §34090 |
| Facilities & Community Services / Solid Waste & Recycling | FCS-100 | Solid Waste: Events / HHW Events (Household Hazardous Waste) | 10 years | | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department Preference (3 years is required); 14 CCR 18812.4; GC §34090 |

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# RECORDS RETENTION SCHEDULE - FIRE



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| **FIRE ADMINISTRATION** | | | | | | | | |
| Fire / Admin. | FR-001 | Fire Incident Database | Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; retention is required for Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials; CFC §104.6.2; GC §34090 et seq. |
| Fire / Admin. | FR-002 | Awards and Certificates that are NOT sent to Human Resources | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Fire / Admin. | FR-003 | Disaster Council **AGENDAS & STAFF REPORTS** | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Fire / Admin. | FR-004 | Disaster Council **AUDIO or VIDEO RECORDINGS** | Minimum 2 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7 |
| Fire / Admin. | FR-005 | Disaster Council **MINUTES & RESOLUTIONS** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| Fire / Admin. | FR-006 | Drone (Unmanned Aerial Vehicle) Recordings | When No Longer Required | | Mag | | | Does not record regular and ongoing operations; GC §34090.6 et seq, |
| Fire / Admin. | FR-007 | ISO Insurance Ratings | 15 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (rated every 10 years); GC §34090 |
| Fire / Admin. | FR-008 | Monthly Statistical Reports / Run Statistics | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Considered a preliminary draft / copy (the Fire database is the original, and can accurately re-create the reports); GC §34090 et seq. |

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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| City Clerk | FR-009 | Mutual Aid Agreements, Joint Power Authorities (Local and State) | Copies - When No Longer Required | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City Clerk is OFR; GC §34090.7 |
| Fire / Admin. | FR-010 | Programs, Projects, Pubic Events (e.g. Cadet, CPR Program, Fire Service Day, etc.) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC § 34090 et seq. |
| Fire / Admin. | FR-011 | Ride-A-Long Waivers | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Fire / Admin. | FR-012 | Strike Team Reimbursement (OES / FEMA) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| **FIRE / EMERGENCY MANAGEMENT (See City-Wide for Grants)** | | | | | | | | |
| Fire / Emergency Manage. | FR-013 | Emergency Operations Plan | When Superseded | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Fire / Emergency Manage. | FR-014 | Emergency Exercises / Drills / EOC Activations / After Action Reports | 5 years | | Mag, Ppr | | | Department Preference for possible OES or FEMA reimbursement; CalARP training and audits should be done every 3 years; GC §34090 |
| **FIRE / EMERGENCY MEDICAL SERVICES** | | | | | | | | |
| Fire / EMS | FR-015 | Fire Incident ePCR Database | Indefinite - Minimum 20 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated (e-PCRs for minors are required until 1 year after age 18, but not less than 7 years - see Patient Care Reports); GC §34090 et seq. |
| Fire / EMS | FR-016 | Controlled Substance Logs, Inventories / Drug Logs | 3 years | Yes | Mag, Ppr | | | Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04; GC §34090 |

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| Fire / EMS | FR-017 | Employee Vaccinations, TB Test, etc. | Separation + 30 years OR Deceased + 5 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090 |
| Fire / EMS | FR-018 | EMS Complaints | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Statute of Limitations for health providers is 3 years; Call Records are required for 3 years; 13 CCR 1100.7, CCP §340.5, GC §34090 |
| Fire / EMS | FR-019 | HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act) | Superseded + 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 24 CFR 164.530(j) |
| Fire / EMS | FR-020 | Patient Care Reports / PCRs / e-PCRs (EMS transportation) Reports: ALL (medical and non-medical.)<br>Includes e-PCR Database / Electronic Patient Care Report Database<br><br>Patient Information Worksheets are drafts | 20 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; minors are required until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §§1797.98e 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3 |
| **FIRE PREVENTION** | | | | | | | | |
| Fire / Fire Prevention | FR-021 | Fire Inspection Database | Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; retention is required for Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials; CFC §104.6.2; GC §34090 et seq. |

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| Fire / Fire Prevention | FR-022 | Fire Citations / Notice of Violations | Minimum 2 years | | Mag, Ppr | | | Department Preference; GC §34090 |
| Fire / Fire Prevention | FR-023 | Fire Inspections / **Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials** | Life of the Structure or Activity, or **Minimum 5 years, Whichever is Longer** | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §34090 |
| County CUPA | FR-024 | Hazardous Materials Business Plans, Inventories, Permits, etc. | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not City Records, County CUPA is the Office of Record (CUPA = Certified Unified Program Agencies) |
| Fire / Fire Prevention | FR-025 | Permits: **Construction** Fire Permits: High Piled Storage, Sprinkler Systems, etc. | Life of the Structure or Activity, or **Minimum 5 years, Whichever is Longer** | Yes: Before Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; CFC §§ 104.6 – 104.6.4; GC § 34090 et seq. |
| Fire / Fire Prevention | FR-026 | Permits: **Operational Fire Code** Permits / **Special Event Permits** (assembly permits, burn permits, candle permits, tent permits, open flame, etc.) | Expiration of Permit + 2 years | Yes: Before Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Fire / Fire Prevention | FR-027 | Plan Review / Fire Sprinkler, Fire Safety Plans / Fire Construction Documents (Final, Approved by the Fire Department Only) | Completion + 180 days | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Records are required to be retained for Completion + 180 days; CFC §106.4 |
| Fire / Fire Prevention | FR-028 | Public Information / Education (when produced internally) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |

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| Fire / Fire Prevention | FR-029 | Weed Abatement / Vegetation Abatement | When No Longer Required **- Minimum 2 years** | | Mag, Ppr | | | Department Preference; GC §34090 |
| **OPERATIONS / SUPPRESSION** | | | | | | | | |
| Fire / Ops | FR-030 | Fire **Operations Database** (ERS / ESO) | Indefinite - Minimum 2 years | | Mag | | | Data is interrelated; CFC §104.6.2; GC §34090 et seq. |
| Fire / Ops | FR-031 | Apparatus, Equipment & Vehicle Maintenance & Testing | Surplus + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §34090 |
| State of California | FR-032 | California Fire Incident Reporting System (CFIRS) / CalStats, CAIRS / California Incident Data and Statistics Program, etc. | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not City Records, The Cal Fire and/or the State Fire Marshal is the Office of Record |
| Fire / Ops | FR-033 | Controlled Substance Logs, Inventories / Drug Logs | 3 years | Yes | Mag, Ppr | | | Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04; GC §34090 |
| Fire / Ops | FR-034 | Fire Investigations - **Arson & Capital Crimes Only** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq. |
| Fire / Ops | FR-035 | Fire Investigations - **OTHER Than** Arson & Capital Crimes | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et seq. |
| Fire / Ops | FR-036 | Fire Station Self-Inspection Reports | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |

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| Fire / Ops | FR-037 | Incident Logs / Station Log Books / Red Books | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Fire / Ops | FR-038 | PPE Checklists (Personal Protective Equipment Checklists) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Fire / Ops | FR-039 | Pre-Fire Plans | When Superseded | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| **TRAINING** | | | | | | | | |
| Fire / Training | FR-040 | Training **Database / Training File by Employee** (Vector Solutions / Target Solutions) | Indefinite - Separation + 5 years | | Mag | | | Department preference; 5 years meets OSHA requirements; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090 |

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| **HUMAN RESOURCES** | | | | | | | | |
| Human Resources | HR-001 | Human Resources Services **Database / ERP Database** (Tyler Munis) | Indefinite - Minimum Separation + 30 years | Yes | Mag | | | Data Fields / Records are interrelated; GC §34090 |
| Human Resources | HR-002 | 1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage) & Transmittal Form) | 5 years | | Mag, Ppr | | | Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090 |
| Human Resources | HR-003 | Benefit Plan Documents (CalPERS, Dental, Vision, etc.) | Duration of the Contract + 6 years | Yes: For Duration of Contract | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; 28 CCR 1300.85.1; GC §34090 |
| Human Resources | HR-004 | California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims | Separation + 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference to match retention for personnel files; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090 |
| Human Resources | HR-005 | Classification / Reorganization Studies (for employee classifications and department structures) | Minimum 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090 |

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| Human Resources | HR-006 | Compensation Surveys & Studies | Minimum 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090 |
| Human Resources | HR-007 | Contracts for Investigators (Employees Only) Excludes Police | Minimum 3 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090 |
| Human Resources | HR-008 | COVID-19 Notifications to Employees | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | LC §6409.6(k), GC §34090 |
| Human Resources | HR-009 | DE-34 (California EDD Report of New Employees) | 5 years | | Mag, Ppr | | | Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090 |
| Human Resources | HR-010 | Deferred Compensation (City Statements) | 5 years | | Mag, Ppr | | | Produced by Deferred Comp. Provider; GC §304090, 26 CFR 31.6001.1 |
| Human Resources | HR-011 | DMV Pull Notices | When Superseded or Upon Separation | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090 |

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| Human Resources | HR-012 | EDD Claims & Forms (Employment Development Department) / Unemployment Claims, Claims for Paid Family Leave / FMLA, Disability Insurance Claims & Additional Information) | Close + 5 years | | Mag, Ppr | | | Department Preference; meets municipal government auditing standards; GC §34090 |
| Human Resources | HR-013 | Employee Investigations | Separation + 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference to match retention for personnel files; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090; |
| Human Resources | HR-014 | Employment Verifications, Child Support, etc. (From lenders or other outside companies) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Non-records, content is not substantive; GC §34090 et seq. |
| Human Resources | HR-015 | Grievances | Separation + 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference to match retention for personnel files; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b) |
| Human Resources | HR-016 | Human Relations Commission **AGENDAS & STAFF REPORTS** | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Human Resources | HR-017 | Human Relations Commission **MINUTES** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |

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| ***HOLDS**: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Human Resources | HR-018 | I-9s | Separation + 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090 |
| Human Resources | HR-019 | Job Descriptions / Job Classification / Job Specifications | Minimum Superseded + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090 |
| Human Resources | HR-020 | Labor Negotiations / Bargaining Unit Negation Notes | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Human Resources | HR-021 | Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)<br><br>(Workers Compensation is retained by Legal & Risk Management) | Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer) | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090 |
| Human Resources | HR-022 | OSHA Logs - 200, 300, 301, 301A | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a), 8 CCR §3203(b)(1), GC §34090.7; LC §6429c |

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| Human Resources | HR-023 | Personnel Files - **Employee File (Official Personnel File)** Includes Application, Discipline, Evaluations, Policy Acknowledgements, Employee's Oath of Office / Oath for Disaster Worker, Harassment Prevention Training Certificates, PAF / Personnel Action Forms, W-4s, etc.) | Separation + 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC 1198.5 |
| Human Resources | HR-024 | Personnel Files - **Medical File** Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, Respiratory Fit Tests, etc. | Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer) | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090 |
| Human Resources | HR-025 | Recruitment and Testing File / NeoGov Database Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Background Checks, etc. | Hiring Decision + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090 |

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| Human Resources | HR-026 | Retiree Medical Enrollment / Retiree Billing / COBRA Billing | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Meets municipal government auditing standards; GC §34090 |
| Lead Dept. | HR-027 | Volunteer Waivers | 20 years | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; ; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090; 29 USC 1113 |
| Human Resources | HR-028 | Workers Compensation Claims (Includes all Accident, Incident, or Injury Reports from Employees) | Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer) | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090 |
| **RISK MANAGEMENT** | | | | | | | | |
| Human Resources / Risk Management | HR-029 | Accident / Incident Reports - **MEMBERS OF THE PUBLIC** | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Human Resources / Risk Management | HR-030 | Claim for Damages / Claims Against the City | Final Resolution + 5 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department Preference; municipal government auditing standards is 5 years; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090, |
| Human Resources / Risk Management | HR-031 | Insurance Certificates - Vendors with a current contract with the City | 11 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Longest Statute of Limitations is 10 years; Conforms with Agreement Retention (usually filed with agreement); CCP §337 et seq.; GC §34090 |

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| ***HOLDS**: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Human Resources / Risk Management | HR-032 | Insurance Policies - **General Liability, Workers Compensation Excess Liability** | P | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Covers longest possible statute of limitations; CCP §337 et seq.; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i); GC §§ 911.2, 34090 |
| Human Resources / Risk Management | HR-033 | Insurance Policies - **Property, Fire, Theft, etc.** | Expiration + 4 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Covers statute of limitations for contracts; CCP §337 et seq.; GC §34090 |
| Human Resources / Risk Management | HR-034 | Insurance Requirement Exception Approvals | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Human Resources / Risk Management | HR-035 | Subrogation Claims:/ Property Damage Claims / Restitution / Recovery of Damages to City Property / City's Invoices to Insurance Companies | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Meets municipal government auditing standards; GC §34090 |
| **HUMAN RESOURCES / SAFETY** | | | | | | | | |
| Human Resources / Safety | HR-036 | Noise Exposure Measurements: Areas / Facilities / Equipment (jackhammers, etc.) | Minimum 2 years | | Mag, OD, Ppr | S | Yes: After QC & OD | Only 2 years is mandated); 8 CCR 5100(d)(1); GC §34090 et seq. |
| Human Resources / Safety | HR-037 | OSHA Citations and Inspections | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c |
| Human Resources / Safety | HR-038 | Safety Committee / Safety Steering Committee | 5 years | | Mag, Ppr | | | Department preference; GC §34090 et seq. |
| Human Resources / Safety | HR-039 | Safety Investigations | 5 years | | Ppr | | | OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090 et seq.; LC §6429c |

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| ***HOLDS**: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Human Resources / Safety | HR-040 | Site Inspection Forms / Self Inspections / Job Site Inspections / Facility Inspections | 5 years | | Mag, OD, Ppr | S | Yes: After QC & OD | Department preference; GC §34090 et seq. |

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# RECORDS RETENTION SCHEDULE: LIBRARY



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| ***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| **LIBRARY** | | | | | | | | |
| Library | LIB-001 | _Library Information / Library Management System **Database** | Indefinite - Minimum 2 years | Yes | Mag | | | Data Fields / Records are interrelated; GC §34090 |
| Lead Dept. | LIB-002 | Cash Receipts / Revenue Backup | 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; (meets municipal government auditing standards); GC §34090 |
| Library | LIB-003 | Comment Cards / Thank-yous | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090 |
| Library | LIB-004 | Contest Entries (Photo Contests, etc.) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090 |
| Library | LIB-005 | Divisional Reports | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference; GC §34090 |
| Lead Dept. | LIB-006 | Facility Rental Applications (Room Reservations, etc.) | 2 years | Yes: Before Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 |
| Library | LIB-007 | Grants: **LSTA** (Library Services and Technology), **CLLS** (California Library Literacy Services); or other Grants **NOT managed by the City Manager's Office**<br><br>Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records | Final Expenditure + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090 |

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| Lead Dept. | LIB-008 | Incident Reports / Code of Conduct Violations | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference to retain repeat offenders longer; GC §34090 |
| Library | LIB-009 | Library Board of Trustees **AGENDAS & STAFF REPORTS** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Library | LIB-010 | Library Board of Trustees **AUDIO or VIDEO RECORDINGS** | Minimum 4 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7 |
| Library | LIB-011 | Library Board of Trustees **MINUTES** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| Library | LIB-012 | Library Programs - Education, Youth & Families, Lifelong Learning, etc. (Program Manager's Records) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference; GC §34090 |
| Library | LIB-013 | Library Statistics / Circulation Reports | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Can be re-printed from Library Database; may be placed in Library Board's Agenda Packet; GC §34090 et seq. |
| Library | LIB-014 | Patron Applications / Internet User Agreements (Entered into Library Information Database) | When No Longer Required | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Source Drafts - Entered into Library Information Database; GC §34090 |
| Library | LIB-015 | Program Sign Ups (e.g. Summer Reading) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Preliminary / Transitory documents not retained in the ordinary course of business; GC §34090 |
| Lead Dept. | LIB-016 | Registrations / Sign-ins / Waivers (Signed by participants, or their parent or guardian) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 et. seq. |

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| ***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Library | LIB-017 | Subscription for On-Line Services | Completion + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 et. seq. |
| Library | LIB-018 | Waivers / Release Forms (Artists / Exhibitor's work in Display Cases) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 et. seq. |

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# RECORDS RETENTION SCHEDULE: MANAGEMENT SERVICES / FINANCE DEPARTMENT / FINANCE, PAYROLL & PURCHASING



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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| **FINANCE ADMINISTRATION** | | | | | | | | |
| Manag. Services / Finance Dept. / Admin. | FIN-001 | Bonds & Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) / General Obligation Bonds / Revenue Bonds / Assessment District Bonds / CFD Bonds - Includes Continuing Disclosure Reports<br><br>See Bank Statements for statement retention. | Fully Defeased + 10 years | Yes: Until Maturity | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e): GC §43900 et seq. |
| Manag. Services / Finance Dept. / Admin. | FIN-002 | Citizens' Measure T Oversight Committee **AGENDAS & STAFF REPORTS** | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Manag. Services / Finance Dept. / Admin. | FIN-003 | Citizens' Measure T Oversight Committee **AUDIO or VIDEO RECORDINGS** | Minimum 2 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7 |
| Manag. Services / Finance Dept. / Admin. | FIN-004 | Citizens' Measure T Oversight Committee **MINUTES & RESOLUTIONS** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| **MANAGEMENT & FINANCIAL SERVICES / GENERAL ACCOUNTING** | | | | | | | | |
| Manag. Services / Finance Dept. / Lead Div. | FIN-005 | Financial Services **Database / ERP Database** (Tyler Munis) | Indefinite - Minimum 5 years | Yes | Mag | | | Data Fields / Records are interrelated; GC §34090 |

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| Manag. Services / Finance Dept. / General Accounting | FIN-006 | 1099's, 1096's, DE542 (California Report of Independent Contractors) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436 |
| Manag. Services / Finance Dept. / General Accounting | FIN-007 | Accounts Payable / Invoices and Backup<br><br>(Includes Invoices, Credit Card Receipts, Employee Reimbursement, Travel Expense Reimbursements, Warrant Request, etc.) | 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference to pass grant audits (meets municipal government auditing standards); GC §34090 |
| Manag. Services / Finance Dept. / General Accounting | FIN-008 | Audit Reports / Annual Consolidated Financial Report (ACFR) and related Audit Opinions | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| Manag. Services / Finance Dept. / General Accounting | FIN-009 | Audit Work Papers | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; (preliminary drafts); GC §34090 |
| Manag. Services / Finance Dept. / General Accounting | FIN-010 | Audits - Single Audits / Transportation Audits / PERS Audit, FEMA or OES Audits, etc. | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (exceeds municipal government auditing standards to ensure FEMA or OES does not recoup money); GC §34090 |

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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Manag. Services / Finance Dept. / General Accounting | FIN-011 | Bank Statements and Trustee Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, Wire Transfers | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §§34090, 26 CFR 31.6001-1 |
| Manag. Services / Finance Dept. / General Accounting | FIN-012 | Bankruptcies - **NOT** pursued | When No Longer Required | | Mag, Ppr | | | Preliminary drafts not retained in the ordinary course of business; GC §34090 |
| Manag. Services / Finance Dept. / General Accounting | FIN-013 | Bankruptcies - **Where a claim is filed** | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (negative information remains on credit ratings for 7 years); GC §34090 |
| Manag. Services / Finance Dept. / General Accounting | FIN-014 | Budgets - Adopted / Final | P | Yes: Current Fiscal Year | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| Manag. Services / Finance Dept. / General Accounting | FIN-015 | Budgets - Preliminary, Backup Documents | Drafts - When No Longer Required | Yes: Current Fiscal Year | Mag, Ppr | | | Department Preference; GC §34090 |

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| Manag. Services / Finance Dept. / General Accounting | FIN-016 | Checks / Warrant Register Report (issued) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Meets auditing standards; GC §34090 |
| Manag. Services / Finance Dept. / General Accounting | FIN-017 | Checks / Warrants (Cashed or Returned / NSF) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Meets auditing standards; GC §34090 |
| Manag. Services / Finance Dept. / General Accounting | FIN-018 | Escheat (Unclaimed money / uncashed checks) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090 |
| Manag. Services / Finance Dept. / General Accounting | FIN-019 | Fixed Assets - Annual Listing (Source Documents) | 20 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Meets auditing standards; GC §34090 |
| Manag. Services / Finance Dept. / General Accounting | FIN-020 | Journal Entries / Journal Vouchers / Budget Adjustments | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337 |

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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Manag. Services / Finance Dept. / General Accounting | FIN-021 | Reports, Finance Reports created from Database: General Ledgers Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc. (Tyler Munis) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Financial system can re-create reports accurately; GC §34090 |
| Manag. Services / Finance Dept. / General Accounting | FIN-022 | Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc. | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Meets auditing standards; GC §34090 |
| **MANAGEMENT & FINANCIAL SERVICES / PAYROLL** | | | | | | | | |
| Manag. Services / Finance Dept. / Lead Div. | FIN-023 | Financial Services **Database / ERP Database** (Tyler Munis) | Indefinite - Minimum 5 years | Yes | Mag | | | Data Fields / Records are interrelated; GC §34090 |
| Manag. Services / Finance Dept. / Payroll | FIN-024 | CalPERS Reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Most recent records are stored on CalPERS website; Department Preference; Retained to match other auditing periods; GC §34090 |
| Manag. Services / Finance Dept. / Payroll | FIN-025 | Checks / Warrants - Cancelled - Payroll Only | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090, 26 CFR 31.6001-1 |

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# RECORDS RETENTION SCHEDULE: MANAGEMENT SERVICES / FINANCE DEPARTMENT / FINANCE, PAYROLL & PURCHASING



| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| Manag. Services / Finance Dept. / Payroll | FIN-026 | DE-6, DE-7, DE-9 DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc. | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090 |
| Manag. Services / Finance Dept. / Payroll | FIN-027 | Employee Payroll File (all Copies - Human Recourses retains W-4s and other original records) | Upon Separation | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Copies; GC §34090.7 |
| Manag. Services / Finance Dept. / Payroll | FIN-028 | Garnishments, Child Support, Court Orders regarding Employee Wages | Completion or Separation + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Manag. Services / Finance Dept. / Payroll | FIN-029 | Payroll Warrant Register Report - Payroll Bi-weekly Detail Report | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Manag. Services / Finance Dept. / Payroll | FIN-030 | PERS Statements | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |

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| Manag. Services / Finance Dept. / Payroll | FIN-031 | Time Sheets / Time Cards / Overtime Sheets / Overtime Cards | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090; 8 CCR 11040.7(c); 29 CFR 516.5 & 516.6(c); |
| Manag. Services / Finance Dept. / Payroll | FIN-032 | W-2's | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090 |
| **PURCHASING** | | | | | | | | |
| City Manager / Lead Div. | CM--011 | Financial Services **Database / ERP Database** (Tyler Munis) | Indefinite - Minimum 5 years | Yes | Mag | | | Data Fields / Records are interrelated; GC §34090 |
| City Manager / Purchasing | CM--012 | Bid Packets / Pre-Qualification Packets / Solicitations / Planet Bids **Database** Unsuccessful Proposals, Notices, etc. Lead Department determines successful proposer | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference to meet possible grant audits; GC §34090 |
| City Manager / Purchasing | CM--013 | Purchase Orders & Requisitions | 5 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference to match Database retention; (Professional Services always have a contract, therefore Errors & Omissions are not applicable); Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090 |

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# RECORDS RETENTION SCHEDULE: MANAGEMENT SERVICES / FINANCE DEPARTMENT / FINANCE, PAYROLL & PURCHASING



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| City Manager / Purchasing | CM--014 | W-9s | Vendor Inactive + 5 years | | Mag, Ppr | | | Meets IRS auditing standards; GC §34090 |

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# RECORDS RETENTION SCHEDULE: MANAGEMENT SERVICES / FINANCE DEPARTMENT / INNOVATION & TECHNOLOGY & GIS



| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| **INNOVATION & TECHNOLOGY / MAPS & GIS** | | | | | | | | |
| Innovation & Technology / Maps & GIS | IT-001 | Backups - ALL Computer Backups (ALL Disaster Recovery Computer Backups) | When No Longer Required | Yes | Mag. | | | Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq. |
| Innovation & Technology / Maps & GIS | IT-002 | Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line - SB 272) | When Superseded | | Mag. | | | GC §34090 et seq. |
| Innovation & Technology / Maps & GIS | IT-003 | GIS Database / Data / Layers (both City-wide and Specialized) | When No Longer Required | Yes | Mag | | | Historically Significant data sets & Aerials / Orthos are saved as needed; GC §34090 et seq. |
| Innovation & Technology / Maps & GIS | IT-004 | Network Configuration Maps & Plans | When No Longer Required | | Mag. | | | Preliminary documents not retained in the ordinary course of business; GC §34090 et seq. |
| Innovation & Technology / Maps & GIS | IT-005 | **UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP /** (WORM / DVD-r / CD-r / Blue Ray-R / Optical Disk) or other unalterable media that does not permit additions, deletions, or changes | P | | OD | | | For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq. |
| Innovation & Technology / Maps & GIS | IT-006 | Video Recordings - **Department Activity / Building Security** (Employees Performing Work, Cashiering, Building Security, etc.)<br><br>See City Clerk's schedule for City Council Video Recordings | 1 year | | Mag | | | Records regular and ongoing operations or Building Security; GC §34090.6 et seq, |
| Innovation & Technology / Maps & GIS | IT-007 | Video Recordings - **Public Areas / Public Activity** | When No Longer Required | | Mag | | | Does not record regular and ongoing operations; GC §34090.6 et seq, |

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# RECORDS RETENTION SCHEDULE: MANAGEMENT SERVICES / FINANCE DEPARTMENT / REVENUE



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| **REVENUE** | | | | | | | | |
| Manag. Services / Finance Dept. / Lead Div. | REV-001 | Financial Services **Database / ERP Database** (Tyler Munis) | Indefinite - Minimum 5 years | Yes | Mag | | | Data Fields / Records are interrelated; GC §34090 |
| Manag. Services / Finance Dept. / Revenue | REV-002 | Business License **Database** (HdL0 | Indefinite - Minimum 5 years | Yes (all) | Mag | | | Department Preference - Data is interrelated; GC §34090, H&S §19850 |
| Manag. Services / Finance Dept. / Revenue | REV-003 | Accounts Receivable / Revenue / Our Invoices to Outside Entities: Insurance Companies, Franchise Fees, Parking Citation Billing, Transient Occupancy Tax (TOT), Auctions of Surplus Property, Credit Card Payment Receipts, Tenant Billing / Rent, etc. | 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; (meets municipal government auditing standards); GC §34090 |
| Manag. Services / Finance Dept. / Revenue | REV-004 | Business License **Registrations, Renewals, Tax Certificates** | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Meets auditing standards; GC §34090 et seq. |
| Manag. Services / Finance Dept. / Revenue | REV-005 | Business License **Applications** (with Zoning Approvals) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Meets auditing standards; GC §34090 et seq. |
| Manag. Services / Finance Dept. / Revenue | REV-006 | Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.) | Follow Bank Instructions | | Mag,, Ppr | S / I | Yes: Per Bank Instructions | These are bank instruments, and not City records; per bank agreement. |
| Manag. Services / Finance Dept. / Revenue | REV-007 | Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §§34090, 26 CFR 31.6001-1 |

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| *HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement or resolution.)* | | | | | | | | |
| Manag. Services / Finance Dept. / Revenue | REV-008 | Dog Licenses | Expiration + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et seq. |
| Manag. Services / Finance Dept. / Revenue | REV-009 | Investment Transactions / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund)) | Maturity + 5 years | Yes: Until Paid | Mag, Ppr | | | Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900 |
| Manag. Services / Finance Dept. / Revenue | REV-010 | Parking Permits | Expiration + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et seq. |
| Manag. Services / Finance Dept. / Revenue | REV-011 | Treasurer's Reports signed or approved by the City Treasurer / Financial Reports, Warrant Reports, etc. | 5 years | | Mag, Ppr | | | Department Preference; Meets auditing standards; GC §34090 |

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# RECORDS RETENTION SCHEDULE: MANAGEMENT SERVICES / FINANCE DEPARTMENT / UTILITIES CUSTOMER SERVICE



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| **UTILITIES CUSTOMER SERVICE** | | | | | | | | |
| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-001 | _Customer Service / Utilities Customer Service Database (enQuesta) | Indefinite - Minimum 5 years | Yes | Mag | | | Data Fields / Records are interrelated; GC §34090 |
| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-002 | Adjustments / Abnormal Read Reports | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference (The Database is the original; reports are considered drafts or copies, and can be re-printed from the database); GC §34090 |
| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-003 | Bankruptcies - **NOT** pursued | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts not retained in the ordinary course of business; GC §34090 |
| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-004 | Bankruptcies - **Where a claim is filed** | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (negative information remains on credit ratings for 7 years); GC §34090 |

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| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-005 | Billing Registers, Payment Registers, Adjustment Registers | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference (The Database is the original; reports are considered drafts or copies, and can be re-printed from the database); GC §34090 |
| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-006 | Collections / Collection Agency Case Files & Statements / Delinquent Accounts | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq. |
| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-007 | Hydrant Meters - Rentals / Temporary (Pools, Construction) | End of Rental + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-008 | Payment Stubs / Water Receipts / Utility Receipts (when payment is submitted) | When No Longer Required | | Mag, Ppr | | | Preliminary Documents - payments can be made without including the stub; GC §34090 et seq. |
| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-009 | Residential Water Billing: **Appeals** - Payment Delinquency & Impending Discontinuation | Final Decision + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Documented or attached to Customer Record in database; GC §34090; H&S §116908 |

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| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-010 | Residential Water Billing: **Non-payment Notices** / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Documented or attached to Customer Record in database; GC §34090; H&S §116908 |
| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-011 | Residential Water Billing: **Payment Plans:** Amortization, Alternative Payment Plans, Deferrals, etc. | Expiration or Completion of Payment Plan | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Documented or attached to Customer Record in database; GC §34090; H&S §116910 |
| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-012 | Residential Water Billing: **Policy on Discontinuation** of Residential Service for Nonpayment | When Superseded; Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Must post to Website; H&S §116906; GC §34090 |
| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-013 | Residential Water Billing: **Report of Annual Discontinuations** of Residential Service | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Must post to Website; H&S §116918; GC §34090 |
| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-014 | Returned Checks / NSF Checks | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Meets auditing standards; GC §34090 |

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| Manag. Services / Finance Dept. / Utilities Customer Service | UCS-015 | Service Address Files (Application, Calculations for Adjustments, Turn-ons / Turn-offs, etc.) | Close of Account in Good Standing + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et seq. |

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## MUED - Engineering (CIP, Traffic), Programs (Conserv. NPDES,) Utilities (Lab, Wastewater, Water)

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| **MUED / ADMINISTRATION** | | | | | | | | |
| MUED / Administration | MUED-001 | Municipal Utilities / Public Works Commission **AGENDAS & STAFF REPORTS** | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| MUED / Administration | MUED-002 | Municipal Utilities / Public Works Commission **AUDIO RECORDINGS** | Minimum 2 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7 |
| MUED / Administration | MUED-003 | Municipal Utilities / Public Works Commission **MINUTES** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| MUED / Administration | MUED-004 | Traffic & Parking Commission **AGENDAS & STAFF REPORTS** | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| MUED / Administration | MUED-005 | Traffic & Parking Commission **AUDIO RECORDINGS** | Minimum 2 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7 |
| MUED / Administration | MUED-006 | Traffic & Parking Commission **MINUTES** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| MUED / Administration | MUED-007 | Utility Advisory Committee **AGENDAS & STAFF REPORTS** | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| MUED / Administration | MUED-008 | Utility Advisory Committee **AUDIO RECORDINGS** | Minimum 2 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7 |
| MUED / Administration | MUED-009 | Utility Advisory Committee **MINUTES** | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |

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## MUED - Engineering (CIP, Traffic), Programs (Conserv. NPDES,) Utilities (Lab, Wastewater, Water)

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| **ENGINEERING - CAPITAL IMPROVEMENT PROJECT, TRAFFIC ENGINEERING** | | | | | | | | |
| MUED / Engineering | MUED-010 | Capital Improvement Projects (CIP): **MAINTENANCE-ONLY PROJECTS (Painting, Potholing, Signal Synchronization, Slurry Seal, Re-Roof, etc. - No change in Infrastructure Configuration)**<br><br>All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.) | Completion + 5 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090 |
| MUED / Engineering | MUED-011 | Capital Improvement Projects (CIP): **Administration File**<br><br>Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs , Safety. SWPPP / WPCP, etc. | Completion + 10 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090 |

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| MUED / Engineering | MUED-012 | Capital Improvement Projects (CIP): **Permanent File**<br><br>Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Fire Hydrant Calculations, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc. | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090 |
| MUED / Engineering | MUED-013 | Design & Construction Standards - Authored by the City for Construction of City Infrastructure (CIP or Land Development) | P | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §34090 |
| MUED / Engineering | MUED-014 | Drawings, Maps, and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built" | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Drafts should be destroyed; GC §34090 |
| City Clerk | MUED-015 | Easements, Deeds, Right of Ways, Abandonments / Vacation, Liens / Lien Releases | P | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| MUED / Engineering | MUED-016 | Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA **- Where Engineering is the Lead**<br><br>**Correspondence and staff notes** that provide insight into the project or the agency's CEQA compliance with respect to the project | Project Approval or Denial + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090 |

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| MUED / Engineering | MUED-017 | Prop. 218 (Property-based fees - Water or Wastewater Fees: **Notices / Mailing List / Protest Letters / Ballots, Tabulation** | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §53753(e)(2) |
| MUED / Engineering | MUED-018 | Surveys, Record of Survey | P | Yes (all) | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §34090 |
| MUED / Engineering | MUED-019 | Traffic Calming Requests (Speed Humps, Red Curbs, Stop Signs, etc.) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| State or Police Dept. | MUED-020 | Traffic Collision Reports / SWTRS | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | copies; GC §34090.7 |
| MUED / Engineering | MUED-021 | Traffic Counts / Traffic Studies | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Clerk | MUED-022 | Traffic Speed Surveys (certified by City Council Resolution) | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Presented to the City Council in the Council Agenda Packet; GC §34090.7 |
| MUED / Engineering | MUED-023 | Traffic Stop Sign Warrants | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| MUED / Engineering | MUED-024 | Transportation Plans / Master Plans | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| **PROGRAMS - NPDES, WATER CONSERVATION** | | | | | | | | |
| MUED / Programs - NPDES, Water Conservation | MUED-025 | NPDES - Street Sweeping Tonnage Reports | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090 |

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| MUED / Programs - NPDES, Water Conservation | MUED-026 | NPDES Annual Reports | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090 |
| MUED / Programs - NPDES, Water Conservation | MUED-027 | NPDES Inspections (Business Inspections, O&M related inspections, and Development Inspections) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090 |
| MUED / Programs - NPDES, Water Conservation | MUED-028 | NPDES Permits / MS-4 Permits | Expiration + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090 |
| MUED / Programs - NPDES, Water Conservation | MUED-029 | Water Conservation Programs / Rebate Programs / Check Requests / Toilets, Washers, Turf, etc. | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | (meets auditing standards); GC §34090 |
| MUED / Programs - NPDES, Water Conservation | MUED-030 | Water Conservation Reports / Consumption Reports | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| **UTILITIES - LABORATORY / WASTEWATER & WATER QUALITY REPORTS** | | | | | | | | |
| MUED / Laboratory | MUED-031 | _LIMS **Database** / Laboratory Information Management System Database / Excel Spreadsheets (Tabular Summaries) | Indefinite - Minimum 12 years or 2 Compliance Cycles, Whichever is Longer | | Mag | | | Data is Inter-related; Lead and Copper for Potable Water is required for 12 years or 2 compliance cycles; Exceeds TNI Standards for accreditation of environmental laboratories; TNI V1M2 4.13.3.b; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91; GC §34090 |

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| MUED / Laboratory | MUED-032 | Demonstrations of Capability, and MDLs / MDL Studies (Method Detection Limit) | P | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Department preference; Exceeds TNI Standards for accreditation of environmental laboratories; TNI V1M2 4.13.3.b; GC §34090 |
| MUED / Laboratory | MUED-033 | Lab Reports & Chains of Custody: **Potable Water Bacteriological and Organics** | Minimum 5 years | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Required for 5 years; Meets TNI Standards for accreditation of environmental laboratories; TNI V1M2 4.13.3.b; 40 CFR 141.33(a) and (b)(1); 22 CCR §§ 64423.1(d), 64470; GC §34090 |
| MUED / Laboratory | MUED-034 | Lab Reports & Chains of Custody: **Potable Water Chemical** (Includes Chlorine Residuals) | Minimum 10 years | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Required for 10 years; Exceeds TNI Standards for accreditation of environmental laboratories; TNI V1M2 4.13.3.b; 40 CFR 141.33(a); 22 CCR §64692; GC §34090 |
| MUED / Laboratory | MUED-035 | Lab Reports & Chains of Custody: **Potable Water Lead & Copper** | Minimum 12 years or 2 Compliance Cycles, Whichever is Longer | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Required for 12 years or 2 compliance cycles; Exceeds TNI Standards for accreditation of environmental laboratories; TNI V1M2 4.13.3.b; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91; GC §34090 |
| MUED / Laboratory | MUED-036 | Lab Reports & Chains of Custody: **Non-Potable Water / Wastewater** | Minimum 5 years | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Department preference; Meets TNI Standards for accreditation of environmental laboratories; TNI V1M2 4.13.3.b; GC §34090 |
| MUED / Laboratory | MUED-037 | Laboratory Certification | 10 years | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Department preference; Exceeds TNI Standards for accreditation of environmental laboratories; TNI V1M2 4.13.3.b; GC §34090 |

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| MUED / Laboratory | MUED-038 | Laboratory Equipment Calibration Records / Testing Records & Logs | 10 years | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Department preference; 10 years is EPA / Good Laboratory Practice Standards for studies relating to health effects, environmental effects, and chemical fate tests require 10 years for Lab records, raw data, master schedule sheets, protocols, quality assurance inspections, training, experience, job descriptions, maintenance and calibration records and reports; TNI V1M2 4.13.3.b; 40 CFR 792.195; GC §34090 |
| MUED / Laboratory | MUED-039 | Laboratory SOPs (Standard Operating Procedures) / QAM (Quality Assurance Manual), and other procedures and manuals needed for data reconstruction | 10 years | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Department preference (retained as long as the results data); Exceeds TNI Standards for accreditation of environmental laboratories; TNI V1M2 4.13.3.b; 40 CFR 141.33(f); 40 CFR 792.195; GC §34090 |
| MUED / Laboratory | MUED-040 | Log Books (All Laboratory Log Books) | 10 years | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Department preference; 10 years is EPA / Good Laboratory Practice Standards for studies relating to health effects, environmental effects, and chemical fate tests require 10 years for Lab records, raw data, master schedule sheets, protocols, quality assurance inspections, training, experience, job descriptions, maintenance and calibration records and reports; Exceeds TNI Standards for accreditation of environmental laboratories; TNI V1M2 4.13.3.b;40 CFR 792.195; GC §34090 |

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| Lead Dept. | MUED-041 | Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used) | 30 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090 |
| **UTILITIES - WASTEWATER COLLECTIONS** | | | | | | | | |
| MUED / Wastewater Collections | MUED-042 | CCTV Videos of Sewer Lines | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Lead Dept. | MUED-043 | Confined Space Entries / Hot Work Permits | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090 |
| MUED / Wastewater Collections | MUED-044 | FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12 |
| MUED / Wastewater Collections | MUED-045 | Industrial Waste Permits | Expiration + 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12 |
| MUED / Wastewater Collections | MUED-046 | Industrial Waste Pretreatment Files | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12 |
| MUED / Wastewater Collections | MUED-047 | Sanitary Spills and Overflows (SSOs) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §34090 |
| MUED / Wastewater Collections | MUED-048 | Sewer Odor Complaints / Gas Detection Results / Investigations | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |

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| MUED / Wastewater Collections | MUED-049 | Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan | Superseded + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §34090 |
| Lead Dept. | MUED-050 | Underground Service Alerts (USA's) / Dig Alerts | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), 34090 |
| **UTILITIES - WASTEWATER OPERATIONS (WWTP)** | | | | | | | | |
| MUED / WWTP | MUED-051 | _SCADA Database (Wastewater) | Indefinite - Minimum 12 years or 2 Compliance Cycles, Whichever is Longer | | Mag | | | Data is Inter-related with LIMS; Lead and Copper for Potable Water is required for 12 years or 2 compliance cycles; Exceeds TNI Standards for accreditation of environmental laboratories; TNI V1M2 4.13.3.b; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91; GC §34090 |
| Lead Dept. | MUED-052 | AQMD Permits (Air Quality Management Districts) - for Generators, etc. | Issue Date + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 40 CFR 70.6; GC §34090 |
| MUED / WWTP | MUED-053 | Biosolids / Sewage Sludge Handling Logs and Weigh Tickets | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §34090 |
| Lead Dept. | MUED-054 | Confined Space Entries / Hot Work Permits | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090 |

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| MUED / WWTP | MUED-055 | Emergency Action Plans & Audits - CalARP (California Accidental Release Prevention) / Emergency Response Plan / Hazardous Material Business Plans / Hazard Mitigation Plan / Risk Management Program (RMPs) / Risk & Resiliency Assessment / Process Safety Managements (PSMs) - Facilities with chemicals (Chlorine, ammonia, etc.) | Superseded + 3 years | | Mag, Ppr | | | Department Preference (CalARP training and audits should be done every 3 years); GC §34090 |
| Lead Dept. | MUED-056 | Generator Operation Logs & Inspections | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | AQMD Rule 1470; Form 400–E–13a instructions; GC §34090 |
| MUED / WWTP | MUED-057 | Logs: Vac Con Trucks, etc. | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Lead Dept. | MUED-058 | Operations & Maintenance Manuals / O & M Manuals | Life of Facility or Equipment | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference (some equipment is from the 1950's, and the O&M Manual isn't helpful); GC §34090 |
| MUED / WWTP | MUED-059 | Permits - **Wastewater Regulatory / Operating Permits**: Examples (CalARP, Cal OSHA, CERS, CUPA, SWRCB, etc.) | Expiration + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 CCP §337 et seq. |
| Lead Dept. | MUED-060 | Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.) | Expiration of Certificate or Permit | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et. seq. |
| MUED / WWTP | MUED-061 | Reports - **Wastewater Reports to Regulatory Agencies**: Examples (CalARP, Cal OSHA, CERS, CUPA, SWRCB, etc.) | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 CCP §337 et seq. |

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| Lead Dept. | MUED-062 | Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used) | 30 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090 |
| MUED / WWTP | MUED-063 | Sanitary Survey of Sewer System | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| MUED / WWTP | MUED-064 | Wastewater Treatment Plant Operators Certificates (posting required) | When Superseded | | Mag, OD, Ppr | S | Yes: After QC & OD | Department preference; GC §34090 |
| **UTILITIES - WATER DISTRIBUTION (POTABLE WATER)** | | | | | | | | |
| MUED / Lead Dept. | MUED-065 | _SCADA Database (Water) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §34090 |
| Water | MUED-066 | Backflow Test Results / Backflow Assembly Test Reports (from Customers - City-owned Backflows are entered in CMMS Database) | 3 years | | Mag, Ppr | | | Department preference; 17 CCR 7605(f); GC §§34090, 60201 et seq. |
| MUED / Water Distribution | MUED-067 | Consumer Confidence Report - Annual Water Quality Report | P | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Department preference; State law requires 12 years, federal 10 years; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91 40 CFR 141.33(a); GC §34090 |
| MUED / Water Distribution | MUED-068 | Fire Hydrant Pressure / Water Pressure Measurements, Fire Flow Pressure Test, Flush and Valve Exercise Records | Minimum 20 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| MUED / Water Distribution | MUED-069 | Meter Reads (Paper printouts / pre-dates all electronic systems) | 2 years | | Mag, Ppr | | | GC §34090 |

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## MUED - Engineering (CIP, Traffic), Programs (Conserv. NPDES,) Utilities (Lab, Wastewater, Water)

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| MUED / Water Distribution | MUED-070 | Public Notices - Potable Water (Tier 1, 2, or 3) | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (5 years is required); GC §34090, 22 CCR §64470 |
| MUED / Water Distribution | MUED-071 | Sanitary Survey of Water System | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 22 CCR §64470; GC §34090 |
| Lead Dept. | MUED-072 | Underground Service Alerts (USA's) / Dig Alerts | 3 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), 34090 |
| Division Providing Service / Work | MUED-073 | Work Orders / Service Requests - **CRM / CMMS DATABASE** (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §34090 |
| Division Providing Service / Work | MUED-074 | Work Orders / Service Requests - **All Information Entered in CRM / CMMS Database** (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Preliminary drafts (the database is the original); GC §34090 |
| Division Providing Service / Work | MUED-075 | Work Orders / Service Requests - **NOT entered in CRM / CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090 |
| **UTILITIES - WATER PRODUCTION (POTABLE WATER)** | | | | | | | | |
| Lead Dept. | MUED-076 | Confined Space Entries / Hot Work Permits | 2 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090 |
| MUED / Water Production | MUED-077 | Corrective Actions (As a Result of a Violation) - Potable Water | Resolution + 3 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | 40 CFR 141.33(b)(2); 22 CCR §64470 |

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| Lead Dept. | MUED-078 | Generator Operation Logs & Inspections | Minimum 5 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | AQMD Rule 1470; Form 400–E–13a instructions; GC §34090 |
| MUED / Water Production | MUED-079 | Monthly Reports - includes any Customer Concerns / Customer Complaints / Complaint Forms: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water) | Minimum 5 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | 5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a) |
| Lead Dept. | MUED-080 | Operations & Maintenance Manuals / O & M Manuals | Disposal of Equipment | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Department preference; GC §34090 |
| MUED / Water Production | MUED-081 | Plant Operator Log Books | Minimum 5 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Department Preference; Meets Department of Public Heath requirements; GC §34090 |
| Lead Dept. | MUED-082 | Regulatory Reports / **Water Reports to Regulatory Agencies**: CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, MS-4, NPDES, RMP, SWRCB (State Water Resources Control Board) ,etc. | Minimum 5 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq. |
| MUED / Water Production | MUED-083 | Reservoirs: Dive Videos | 10 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Department preference (covers 2 mandated cycles); GC §34090 |
| MUED / Water Production | MUED-084 | Reservoirs: Inspection Reports, Maintenance Records | P | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Department preference; GC §34090 |

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| Lead Dept. | MUED-085 | Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used) | 30 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090 |
| MUED / Water Production | MUED-086 | Water Production Reads / Reports (to State DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board) | 5 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Department Preference; Meets California Department of Health requirements (3 years); GC §34090 |
| MUED / Water Production | MUED-087 | Water Treatment Plant **NPDES Permits** | Expiration + 5 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Department Preference; City's permit requires 5 years (Federal mandate is 3 years); 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq. |
| MUED / Water Production | MUED-088 | Water Treatment Plant **NPDES Annual Reports** | 5 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Department Preference; City's permit requires 5 years (Federal mandate is 3 years0; 40 CFR §§122.21, 122.41, 122.44 |
| MUED / Water Production | MUED-089 | Water Treatment Plant Operators Certificates (posting required) | When Superseded | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Department preference; GC §34090 |
| MUED / Water Production | MUED-090 | Water Treatment Plant Safety Training Certificates (posting required) | Minimum 5 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 34090 |

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| **POLICE ADMINISTRATION / POLICE CHIEF** | | | | | | | | |
| Police / Admin. / Chief | PD-001 | Background Files - **Successful Employee and Volunteer Applicants** (Employees, Cadets, Canines, Explorers, CERT, Chaplains, Reserves, etc.) | Separation + 4 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; ; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090; 29 USC 1113 |
| Police / Admin. / Chief | PD-002 | Background Files - **Unsuccessful Employee and Volunteer Applicants** (Employees, Cadets, Canines, Explorers, CERT, Chaplains, Reserves, etc.) | 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946,12960, 34090 |
| Police / Admin. | PD-003 | CCW Applications / Renewals (Carry Concealed Weapon Applications and Permits) - **UNSUCCESSFUL / DENIED** | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC § 34090 et seq. |
| Police / Admin. / Chief | PD-004 | CCW Applications / Renewals (Carry Concealed Weapon Applications and Permits) - **SUCCESSFUL / APPROVED** | Expiration + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC § 34090 et seq. |
| Police / Admin. / Chief | PD-005 | Complaints from **Employees** - WITH or WITHOUT Sustained Finding of Misconduct | Final Disposition + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC § 34090 et seq. |
| Police / Admin. / Chief | PD-006 | Complaints from **Members of the Public** - Internal Investigations **WITH Sustained Finding of Misconduct** | Final Disposition + 15 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | PC §§832.5(b), 832.7; GC§ 34090 |

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| Police / Admin. / Chief | PD-007 | Complaints from **Members of the Public** - Internal Investigations **WITHOUT Sustained Finding of Misconduct** | Final Disposition + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Consistent with Lexipol Policy; State requires for at least 5 years for complaints by members of the public; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946,12960, 34090, PC §§801.5, 803(c), 832.5, 832.7, VC §2547 |
| Fire / Admin. and Police / Admin. / Chief | PD-008 | Emergency Operations Plan (includes Office of Emergency Management & Homeland Security) | When Superseded | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Police / Admin. / Chief | PD-009 | K-9 / Canine (Police Dogs): **Career File** (licensee / vaccination, training certificates, POST, etc.) | Separation + 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; 3 years is required for animal treatment records; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090 |
| Police / Admin. / Chief | PD-010 | On-Duty Traffic Accident Reviews (for Employee) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §§12946, 12960, 34090 |
| Police / Admin. / Chief | PD-011 | Policies & Procedures / Lexipol / Operation Directives / General Orders (Department Policies and Procedures) | Superseded + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC § 34090 et seq. |
| Police / Admin. / Chief | PD-012 | Press Releases - Police Only | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Police / Admin. / Chief | PD-013 | Reports and Studies - Historical | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC § 34090 et seq. |

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| Police / Admin. / Chief | PD-014 | Reports to State or Federal Agencies: Report to POST Commission of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9, etc. Report of data regarding the number, type, or disposition of complaints made against its officers | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Police / Admin. / Chief | PD-015 | Ride-A-Long Waiver Form | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Police / Admin. / Chief | PD-016 | STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report | 3 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | 11 CCR 999.228; 11 CCR 999.229; GC §34090 |
| Police / Admin. / Chief | PD-017 | Training Courses - **Department Training Records - COURSE RECORDS** (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.) | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Rosters are sent to POST; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 ; LC §6429(c); GC §§12946,12960, 34090, 53235.2(b) |
| Police / Admin. / Chief | PD-018 | Training File **- BY EMPLOYEE (Includes POST printouts)** Peace Officer or Dispatcher | Separation + 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference to be consistent with Human Resources; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 LC §6429(c); GC §§12946,12960, 34090, 53235.2(b) |
| Police / Admin. / Chief | PD-019 | Use of Force Reviews - Not as a result of a complaint from a member of the public | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §§12946, 12960, 34090 |
| Police / Admin. / Chief | PD-020 | Weapons Inventory: Department-owned weapons, personal weapons, alternate weapons, secondary handguns, | P | | Mag, | | | Department preference; GC §34090 |
| **PATROL & COMMUNITY SERVICES** | | | | | | | | |

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| Police / Patrol & Community Services | PD-021 | Ops Plans (Fourth of July, etc.) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et seq. |
| Police / Patrol & Community Services | PD-022 | PAS Device Calibration Logs | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Police / Patrol & Community Services | PD-023 | Patrol Schedules | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the timecard / timesheet is the final); GC §34090 et seq. |
| Police / Patrol & Community Services | PD-024 | Speedometer Calibration Logs | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Police / Patrol & Community Services | PD-025 | Traffic Control: Radar Calibration Records | Life of the Equipment | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et seq. |
| Police / Patrol & Community Services | PD-026 | Traffic Control: Radar Trailer Surveys, etc. | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| **SPECIAL SERVICES / INVESTIGATIONS UNIT** | | | | | | | | |
| State of California | PD-027 | Alcoholic Beverage Control Licenses / Permits / ABC Permit Applications | When No Longer Required | | Mag, Ppr | | | Not a City record |
| Police / Special Services / Investigations | PD-028 | Criminal Intelligence Files | Last Entry + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090 |

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| Police / Special Services / Investigations | PD-029 | Detectives Investigation Files and Arrest Files | Transferred into Record's Crime Report Files | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Transfer all Official Reports to Records to be placed in the Crime Report Files. |
| Police / Special Services / Investigations | PD-030 | Guns: Dealers Record of Sale (DROS) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Police / Special Services / Investigations | PD-031 | Informant Files / Gang Files | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC §34090 |
| Police / Special Services / Investigations | PD-032 | Pawn Slips / Secondhand Dealer Transaction Records | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Police / Special Services / Investigations | PD-033 | Regulatory Permits & Licenses: Adult Book Stores, Live Entertainment, Pawn, Secondhand Dealer, Massage, etc. | Expiration + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Court or Dist. Attny | PD-034 | Subpoenas (Personal Appearance of Police Employees) | When No Longer Required | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Court or District Attorney records; GC §34090 et seq. |
| **SPECIAL SERVICES / PROPERTY AND EVIDENCE** | | | | | | | | |
| Police / Special Services / Property & Evidence | PD-035 | _Property & Evidence **Database** | Indefinite - Follows the Retention of the Evidence | | Mag | | | Department Preference (data is interrelated); GC §34090 |

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| Police / Special Services / Property & Evidence | PD-036 | Crime Report Photos | Follows the Retention of the Evidence | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Police / Special Services / Property & Evidence | PD-037 | Gun and Narcotics Destruction Log (Documents related to) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Police / Special Services / Property & Evidence | PD-038 | Property & Evidence **Logs** / Destruction Authorizations | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Police / Special Services / Property & Evidence | PD-039 | Safekeeping: Lost & Found Property (Documents related to) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| **SUPPORT SERVICES / COMMUNICATIONS / CAD / DISPATCH / AUDIO AND VIDEO RECORDINGS** | | | | | | | | |
| Police / Communi-cations | PD-040 | Recordings: Audio - **(CAD/RMS)** Recordings of Telephone & Radio Communications Dispatch Tapes (CAD) / 911 Recordings | 2 years | | Mag | | | Department Preference; legally mandated for 100 days; (may be discoverable or made public in some circumstances), GC §§34090, 34090.6 |
| Police / Communi-cations | PD-041 | Recordings: **Body-Worn Cameras – LOGS of Access or Deletion of Data** | P | | Mag, | | | PC§ 832.18(b)(5)(E); GC §34090.6 et seq. |
| Police / Communi-cations | PD-042 | Recordings: **Body-Worn Cameras** - that **ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints** | Follows retention for Evidence, **Minimum 2 years** | | Mag, | | | PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq. |

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| *Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.* | | | | | | | | |
| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Police / Communi-cations | PD-043 | Recordings: **Body-Worn Cameras** - that are **NOT evidence** | Minimum 90 days | | Mag, | | | Department preference (law recommends 90 days); PC§ 832.18(b)(5)(A); GC §34090.6 et seq. |
| Police / Communi-cations | PD-044 | Recordings: Mobile Audio Video (MAV) that are not evidence, Automated License Plate Readers (ALPR) and Drone Recordings / Patrol Unit Video (WatchGuard) | 1 year | | Mag | S / I | Yes: After QC & OD | Department preference (consistent with Lexipol retention); Recordings that become evidence are stored with evidence - these are preliminary documents / transitory recordings; GC §34090.6 et seq. |
| Police / Communi-cations | PD-045 | Recordings: Video - **Department Activity** (Employees Performing Work, Cashiering, Building Security, etc.) | 366 days | | Mag | | | Records regular and ongoing operations; GC §34090.6 et seq, |
| Police / Communi-cations | PD-046 | Recordings: Video - **Jail / Temporary Holding / Building Security / Department Activity** (Employees Performing Work, Cashiering, Building Security, etc.) | 366 days | | Mag | | | Records regular and ongoing operations; GC §34090.6 et seq, |
| Police / Communi-cations | PD-047 | Recordings: Video - **Public Areas / Public Activity** | When No Longer Required | | Mag | | | Does not record regular and ongoing operations; GC §34090.6 et seq, |
| Police / Communi-cations | PD-048 | Vacation Checks / Patrol Requests | When No Longer Required | | Mag, Ppr | | | Preliminary Draft (entered in RMS / CAD system; GC §34090 et seq. |
| **SUPPORT SERVICES / RECORDS** | | | | | | | | |
| Police / Records | PD-049 | _RMS **Database** | Indefinite - Follows the Retention of the Crime Report | Yes | Mag | | | Data Fields / Records are interrelated; GC §34090 |
| Police / Records | PD-050 | Administrative Citations (Loud Party, Fireworks) | 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §34090 et seq. |
| Police / Records | PD-051 | Asset Forfeiture Notification | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Per Federal DOJ requirements (Equitable Sharing Guide); GC §34090 |

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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Police / Records | PD-052 | CHP Forms: Pursuit Report (CHP 187A), Vehicle Report (CHP 180), etc. | 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §34090 |
| Police / Records | PD-053 | Citations (Parking, Traffic, Marijuana / Cannabis). Includes requests for dismissals, cancellations, and appeals. | 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §34090 et seq. |
| Police / Records | PD-054 | CRIME REPORTS / SEALED RECORDS:<br><br>**Sealed Juvenile** Cases - Childhood Sexual Assault | Age of Majority + 22 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | CCP §§340.1, GC §34090 |
| Police / Records | PD-055 | CRIME REPORTS / SEALED RECORDS:<br><br>**Sealed Juvenile** Cases<br>Except Sealed Childhood Sexual Assault | Per Court Order (Subject 26 years old / Sealing Date + 5 years) | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | CCP §§340.1, GC §34090; GC §68152(g)(1), W&I §781(d) |
| Police / Records | PD-056 | CRIME REPORTS:<br><br>**Lost Property: Firearms** entered into CLETS (if not Permanent Retention) | Until Found or Recovered | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference to facilitate Three Strikes law and ease of document imaging administration; PC§ 11108.2(b); GC §34090 |
| Police / Records | PD-057 | CRIME REPORTS:<br><br>**ALL Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), & Sexual Assault (Rape), Arson (Suspected or Undetermined)** | P | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799; 803(h), 11169 et seq.; 11170(a); WIC 707(b) |
| Police / Records | PD-058 | CRIME REPORTS:<br><br>Child Abuse or Neglect Investigation Reports - **Unsubstantiated or Inconclusive** | No Further Report on Suspected Abuser + 10 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | PC §§11169(c),11170(a)(3) |

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| *Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.* | | | | | | | | |
| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Police / Records | PD-059 | CRIME REPORTS:<br><br>**Except those specifically mentioned in the schedule (ALL Others)** | 5 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq. |
| Police / Records | PD-060 | CRIME REPORTS:<br><br>**Misdemeanor or Infraction - Adult Marijuana / Cannabis** - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms | Conviction or Arrest (If No Conviction) + 2 years | Yes: Before Disposition | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | (Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq. |
| Police / Records | PD-061 | CRIME REPORTS:<br><br>**Misdemeanor or Infraction - Juvenile Marijuana / Cannabis** - H&S §11357(~~E~~) - Except those with outstanding stolen property, including firearms, or lost firearms | 2 years or Juvenile 18 years old | Yes: Before Disposition | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | If no subsequent conviction ("Shall" Destroy); H&S §11361.5 |
| Police / Records | PD-062 | CRIME REPORTS:<br><br>**Missing Persons** | P (If Returned, Follows the Retention for the Crime Report) | Yes: Before Disposition | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; GC §34090 |

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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Police / Records | PD-063 | CRIME REPORTS:<br><br>**Factually Innocent Petition Accepted Records** Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms | Date of Arrest + 3 years | Yes: Before Disposition | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a) |
| Police / Records | PD-064 | CRIME REPORTS:<br><br>**Misdemeanor or Infraction Marijuana / Cannabis** §11357(de) - **Juvenile on School Grounds during School Hours** (with procedure in H&S §11361.5) | Offender is 18 Years Old | Yes: Before Disposition | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | (Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e) |
| Police / Records | PD-065 | CRIME REPORTS:<br><br>Vacatur Relief Granted by Court - **Victim of Human Trafficking, or Victim of Intimate Partner Violence or Sexual Violence (Nonviolent Crimes)** | Court Order + 1 year | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k) |
| State of California | PD-066 | Crime Statistics / National Incident-Based Reporting System (NIBRS) / Uniform Crime Reports (UCR) - Summaries (BCS) | When No Longer Required | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Entered Directly into DOJ's portal (a State record) |
| Police / Records | PD-067 | Department of Justice Validation Lists | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Police / Records | PD-068 | Hearing Officer Determinations (Citation Appeals, Tows, etc.) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Police / Special Services / Investigations | PD-069 | Registrants: Arson Registrations: **Adults** | P, or Death of Registrant | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7 |

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| *HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).* | | | | | | | | |
| Police / Special Services / Investigations | PD-070 | Registrants: Arson Registrations: **Juveniles** released from California Youth Authority | Age 25 or Sealing Date + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7 |
| Police / Special Services / Investigations | PD-071 | Registrants: Gang **Adults** | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (registration pursuant to PC 186.3(a)); GC §34090 |
| Police / Special Services / Investigations | PD-072 | Registrants: Gang **Juveniles** | Sealing Date + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (registration pursuant to PC 186.3(a)); Records are destroyed pursuant to W&I §781;GC §34090 |
| Police / Special Services / Investigations | PD-073 | Registrants: Sex Offender Registrations: **Adults** | P, or Death of Registrant | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq. |
| Police / Special Services / Investigations | PD-074 | Registrants: Sex Offender Registrations: **Juveniles** | P or Sealing Date + 5 years (or Court Order), or Death of Registrant | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq. |
| Court | PD-075 | Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Gun Violence Restraining Orders (GVROs), Legal Stipulations, Orders After Hearing (When Not filed with the case file) | Expiration of the Order | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Not a City record |

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RESOLUTION NO. 6576

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS ADOPTING REGULATIONS GOVERNING THE RETENTION AND DISPOSITION OF RECORDS

WHEREAS, the City of Redlands (the "City") is required by law to maintain public records, as defined by law, for certain periods of time; and

WHEREAS, the City may dispose of certain public records after the records have been maintained for the required period of time; and

WHEREAS, the City desires to update its records retention policy to ensure that the City satisfies its requirements under law and provides staff with a thorough and useful tool to manage, retain and dispose of public records;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDLANDS AS FOLLOWS:

SECTION 1. That the Regulations Governing the Retention and Disposition of Records, and the associated Retention Schedule, as attached in Exhibit "A,"are hereby adopted.

ADOPTED, SIGNED AND APPROVED this 20th day of February, 2007.

Mayor of the City of Redlands

ATTEST:

City Clerk, City of Redlands

I, Lorrie Poyzer, 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 20th day of February 2007, by the following vote:

| | |
|---|---|
| AYES: | Councilmembers Gilbreath, Gil, Gallagher, Aguilar; Mayor Harrison |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

City Clerk

EXHIBIT A

REGULATIONS GOVERNING THE RETENTION AND DISPOSITION OF RECORDS FOR THE CITY OF REDLANDS

The following shall constitute the Regulations Governing the retention and disposition of records for City of Redlands (the "City").

Section 1. Purpose of Rules and Regulations.

1.01. Guidelines. Public records, and other records governed by these regulations, shall be retained for a specified period of time as required by law. These regulations set forth the period of time during which a public record shall be retained by the City. The City may retain such records indefinitely or the City may, after the expiration of such mandatory retention periods, destroy or otherwise dispose of the records in accordance with these regulations and applicable law. These regulations provide guidelines that should be followed if the City elects to destroy a public record after the record has been retained for the period of time mandated by law. Questions regarding the application of these regulations should be directed to the City Attorney.

1.02 Retention of Documents for Longer Periods of Time. A City department head may elect to maintain certain records for a period of time that is longer than that called for in the Retention Schedule (attached hereto) if the record is of value for historical, reference, legal, or administrative reasons.

Section 2. Governing Law.

2.01 Rules. The retention and disposition of public records of the City shall be made pursuant to these regulations ("Regulations") and applicable law.

Section 3. Definitions.

3.01 Department. A department of the City of Redlands.

3.02 Duplicate Record. The original record, paper, or document as photographed, micro-photographed, reproduced by electronically recorded video images recorded in an electronic data-processing system, recorded on optical disk, reproduced on film or any other medium that does not permit additions, deletions or changes to the original document, or reproduced on film or optical disk.

3.03 Public Records. Any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any Department of the City regardless of physical form or characteristics, as defined by the Public Records Act, and any amendments to that Act. A writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon

any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Computer software developed by the City is not itself a public record. Computer software includes computer mapping systems, computer programs, and computer graphics systems. "Public records" do not include materials not kept in the ordinary course of business, such as transitory documents, voicemail, e-mail, unofficial copies of documents kept only for convenience or reference, working papers, stocks of publications and blank forms, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. **NOTE:** A draft that contains substantive comments from a project applicant, an applicant's attorney, consultant or agent, should be treated as a record of comments received from that source, and the draft or portions showing the substantive comments should ordinarily be retained accordingly.

3.04 Record Appraisal. The act of determining the relative activity in the use of records, value of records with regard to administrative, legal, fiscal, or historical interest, adequate, and essential periods of retention, and whether destruction of the record is appropriate.

3.05 Record Retention Schedule. A timetable or roster of records by classification category that lists the minimum periods of time that must elapse, as required by these Regulations and state law, before records may be destroyed. The Records Retention Schedule shall be considered a part of these Regulations and is incorporated herein.

Section 4. Responsibility for Retention and Disposition.

4.01 Heads of City Departments. The head of each City Department shall be responsible for the identification, classification, record appraisal, maintenance, protection, preservation, retention, and disposition of public records and other records in accordance with these Regulations and applicable law. The head of each City Department shall:

A. Categorize the Department's records using the attached Records Retention Schedule.

B. Maintain the Department's records in accordance with the Records Retention Schedule, these Regulations, and applicable law.

C. Preserve and protect records and information collected and retained in the regular course of the City's business.

D. Prepare and submit the appropriate forms for the destruction of records to the City Council and City Attorney, as required by these Regulations prior to the destruction of the record.

E. Conform to and implement the duplicate record requirements, standards, procedures, and limitations as set forth in these Regulations.

Section 5. Classification of Records.

5.01 Categorization of Records. The head of each Department, or an authorized designee, shall identify and designate records maintained by his or her department according to one or more of the classifications identified in the Records Retention Schedule. Once so classified, each record shall be retained for the retention time period specified in the Records Retention Schedule. If a record does not fit clearly into a specific category, the head of the Department shall request the advice of the City Attorney.

Section 6. General Approval Procedure for the Destruction of Public Records and Other Records Governed by These Regulations.

6.01 General Rule Prohibiting Destruction of Records. Except as otherwise provided in these Rules or state law, no officer or employee of the City shall destroy, cause to be destroyed, or permit to be destroyed, any public record as that term is defined in these Rules and the California Public Records Act, except in accordance with these Regulations, the Records Retention Schedule, and state law.

6.02 Approval by City Council and City Attorney is Required When Public Records Are Destroyed Without Making a Duplicate Record.

A. Standard. In accordance with Government Code section 34090, unless otherwise provided by law, with the approval of the City Council by resolution and the written consent of the City Attorney, the head of a City Department may destroy any City record, document, instrument, book, or paper without making a copy thereof, after the same is no longer required. This section does not authorize the destruction of:

(1) Records affecting the title to real property or liens thereon;
(2) Court records;
(3) Records required to be kept by statute;
(4) Records less than two (2) years old; or
(5) The minutes, ordinances, or resolutions of the City Council or of a City board or commission.

B. Procedure.

(1) Request for Document Destruction. In the event a City Department head, or an authorized designee, determines a public record has been retained for the requisite time period pursuant to the Records Retention Schedule and is no longer required, the head of the City Department, or authorized designee, shall prepare a request form as provided in subsection "C" below, to obtain approval for destruction.

(2) Submission to City Attorney. The request form and certification constitute the application for destruction of public records and shall be submitted to the City Attorney for approval, conditional approval, or denial. Written approval

of the City Attorney is a mandatory condition precedent to the destruction of public records.

(3) Submission to City Council. The City Attorney shall forward his or her decision to the head of the Department that submitted the application. If the City Attorney approves or conditionally approves destruction, the head of the City Department shall submit the application to the City Council. The City Council may approve, conditionally approve, or disapprove, either in whole or in part, the destruction of those records for which the City Attorney has provided his or her written consent. The City Council shall approve or conditionally approve the destruction of public records by adopting a resolution that so states. The resolution of the City Council is a mandatory condition precedent to the destruction of public records.

(4) Destruction of Documents. Upon receipt of the written approval of the City Attorney and resolution of the City Council approving or conditionally approving the destruction of public records, the head of the Department may arrange for such destruction in accordance with the standards set forth in these Regulations. If any conditions are attached to the approval by the City Attorney or the resolution of the City Council, those conditions must be fully satisfied prior to the destruction of any public record.

C. Request Forms. Requests for the authority to destroy public records shall be submitted on forms supplied by the City Clerk, which shall require the following information:

(1) The title or description of the Department requesting record destruction.
(2) The title or subject matter description of the records.
(3) The location of such records.
(4) The number or quantity of such records.
(5) Whether the records are originals or duplicates.
(6) Dates of each record or inclusive dates of each record series listed for destruction.
(7) Date, job title, and signature of the Department head, or authorized designee, requesting the destruction of records.

D. Certification. The head of the City Department, or authorized designee, shall make the following certifications and attach the certification to the request form for the destruction of the records:

(1) The record is under the management or control of the Department head;
(2) To the best of his or her knowledge, the descriptive titles, information, and classifications contained in the request form are true and accurate;
(3) The minimum retention time periods required by these Regulations have been satisfied for all records included in the request form;
(4) Retention of the record is no longer required for operation of the Department, or to satisfy a City Council policy adopted by resolution, or a City Council

request, or by the City for administrative, historical, research, fiscal, legal, or cultural purposes;

(5) The destruction or other disposition of the record will not violate state law, these Regulations, or other applicable law; and

(6) A recommendation by the head of the applicable City Department that the record(s) be destroyed.

E. Destruction of Records After Reproduction. In accordance with Government Code section 34090.5, the City Department head having custody of any public records may, without the approval of the City Council or the approval of the City Attorney, cause the public record to be destroyed, if all of the following conditions are met:

(1) The public record is photographed, micro-photographed, reproduced by electronically-recorded video images, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document, or reproduced on film, optical disk, or any other medium in compliance with Government Code section 12168.7 for recording of permanent or nonpermanent records;

(2) The device used to reproduce the public record is one that accurately and legibly reproduces the original in all details and does not permit additions, deletions, or changes to the original document image;

(3) The reproductions are made as accessible to the public as were the original records; and

(4) A true copy of archival quality of the reproduction shall be kept in the same manner as the original public record.

No page of a public record, or any part thereof, shall be destroyed under this section if any page cannot be reproduced with full legibility. Every page that cannot be satisfactorily reproduced shall be permanently preserved in the same manner as a similar public record.

7.03 Declaration of Duplication.

A. The head of each Department shall cause a declaration to be prepared for the duplication of an original public record contemplated to be destroyed that states with respect to the duplicated record that:

(1) The original public record has been duplicated prior to destruction;
(2) The reproduction is a true and correct copy of the original document; and
(3) The reproduction was made under the direction or control of a City employee.

B. The declaration shall be contained within the image or array of images of the reproduction and shall be signed by the City employee responsible for supervision of the duplication or by the corporate officer or manager of an entity performing the reproduction service.

7.04 Term of Maintenance of Original Records. If a reproduction of the original public record is made and preserved, and if the necessary declaration is completed as set forth above, the original public record may be destroyed without reference to the retention periods set forth in these Regulations and the Records Retention Schedule.

7.05 Duplicate Record Deemed an Original. Compliance with these duplication procedures ensures that every reproduction is deemed an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

Section 8. Retention of Email.

8.01 Generally. Email is temporary in nature and is not a permanent repository for City documents. The City's limited computer storage capacity prohibits the extended storage of email. All emails that need to be preserved shall be done so pursuant to the City's Policy for Use of Electronic Communications. To preserve documents for pending litigation, the City Attorney may order that email or other electronic records be retained for a longer period then provided by this section or the City's Policy for Use of Electronic Communications.

8.02 Deletion of Email. Except as stated in section 8.02, email shall be deleted pursuant to the City's Policy for Use of Electronic Communications.

8.03 Email Messages to be Retained. Email messages shall be retained pursuant to the City's Policy for Use of Electronic Communications.

Section 9. Force and Effect.

9.01 If any provision of these Regulations is held to be invalid by a court of competent jurisdiction, that provision shall be deemed stricken from these regulations and all other provisions shall remain in full force and effect.

## City of Redlands' Records Retention Schedule

The Records Retention Schedule specifies the retention period for City of Redlands records to ensure that legal, regulatory, fiscal, historical, and administrative record retention requirements are met, that records that are essential to the City are protected, and that proper procedures are followed in the retention and/or destruction of City records.

The attached schedule lists the type of record and includes the legally required retention period, a staff recommended retention period, and the appropriate legal citation, if applicable. The records listed in this Schedule have a legal, fiscal, administrative or historical value to the City. In most cases, public records not addressed in the attached schedule should be considered routine in nature and retained for two (2) years unless specific laws, decisions, or opinions would apply to the record. If a particular record is not addressed in the attached schedule and the department believes other legal requirements apply or it is an essential record for legal, historical, fiscal or administrative value, then that record can be added to the retention schedule with the assistance of the City Attorney's Office.

## LEGEND

Records Retention:

A = Active
Ad = Adoption
AU = Audit
C = Current
CL = Closed
Co = Completion
E = Election
L = Life (of the equipment, structure, or item)
O = Obsolete
P = Permanent
S = Supersede
T = Termination

## CITATIONS

B&P = California Business & Professions Code
CCP = Code of Civil Procedure
CCR = California Code of Regulations
CEQA = California Environmental Quality Act
CFR = Code of Federal Regulations
EC = Elections Code
EV = Evidence Code
GC = Government Code
H&S = Health & Safety Code
HUD = Housing & Urban Development
Local Government Guidelines = California Secretary of State's February 2006 Local Government Records Management Guidelines
LC = Labor Code
OMB = Federal Office of Management and Budget
OSHA = Occupational Safety & Health Agency
PC = Penal Code
POST = Police Officers Standards Training
UFC = Uniform Fire Code
USC = United States Code
WIC = Welfare & Institutions Code

# RECORDS RETENTION SCHEDULE
# CITY OF REDLANDS

| City Department/ Record Series Title | Legal Retention In Years | Staff Recommended Retention In Years | Authority | Description |
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| **ADMINISTRATIVE SERVICES DEPARTMENT** | | | | |
| **Building Maintenance** | | | | |
| Bids:<br>Successful:<br>Unsuccessful: | <br>2<br>2 | <br>2<br>2 | <br>GC § 34090<br>GC § 34090 | Are public records under GC § 4004. Includes repairs and maintenance of City facilities |
| Capital improvements, construction | L | P | GC § 34090, H&S § 19850 | Contains records re: planning, design, construction, conversion or modification of local government-owned facilities, structures and systems. These are public records under GC § 4004, 4005. |
| Facility rentals/use | 2 | 5 | GC § 34090 | Permits, contracts, diagrams, insurance binders |
| Maintenance & Operations | 2 | 3 | GC § 34090, CCP § 338 | Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities work orders |
| Schedules, class and event | 2 | C+5 | GC § 34090 | Enrollment, liability releases, evaluations, attendance, fliers in personnel files |
| **Equipment Maintenance** | | | | |
| Accident reports | 2 | 3 | GC § 34090, CCP § 338 | Memos and working documents. |
| Fueling | 4 | 4 | GC § 34090, CCP § 337 | Fuel consumption reports, invoices, receipts and records pertaining to refueling operations. |
| Hazardous waste disposal | C+10 | C+10 | Local Government Guidelines; 40 CFR § 122.21 | Documentation re the handling and disposal of hazardous waste. |
| Inventory, equipment, parts and supplies | 2 | L+2 | GC § 34090 | Includes vehicles and related documents re repairs. |
| Inventory, vehicle ownership and title | L | L+2 | GC § 34090, VC § 9900 et seq. | Owner's manual, warranty documents, DMV title and registration and related documents. |

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| Licenses, permits | 2 | 2 | GC § 34090 | Forms, related documentation re licenses and permits required by federal and state agencies. |
| Maintenance/ operations | 2 | L+2 | GC § 34090 | Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs. |
| Vehicle assignment | 2 | 2 | GC § 34090 | Log books, request forms, lists. |
| **Personnel** | | | | |
| Action Line Reports | Later of 2 years or 2 years after personnel action | 7 years after personnel action | GC § 12946; 29 CFR § 1602.14; 29 CFR § 1627.3(b)(3) | May include complaints, grievances, sexual harassment and civil rights violations. *Final disposition is date of expiration of statutory period within which action may be brought or the date on which litigation is terminated |
| Action Line Reports log | Later of 2 years or 2 years after personnel action | 10 years after personnel action | GC § 34090 | |
| Administrative investigation records | Later of 2 years or 2 years after personnel action | After greater of 7 years after case closure or 3 years after subject separates from City employment | GC § 12956; 29 CFR § 1602.14; 29 CFR § 1627.3(b)(3) | Miscellaneous misconduct; often line department or City Manager will forward these records to HR for storage |
| Discrimination/ Harassment complaints and investigative reports | Later of 2 years or 2 years after personnel action | After greater of 7 years after case closure or 3 years after subject separates from City employment | 29 CFR § 1602.14; 29 CFR § 1602.31; 29 CFR §1627.3 (b)(3); GC § 12946 | |
| Discrimination/ Harassment complaints log | Later of 2 years or 2 years after personnel action | 10 years after complaint date | GC §§ 34090, 12946 | |

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| EEOC/DFEH complaints and City responses | 3 | After greater of 7 years after case closure or 3 years after subject separates from City employment | 29 CFR § 1602.14; 29 CFR § 1602.32 | |
| EEOC/DFEH complaint log | 3 | 10 years after complaint date | 29 CFR § 1602.14; 29 CFR § 1602.32 | |
| Eligibility lists | Later of 2 years or 2 years after personnel action | 7 years from certification date | GC § 34090 | |
| Employee benefits contracts for services for current and former vendors (medical plans, etc.) | 1 year after termination of plan | T+5 | 29 CFR §1627.3(b)(2) | Destroy 5 years after expiration of contract. |
| Hearing transcripts and related records re PERS appeal | 2 years or until final disposition | 5 years after final disposition | 29 CFR § 1602.14; 29 CFR § 1627.3 (b)(2) | |
| Informal complaints (per Personnel Rules) | Later of 2 years or 2 years after personnel action | 7 years after date of complaint | GC § 12946 | |
| Informal complaint log | Later of 2 years or 2 years after personnel action | 10 | GC § 12946; 29 CFR § 1602.14; 29 CFR § 1627.3(b)(3) | "Grievance log" |
| Meet and confer agreements, notes and minutes | 3 | 20 | 29 USC §§ 211(c), 203(m), 2009(g) | Notes, correspondence, contracts, MOAs. |
| Personnel files for separated regular full time and part time employees | 2 years after date of separation | 10 years after date of separation | 29 CFR § 1627 3(a); GC § 12946; 29 CFR § 1602.31 | |
| Personnel files for separated temporary employees | 2 years after date of separation | 2 years after date of separation | | |

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| Recruitment records | Later of 2 years or 2 years after personnel action | 5 years after exam final filing date | GC § 12946; 29 CFR § 1602 et seq.; 29 CFR § 1607; 29 CFR § 1627.3; 40 | Employment applications, resumes, examination materials and test answer sheets, correspondence, eligibility lists, ethnicity disclosures, job bulletins, electronic database |
| **CITY ATTORNEY** | | | | |
| Chronological files | 2 | 2 | GC § 34090 | |
| Claims | 2 | CL+2 | GC § 34090 | |
| Contract | 4 | 4 | GC § 34090 | |
| Damage reports | 2 | CL+2 | GC § 34090 | |
| Department budget | 2 | 2 | GC § 34090 | |
| Department personnel records | 2 | 4 | GC § 34090, CCP § 337, § 338 | |
| Insurance documents | 2 | 4 | GC § 34090, CCP § 337 | |
| Litigation files | 2 | CL+2 | GC § 34090 | |
| Real property documents | 2 | 2 | GC § 34090 | Unless affecting title, then P. |
| **CITY CLERK** | | | | |
| **Elections** | | | | |
| Affidavit, originals | C+5 | C+5 | EC § 17000(a) | |
| Affidavit index (County Elections Dept. maintains) | C+5 | C+5 | EC § 17001 | |
| Applications, absentee ballots and envelopes (ROV maintains) | E+22 if federal election on ballot, else E+6 months | E+ 22 | EC §§ 17505; 17302 | From date of election. Includes those spoiled, canceled and surrendered. |
| Assisted challenged voters list (ROV. maintains) | E+22 if federal election on ballot, else E+6 months | E+22 months | EC §§ 17303(b), 17304 | From date of election. |
| Ballots (ROV. maintains) | E+22 if federal election on ballot, else E+6 months | E+22 months | EC §§ 17302, 17303(b), 17304 | From date of election. |

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| Ballots - Prop 218 (Assessment Districts) | 2 | P | GC § 34090; California Constitution, Art. XIII | Property related fees (assessment ballot proceedings) |
| Calendar, Election | 2 | 2 | GC § 34090 | |
| Campaign statements Elected | P | P | GC § 81009 (b)(g) | FPPC filings |
| Campaign statements: Not elected, local office | E+5 | E+5 | GC § 81009 (b)(g) | FPPC filings. If for state office, indefinitely |
| Campaign statements: PACs | E+7 | E+7 | GC § 81009 (c)(g) | FPPC filings |
| Candidate statements | E+4 | E+4 | EC § 17100 | Sample ballot retained permanently. |
| Canvass (ROV maintains) | P | P | EC § 15300 | Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results. |
| History | 2 | P | GC § 34090 | History of elections, sample ballots, certificates of destruction, other resolutions re elections. |
| Maps, precincts/ voter information (ROV. maintains) | E+6 | E+6 | GC § 34090; EC § 17503 | |
| New Resident Voters List | E+22 months | E+22 months | EC § 17506 | |
| Nomination papers: Successful: Unsuccessful: | T+4 T+4 | T+4 T+4 | EC § 17100 EC § 17100 | |
| Oaths of office | 2 | T+6 | GC § 34090, 29 USC § 1113 | Elected officials |
| Petitions | E+8 months | E+8 months | EC §§ 17200, 17400 | From date of certification of results of election, initiative, referendum, recall. |
| Precinct records (ROV maintains) | E+6 months | E+6 months | EC § 17503(b) | From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places. Includes notice of appointment of office and record of service. |

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| Roster (of voters) (ROV maintains) | E+5 | E+5 | EC § 17300 | From date of election, initiative, referendum, recall, general municipal election. |
| Statement of economic interest, copies, elected, local. | E+4 | E+4 | GC § 81009 (d) (f) | FPPC filings. For state office, indefinite. (copies, originals filled with FPPC). |
| Statement of economic interest, originals, not elected; and City employees | 7 | 7 | GC § 81009 (e) | FPPC filings (originals). |
| **General Subject** | | | | |
| Annexation files | 2 | P | GC § 34090 (a) | Reports, agreements, public notices. |
| Bids, RFPs, RFQs, unsuccessful/ rejected | 2 | 3 | GC § 34090 (d), CCP § 338 | Successful bids are filed in contract or public file. |
| Budget, official | 2 | P | GC § 34090 | City annual operating budget. |
| Budget information department | 2 | 2 | GC § 34090 (d) | Documents used to prepare department budget. |
| Claims log | 2 | 4 | GC § 34090 (d), CCP § 337 | Log of claims against City, claims forwarded to City Attorney. |
| Correspondence | 2 | 2 | GC § 34090 (d) | If not attached to agreement or project file. |
| Deeds, easements | P | P | GC § 34090 (a) | |
| Goals/Objectives | 2 | 2 | GC § 34090 | Departmental goals and objectives. |
| Oaths of office employee | 2 | T+6 | GC § 34090 | |
| Policies and procedures | C+2 | S+5 | GC § 34090 (d) | Retain while current. |
| Proclamations | 2 | 2 | GC § 34090 | |
| Reports:<br>Departmental:<br>Staff: | <br>2<br>2 | <br>2<br>2 | <br>GC § 34090<br>GC § 34090 | Special/final summary; review or evaluation. Non agenda related, includes supporting documentation. |
| Speaker slips | 2 | 2 | GC § 34090 | |
| Special projects | 2 | 2 | GC § 34090 | |
| Travel records | 2 | 2 | GC § 34090 | |
| **Legal** | | | | |
| Affidavit of publication, public hearing notices | 2 | 2 | GC § 34090 | |

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| Affidavit of publication, ordinances | 2 | 2 | GC § 34090 | |
| Agenda | 2 | 2 | GC § 34090 (d) | City Council agenda |
| Agenda reports (master, subject files) | 2 | 2 | GC § 34090 (d) | Documentation received, created and/or submitted to Council; retain agenda reports regarding development projects, planning, zoning matters, ordinances and other significant projects permanently in project file. |
| Agreements excluding subdivision | C+2 | T+5 | GC § 34090, CCP §§ 337.2, 343 | Includes leases, equipment, |
| Agreements, development | 2 | P | GC § 34090 (a) | Records potentially affecting title to real property. |
| Agreements, subdivision | 2 | P | GC § 34090 (a) | Records potentially affecting title to real property. |
| Appeals, civil | 3 | 3 | CCP § 583.320 | Appeals, civil. |
| Applications, boards, commissions, committees:<br>Appointed:<br>Not Appointed: | <br>2<br>2 | <br>T+2<br>2 | <br>GC § 34090<br>GC § 34090 | |
| Articles of incorporation | 2 | P | GC § 34090; CCP § 337.2 | |
| Assessment districts | 2 | P | GC § 34090 | Original documentation |
| Claims log | 2 | 4 | GC § 34090, CCP § 337 | |
| Contracts, capital improvement | 2 | P | GC § 37090 (a); 4004; H&S § 19850 | |
| Contracts, real property | P | P | GC § 34090, CCP § 337 | Can affect title to real property |
| Contracts, street improvement | 4 | P | CCP § 337 | |
| Insurance policies | T+2 | P | CCP § 337 | |
| Legal Advertising | 2 | P | CCP §§ 343, 349 et seq.; GC § 911.2; GC § 40801 | Includes public notices, legal publications. |
| Minutes | P | P | GC § 34090 (d); GC § 368.14; GC § 40801, GC § 54957.2 | Official minutes and hearing proceedings of governing body or board, commission or committee. |

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| Notices, meetings | 2 | 2 | GC §§ 34090.7, 54960.1(c)(1) | Special meetings. |
| Notices, public hearing | 2 | 2 | GC § 34090 | |
| Ordinances | P | P | GC § 40806 | Municipal Code. |
| Petitions | 2 | 2 | GC § 50115 | Submitted to legislative bodies. |
| Real property contracts | P | P | GC § 34090 | Can affect title to property. |
| Resolutions | P | P | GC §§ 34090 (d), 40801 | Legislative actions. |
| Tapes, CDs, recordings:<br>Audio:<br>Video: | <br>30 days<br>300 days | <br>30 days<br>90 days | <br>GC §§ 54953.5 (b), 34090.7 | When used for minute preparation; otherwise-2 years. |
| Inventory, records | 2 | 2 | GC § 34090 | Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled. |
| Municipal Code | P | P | GC § 34090 | Supplements included. |
| Public records request | 2 | 2 | GC § 34090 | |
| Records management | 2 | 2 | GC § 34090 | Document includes retrieval, transfers - inactive. |

| CITY COUNCIL / COMMISSIONS | | | | |
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| Agenda | 2 | P | GC § 34090(d) | City Commission agenda |
| Agenda reports (master subject files) | 2 | 2 | GC § 34090 | Documentation received, created and/or submitted to City Council or City Commission, retain agenda reports regarding development projects, planning, zoning matters, ordinances and other significant projects permanently in project file. |
| Agreements | C+2 | T+4 | CCP §§ 337.2, 343 | Includes leases, equipment, services,, or supplies |
| Applications, boards, commissions, committees:<br>Appointed:<br>Not appointed: | <br>2<br>2 | <br>2<br>2 | GC § 34090 | |
| Contracts, capital improvements | C+2 | P | GC § 37090(a); 4004; H&S § 19850 | Construction |
| Correspondence | 2 | 2 | GC § 34090 | |
| General subject files | 2 | 5 | GC § 34090 (d) | Internal working files including correspondence. Some files may require retention longer than prescribed here. |
| Legal advertising | 2 | 2 | CCP § 343, 349 et seq; GC § 911.2; GC § 34090 | Includes public notices, legal publications |
| Minutes | P | P | GC § 34090 (d); GC § 36814; GC § 40801 | Official minutes and hearing proceedings of governing body, board or commission. |
| Notices, meeting | 2 | 2 | GC § 34090.7; GC § 54960. 1c(1) | Special meetings |
| Petitions | 2 | 2 | GC § 34090 (d); GC § 50115; GC § 6253 | Submitted to legislative bodies |
| Policies and procedures | 2 | 2 | GC § 34090 | Includes rules, regulations, standards |
| Resolutions | P | P | GC § 34090 (d); § 40801 | Legislative actions |
| Tapes, CDs, recordings<br>Audio:<br>Video: | <br>30 days<br>30 days | <br>30 days<br>90 days | GC § 54953.5 (b); GC § 34090.7 | When used for minute preparation; otherwise-2 years |
| Request for proposals (RFPs) | 2 | 2 | GC § 34090 | |

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| Brochures, publications, newsletter, bulletins | 2 | 2 | GC § 34090 | |
| **CITY MANAGER** | | | | |
| Reports to Council | 2 | 2 | GC § 34090(d), GC § 50115 | |
| Speeches | 2 | 2 | GC § 34090(d) | |
| Subject Files / Projects & Issues | 2 | 2 | GC § 34090(d) | |
| General administrative | 2 | S+3 | GC §§ 34090, 40801, CCP § 338 | All City policies and procedures. |
| Policy, City Council | 2 | S+3 | GC § 34090, CCP § 338 | Policies, directives rendered by City Council not assigned a resolution or ordinance number. |
| **COMMUNITY DEVELOPMENT DEPARTMENT** | | | | |
| **Administration** | | | | |
| Agendas | 2 | P | GC § 34090 (d) | City Planning Commission agendas. |
| Agenda reports | 2 | P | GC § 34090 (d) | Documentation received, created, and/or submitted to City Commissions. |
| Bids and proposals: Unsuccessful | 2 | 2 | GC § 34090 (d) | |
| Code books | P | P | GC § 34090 (e) | National Electrical Code, Uniform Building Code, Fire Code, Mechanical Code, Plumbing Code and supplements. |
| Committees | 2 | P | GC § 34090 | Member lists, minutes/agendas, informational material, reports. |
| General subject files | 2 | 2 | GC § 34090 (d) | Internal working files including correspondence. Some files may require retention longer than prescribed here. |
| Grants, community/ urban development (includes CDBG) | CL+4 | P | 24 CFR § 570.490(d), 24 CFR § 570.502(b)(3); 24 CFR § 85.42 & OMB Cir. 110, Attachment C;* | Project files, contracts, proposals, statements, reports, sub-recipient dockets, environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee. *OMB A-102 & 128; HUD Regulations. |
| Legal advertising | 2 | P | CCP §§ 343, 349 et seq.; | Legal publications (public notices are part of project files). |

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| Historic preservation inventory | 2 | P | GC § 34090 (d) | Historic structures and landmarks. |
| Logs | 2 | P | GC § 34090 | Logs, registers or similar records listing permits, certificates of occupancy issued (may include inspection, building activity, daily plan check, utility). |
| Maps and plats | 2 | P | GC § 34090 (a) | Engineering and field notes and profiles; cross-section of roads, streets, rights-of-way, bridges (may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading landfill, fire hydrants, base maps, etc.). |
| Master plans, annual | 2 | P | GC § 34090 | Special or long-range program plan for municipalities - coordination of services; strategic planning. |
| Minutes | p | P | GC §§ 34090 (2), 36814, 40801 | Official minutes and hearing proceedings of board, commission or committee. |
| Policies and procedures | S+2 | P | GC § 34090 | Includes rules, regulations, standards. |
| Project files | P | P | GC § 34090 (a); H&S §§ 19850; 4003, 4004 | Pertains to real property, new construction, storefront improvements, rehabilitation projects, and promotions. May include blueprints, drawings, maps, photos (including negatives), plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments, or other planning-related matters brought before the legislative body. |
| Project files not completed or denied | 2 | P | GC § 34090 (d) | Building, engineering, planning. |
| Resolutions | P | P | GC § 34090 | Board, commission or committee. |
| Speaker slips | 2 | 2 | GC § 34090 | |
| Seismic retrofit program | 2 | P | GC § 34090 (a) | |
| Street names and house numbers | 2 | P | GC § 34090 (a) | Street dedications, closings, address assignment/changes. |
| Studies, special projects and areas | 2 | P | GC § 34090 (d) | Engineering, joint powers, noise. |

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| Subdivision agreements | P | P | GC § 34090 | Potentially affecting title to real property, |
| Tapes, CDs, recordings:<br>Audio:<br>Video: | <br>30 days<br>30 days | <br>30 days<br>90 days | GC §§ 54953.5 (b); 34090.7 | When used for minute preparation; otherwise-2 years. |
| California Environmental Quality Act (CEQA) | 2 | P | GC § 34090 (a) and CEQA Guidelines | Exemptions, environmental impact report, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations. |
| Environmental review | 2 | P | GC § 34090 (d) | Correspondence, consultants, issues, conservation. |
| Soils reports | 2 | P | GC § 34090 (d) | Final reports. |

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| **Building and Safety** | | | | |
| Blueprints, specifications, for building in which permit issued | L | L | H&S § 19850 | Submitted by contractor for permits requiring plans. |
| Blueprints, specifications, permit not issued | 2 | 2 | GC § 34090 (d) | Submitted by contractors with application for permit never issued. |
| Certificates | 2 | P | GC § 34090 (a) | Compliance, elevation, occupancy that affect real property. |
| Flood reports | 2 | P | GC § 34090 | |
| Inspection | 2 | P | GC § 34090 (d) | Correspondence, fees, appeal requests, reports. |
| Permits | 2 | P | GC § 34090; H&S § 19850 | New commercial and residential construction, tenant improvements, room additions, spa, signs, block wall, remodel (including security bonds, plans, building, signs). |
| Signs (temporary) | 2 | 2 | GC § 34090 (d) | Home occupations, off-premise signs. |
| **Planning** | | | | |
| Case files, Planning & Zoning | P | P | GC § 34090 (a); H&S §§ 19850, 4003, 4004 | Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments, or other planning-related matters brought before Zoning Administrator, commission or legislative body. |
| Correspondence | 2 | 2 | GC § 34090 (d) | Working documentation. |
| Development conditions | L, but not less than 2 | P | GC § 34090 | Mitigation measures; filed with case files. |
| Development agreements | P | P | CCP §§ 337, 337.1(a), 337.15; GC § 34090; 48 CFR § 4.703 | Infrastructure contracts, franchises, original maintained for seven years. |
| Development Standards | 2 | P | GC § 34090 (a) | Landscape mediums, parkway landscape development, public works construction. |
| Drawings, project plan | 2 | P | GC § 34090 (d) | Does not include those usually filed with case or project. |

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| Findings and decisions | P | P | GC § 34090 | Board, commission, committee or City staff. |
| General Plan and elements and specific plans | P | P | GC § 34090 | Includes sphere of influence. |
| General and Specific Plan Amendments:<br>Approved:<br>Denied: | <br>P<br>P | <br>P<br>P | GC §§ 34090, 65103, 50110 | |
| Maps, Plans, drawings, exhibits, photos | P | P | GC § 34090; H&S § 19850; GC § 34090.7 | Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans. |
| Minutes | P | P | GC § 34090 | Planning and ARB. |
| **FINANCE DEPARTMENT / TREASURER'S OFFICE** | | | | |
| **Accounting and Administration** | | | | |
| Audit Report | P | P | GC § 34090 | |
| Audited Financial Statements | 2 | P | GC § 34090 | Independent auditor analysis |
| Bonds Account Statements | CL+10 | CL+10 | GC § 34090; CCP § 337.5 | Final bond documentation, monthly statement of transactions |
| Bonds, coupons and other securities | CL+2 | P | GC §§ 34090; 53921 | Paid/canceled |
| Budget | AU+2 | P | GC § 34090 | Annual operating budget approved by Legislative Body (original budget retained by City Clerk) |
| Hearing or review | 2 | 7 | GC § 34090 | Documentation created and/or received in connection with audit hearing or review |
| Reports | 2 | 7 | GC § 34090 | Internal and/or external |
| Reviews, internal/ external periodic | 2 | 7 | GC § 34090 | Daily, weekly, monthly, quarterly, or other summary, review, evaluation, log, list, statistics, except a report |
| Accounts payable | AU+4 | AU+4 | GC § 34090 | Invoices from and payments to vendors, check copies, supporting documents |
| Agenda reports | 2 | 2 | GC § 34090 | Council discretionary fund, City Manager discretionary fund, Investment policy, monthly investment reports, formal quotations for supplies and services |

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| Accounts receivable | AU+4 | AU+4 | GC § 34090 | Cash receipts for payments made to the City |
| Assessment districts | P | P | GC § 34090 | Collection information; original documentation filed with City Clerk |
| Bank statements | AU+5 | AU+5 | GC § 34090; 26 CFR 16001-1 | Statements, reconciliations |
| Budget adjustments, journal entries | 2 | 2 | GC § 34090(d) | Documents used to prepare department budget |
| Checks | AU+5 | AU+5 | GC § 34090; CCP § 337 | Includes payroll, canceled and voided checks |
| Deposits, receipts | AU+4 | AU+4 | GC § 34090; CCP § 337 | Checks, coins, currency |
| Invoices | AU+2 | AU+2 | GC § 34090 | Copies sent for fees owed, billing, related documents |
| Ledger, general | P | P | GC § 34090; CCP § 337 | |
| Voucher | AU+4 | AU+4 | GC § 34090; CCP § 337 | Account postings with supporting documents |
| Petty cash reimbursements | AU+2 | AU+2 | GC § 34090 | |
| Taxes, receivable | AU+2 | AU+2 | CCP § 338 | |
| Warrant register | AU+2 | AU+2 | GC § 34090 | |
| **Licenses** | | | | |
| Business | C+2 | 7 | GC § 34090; CCP § 337 | Paid and reports |
| **Parking Citations** | | | | |
| Citations | P | P | GC § 34090 | |

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| **Payroll** | | | | |
| Adjustments | AU+4 | AU+4 | GC § 34090; 29 CFR § 516.5-516.6 | Audit purposes |
| Deferred compensation | T+5 | T+5 | GC § 34090; 26 CFR § 16001-1* | Records of employee contributions and City payments *29 CFR § 1627.3(2) |
| Employee time sheets | AU+6 | AU+6 | GC § 34090; 29 CFR § 516.2* | Signed by employee for audit and FEMA reports *CFR § 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d) |
| Federal and State tax forms | AU+4 | AU+4 | GC § 34090 | Forms 1096, 1099, W-4s and W-2s *26 CFR § 31.6001-1(2)(2); R&T § 19530; 29 CFR § 516.5-516.6 |
| Payroll system history; roster of former City employees (regular employees) | 3 | P | 29 CFR §1627.3(a); 29 CFR § 516.6 | Time cards, payroll records |
| Payroll system history; roster of former City employees (temporary employees) | 3 | P | 29 CFR § 516.5; 29 CFR § 1627.3(a) | |
| PERS Employee deduction reports | T+4 | T+4 | GC § 34090; CAC § 22; 1085-2 | Record of deductions (PERS-Public Employee Retirement System) *26 CFR § 516.5, 516.6; LC § 1174(d) |
| Register | P | P | GC § 34090; GC § 37207 | Labor costs by employee and program |
| Salary records | T+3 | T+3 | GC § 34090; 29 CFR § 516.2, 516.5 | Deduction authorization, beneficiary designations, unemployment claims, garnishments |
| **Purchasing** | | | | |
| Purchase orders | 2 | 7 | GC § 34090; CCP § 337 | Original documents |
| Vendor register | 2 | 7 | GC § 34090 | Alpha vendor listing of purchase orders, invoices, account numbers, and check date |

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| **Reports** | | | | |
| Audits | P | P | GC § 34090 | |
| Investment transactions | P | P | GC § 34090; CCP § 337; GC § 53607 | Summary of transactions, inventory and earnings report |
| Labor Distribution | AU+2 | AU+2 | GC § 34090 | Costs by employee and program |
| State Controller | P | P | GC § 34090 | Controller may destroy after five years |
| **Stores** | | | | |
| Inventory | AU+6 | AU+6 | GC § 34090; | Reflects purchase date, cost, account number |
| Auction | AU+2 | AU+2 | GC § 34090 | Listing of property |
| Disposal | AU+2 | AU+2 | GC § 34090; CCP § 337 | Sealed bid sales of equipment |
| **Risk Management** | | | | |
| Accident report - City assets | CL+7 | CL+7 | 29 CFR § 1904 .2; 29 CFR § 1904.6 | Reports and related records |
| Bonds, insurance | P | P | CCP §§ 337.2; 343 | Bond and insurance policies insuring City property and other assets |
| Claims, damage | CL+5 | CL+5 | GC § 34090 | Paid/denied |
| Incident reports | CL+7 | CL+7 | 29 CFR § 1904 .2; 29 CFR § 1904.6 | Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement) |
| Insurance, joint powers agreement | P | P | GC § 34090 | Accreditation/MOUs/agreements, agendas |
| Insurance, certificates | P | P | GC § 34090 | Insurance certificates filed separately from contracts, includes insurance filed by licensees. |
| Insurance, liability/ property | P | P | GC § 34090 | May include liability, property, Certificates of Participation, deferred, use of facilities |
| Insurance, Workers Compensation | P | P | LC § 5405, Local Government Guidelines | Indemnity; Claims Files, Reports, Incidents, PERS - working files, originals with Administrator |
| Photographs, negatives, film | CL+2 | CL+2 | GC § 34090 | |
| Risk Management Reports | 2 | C+5 | OMB § 1220-0029; 29 CFR § 1904.4; GC § 34090 | Federal OSHA forms; loss analysis report; safety reports; actuarial studies |
| **Grants** | | | | |

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| Community Development Block Grant and urban development | CL+4 | CL+4 | 24 CFR § 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, Attach. C*; OMB Cir. A-102 & 128, HUD regulations | Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee * |
| Federal and State | CL+5 | CL+5 | GC § 34090 | Refer to grant application close-out procedure. |
| Financial records | CL+5 | CL+5 | GC § 34090 | Refer to grant application close-out procedure. |
| Unsuccessful | CL+2 | CL+2 | GC § 34090 | Application not entitled. |
| **FIRE DEPARTMENT** | | | | |
| **ADMINISTRATIVE SERVICES** | | | | |
| Books, Fire Code | S+3 | S+3 | GC § 34090; CCP 340.5 | Include OPS manuals |
| General Orders, Policies/Procedures | S+2 | P | GC § 34090 | |
| Inspections, Fire Prevention | CL+3 | CL+3 | UFC § 103.34 | Alarm/sprinkler systems, prevention efforts |
| Investigations, Evidence Arson | P | P | PC § 799 | Support prosecution resulting in homicide |
| Investigations, Evidence Arson | CL+6 | CL+6 | PC § 800 | Great bodily harm, inhabited structure or property |
| Journals, Fire Station | C+2 | C+2 | GC § 34090 | Activities, personnel, engine company |
| Permits, Uniform Fire Code | CL+2 | CL+2 | GC § 34090 | |
| Chemical Emissions | C+2 | C+2 | GC § 34090 | |

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| **EMERGENCY MANAGEMENT** | | | | |
| OPERATIONS/EMERGENCY MEDICAL SERVICES | | | | |
| Mutual Aid, Strategic Plans | S+2 | S+2 | GC § 34090 | |
| Exposure | T+30 | T+30 | 29 CFR § 1910.1020 | Sampling results, collection methodology, background |
| Exposure | T+1 | T+1 | 29 CFR § 1910.1020 | Laboratory reports and worksheets |
| Medical | T+30 | T+30 | 29 CFR § 1910.1020 | |
| Medical | T+2 | T+2 | 29 CFR § 1910.1020 | Employees less than one year GC § 34090 |
| Training | T+2 | T+2 | GC § 34090 | Certifications/designations |
| **HAZARDOUS MATERIALS** | | | | |
| Hazardous Waste Disposal | C+10 | C+10 | Local Government Guidelines; 40 CFR § 122.21 | Documentation re handling and disposal of hazardous waste |
| Permits, Hazardous Materials Storage | C+2 | C+2 | GC § 34090 | Departments consistently recommend permanent retention of environmentally sensitive materials |
| Programs, Household Hazardous Waste | S+2 | S+2 | GC § 34090 | |
| Training Materials | S+2 | S+2 | GC § 34090; 8 CCR § 3204(d), et seq. | |
| Underground Storage Tank<br>Compliance<br>Maintenance & Operation. | P<br><br>C+2 | P<br><br>C+2 | GC § 34090(a)<br><br>GC § 34090 | Documents re: storage Location, installation, removal, remediation |
| **PROPERTY** | | | | |
| Apparatus/Vehicle | C+2 | C+2 | GC § 34090 CCP § 340.5* | Repair and Maintenance *8 CCR 3203(b)(1) |
| Inventory, Equipment and Supplies | C+2 | C+2 | GC § 34090 | |
| Logs, Fire Equipment/Gear | C+2 | C+2 | GC § 34090 | |
| **REPORTS** | | | | |

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|---|---|---|---|---|
| Incident | CL+3 | CL+3 | GC34090<br>CCP § 338 * | Dispatch and daily logs<br>*CCP 340.5 |
| Field, Non-fire and Logs | C+2 | C+2 | GC § 34090 | |
| Fire, Non-arson and Logs | C+2 | C+2 | GC § 34090 | |
| Investigations, Evidence Arson | CL+3 | CL+3 | PC § 801;<br>UFC § 104.32 | Structure |
| Weed Abatement | CL+2 | CL+2 | GC § 34090 | Reports, assessments, resolutions, documentation |
| **LIBRARY** | | | | |
| Borrower Registration Records<br>Records documenting the registration of authorized borrowers. | 2 | 5 | GC § 34090 | |
| Cash Receipts<br>(for Daily deposit of monies from Library) | 2 | 7 | GC § 34090; | |
| Circulation Records<br>Records documenting the circulation of library materials to individual borrowers | 2 | 5 | GC § 34090 | |
| Circulation Statistical Reports | 2 | 5 | GC § 34090 | |
| Library Catalog | 2 | 5 | GC § 34090 | |
| Lost and Paid Receipts<br>Copies of receipts issued when patron pays for a lost book | 2 | 7 | GC § 34090 | |
| Overdue Records<br>Library Fines Information | 2 | 5 | GC § 34090 | |
| Purchase Orders | 2 | 5 | GC § 34090 | |
| Records of Missing Books in Circulation | 2 | 5 | GC § 34090 | |
| Vouchers -<br>Vendor Invoices, Reference Information and Proof of payment | 2 | 7 | GC § 34090 | |

| MUNICIPAL UTILITIES DEPARTMENT | | | | |
|---|---|---|---|---|
| **AIRPORT** | | | | |
| Accident and Incident Reports (Aircraft) | CL+8 | CL+8 | Local Government Guidelines | Accidents, injuries, property damages, general conditions re pilot and aircraft |
| Agreements | T+4 | T+4 | CCP § 337 | Including concessionaire, slip rental, facility storage |
| Airport Certification | P | P | 14 CFR § 139.207b; §§ 171.13-171.213 | Federal Aviation Administration (FAA) required manuals |
| Airport Operational Reports (Regulatory) | P | P | Local Government Guidelines | Annual and special reports to federal and state regulatory agencies. |
| Airport Operational Reports (Administrative) | C+2 | C+2 | Local Government Guidelines | Logs, statistical summaries; administrative records |
| Airport Noise Monitoring and Complaint | C+10 | C+10 | Local Government Guidelines | Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints |
| Applications<br>Aircraft Storage<br>Parking<br>Slip Rentals | T+2 | T+2 | GC § 34090 | Payment invoices, inventory listings, billing correspondence and other related documents |
| Special Events | C+2 | C+2 | GC § 34090 | Permits, correspondence, related documents re use of rights of way |
| Fueling | 4 | 4 | GC § 34090, CCP § 337 | |
| Hazardous Waste Disposal | C+10 | C+10 | Local Government Guidelines; 40 CFR 122.21 | Documentation re: the handling and disposal of hazardous waste |
| Inspection, Runway | C+10 | C+10 | Local Government Guidelines | Maintenance including Inspection reports, work orders and related records |
| Inspection, Safety Self | C+2 | C+2 | 14 CFR § 139.327 | Safety inspection and related document include reviews and analysis of all aspects of airport operation |
| Inventory, Equipment Parts & Supplies | L+2 | L+2 | GC § 34090 | Includes vehicles, aircraft, vessels and related documents re repairs |

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| Inventory, Vehicle Ownership and Title | L+2 | L+2 | GC § 34090 | Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents |
| Licenses, Permits | C+2 | C+2 | GC § 34090 | Forms, related documentation re: licenses and permits required by federal and state agencies |
| Maintenance, FAA | P | P | 14 CFR § 171.13-171.213 | Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4 |
| Maintenance/ Operations | L+2 | L+2 | GC § 34090 | Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs |
| NOTAM (Notice to Airmen) | C+3 | C+3 | Local Government Guidelines | Reports re: conditions affecting airport maintenance/operations |
| Report, Accident (Copies) | C+2 | C+2 | GC § 34090 | Memos and working documents |
| Vehicle Assignment | C+2 | C+2 | GC § 34090 | Log books, request forms, lists |
| **Cemetery** | | | | |
| Burial records | P | P | GC § 34090 | |
| Pre-Need Lot purchase | CL+2 | CL+2 | GC § 34090 | |
| **Customer Service** | | | | |
| Accounts Receivable | 2 | 5 | GC § 34090 | |
| Customer Records | C+2 | C+2 | GC § 34090 | Billing, correspondence, complaints |
| Rates | C+2 | C+2 | GC § 34090 | |
| Refunds | 2 | 5 | GC § 34090 | |
| **Solid Waste** | | | | |
| Collections / Landfill | C +2 | C +2 | GC § 34090 | Daily records, usage |
| Facilities | C +2 | C +2 | GC § 34090 | Correspondence, maps |
| History, Sanitation | P | P | GC § 34090 | |
| Maintenance and Operations | C +2 | C+2 | GC § 34090 | |
| Maps | P | P | GC § 34090 | Location maps |
| Reports, studies | CL+2 | CL+2 | GC § 34090 | |
| Reports, tonnage | C+2 | C+2 | GC § 34090 | |

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| **Wastewater** | | | | |
| Facilities | C+2 | C+2 | GC § 34090 | Correspondence, maps, patron list |
| History, Sanitation | P | P | GC § 34090 | Where City-owned |
| Maintenance and Operations | C +2 | C+2 | GC § 34090 | |
| Maintenance and Operations | C+2 | C+2 | GC § 34090 | Includes work orders, inspection, repairs, cleaning, reports, complaints |
| Maps | P | P | GC § 34090 | Location maps |
| Maps, Septic Tank | P | P | GC § 34090 | Location maps |
| Rates | C+2 | C+2 | GC § 34090 | |
| Recycling Programs | S+2 | S+2 | GC § 34090 | |
| Regulations | S+2 | S+2 | GC § 34090 | Includes legislation |
| Reports, Studies | CL+2 | CL+2 | GC § 34090 | |
| Sludge | C +2 | C+2 | 40 CFR § 61.54 | Sludge, sampling, charging rate to measure mercury content |
| Treatment Plant | C+2 | C+2 | 40 CFR § 60.153 | Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids |
| **Water** | | | | |
| Billing/Customer Records | C+2 | C+2 | GC § 34090 | Billings, correspondence, complaints |
| Connection Records | P | P | GC § 34090 | Maps, water line connections |
| Inventory, Equipment | C+2 | C+2 | GC § 34090 | |
| Locations | P | P | GC § 34090 | Mains, valves, hydrants, wells |
| Maintenance and operations | C+2 | C+2 | GC § 34090 | Includes work orders, inspection, repairs, cleaning, reports, complaints |
| Service | C+2 | C+2 | GC § 34090 | Includes work orders, entry cards, manholes, service to property owners |
| Well & Pumping | C+2 | C+2 | GC § 34090 | Times operational, power used and quantity |
| Maps | P | P | GC § 34090 | Line location; easements |
| Master Plans | C+2 | C+2 | GC § 34090 | Copies |
| Meter Operations | C+2 | C+2 | GC § 34090 | Reader reports, orders, tests Maintenance Reports |
| Permits | | | | |

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| National Pollutant Discharge Elimination System NPDES | P | P | GC § 34090 40 CFR § 122.28 | Compliance with Clean Water Act re: pollutants |
| Others | C+2 | C+2 | GC § 34090 | May depend on terms of state or federal agency |
| Policies and Procedures | S+2 | S+2 | GC § 34090 | Includes rules and regulations |
| Rates | S+2 | S+2 | GC § 34090 | |
| Reclamation | C+5 | C+5 | 40 CFR § 122.41 | Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc. |
| Reports | | | | |
| Conservation | C+2 | C+2 | GC § 34090 | |
| Consumption | C+2 | C+2 | GC § 34090 | |
| Corrosion Control | C+12 | C+12 | 40 CFR § 141.91 | Compliance documentation |
| Discharge Monitoring | C+5 | C+5 | 40 CFR § 122.41 | Average amount of pollution discharged into waters of municipality. |
| Drinking Water Corrections | C+10 | C+10 | 40 CFR § 141.33 | |
| Hydrograph | P | P | GC § 34090 | Daily flow of streams |
| Lead Service Line | C+12 | C+12 | 40 CFR § 141.91 | Compliance documentation |
| Public Education | C+12 | C+12 | 40 CFR § 141.91 | Compliance documentation |
| Quality Parameters | C+12 | C+12 | 40 CFR § 141.91 | Compliance documentation |
| Sanitary Surveys | C+10 | C+10 | 40 CFR § 141.33 | Statistics, reports, correspondence |
| Source Water | C+12 | C+12 | 40 CFR § 141.91 | Compliance documentation, e.g. lead & copper |
| State Certification | C+12 | C+12 | 40 CFR § 141.91 | Compliance documentation |
| Variances, Water System | C+5 | C+5 | 40 CFR § 141.33 | |
| Well Level | C+2 | C+2 | GC § 34090 | |
| Sources | C+2 | C+2 | GC § 34090 | May include wells, rivers, lakes, districts |
| Surveyor Field Notes | P | P | GC § 34090 | Notes preparatory to maps of water installations |

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| Surveys, Water System Sanitary | C+10 | C+10 | 40 CFR § 141.33 | Statistics, reports, correspondence |
| Tests | | | | |
| Bacteriological Analysis | C+5 | C+5 | 40 CFR § 141.33 | Compliance records include location, date, method and results; corrections, analysis of bacterial content |
| Chemical Analysis | C+10 | C+10 | 40 CFR § 141.33 | Compliance records include location, date, method used and results; corrections, analysis of chemical content |
| Quality | C+12 | C+12 | 40 CFR § 141.91 | Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc. |
| Valve Main Records | P | P | GC § 34090 | |
| Violations, Drinking Water | C+3 | C+3 | 40 CFR § 141.33 | Retention applies to each violation |
| **POLICE** | | | | |
| **ADMINISTRATION** | | | | |
| Accounting/Cash Reconciliation | C+2 | C+2 | GC § 34090 | |
| Alarm Records | C+2 | C+2 | GC § 34090 | |
| Chemical Emissions | C+2 | C+2 | GC § 34090 | |
| Claim Files | CL+5 | CL+6 | PC § 832.5; Local Government Guidelines | Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens |
| Department Manual | S | S | Local Government Guidelines | Changes to manual are recorded in the General Orders (permanent) |
| Equipment Communication | T+2 | T+2 | GC § 34090 | Retained until termination of equipment use; Manuals, instructions, procedures |
| Inventory | S+2 | S+2 | GC § 34090 | Listing of equipment assigned to division, to whom it is assigned |
| Reports - Activity | C+2 | C+2 | GC § 34090 | Weekly/monthly/quarterly/annual activity/statistical reports by division. Retain only one form for retention period |
| Survey Response Files | C+2 | C+2 | GC § 34090 | Surveys, responses, correspondence with other agencies requesting statistical data |

| INVESTIGATIONS | | | | |
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| Administrative/ Internal | CL+5 | CL+5 | PC § 832.5<br>EV § 1045<br>GC § 12946<br>PC § 801.5;<br>PC § 803(c)<br>VC § 2547 | Initiated by citizens complaints or internally initiated; includes complaint, reports, findings |
| Asset Forfeiture Investigations/ Proceedings Case File | CL+2 | CL+2 | GC § 34090 | |
| Notifications | C+2 | C+2 | GC § 34090 | To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file. |
| Case Books, Investigative | CL+2 | CL+2 | GC § 34090 | Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file |
| Case Files Homicide Investigator's File | P | P | PC § 799 | |
| Narcotics (No arrest, Narcotics Cases) | CL+2 | CL+2 | GC § 34090 | Retained by division until no longer useful for investigative purposes |
| Officer Involved Shootings | CL+25 | CL+25 | GC § 34090; Local Government Guidelines | |
| Court Daily Schedule | C+1 | C+1 | GC § 34090.7 | Printouts of daily court scheduling |
| Sign-In Logs | C+2 | C+2 | GC § 34090 | Logs officers' names, time in/out for court appearances |
| Tracking System Records | C+2 | C+2 | GC § 34090 | Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition |
| Evidence, Disposition Forms | | | Local Government Guidelines | Attach to duplicate Property Report, file w/DR in Records Division |
| Fingerprint Applicants Files | T+2 | T+2 | GC § 34090 | Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants |

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| Inked/Palm Cards | AC+20 | AC+20 | GC § 34090; Local Government Guidelines | Persons booked into detention facility; (Copies distributed to county, state, federal agencies) |
| Records Latents | | | Appropriate PC Section | 1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized |
| Suspect, Adult/Juvenile | CL | CL | Law Enforcement Management Guide by POST | Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved |
| Guns, Dealers Record of Sale | C+6 | C+6 | PC § 12070 | Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOG File) |
| Informant Files | T+10 | T+10 | Local Government Guidelines | Legal notifications, identification information, payment information, activities information |
| Jail Daily Logs | C+6 | C+6 | GC § 34090 | Daily report of staffing, bookings/releases, transfers, transportation |
| Inmate Record | | | Local Government Guidelines | Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California) |
| Inspection Files | CL+6 | CL+6 | Local Government Guidelines | Inspections by various agencies |
| Surveys | CL+2 | CL+2 | GC § 34090 | Prepared quarterly, forwarded to State Board of Corrections |
| Licenses Bicycle | C+2 | C+2 | GC § 34090 | |
| Bingo, Mace | C+2 | C+2 | GC § 34090 | |
| Duplicate (Pink), Secondhand Dealer, Pawn Brokers | C+2 | C+2 | GC § 34090 | |
| Logs Auto Theft | S | S | Local Government Guidelines | |
| Case Assignment | C+1 | C+1 | Local Government Guidelines | |
| Daily Activity | C+2 | C+2 | GC § 34090 | |

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|---|---|---|---|---|
| Officer | C+2 | C+2 | GC § 34090 | Daily activity of incidents not reported by use of official report |
| Report Summary | C+2 | C+2 | GC § 34090 | Report numbers, type, names, dates retained for research value |
| Investigative (Pre-Arrest) | CL+10 | CL+10 | GC § 34090 | Retained by division until cases are suspended and closed |
| Juvenile Detention | C+2 | C+2 | GC § 34090 | Logs document juvenile processing per CYA |
| Property Control | C+2 | C+2 | GC § 34090 | Logs items coming into and going out of property room |
| Rap Sheet | CL+2 | CL+2 | GC § 34090 | Requests for criminal history |
| Subpoena | C+2 | C+2 | GC § 34090 | Subpoenas received/served daily |
| Pawn Slips/Tickets | C+3 | C+3 | B&P § 21628 | |
| Photographs | | | Local Government Guidelines | Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association. |
| Daily Report (Negatives) | T | T | GC § 34090 | Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed |
| Inmates (Negatives) | C+20 | C+20 | Local Government Guidelines | By Prisoner number |
| Registration Files, Arson, Sex and Narcotics | Life of registrant within jurisdiction | Life of registrant within jurisdiction | Local Government Guidelines | Fingerprint Card, photo, information also forwarded to DOJ |
| Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996) | 2 (Mandatory destruction from date of conviction or date of arrest with no conviction) | 2 (Mandatory destruction from date of conviction or date of arrest with no conviction) | H&S § 11361.5 | Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5 |
| Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996) | Mandatory Destruction (Upon notice from Department of Justice) | Mandatory Destruction (Upon notice from Department of Justice) | H&S § 11361.5(c) | Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550 |

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| Crime<br>Felony Crimes With or Without Arrests | See descriptor | See descriptor | PC § 800<br>PC § 801 | Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention. |
| Misdemeanor/ Infractions | CL+2 | CL+2 | GC § 34090 | No arrests, identifiable property or missing persons (See: Note 1) |
| Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment | P | P | PC § 799 | No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a |
| Destruction<br>Guns | P | P | Local Government Guidelines | |
| Narcotics | P | P | Local Government Guidelines | |
| Disposition of Arrest/ Court Action | | | Local Government Guidelines | Retention determined by action taken; i.e., recordable arrest or detention (released no arrest) |
| False Alarm (Duplicate) | C+2 | C+2 | GC § 34090 | |
| Non-Criminal Occurrences | C+2 | C+2 | GC § 34090 | Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges |
| Property Original | Until case is adjudicated/disposition determined | Until case is adjudicated/disposition determined | Local Government Guidelines | Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST) |
| Range Inventory | S+2 | S+2 | GC § 34090 | Quarterly reports of inventories of weapons and ammunition held by Department Range |

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| Reports | C+2 | C+2 | GC § 34090 | Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports |
| Research Project Files | CL+2 | CL+2 | GC § 34090 | May include request forms, background materials, staff reports, final project reports and supporting data |
| Sealed<br>Adult Found Factually Innocent | Mandatory Destruction Upon and Pursuant to Court Order | Mandatory Destruction Upon and Pursuant to Court Order | PC § 851.8 | General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions. |
| Juvenile | Mandatory Destruction upon and pursuant to court order | Mandatory Destruction upon and pursuant to court order | WIC § 826 (a) & (b) WIC § 781 (a) | Upon petition, local laws enforcement records, within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court |
| Statistical (Crime Analysis) | C+2 | C+2 | GC § 34090 | Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage |

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| Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents' Death In Custody Reporting. | C+2 | C+2 | GC § 34090 | Originals sent to FBI, DOJ |
| Subpoenas (Duplicate) | C+2 | C+2 | GC § 34090 | |
| Tapes<br>Audio, Telephone and Radio Communications | C + 180 days | C + 180 days | GC § 34090.6 | Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action |
| Surveillance/ Security Video (Jail) | C+13 mos. | C+13 mos. | GC § 34090.6 | |
| Use of Force Supervisory Review Files | C+2 | C+2 | GC § 34090 | Includes review forms, arrest report copies, logs |
| Warrants<br>Felony | Recall after 10 years. Exception: Murder/ Escape | Recall after 10 years. Exception: Murder/ Escape | Local Government Guidelines | Recommended by the California Law Enforcement Warrant Officer's Association |
| Misdemeanor Criminal | Recall after 5 years | Recall after 5 years | Local Government Guidelines | Recommended by the California Law Enforcement Warrant Officer's Association |
| Served | C | C | Local Government Guidelines | Includes Warrant Service Information Card, alpha index card |
| Unserved (Local) | Until served, recalled or purged | Until served, recalled or purged | Local Government Guidelines | |

| **PATROL** | | | | |
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| California Vehicle Code Infractions (Duplicates) | C+90 days | C+90 days | GC § 34090 | Original is forwarded to court |
| Parking/Traffic, Duplicates | C+2 | C+2 | GC § 34090 | Originals are forwarded to court after agency processing; includes citations electronically created |
| Transmittals | C+2 | C+2 | GC § 34090 | Listing of citations forwarded to court, filed for reference |
| Cards Dispatch | C+2 | C+2 | GC § 34090 | |
| Field Interview | CL+2 | CL+2 | GC § 34090 | |
| Citations 11357(e), Juvenile | CL+2 | CL+2 | H&S § 11361.5 | |
| 11357b H&S, 11357c H&S, 11360b H&S Violations | CL+2 | CL+2 | H&S § 11361.5 | CA Admin Code, Chapter 1, Title II, Sec. 708 |
| Cite and Release | CL+2 | CL+2 | GC § 34090 | |
| Equipment Radio Logs (Communication) | C+2 | C+2 | GC § 34090 | Documents problems, malfunctions, resolution to provide equipment performance history |
| General Orders | P | P | GC § 34090; Local Government Guidelines | |
| Patrol Requests (Correspondence) | C+2 | C+2 | GC § 34090; | From citizens for patrol presence |
| Radar Calibration Records | T+2 | T+2 | GC § 34090 | Documentation of Radar instruments retained during use/ownership |
| Reports Accident | CL+2 | CL+2 | GC § 34090 | Non-Jury |
| Traffic Collision Fatalities | P | P | Local Government Guidelines | |
| Vehicle Assignment Reports | S | S | Local Government Guidelines | Record of assignments |
| Down Reports | C+1 | C+1 | Local Government Guidelines | Printouts reporting which vehicles are down for repair, maintenance, etc. |

| | | | | |
|---|---|---|---|---|
| Repossession/ Private Impounds | C+2 | C+2 | GC § 34090 | |
| Service Schedules | S | S | GC § 34090 | |
| Vests, Bulletproof Letters | C+2 | C+2 | GC § 34090 | Authorization to purchase |
| Warrants Parking | Recall after 1 year | Recall after 1 year | Local Government Guidelines | Recommended by the California Law Enforcement Warrant Officer's Association |
| Traffic | Recall after 5 years | Recall after 5 years | Local Government Guidelines | Recommended by the California Law Enforcement Warrant Officer's Association |
| Weapons, Database | P | P | Local Government Guidelines | Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports |
| **SERVICES** | | | | |
| Chemicals/Film Inventories | S | S | Local Government Guidelines | |
| Equipment Inventory/Sign-out Cards - Photo Lab | T | T | Local Government Guidelines | |
| Operations Files - Photo Lab | P | P | Local Government Guidelines | Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment |
| Grievance Files | S | S | GC § 34090 | Grievance filed by employees, supporting documentation |
| Investigations, Background | C+1 | C+1 | GC § 34090 | Non hired |
| Background Hired | C+2 | C+2 | Local Government Guidelines | Include original reports re: PC 832.5 investigations |
| Parades & Special Events File | S | S | GC § 34090 | Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation |
| Permits Alcoholic Beverage Control License | L+2 | L+2 | GC § 34090 | Approval Process |
| Concealed Weapons | CL+2 | CL+2 | GC § 34090 | |

| | | | | |
|---|---|---|---|---|
| Photographs<br>Personnel | S+2 | S+2 | GC § 34090 | |
| Negative Log | C+2 | C+2 | GC § 34090 | |
| Negatives, Misc. | C+2 | C+2 | GC § 34090 | Not case-related (Public relations, promotions, events, ceremonies, staff photos) |
| Press Releases | C+2 | C+2 | GC § 34090 | |
| Press, Video Programs (Community Relations) | C+2 | C+2 | GC § 34090 | Collection of videos of programs and events; outside press coverage of department |
| Property Files | C+2 | C+2 | GC § 34090 | Original reports and supplemental documentation (Lost, Found, Safekeeping) |
| Property, Pawn Broker/Secondhand | C+2 | C+2 | GC § 34090 | Sales, slips. Dealer required to file duplicate with agency |
| Reports<br>Dealer of Gun Sales, Duplicate | C+6 mos. | C+6 mos. | GC § 34090.7 | Original maintained by DOJ. Dealer required to file duplicate with agency |
| Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing | C | C | Local Government Guidelines | Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired. |
| Rosters (Divisional) | S+2 | S+2 | GC § 34090 | Personnel assigned to division. |
| Schedules<br>Daily | P | P | GC § 34090 | |
| Watch Assignment/ Timekeeping Records | S | S | GC § 34090 | |
| Speaker Requests | C+1 | C+1 | GC § 34090 | Community and business requests for public appearances, speakers |
| Tests, Densitometer Results (Photo Lab) | C+2 | C+2 | GC § 34090 | Daily tests of development chemicals/processes for quality control. |
| Training<br>Bulletins | S | S | GC § 34090 | |
| Event Files | Recall after 1 year | Recall after 1 year | GC § 34090 | Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents |
| Lesson Plans, Range | T+2 | T+2 | | Scope, content, time period of courses |

| | | | | |
|---|---|---|---|---|
| Personnel (by name) | CL+2 | CL+2 | GC § 34090 | Paperwork documenting officers' internal and external training |
| Schedules, Range | P | P | GC § 34090 | Daily, weekly, monthly schedules of training events at range |
| Volunteer Card Files | S | S | GC § 34090 | Volunteers' identification, contact information |
| **Animal Control** | | | | |
| Complaints | CL+2 | 3 | GC § 34090 (d) | |
| Bite Report | P | 3 | GC § 34090 (d) | |
| Citations | S | CO + 2 | GC § 34090 (d) | |
| Daily Logs | C+1 | 3 | GC § 34090 (d) | |
| Impound records | C+2 | 3 | GC § 34090 (d) | |
| Spay and Neuter Refunds | S | 3 | GC § 34090 (d) | |
| **Code Enforcement** | | | | |
| Abandoned vehicles | Recall after 1 year | 2 | GC § 34090 (d) | |
| Case files | 2 | P | GC § 34090 (d) | Building, housing, and mobile home code violation records (including inspections, public nuisance, rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general). |
| Liens and releases, supporting | P | P | GC § 34090 | Abatement. |
| Logs | 2 | 2 | GC § 34090 (d) | Lien recovery, citations, complaints. |
| Regulations | 2 | P | GC § 34090 (d) | Includes rules. |
| Reports, federal and state | 2 | P | GC § 34090 (a) | Code enforcement statistics (may contain records affecting title to real property or liens thereon). |
| Violations, building, property, and zoning | 2 | P | GC § 34090 (d) | Supporting code enforcement activity. |
| **Management Information Systems** | | | | |
| Inventory, information systems | 2 | 2 | GC § 34090 | Hardware/software inventory logs; systems manuals. |

| | | | | |
|---|---|---|---|---|
| Program files and directories:<br>Annual backup:<br>Daily backup;<br>Monthly backup:<br>Weekly backup: | <br>2<br>C+2 mos.<br>C+1<br>C+5 | <br>2<br>C+2 mos.<br>C+1<br>C+5 | GC §§ 34090, 34090.7 | |
| Tapes, information systems | 2 | 2 | GC § 34090 | System generation. |
| **Public Information** | | | | |
| Publications | 2 | 2 | GC § 34090 | Brochures, newsletter, bulletins, press releases. |
| | | | | |
| **Recreation** | | | | |
| Inventory, records | 2 | 2 | GC § 34090 | Inventory of non-current or inactive records holdings and location, indices |
| Public Records Requests | 2 | 2 | GC § 34090 | |
| TAXIS | T+4 | T+4 | GC § 34090 | License, permits for Taxicabs, shuttles, etc. |

Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports permitted providing:
1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either a civil or criminal litigation.

**PUBLIC WORKS DEPARTMENT**

| | | | | |
|---|---|---|---|---|
| **Administration** | | | | |
| Agendas | C+2 | P | GC § 34090 (d) | City Planning Commission agendas. |
| Agenda Reports | C+2 | P | GC § 34090 (d) | City Council and Planning Commission. |
| Committees | 2 | P | GC § 34090 | Member lists, minutes/agendas, informational material, reports. |
| Correspondence | 2 | P | GC § 34090 (d) | Working documentation. |
| General subject files | 2 | C+5 | GC § 34090 (d) | Internal documentation. |
| Minutes | P | P | GC §§ 34090 (d), 36814, 40801 | Official minutes and hearing proceedings of board or commission. |
| Permits | 2 | 2 | GC § 34090 | Tree removal. |

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|---|---|---|---|---|
| Photographs | 2 | P | GC § 34090 (d) | Aerial photographs. |
| Policies and procedures | 2 | 2 | GC § 34090 | Includes, rules, regulations, standards. |
| Resolutions | P | P | GC § 34090 | Board, commission, or committee. |
| Request for proposals (RFPs) | 2 | 2 | GC § 34090 | |
| Speaker slips | 2 | 2 | GC § 34090 | Information submitted by speakers at commission and committee meetings. |
| Studies and special reports | 2 | 2 | GC § 34090 (d) | |
| Tapes, CDs, recordings:<br>Audio:<br>Video: | <br>30 days<br>90 days | <br>30 days<br>90 days | GC § 54953.5 (b);<br>GC § 34090. 7 | When used for minute preparation; otherwise-2 years. |
| **Engineering** | | | | |
| Bridges and overpasses | L | L | GC § 34090 | Life of Structure. |
| Inspection | 2 | 2 | GC § 34090 | Includes intersection, sidewalks, bridges, and overpasses. |
| Capital improvement projects | 2 | CL+10 | CCP § 337.15 | Supporting documents, including bidders' list, specifications, reports, plans, work orders, schedules, etc. |
| Construction traffic control plan | 2 | CL+10 | CCP § 337.15 | Daily tracking. |
| Drawings, traffic control plan | 2 | P | GC § 34090 | Signs, signing and striping, road construction. |
| Flood control | 2 | 2 | GC § 34090 (d) | Storm drains. |
| Drainage Facilities | P | P | GC § 34090 | Includes dams, lakes, basins, creeks |
| Flood Zones | P | P | GC § 34090 | Includes flood maps |
| Insurance Programs | S+2 | S+2 | GC § 34090 | Includes copies of policies, rules, programs |
| Policies/Procedures | S+2 | S+2 | GC § 34090 | Rules and Regulations |
| Reports/Studies | CL+2 | CL+2 | GC § 34090 | |
| Flood records | 2 | P | GC § 34090 | |
| Permits | 2 | P | GC § 34090 | Grading, encroachment. |
| Photographs | 2 | P | GC § 34090 | Includes aerials. |
| Plans, capital improvement, projects | 2 | P | GC § 34090 | Streets, curbs, gutters, sidewalks, storm drains, water, sewer, parks. |

| | | | | |
|---|---|---|---|---|
| Policies and procedures | 2 | P | GC § 34090 | Includes rules, regulations, standards. |
| Relocation files | 2 | CL+2 | GC § 34090 | Redevelopment. |
| Special districts | 2 | P | GC § 34090 (a) | Supporting documents re improvement, lighting, underground utility; bonds, taxes, and construction. |
| Street/alley (abandonment/ vacation) | P | P | GC § 34090 (a) | Relinquishment of rights and fee title. |
| Street naming and numbering | 2 | P | GC § 34090 | |
| Studies | 2 | 2 | GC § 34090 | Traffic volume, accident history, requests, statistics, drawings, supporting traffic devices. |
| Surveys | 2 | P | GC § 34090 (a) | Recording data and maps. |
| **Parks and Street Trees** | | | | |
| Accident reports - employees | T+2 | T+5 | GC § 34090 | Employees - kept in personnel file. |
| Accident reports - patrons | CL+2 | CL+2 | GC § 34090 | Accidents of patrons using park facilities. |
| Inventory, equipment | AU+2 | AU+2 | GC § 34090 | Warranties, purchase orders. |
| Landscape | C+2 | C+2 | GC § 34090 | Contracts, complaints, specifications, photos, reports. |
| Landscape drawings | C+2 | P | GC § 34090 | Drawings. |
| Maintenance and operations | 2 | C+5 | GC § 34090 | Includes work orders, inspection, repairs, cleaning, reports, complaints. |
| Maps | P | P | GC § 34090 | Irrigation, plot plans. |
| Pest Control | 2 | 2 | GC § 34090 (d) | Pesticide applications, inspections and sampling, documents. |
| Photographs | 2 | P | GC § 34090 | |
| Plans, proposed | CU+2 | 2 | GC § 34090 | Future plans, new sites, expansions or until superceded. |
| Policies and Procedures | S+2 | S+2 | GC § 34090 | Includes rules and regulations |
| Schedules, class and events | CU+2 | CU+2 | GC § 34090 | Enrollment, liability releases, evaluations, attendance, fliers in personnel file. |
| Studies | CL+2 | CL+2 | GC § 34090 | Future sites, expansions. |
| **Streets and Electrical** | | | | |

| | | | | |
|---|---|---|---|---|
| Abandonments/ Vacations | P | P | GC § 34090 | |
| Closures | P | P | GC § 34090 | |
| Easements, dedications, rights-of-way | P | P | GC § 34090 | |
| Field books | P | P | GC § 34090 | |
| Intersection records | C+2 | C+2 | GC § 34090 | Includes correspondence, volume counts, accident history. |
| Landscaping | C+2 | C+2 | GC § 34090 | Plants, tree maintenance, work orders. |
| Lighting | C+2 | C+2 | GC § 34090 | Maintenance, work orders. |
| Maintenance/ Operations | C+2 | C+2 | GC § 34090 | Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping. |
| Maps | P | P | GC § 34090 | Fire hydrants, lighting districts, wheelchair ramps, storm drains, streets, sidewalks, utilities. |
| Master Plans | CU+2 | P | GC § 34090 | Copies. |
| Parking:<br>Lots/garages:<br>Regulations:<br>Parking meters: | <br>2<br>S+2<br>2 | <br>2<br>P<br>2 | GC § 34090 | |
| Permit, parking | 2 | 5 | GC § 34090 | Residential. |
| Signage | 2 | L+2 | GC § 34090 | Log books, index register cards, inventory lists, records of traffic signs. |
| Speed limits | S+2 | L | GC § 34090 | |
| Traffic count | 2 | 2 | GC § 34090 | Evaluation of traffic volume. |
| Traffic safety | 2 | 2 | GC § 34090 | Pedestrian safety, bicycle lanes. |
| Traffic signals | 2 | L | GC § 34090 | Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance. |
| **REDEVELOPMENT AGENCY** | | | | |
| Bonds | 2 | P | CCP § 337 | Revenue bond documentation. |
| Loans | P | P | GC § 34090 | Promissory notes, deeds of trust, detail information. |
| Programs | CL+3 | P | 24 CFR § 570. 502(b)(3); 24 CFR § 85.42, and OMB Cir. A-110, No. C | Includes comprehensive Housing Authority strategy, meeting credit certificate, housing bond advisory, in-lien housing mitigation, low/moderate housing, rental housing assistance. |

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|---|---|---|---|---|
| Reports | 2 | P | GC § 34090 | Activity, periodic. |
| Reports, federal and state | 2 | P | GC § 34090 (a) | Grants, community/urban development (includes CDBG) |

**City Council Meeting** **I. 4.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Adopt Resolution No. 8608 establishing an Appropriations Limit for Fiscal Year 2024-2025 (Management Services/Finance Director Garcia)

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## MOTION(S):

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

I move to approve Resolution No. 8608.

## RECOMMENDATION:

Staff recommends City Council approve Resolution No. 8608 establishing a $166,791,965 appropriations limit for Fiscal Year 2024-2025 pursuant to Article XIII B of the California Constitution.

## DISCUSSION:

Each year the City is required to adopt a resolution establishing a limit on its appropriations of tax proceeds. For FY 2024-25, the City's appropriations limit is calculated to be $166,791,965. Based on net proceeds of taxes subject to the limitation in the amount of $98,702,710 in the FY 2024-25 Proposed Budget, the proposed City appropriations are $68,089,254 below the limit.

In November 1979, California voters approved Proposition 4, which places limits on the amount of revenue to be spent by all entities of government. Each year, generally upon submittal of the adopted budget, the City Council must adopt an appropriations limit, commonly referred to as a "Gann Limit" or "Prop. 4 Limit". The passage of Proposition 111 in June 1990 included some clean-up legislation for Proposition 4 limits, making the appropriations limit more responsive to local growth issues and called for specific factors to be included in annual

recalculations of the 1990-91 limit.

Each year the City of Redlands has consistently maintained an exceedingly wide and comfortable margin between its appropriations limit and its proceeds of taxes subject to the limit. This is attributed to annual increases in the limit, based upon California Per Capita Income, and the greater of the County's or City's population growth, both of which are combined for a growth factor that is in significant excess of the increases in proceeds of taxes received each year.

**ALTERNATIVES:**

None. This is a State constitutional requirement.

**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

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**Fiscal Impact**

**Fiscal Year:** 2024-25

**Discussion:**

None. Approval of the resolution, however, establishes a legal limit on the amount of tax proceeds that can be appropriated in Fiscal Year 2024-25. The difference between the City's Appropriations limit of roughly $167 million and the budgeted proceeds of taxes for FY 2024-25, roughly $98.7 million, is approximately $68 million. The City is thus $68 million dollars below its Appropriations, or "GANN", limit.

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**Attachments**

Resolution No. 8608 Appropriations Limit (GANN 2024-25)
Appropriation Limit Calculation FY 2024-25
Schedule of Appropriations Subject to Limit FY 24-25 (GANN)

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RESOLUTION NO. 8608

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS ESTABLISHING AN APPROPRIATION LIMIT FOR THE FISCAL YEAR 2024-2025 PURSUANT TO ARTICLE XIIIB OF THE CALIFORNIA CONSTITUTION

WHEREAS, Article XIIIB of the California Constitution provides that the total appropriations subject to limitation of each governmental entity, including this city, shall not exceed the appropriation limit of such entity of government for the prior year adjusted for changes in the cost of living or personal income and population, except as otherwise provided for in said Article XIIIB and implementing State statutes; and

WHEREAS, pursuant to said Article XIIIB of the California Constitution and Section 7900 et seq. of the California Government Code, the City is required to set an appropriation limit for each fiscal year; and

WHEREAS, the Management Services / Finance Director of the City of Redlands has interpreted the technical provisions of said Article XIIIB computations and has caused a technical review to be made of the documentation for the City's said appropriation limitation, utilizing the population growth factor for the County which is higher than that of the City, and has caused the numbers upon which the City's appropriation limit was and is based to be calculated; and

WHEREAS, the City Council chooses to adjust the City's Appropriations Limit by calculating inflation using the California per capita personal income growth; and

WHEREAS, based on such calculation, the Management Services / Finance Director has determined the said appropriation limit and, pursuant to Section 7910 of the California Government Code, has made available to the public the documentation used in the determination of said appropriation limit 15 days in advance of consideration of the adoption of this resolution;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Redlands, California, that said appropriation limit for the Fiscal Year 2024-2025 shall be and is hereby set in the amount of $166,791,965.

ADOPTED, SIGNED AND APPROVED this 2nd day of July, 2024.

_____
Eddie Tejeda, 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 2nd of July, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

# City of Redlands
## Annual Appropriations (Gann) Limit Calculation

| Fiscal Year | Per Capita Personal Income | Greater of County/City Population Growth | CPI Converted to Ratio | Population Change Ratio | Growth Factor | Prior Year Limit | New Year Limit |
|---|---|---|---|---|---|---|---|
| 1999-00 | 4.53% | 0.63% | 1.0453 | 1.0063 | 1.0519 | 48,823,906 | 51,357,867 |
| 2000-01 | 4.91% | 1.04% | 1.0491 | 1.0104 | 1.0600 | 51,357,867 | 54,439,885 |
| 2001-02 | 7.82% | 1.89% | 1.0782 | 1.0189 | 1.0986 | 54,439,885 | 59,806,459 |
| 2002-03 | -1.27% | 2.38% | 0.9873 | 1.0238 | 1.0108 | 59,806,459 | 60,452,234 |
| 2003-04 | 2.31% | 2.59% | 1.0231 | 1.0259 | 1.0496 | 60,452,234 | 63,450,561 |
| 2004-05 | 3.28% | 2.51% | 1.0328 | 1.0251 | 1.0587 | 63,450,561 | 67,176,586 |
| 2005-06 | 5.26% | 2.49% | 1.0526 | 1.0249 | 1.0788 | 67,176,586 | 72,470,755 |
| 2006-07 | 3.96% | 2.10% | 1.0396 | 1.0210 | 1.0614 | 72,470,755 | 76,922,750 |
| 2007-08 | 4.42% | 1.86% | 1.0442 | 1.0186 | 1.0636 | 76,922,750 | 81,816,738 |
| 2008-09 | 4.29% | 1.45% | 1.0429 | 1.0145 | 1.0580 | 81,816,738 | 86,563,913 |
| 2009-10 | 0.62% | 0.79% | 1.0062 | 1.0079 | 1.0141 | 86,563,913 | 87,788,704 |
| 2010-11 | -2.54% | 0.85% | 0.9746 | 1.0085 | 0.9829 | 87,788,704 | 86,286,122 |
| 2011-12 | 2.51% | 1.05% | 1.0251 | 1.0105 | 1.0359 | 86,286,122 | 89,380,648 |
| 2012-13 | 3.77% | 0.86% | 1.0377 | 1.0086 | 1.0466 | 89,380,648 | 93,547,951 |
| 2013-14 | 5.12% | 0.85% | 1.0512 | 1.0085 | 1.0601 | 93,547,951 | 99,173,476 |
| 2014-15 | -0.23% | 0.78% | 0.9977 | 1.0078 | 1.0055 | 99,173,476 | 99,717,151 |
| 2015-16 | 3.82% | 1.09% | 1.0382 | 1.0109 | 1.0495 | 99,717,151 | 104,654,783 |
| 2016-17 | 5.37% | 0.93% | 1.0537 | 1.0093 | 1.0635 | 104,654,783 | 111,300,300 |
| 2017-18 | 3.69% | 1.16% | 1.0369 | 1.0116 | 1.0489 | 111,300,300 | 116,746,006 |
| 2018-19 | 3.67% | 0.95% | 1.0367 | 1.0095 | 1.0465 | 116,746,006 | 122,180,375 |
| 2019-20 | 3.85% | 0.90% | 1.0385 | 1.0090 | 1.0478 | 122,180,375 | 128,026,278 |
| 2020-21 | 3.73% | 0.51% | 1.0373 | 1.0051 | 1.0426 | 128,026,278 | 133,478,947 |
| 2021-22 | 5.73% | -0.01% | 1.0573 | 0.9999 | 1.0572 | 133,478,947 | 141,113,178 |
| 2022-23 | 7.55% | 0.14% | 1.0755 | 1.0014 | 1.0770 | 141,113,178 | 151,979,697 |
| 2023-24 | 4.44% | 0.12% | 1.0444 | 1.0012 | 1.0457 | 151,979,697 | 158,925,169 |

City of Redlands
APPROPRIATIONS SUBJECT TO THE GANN (PROP 4) LIMIT
FOR FISCAL YEAR 2024-25

| Revenue Source | Proceeds from Taxes | Non-Proceeds from Taxes | Total |
|---|---|---|---|
| **General Fund:** | | | |
| Property Tax | $ 41,920,684 | | $ 41,920,684 |
| Sales Tax | 46,920,871 | | 46,920,871 |
| Public Safety Sales Tax | 1,417,932 | | 1,417,932 |
| Transient Occupancy Tax | 1,900,000 | | 1,900,000 |
| Mining Tax | 360,000 | | 360,000 |
| Franchise Fees | | $ 3,276,284 | 3,276,284 |
| Business Licenses | 5,400,000 | | 5,400,000 |
| Property Transfer Tax | 570,000 | | 570,000 |
| Other Licenses | | 50,000 | 50,000 |
| Building Permit Fees | | 3,712,261 | 3,712,261 |
| City Ordinance Violation | | 6,000 | 6,000 |
| Motor Vehicle Fees | | 65,000 | 65,000 |
| State and Federal | | 107,140 | 107,140 |
| City Attorney Fees | | 90,000 | 90,000 |
| Engineering Services | | 764,000 | 764,000 |
| Facilities & Community Svcs. | | 1,137,940 | 1,137,940 |
| Fire Services | | 427,100 | 427,100 |
| Recreation & Senior Scvs. | | 476,290 | 476,290 |
| Library Services | | 4,200 | 4,200 |
| Police | | 707,550 | 707,550 |
| Animal Control | | 42,501 | 42,501 |
| Interfund Charges | | 4,310,522 | 4,310,522 |
| Donations/Contributions | | - | - |
| Other Revenue | | 1,810,574 | 1,810,574 |
| Sub-Total | $ 98,489,487 | $ 16,987,362 | $ 115,476,849 |
| Percent of Total | 85.29% | 14.71% | 100.00% |
| Allocation of Investment Income | 213,223 | 36,777 | 250,000 |
| Sub-Total | $ 98,702,710 | $ 17,024,139 | $ 115,726,849 |
| Total Appropriations Subject to Limit | $ 98,702,710 | | |

**City Council Meeting** **I. 5.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Authorize the annual payment to San Bernardino County Sheriff's Department (Cal-ID/Identix) in the amount of $84,926 for Redlands Police Department's Fingerprint Identification Services (Management Services/Finance Director Garcia)

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## MOTION(S):

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

I move that the City Council authorize the annual payment to San Bernardino County Sheriff's Department (Cal-ID/Identix) in the amount of $84,926 for Redlands Police Department's Fingerprint Identification Services.

## RECOMMENDATION:

Staff recommends that the City Council authorize the annual payment to San Bernardino County Sheriff's Department (Cal-ID/Identix) in the amount of $84,926 for Redlands Police Department's Fingerprint Identification Services.

## DISCUSSION:

Cal-ID/Identix is a sole source vendor that provides fingerprint identification services for law enforcement agencies in San Bernardino County. Cal-ID/Identix is responsible for monitoring and processing all fingerprints submitted by law enforcement agencies in San Bernardino County. The San Bernardino County Sheriff's Department is the authorized administrator of these services. Once the local fingerprinting process is complete, the records are electronically sent to the California Department of Justice (DOJ). The DOJ then enters them into a national database. This is the only system in place for monitoring, processing, and maintaining fingerprints.

The invoice amount is based on a flat rate of $1.18 per capita at a population estimate of 71,972, for a total of $84,926. There is no increase in the per capita rate from the previous fiscal year and a slight decrease in the estimated population compared to the previous year.

**ALTERNATIVES:**

Not applicable.

**STRATEGIC PLAN:**

Not applicable.

**SUBMITTED BY:**
Danielle Garcia, Management Services/Finance Director

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

**REVIEWED BY:**
Dana Abramovitz-Daniel, Procurement Manager

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**Fiscal Impact**

| | |
|---|---|
| **Fiscal Year:** | FY 2025 |
| **Revenue Generating:** | N |
| **Appropriation Required Y/N:** | N |
| **Amount:** | 84,926.96 |
| **Budgeted Y/N:** | Y |

**Discussion:**

Funding for this expense is included in the Fiscal Year 2024-2025 IT budget. Any subsequent increase in fees will be planned for during future budget preparations in the IT fund.

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**Attachments**

FY 2024-25 City Assessment Fees

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March 7, 2024

Chief Rachel Tolber
Redlands Police Department
P.O. Box 1025
Redlands, CA 92373

Dear Chief Tolber,

The CAL-ID Telecommunications Network was established in 1985 as a statewide system to transmit and access fingerprint data between local agencies and the California Department of Justice. San Bernardino CAL-ID was established soon after to utilize the state network and provide fingerprint services to San Bernardino County and its municipalities. Budgeting and oversight of San Bernardino CAL-ID is through the San Bernardino County Remote Access Network (RAN) Board. Composition of the RAN Board is determined by Penal Code section 11112.4.

Member-agencies of CAL-ID (also known as the San Bernardino Biometric Identification Network) not only receive fingerprint enrollment and searching services, but they also receive additional identification services such as live scan, mobile ID, facial recognition, iris enrollment and DNA.

Each year, member-agencies of San Bernardino CAL-ID / Biometric Identification Network are invoiced for their portion of the City Assessment Fees that help fund CAL-ID. City Assessment Fees are calculated on a per capita basis and based upon population estimates published annually by the California Department of Finance. Enclosed is a table of the most current estimates, along with the corresponding fees for each CAL-ID member-agency. Your municipality will be billed after July 1, 2024, by the San Bernardino County Sheriff's Department's Bureau of Administration, who manages fiscal operations for San Bernardino CAL-ID.

If you should have any questions regarding the assessment fee for your municipality, or about any of the services CAL-ID provides, please do not hesitate to contact me directly at (909) 890-5042, or by email at tniles@sbcsd.org.

Sincerely,

Tyson Niles

Tyson Niles, Lieutenant
San Bernardino County Sheriff's Department
Project Manager for San Bernardino CAL-ID

# SAN BERNARDINO COUNTY CAL-ID
# ASSESSMENT FEE TABLE

## FY 2024-2025

| City Name | Total Population [1] | | Percent Change | FY 23/24 Assessment Fee (@ $1.18 per capita[2]) | FY 24/25 Assessment Fee (@ $1.18 per capita[3]) |
|---|---|---|---|---|---|
| | 1/1/2022[2] | 1/1/2023[1] | | | |
| Adelanto | 36,357 | 36,656 | 0.00822 | $42,901.26 | $43,254.08 |
| Apple Valley | 75,628 | 74,996 | -0.00836 | $89,241.04 | $88,495.28 |
| Barstow | 25,202 | 24,918 | -0.01127 | $29,738.36 | $29,403.24 |
| Big Bear Lake | 5,041 | 4,914 | -0.02519 | $5,948.38 | $5,798.52 |
| Chino | 91,998 | 93,137 | 0.01238 | $108,557.64 | $109,901.66 |
| Chino Hills | 77,964 | 77,058 | -0.01162 | $91,997.52 | $90,928.44 |
| Colton | 53,617 | 53,154 | -0.00864 | $63,268.06 | $62,721.72 |
| Fontana | 212,809 | 213,851 | 0.0049 | $251,114.62 | $252,344.18 |
| Grand Terrace | 13,042 | 12,814 | -0.01748 | $15,389.56 | $15,120.52 |
| Hesperia | 100,324 | 100,041 | -0.00282 | $118,382.32 | $118,048.38 |
| Highland | 56,546 | 55,984 | -0.00994 | $66,724.28 | $66,061.12 |
| Loma Linda | 25,349 | 25,228 | -0.00477 | $29,911.82 | $29,769.04 |
| Montclair | 37,846 | 37,494 | -0.0093 | $44,658.28 | $44,242.92 |
| Needles | 4,876 | 4,756 | -0.02461 | $5,753.68 | $5,612.08 |
| Ontario | 179,516 | 180,717 | 0.00669 | $211,828.88 | $213,246.06 |
| Rancho Cucamonga | 174,476 | 173,545 | -0.00534 | $205,881.68 | $204,783.10 |
| Redlands | 72,585 | 71,972 | -0.00845 | $85,650.30 | $84,926.96 |
| Rialto | 103,954 | 102,985 | -0.00932 | $122,665.72 | $121,522.30 |
| San Bernardino | 220,840 | 223,230 | 0.01082 | $260,591.20 | $263,411.40 |
| Twentynine Palms | 27,685 | 25,929 | -0.06343 | $32,668.30 | $30,596.22 |
| Upland | 79,139 | 78,376 | -0.00964 | $93,384.02 | $92,483.68 |
| Victorville | 136,561 | 137,193 | 0.00463 | $161,141.98 | $161,887.74 |
| Yucaipa | 54,494 | 53,991 | -0.00923 | $64,302.92 | $63,709.38 |
| Yucca Valley | 21,813 | 21,635 | -0.00816 | $25,739.34 | $25,529.30 |
| Balance of County | 300,003 | 297,482 | -0.0084 | $354,003.54 | $351,028.76 |
| TOTALS: | 2,187,665 | 2,182,056 | -0.00256 | $2,581,444.70 | $2,574,826.08 |

[1] - Population statistics received from the California Department of Finance, E1 Population Estimates for Cities, Counties, and the State - January 1, 2023 and 2024, dated May 1, 2023

[2] - Based on Population statistics from previous year's E-1 Estimates

[3] - Based on current population indicated

**City Council Meeting** **I. 6.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Adopt Resolution No. 8603 for Street Vacation No. 194 - A request to summarily vacate an excess portion of unimproved Mecca Street right-of-way that is 30 feet in width and approximately 298 feet in length (total of approximately 8,941 square-feet) located approximately 150 east of Gold Hill Lane and south of 31119 Outer Highway 10 (APNs: 0300-101-30-0000 and 0300-101-23-0000). This proposal is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines (Development Services Director Desatnik)

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## MOTION(S):

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

I move to adopt Resolution No. 8603 and approve Street Vacation No. 194.

## RECOMMENDATION:

Staff recommends that the City Council find that the portion of public right-of-way along Mecca Street (30 feet wide and approximately 298 feet in length), located south of 31119 Outer Highway 10, meets the necessary criteria for a summary vacation and adopt Resolution No. 8603 approving Street Vacation No. 194.

On April 9, 2024, the Planning Commission reviewed the proposal and voted to adopt Resolution No. 1648 determining the street vacation would be in conformance with the 2035 General Plan (see Attachment C - Planning Commission Staff Report).

**DISCUSSION:**

The applicant has filed an application to vacate an excess portion of public right-of-way. This section of right-of-way is located in the eastern portion of the City approximately 400 feet south of Outer Highway 10 and 150 east of Gold Hill Lane. While Mecca Street is considered public right-of-way, it is unimproved, there is no public access, and the adjacent landowners have built fences and placed storage materials within the right-of-way (see Attachment A - Location Map and Aerial Photo and Attachment B - Site Photographs). The site photographs show the fenced off portion of Mecca Street. The portion of right-of-way to be vacated is approximately 150 feet beyond the fence shown in the photos. The applicant is requesting the City to approve vacation of the portions of Mecca Street adjacent to the parcels they own, which will allow potential future property improvements or development of the properties without further concern about potential encroachment into public right-of-way.

Overall, the area requested to be vacated is 30 feet wide, approximately 298 long, and has an area of approximately 8,941 square feet. It begins 150 east of Gold Hill Lane and extends east approximately 298 feet adjacent to 31119 Outer Highway 10 (APNs: 0300-101-30-0000 and 0300-101-23-0000).

On April 9, 2024, the Planning Commission reviewed the proposal and voted to adopt Resolution No. 1648 determining the street vacation would be in conformance with the 2035 General Plan (see Attachment C - Planning Commission Staff Report).

The subject portion of right-of-way is located on the east end of the City and was annexed into the City as a part of Annexation No. 72 in 1990. The homes and structures on the adjacent parcels date back to the 1930s. This portion of right-of-way was dedicated to the County of San Bernardino in 1973 and accepted by the County in 1990 prior to the annexation of the area. However, no improvements were ever made and there is no evidence that it has ever been used for public access. Based on site visits by City staff, the right-of-way has been fenced off at Gold Hill Lane, which does not allow public access, and aerial photos indicate that fencing has been in place since prior to 2018. Parcels abutting the right-of-way to be vacated are not fenced. The applicant owns these adjacent parcels and since early 2021, the applicant has used this area for storage and private access purposes. Though the right-of-way has been in existence since 1973, the City has no record of public improvements to it. The applicant is requesting to vacate the right-of-way to increase the buildable area of the adjacent lots, which may allow for future improvements or development of the subject properties.

Pursuant to the California Streets and Highways Code (which defines the general procedures for public street and easement vacations), the City Council may adopt a resolution summarily vacating a public street that has been impassable for vehicular travel for a period of five consecutive years preceding vacation, and no public money was expended for maintenance on the street during such period. These findings can be made in this case for this segment of the public right-of-way (which has not been developed or improved) and is identifiable as right-of-way only on maps. Therefore, the summary vacation meets the criteria and may be approved. The excess right-of-way is not required for street or highway purposes.

Environmental Review: Street Vacation No. 194 will have no potentially significant effects on the environment and qualifies for exemption from environmental review in accordance with Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines. Section 15061(b)(3) is the "general rule" exemption for projects where it can be seen with certainty that there will be no environmental effects as a result of the activity.

**ALTERNATIVES:**

The City Council may:

1. Continue the matter to allow for additional information; or,
2. Not adopt the Resolution.

**STRATEGIC PLAN:**

Not applicable.

**SUBMITTED BY:**
Brian Desatnik, Development Services Director

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

**REVIEWED BY:**
Yvette M. Abich Garcia, City Attorney
Christopher Boatman, Assistant City Manager

**PREPARED BY:**
Sean Reilly, Principal Planner

## Fiscal Impact

**Fiscal Year:** 2023-2024

**Appropriation Required Y/N:** No

**Discussion:**

Vacation of the right of way will not have a negative fiscal impact on the City's budget. A fee of $3,726 has been paid by the applicant to defray the expenses of researching and processing this application.

## Attachments

Attachment A: Location Map and Aerial Photograph

Attachment B: Site Photographs

Attachment C: Planning Commission Staff Report

Attachment D-1: Resolution No. 8603

Attachment D-2: Exhibits A and B to Resolution No. 8603




# Location Map

This map was produced by the City of Redlands, Geographic Information System.
The City of Redlands assumes no warranty or legal responsibility for the information contained on this map.
The data used to generate this map is dynamic in nature, therefore the information shown may or may not be the most current.

N
W E
S

Scale
0 130 260
Feet

City of Redlands
Department of Innovation & Technology
Geographic Information Systems

City of REDLANDS "A City That Works"

December 28, 2023

OneStop.mxd




# Aerial Photo

This map was produced by the City of Redlands, Geographic Information System.
The City of Redlands assumes no warranty or legal responsibility for the information contained on this map.
The data used to generate this map is dynamic in nature, therefore the information shown may or may not be the most current.

N
W E
S

Scale
0 30 60
Feet

City of Redlands
Department of Innovation & Technology
Geographic Information Systems

City of REDLANDS "A City That Works"

December 28, 2023

OneStop.mxd

# Site Photos





City of Redlands
REQUEST FOR PLANNING COMMISSION ACTION

**Planning Commission** **Agenda Item NO. 3.C.**
**Meeting Date:** 04/09/2024

**APPLICANT:**
**JADELAND DEVELOPMENTS**
(PROJECT PLANNER: SEAN REILLY, PRINCIPAL PLANNER)

1. **Street Vacation No. 194** - A request to vacate an excess portion of unimproved right-of-way (Mecca Street) 30 feet in width and approximately 298 feet in length, totaling approximately 8,941 square feet located approximately 150 feet east of Gold Hill Lane and south of 31119 Outer Highway 10 (APNs: 0300-101-30-0000 and 0300-101-23-0000). This proposal is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines.

**SYNOPSIS**

| | | |
|---|---|---|
| 1. General Plan Designation: | Not applicable | |
| 2. Existing Zoning: | Not applicable | |
| 3. Surrounding Zoning: | North: Rural Residential Animals District (R-R-A)<br>South: Rural Residential Animals District (R-R-A)<br>East: Rural Residential Animals District (R-R-A)<br>West: Rural Residential Animals District (R-R-A) | |
| 4. Existing Land Use: | The subject “paper” street is unimproved and vacant. | |
| 5. Surrounding Land Use: | North: Single-Family Residential<br>South: Single-Family Residential<br>East: Single-Family Residential<br>West: Vacant | |
| 6. Area / Topography: | The area of public right-of-way to be vacated is located in an area sloping to the northwest and surrounded by sparse single-family residential development, vacant land and agricultural uses. | |
| 7. Environmental Determination: | Exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines. | |
| 8. Socio-Economic Cost / Benefit Study: | Not Applicable | |
| 9. Planning Commission Submittal Dates: | (A) Date Submitted:<br>(B) Date Accepted As Complete:<br>(C) Planning Commission Meeting: | August 2, 2023<br>November 8, 2023<br>January 23, 2023 |

**PROPOSAL**

The applicant has filed an application to vacate an excess portion of public right-of-way. This section of right-of-way is located in the eastern portion of the City approximately 400 feet south of Outer Highway 10 and 150 east of Gold Hill Lane. While Mecca Street is considered public right-of-way, it is unimproved, there is no public access, and the adjacent landowners have built fences and placed storage materials within the right-of-way (see Attachment A - Location Map and Aerial Photo and

Attachment B - Site Photographs). The site photographs show the fenced off portion of Mecca Street. The portion right-of-way to be vacated is approximately 150 feet beyond the fence shown in the photos. The applicant is requesting to vacate the portions of Mecca Street adjacent to the parcels they own which will allow potential future property improvements or development of the properties without further concern of encroachment.

Overall, the area requested to be vacated is 30 feet wide, approximately 298 long and has an area of approximately 8,941 square feet (see Attachment C - Legal Description and Exhibit). It begins 150 east of Gold Hill Lane extends east approximately 298 feet adjacent to 31119 Outer Highway 10 (APNs: 0300-101-30-0000 and 0300-101-23-0000).

**BACKGROUND**

The subject portion of right-of-way is located on the east end of the City and was annexed into the City as a part of Annexation No. 72 in 1990. The homes and structures on the adjacent parcels date back to the 1930s. This portion of right-of-way was dedicated to the County of San Bernardino in 1973. However, no improvements were ever made and there is no evidence that it has ever been used for public access. Based on site visits by City staff, the right-of-way has been fenced off at Gold Hill Lane, which does not allow public access, and aerial photos indicate that fencing has been in place since prior to 2018. Parcels abutting the right-of-way to be vacated are not fenced. The applicant owns these adjacent parcels and since early 2021, the applicant has used this area for storage and private access purposes. Though the right-of-way has been in existence since 1973, the City has no record of public improvements to it. The applicant is requesting to vacate the alley to increase the buildable area of the adjacent lots, which may allow for future improvements or development of the properties.

**ANALYSIS**

Pursuant to State law, the City may regulate traffic on its public streets, alleys, and walkways only to the extent expressly authorized. The law permits the City to vacate a street, alley, or walkway upon a finding supported by substantial evidence that the right of way is no longer needed for vehicular or pedestrian traffic and is unnecessary for present or prospective use.

California Government Code Section 65402(a) requires that prior to considering a vacation or abandonment of any public right-of-way, the planning agency (i.e., Planning Commission) shall review the matter and render a determination as to the proposal’s conformity with the City’s General Plan.

The 2035 General Plan’s “Connected City” chapter does not include a roadway classification for Mecca Street, and this section of right-of-way is not shown in “Figure 5-5: Roadway Classifications”. Therefore, if approved, Street Vacation No. 194 will not conflict with any General Plan map or designation. In addition, the proposal will be consistent with General Plan Action 5-A.39, "Allow the City Engineer to adjust road standards where needed, based on actual conditions on the ground such as right-of-way availability, traffic volumes, and adjoining land uses." Based on the conditions on the ground and existing access easements, Mecca Street is not necessary for public access. The adjacent owners do not need this right-of-way for access as their properties are accessible by other means. The adjacent parcels will continue to have access from existing access easements on Gold Hill Lane, Knoll Road and Outer Highway 10. The proposed Street Vacation would not result in any negative impacts to the traffic-carrying capacity of the adjacent streets since the area proposed to be vacated has been determined to be excess right-of-way by the City Engineer and is not currently in public use. Therefore, the vacation of this excess portion of public right-of-way would be consistent with the General Plan.

**ENVIRONMENTAL REVIEW**

Street Vacation No. 194 will have no significant effects or potentially significant effects on the environment as a result of this proposal, and qualifies for exemption from environmental review in accordance with Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines.

**FINDINGS**

Staff recommends that the Planning Commission find that Street Vacation No. 194 is in conformity with the City's General Plan.

**RECOMMENDATIONS**

Staff recommends that the Planning Commission adopt Resolution No. 1648 (Attachment D) and find that Street Vacation No. 194 is in conformity with the City's General Plan.

**MOTIONS**

"I move that the Planning Commission adopt Resolution No. 1648 and determine that Street Vacation No. 194 for a portion of unimproved right-of-way adjacent to 31119 Outer Highway 10 is in conformity with the City's General Plan."

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**Attachments**

Attachment A: Location Map and Aerial Photograph
Attachment B: Site Photographs
Attachment C: Legal Description and Exhibit
Attachment D: Resolution No. 1648

---

RESOLUTION NO. 8603

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS FINDING THAT EXCESS PUBLIC ROAD RIGHT-OF-WAY WAY LOCATED ADJACENT TO 31119 OUTER HIGHWAY 10 IS UNNECESSARY FOR PRESENT OR PROSPECTIVE STREET PURPOSES, AND ORDERING A SUMMARY VACATION (STREET VACATION NO. 194)

WHEREAS, Duncan Shantz, authorized representative for the property owner, has requested the summary vacation of a portion of excess, undeveloped right-of-way excess that is 30 feet in width and approximately 298 feet in length totaling approximately 8,941 square feet, located adjacent to 31119 Outer Highway 10 (APNs: 0300-101-30-0000 and 0300-101-23-0000); and

WHEREAS, the City of Redlands is authorized to vacate all or part of a public street or public service easement within the City pursuant to the Public Streets, Highways, and Service Easements Vacation Law (California Streets & Highways Code, Section 8300 et. seq.); and

WHEREAS, pursuant to Section 8331 of the California Streets & Highways Code, the City may summarily vacate a street if the street or highway has been impassable for vehicular travel and no public money was expended for maintenance on the street during such period, and the proposal meets this criteria; and

WHEREAS, pursuant to Section 8334(a) of the California Streets & Highways Code, the City may summarily vacate excess right-of-way of a street not required for street purposes, and the proposal meets this criteria; and

WHEREAS, in accordance with Section 8334.5 of the California Streets & Highways Code, the street may be summarily vacated if there are no in-place public utility facilities that are in use that would be affected by the vacation, and the proposal meets this criteria; and

WHEREAS, the proposal qualifies for exemption from environmental review in accordance with the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines for projects where there is no possibility of any significant environmental effects; and

WHEREAS, the City has determined that the City Engineer (or other City official deemed appropriate or otherwise authorized by City) shall be authorized to (a) sign all documentation necessary to vacate said excess right-of-way and easements, and (b) cause such documentation to be recorded in the Official Records; and

WHEREAS, on April 9, 2024, the Planning Commission held a public meeting on the proposal, and found that the vacation of the excess right-of-way would be in conformance with the City of Redlands 2035 General Plan; and

WHEREAS, on July, 2, 2024, the City Council held a public meeting on the proposed summary vacation, and considered all testimony provided by the applicant and any other persons interested on the proposed vacation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDLANDS AS FOLLOWS:

SECTION 1. The proposed vacation of said portion of alley right-of-way, located at south of 31119 Outer Highway, is exempt from environmental review in accordance with the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines.

SECTION 2. The City Council of the City of Redlands, having elected to proceed under the provisions of Division 9, Part 3, Chapter 4 of the Streets & Highways Code of the State of California, hereby orders the summary vacation of approximately 4,000 square feet of excess right-of-way, as more specifically described in Exhibit "A" and "B" attached hereto and made a part hereof, based upon the following determinations:

A. For a period of five consecutive years or more, the subject segment of public right-of-way has been impassible for vehicular traffic.

B. No public money has been expended for maintenance of the subject segment of public right-of-way during the period it has been impassible.

C. In accordance with Streets & Highways Code Section 892, the subject segment of public right-of-way is not useful as a motorized or non-motorized transportation facility; and

D. The subject segment of public right-of-way is excess and unnecessary right-of-way for street or highway purposes.

SECTION 3. The City Engineer (or other City official deemed appropriate or otherwise authorized by City) is hereby authorized to and shall sign all documentation necessary to effect the vacation of the subject excess right-of-way, at which time the subject excess right-of-way shall be vacated and no longer constitute a street, highway, or public service easement.

SECTION 4. This resolution shall take effect immediately following the recordation of this Resolution by the San Bernardino County Recorder.

ADOPTED, SIGNED AND APPROVED this 2nd day of July, 2024.

_____
Eddie Tejeda, 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 2nd day of July, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

**Exhibit A**
**Legal Description**
**Street Vacation No. 194**

[Attached]

**Exhibit B**
**Plat Map**
**Street Vacation No. 194**

[Attached]

# EXHIBIT "A"
# LEGAL DESCRIPTION
# STREET VACATION

BEING A PORTION OF LOT 18 AND LOT 19, TRACT 2119 HILLTOP ACRES, IN THE CITY OF REDLANDS, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA AS SHOWN ON MAP FILED IN MAP BOOK 30, PAGES 54 THROUGH 58, INCLUSIVE, RECORDS OF SAID COUNTY, AND ARE MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THAT PORTION OF OFFER OF DEDICATION TO COUNTY OF SAN BERNARDINO, DOCUMENT RECORDED JANUARY 5, 1973 IN BOOK 8094, PAGE 1140, OFFICIAL RECORDS OF SAID COUNTY LYING WITHIN PARCEL 1 AND PARCEL 4 OF DEED TO JADELAND DEVELOPMENTS, DOCUMENT RECORDED AUGUST 14, 2015 AS INSTRUMENT NO. 2015-0350259, OFFICIAL RECORDS OF SAID COUNTY.

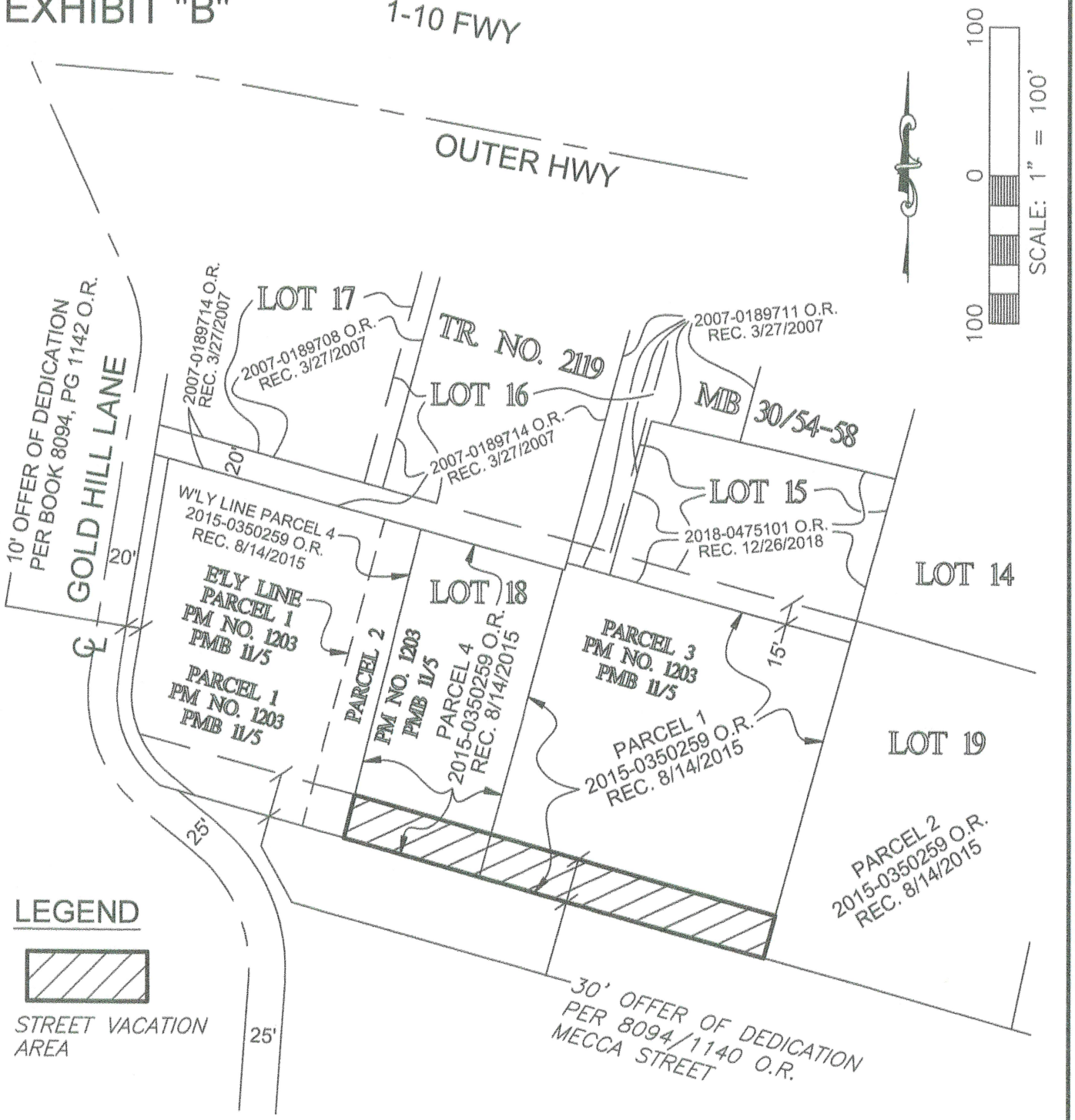
DESCRIPTION CONTAINING 8,941 SQUARE FEET, MORE OR LESS.

**ON POINT LAND SURVEYING, INC.**
PREPARED BY: Chad A Smith

ANTHONY D. SMITH, PLS 8133
DATE: 11/2/2023



# EXHIBIT "B"




PN: 431-001

PROFESSIONAL LAND SURVEYOR
ANTHONY D. SMITH
No. 8133
EXP. 12-31-24
STATE OF CALIFORNIA

## EXHIBIT B (PLAT) - STREET VACATION

PREPARED AT THE REQUEST OF JADELAND DEVELOPMENT

THIS PLAT IS SOLELY AN AID IN LOCATING THE PARCEL(S) DESCRIBED IN THE ATTACHED DOCUMENT. IT IS NOT A PART OF THE WRITTEN DESCRIPTION THEREIN.

PREPARED BY: _____

DATE: 11/2/2023

PREPARED BY: ON POINT LAND SURVEYING, INC.

SCALE: 1"=100'

DATE: JULY 2023

SHEET 1 OF 1

**City Council Meeting** **I. 7.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Approve the Memorandum of Understanding between the City of Redlands and the Redlands Unified School District for the School Resource Officer Program (Police Chief Tolber)

---

## MOTION(S):

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

I move to approve the Memorandum of Understanding between the City of Redlands and the Redlands Unified School District for the School Resource Officer Program.

## RECOMMENDATION:

Staff recommends that Council approve the Memorandum of Understanding between the City of Redlands and the Redlands Unified School District for the School Resource Officer Program.

## DISCUSSION:

The City's Police Department and the Redlands Unified School District (RUSD) are committed to providing the safest environment for students in the City of Redlands. Recent discussions between the Department and RUSD have resulted in an opportunity to continue the School Resource Officers (SROs) program at the two comprehensive high schools in the city limits. The SRO program is responsible for improving the safety of students and staff at Redlands High School, Redlands East Valley High School, and Citrus Valley High School and seeks to reduce crime committed by juveniles and young adults. The program is designed to foster positive relationships between police officers, students, staff and parents to improve safety and the perception of safety at the City's three comprehensive high schools. Three full-time law enforcement

officers employed by the City will be selected by the Chief of Police for the SRO positions.

The City and RUSD currently have a Memorandum of Understanding that formalizes this relationship which expires on June 30, 2024. Due to the success of this program, both parties would like to continue this program for the next three fiscal years. This MOU provides for RUSD to reimburse the City for all personnel and vehicle costs assigned to the SRO program. Three officers will be assigned to the program for a total of $540,000 per fiscal year. This amount accounts for approximately 98% of the present day program costs to the City.

## ALTERNATIVES:

Do not approve the Memorandum of Understanding between the City of Redlands and the Redlands Unified School District for the School Resource Officer Program.

## STRATEGIC PLAN:

Enhance community safety by improving the quality of police services provided to the community.

## SUBMITTED BY:

Rachel Tolber, Chief of Police

## RECOMMENDED BY:

Charles M. Duggan, Jr., City Manager

## REVIEWED BY:

Yvette M. Abich Garcia, City Attorney
Christopher Boatman, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

## PREPARED BY:

Jimmy Nguyen, Management Analyst

## Fiscal Impact

| | |
|---|---|
| **Fiscal Year:** | 2024-25 |
| **Revenue Generating:** | Yes |
| **Appropriation Required Y/N:** | N |
| **Amount:** | $540,000 |
| **Budgeted Y/N:** | Y |

**Discussion:**

The School District shall reimburse the City for personnel and vehicle costs up to the amount of one hundred eighty thousand dollars ($180,000.00) per position, per fiscal year.

## Attachments

RUSD SRO MOU

**MEMORANDUM OF UNDERSTANDING**
**BETWEEN THE CITY OF REDLANDS**
**AND**
**THE REDLANDS UNIFIED SCHOOL DISTRICT**
**FOR THE SCHOOL RESOURCE OFFICER PROGRAM**

This Memorandum of Understanding ("MOU") is made this day of July 1, 2024, by and between the City of Redlands ("City") and the Redlands Unified School District ("School District") for the School District's School Resource Officer Program (the "SRO Program"). The City and the School District are sometimes individually referred to herein as a "Party" and, together, as the "Parties."

## SECTION 1. PURPOSE OF MOU:

This MOU formalizes the relationship between the City, acting through its Police Department, and the School District to foster an efficient and cohesive program that will build a positive relationship between law enforcement and the youth of our communities. The mission of the SRO Program is to improve the safety of students and staff at the selected schools and to reduce crime committed by juveniles and young adults. This MOU delineates the mission, organizational structure, and procedures of the SRO Program as a joint cooperative effort between the School District and the City.

## SECTION 2. TERM:

The term of this MOU shall commence on July 1, 2024, and terminate on June 30, 2027, unless earlier terminated by a Party as provided for herein. The Parties may renew, extend, or modify this MOU only by separate written agreement, which must be executed by the Parties.

## SECTION 3. MISSION, GOALS, AND OBJECTIVES:

The mission of the SRO Program is to improve the safety of students and staff at the selected schools and to reduce crime committed by juveniles and young adults. The SRO Program aims to create and maintain safe, secure, and orderly learning environments for students, teachers, and staff. These goals will be accomplished by assigning a law enforcement officer employed by the City (a "SRO") to the School District facilities on a full-time basis.

The SRO Program is designed to develop and enhance rapport between youth, police officers, school administrators, and parents. The goals of the SRO Program include:

1. Reduce incidents of school violence.
2. Maintain a safe and secure environment on school grounds.
3. Reduce criminal offenses committed by juveniles and young adults.
4. Establish rapport between the SRO and the student population.
5. Establish rapport between the SRO and parents, faculty, staff, and administrators.

Moreover, the SRO will establish a trusting channel of communication with students, parents, and teachers. The SRO will serve as a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. The SRO will promote citizen awareness of the law to enable students to become better-informed and effective citizens, while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law. The SRO can serve as a source of counseling for students and parents concerning problems they face as well as providing information on community resources available to them.

**SECTION 4. CITY OBLIGATIONS:**

The City's responsibilities hereunder are, in part, performed by the City's Police Department and will include, but not be limited to, the following:

1. Responding to all major criminal occurrences that occur on School District property and exercising law enforcement jurisdiction over such incidents; and

2. Assigning three (3) SROs to the designated School District campuses as mutually determined to allow for maximum efficiency in the use of resources and provision of services; and

3. Work cooperatively with the School District to make any needed adjustments to the SRO Program throughout the school year.

**SECTION 5. SCHOOL DISTRICT OBLIGATIONS:**

The School District's responsibilities will include, but not be limited to, the following:

1. Providing the SRO with a private, furnished office space at the assigned school campus that can be secured as is reasonably acceptable to the City. This shall include, but not be limited to, office furniture, office supplies, telephone and computer access and printer; and

2. Provide the SRO with opportunities to address students, teachers, administrators and parents about the SRO Program goals and objectives; and

3. Notify the SRO of suspected illegal activity as soon as possible; and

4. Work cooperatively with the Redlands Police Department to make any needed adjustments to the program during the school year; and

5. Conduct an orientation program to familiarize the SRO with school policies and procedures. Provide SROs with copies of all laws, rules and regulations regarding School District policies, including policies regarding access to confidential student records.

**SECTION 6. SRO PROGRAM:**

The SROs are, and will remain, full-time law enforcement officers and employees of the City. As such, they will be ultimately supervised, evaluated and directed by the Chief of the City's Police Department. SROs shall be responsible for carrying out all duties of a law enforcement officer and shall at all times remain under the control, through the chain of command, of the City's Police Department. Non-criminal student disciplinary matters shall remain the responsibility of the teachers and administrators, not the SRO. The SRO shall refrain from being involved in the enforcement of disciplinary rules.

1. The SROs shall be in uniform as directed by the City's Chief of Police and perform their duties when school is in session during the regular academic year which typically commences in August and ends in June.

2. SROs will maintain a high level of visibility on campus during the regular school day by attending school activities and other school and community programs.

3. Requests for the SROs services beyond regular school or work shift hours shall be made via the City's Police Department's chain of command. Written approval must be obtained prior to the SRO participating in afterschool events. The SRO may adjust his or her work schedule, with approval from his or her Police Department supervisor, in order to accommodate school activities and requests.

4. Reasonable attempts will be made to schedule in-service training in a manner that minimizes the SROs absence from school on an instructional day. The School District's applicable campus principal shall be notified whenever reasonably possible if the SRO has to be off campus during regular school hours in non-emergency situations.

5. Unless an exigent circumstance occurs, SRO duties shall not be backfilled by other law enforcement personnel due to unplanned absences. The applicable campus principal will be notified of all SRO absences.

6. SROs shall respond to emergency situations as directed by the City's Chief of Police or requested by a School District principal or staff.

7. SROs will be available to school personnel as an educational resource in understanding the application and enforcement of criminal laws.

8. SROs will act as liaisons with various community youth services agencies and work with school personnel on student referrals to these agencies.

9. The City reserves the right to temporarily remove an SRO in the event additional officers are needed during a critical need or natural disaster.

**SECTION 7. FUNDING:**

1. The City shall provide SRO's for services required by this MOU in accordance with the City's employment procedures and conditions.

2. The City's Chief of Police, in her sole discretion, shall determine the officers assigned to perform the services. The School District shall reimburse the City for personnel and vehicle costs up to the amount of one hundred eighty thousand dollars ($180,000.00) per position, per fiscal year, for the duration of this Agreement, and such amount shall be pro-rated should this Agreement be terminated during a fiscal year. Any cost greater than one hundred eighty thousand dollars ($180,000.00) per officer, per fiscal year will be the responsibility of the City.

**SECTION 8. TERMINATION:**

Either Party may terminate this MOU, with or without cause, upon ninety (90) days prior written notice to the other Party.

**SECTION 9. NOTICES:**

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:

Rachel Tolber, Chief of Police
Redlands Police Department
PO Box 1025
Redlands, CA 92373

Juan Cabral, Superintendent of Schools
Redlands Unified School District
20 W. Lugonia Avenue
Redlands, CA 92374

**SECTION 10. GOOD FAITH:**

The Parties shall cooperate in good faith in fulfilling the terms of this MOU. Unforeseen circumstances and questions will be resolved by negotiation between the Parties.

**SECTION 11. DEFENSE AND INDEMNITY:**

1. The City shall indemnify and hold harmless the School District and its elected officials, officers, employees and agents (collectively, the "School District Indemnified Parties"), from and against any and all liabilities, damages, costs, expenses, causes of action, claims, suits, proceedings and judgments (collectively "Claims") which they may incur or suffer or be put to by reason of, in connection with or arising from (i) any breach, violation or

non-performance by the City of any obligation contained in this Agreement to be observed or performed by the City, or (ii) any wrongful or negligent acts or omissions of the City or its elected officials, officers, employees and agents which relate to this Agreement and, in such circumstances, City shall defend the School District Indemnified Parties (in addition to providing indemnity). The City acknowledges and agrees that this defense and indemnity provision shall survive any termination of this Agreement.

2. The School District shall indemnify and save harmless the City and its elected officials, officers, employees and agents (collectively, the "City Indemnified Parties") from and against any and all Claims which they may incur or suffer or be put to by reason of or in connection with or arising from (i) any breach, violation or non-performance by the School District of any obligation contained in, or relating to, this Agreement to be observed or performed by the School District and (ii) any wrongful or negligent acts or omissions of the School District or its elected officials, officers, employees and agents which relate to this Agreement and which give rise to a tortious Claim against the City and, in such circumstances, the School District shall defend the City Indemnified Parties from such Claims (in addition to providing indemnity). The School District acknowledges and agrees that this defense and indemnity provision shall survive any termination of this Agreement.

**SECTION 12. GOVERNING LAW:**

This MOU is governed by and construed in accordance with the laws of the State of California.

This MOU has been agreed to by the Parties as evidenced by the authorized signatures below:

CITY OF REDLANDS

By: _____
Eddie Tejeda, Mayor

REDLANDS UNIFIED SCHOOL DISTRICT

By: _____
Juan Cabral,
Superintendent of Schools

ATTEST:

By: _____
Jeanne Donaldson, City Clerk

**City Council Meeting** **I. 8.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Adopt Ordinance No. 2969 - Confirming a diagram and assessment for the 2024-2025 Fiscal Year in connection with Landscape Maintenance District No. 1 and Adopt Ordinance No. 2970 - Confirming a diagram and assessment for the 2024-2025 Fiscal Year in connection with Street Lighting District No. 1 (Facilities and Community Services Director Crocker)

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## MOTION(S):

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

I move to adopt Ordinance No. 2969 and Ordinance No. 2970.

## RECOMMENDATION:

It is recommended the City Council consider adoption of Ordinance No. 2969 and Ordinance No. 2970, approving the Engineer's Reports for Landscape Maintenance District No. 1 and Street Lighting District No. 1, and implementing the assessments for Fiscal Year 24/25.

## DISCUSSION:

The proposed ordinances and staff reports prepared for the introduction of these ordinances 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. 2969 and Ordinance No. 2970.

**STRATEGIC PLAN:**

Not Applicable

**SUBMITTED BY:**
Jeanne Donaldson, City Clerk

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

**PREPARED BY:**
Jeanne Donaldson, City Clerk

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**Fiscal Impact**

**Discussion:**

Codification: $22/per page affected by the change
Legal Publication: $500

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**Attachments**

Ordinance No. 2969 LMD Annual Assessments
Ordinance No. 2969 Exhibit A
Ordinance No. 2970 SLD Annual Assessments
Ordinance No. 2970 Exhibit A

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ORDINANCE NO. 2969

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REDLANDS ESTABLISHING FISCAL YEAR 2024/25 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 7, 2024, 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 4, 2024 City Council adopted Resolution No. 8543, preliminarily approving the Engineer's Report for the District; and,

WHEREAS, on June 4, 2024, City Council adopted Resolution No. 8544, setting June 18, 2024 as the Public Hearing date for consideration of levying Fiscal Year 2024/2025 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.

_____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk, City of Redlands, hereby certify that the foregoing Ordinance was duly adopted by the City Council at the regular meeting thereof, held on the 2nd day of July 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____

Jeanne Donaldson, City Clerk

EXHIBIT “A”

Appendix D from Engineer’s Report, Roll 2024

# City of Redlands
# Landscape Maintenance District No. 1 - Appendix D
# Fiscal Year 2024/25
# 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
# Landscape Maintenance District No. 1 - Appendix D
# Fiscal Year 2024/25
# 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**
**Landscape Maintenance District No. 1 - Appendix D**
**Fiscal Year 2024/25**
**Assessment Roll (Sorted by APN)**

| 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 |

**City of Redlands**
**Landscape Maintenance District No. 1 - Appendix D**
**Fiscal Year 2024/25**
**Assessment Roll (Sorted by APN)**

| 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 |

**City of Redlands**
**Landscape Maintenance District No. 1 - Appendix D**
**Fiscal Year 2024/25**
**Assessment Roll (Sorted by APN)**

| 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 |

# City of Redlands
# Landscape Maintenance District No. 1 - Appendix D
# Fiscal Year 2024/25
# Assessment Roll (Sorted by APN)

| 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 |

**City of Redlands**
**Landscape Maintenance District No. 1 - Appendix D**
**Fiscal Year 2024/25**
**Assessment Roll (Sorted by APN)**

| 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 |

**City of Redlands**
**Landscape Maintenance District No. 1 - Appendix D**
**Fiscal Year 2024/25**
**Assessment Roll (Sorted by APN)**

| 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 |

**City of Redlands**
**Landscape Maintenance District No. 1 - Appendix D**
**Fiscal Year 2024/25**
**Assessment Roll (Sorted by APN)**

| APN | SITUS ADDRESS | ANNEXATION | CHARGE |
|---|---|---|---|
| 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 |

**City of Redlands**
**Landscape Maintenance District No. 1 - Appendix D**
**Fiscal Year 2024/25**
**Assessment Roll (Sorted by APN)**

| APN | SITUS ADDRESS | ANNEXATION | CHARGE |
|---|---|---|---|
| 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 |

**City of Redlands**
**Landscape Maintenance District No. 1 - Appendix D**
**Fiscal Year 2024/25**
**Assessment Roll (Sorted by APN)**

| APN | SITUS ADDRESS | ANNEXATION | CHARGE |
|---|---|---|---|
| 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 |

ORDINANCE NO. 2970

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REDLANDS ESTABLISHING FISCAL YEAR 2024/25 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 7, 2024, 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 4, 2024 City Council adopted Resolution No. 8543, preliminarily approving the Engineer's Report for the District; and,

WHEREAS, on June 4, 2024, City Council adopted Resolution No. 8544, setting June 18, 2024 as the Public Hearing date for consideration of levying Fiscal Year 2024/2025 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 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.

_____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk, City of Redlands, hereby certify that the foregoing Ordinance was duly adopted by the City Council at the regular meeting thereof, held on the 2nd day of July 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

EXHIBIT “A”

Appendix D from Engineer’s Report, Roll 2024

**City of Redlands**
**Street Lighting District No. 1 - Appendix D**
**Fiscal Year 2024-2025**
**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 2024-2025**
**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 2024-2025**
**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**
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**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 |

**City of Redlands**
**Street Lighting District No. 1 - Appendix D**
**Fiscal Year 2024-2025**
**Assessment Roll (Sorted by APN)**

| 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 |

**City of Redlands**
**Street Lighting District No. 1 - Appendix D**
**Fiscal Year 2024-2025**
**Assessment Roll (Sorted by APN)**

| 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 |

**City of Redlands**
**Street Lighting District No. 1 - Appendix D**
**Fiscal Year 2024-2025**
**Assessment Roll (Sorted by APN)**

| 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 |

**City of Redlands**
**Street Lighting District No. 1 - Appendix D**
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**Assessment Roll (Sorted by APN)**

| 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 |

**City of Redlands**
**Street Lighting District No. 1 - Appendix D**
**Fiscal Year 2024-2025**
**Assessment Roll (Sorted by APN)**

| 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 |

**City of Redlands**
**Street Lighting District No. 1 - Appendix D**
**Fiscal Year 2024-2025**
**Assessment Roll (Sorted by APN)**

| 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 |

**City of Redlands**
**Street Lighting District No. 1 - Appendix D**
**Fiscal Year 2024-2025**
**Assessment Roll (Sorted by APN)**

| APN | SITUS ADDRESS | ANNEXATION | ZONE | CHARGE |
|---|---|---|---|---|
| 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 |

**City of Redlands**
**Street Lighting District No. 1 - Appendix D**
**Fiscal Year 2024-2025**
**Assessment Roll (Sorted by APN)**

| APN | SITUS ADDRESS | ANNEXATION | ZONE | CHARGE |
|---|---|---|---|---|
| 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 |

**City of Redlands**
**Street Lighting District No. 1 - Appendix D**
**Fiscal Year 2024-2025**
**Assessment Roll (Sorted by APN)**

| APN | SITUS ADDRESS | ANNEXATION | ZONE | CHARGE |
|---|---|---|---|---|
| 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 |

**City of Redlands**
**Street Lighting District No. 1 - Appendix D**
**Fiscal Year 2024-2025**
**Assessment Roll (Sorted by APN)**

| APN | SITUS ADDRESS | ANNEXATION | ZONE | CHARGE |
|---|---|---|---|---|
| 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 |

**City of Redlands**
**Street Lighting District No. 1 - Appendix D**
**Fiscal Year 2024-2025**
**Assessment Roll (Sorted by APN)**

| APN | SITUS ADDRESS | ANNEXATION | ZONE | CHARGE |
|---|---|---|---|---|
| 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**
**Street Lighting District No. 1 - Appendix D**
**Fiscal Year 2024-2025**
**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 2024-2025**
**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 2024-2025**
**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 2024-2025**
**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 |

**City Council Meeting** **I. 9.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Approve the Equipment Rental Agreement with C5 Equipment Rentals for a 3-month rental extension of a D8 Dozer in the amount of $53,160, and a sole source purchase order modification to a not-to-exceed total of $141,760 and determination that the approval of the rental agreement is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of CEQA Guidelines (Facilities and Community Services Director Crocker)

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## MOTION(S):

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

1. I move that approval of the rental agreement is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA guidelines; and

2. I further move to approve the equipment lease with C5 Equipment Rentals for the 3-month rental extension of a D8 Dozer in the amount of $53,160 and a sole source purchase order modification to a not-to-exceed total of $141,760.

## RECOMMENDATION:

Staff recommends that City Council determine that approval of the rental agreement is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines the equipment lease with C5 Equipment Rentals for the 3-month rental extension of a D8 Dozer in the amount of $53,160 and a sole source purchase order modification to a not-to-exceed total of $141,760.

## DISCUSSION:

The City uses a D8 Dozer at the City landfill on a daily basis that plays a crucial role in daily landfill operations. It is utilized for pushing waste into active cells in preparation for proper waste placement and cover. The Dozer is essential to maintain regulatory compliance for the city facility. Unfortunately, the City's Dozer has been out of service for over 5 months and the City has been waiting for a new D8 Dozer to be delivered. The delivery of the new D8 Dozer is taking longer than expected and as a result, staff is requesting a sole source purchase order modification with C5 Equipment Rentals for a 3-month rental extension while the delivery of the new D8 Dozer takes place.

Pursuant to the City’s Purchasing guidelines, a purchase order was requested on February 13, 2024, for C5 Equipment Rentals in the amount of $88,600 for a 5-month rental period in order to have the equipment as soon as possible while awaiting the delivery of the new D8 Dozer. Due to the urgency of the matter, C5 Equipment Rentals was selected as the sole source vendor as they were able to provide the equipment as soon as possible, avoiding additional weeks of non-compliance and unnecessary fines. No other vendor within a 30-mile radius has the requested heavy machinery equipment readily available.

The rental of the D8 Dozer provides an essential service that protects the public health, welfare, safety, and property of the City and provides an essential service to maintain regulatory compliance at the City's landfill. The City would like to request the sole source purchase order modification for the D8 Dozer rental for an additional 3 months through August 2024 in order to ensure that the new D8 Dozer is delivered to the City.

## ALTERNATIVES:

The City Council may choose to reject the sole source purchase order modification with C5 Equipment Rentals and provide alternative direction to staff.

## STRATEGIC PLAN:

Supports Priority D - Sustainability.

## SUBMITTED BY:

Tabitha Crocker, Facilities and Community Services Department Director

## RECOMMENDED BY:

Charles M. Duggan Jr., City Manager

**REVIEWED BY:**
Chris Boatman, Assistant City Manager
Danielle Garcia, Management Services/Finance Director
Dana Abramovitz-Daniel, Procurement Manager

**PREPARED BY:**
Nathalie Ayala, Senior Administrative Assistant

## Fiscal Impact

**Fiscal Year:** FY 2023-24
**Amount:** $35,440
**Budgeted Y/N:** Y
**Account No.:** 511900-6708
**Discussion:**
Sufficient funding for this service is included in the Solid Waste Division's budget (511900) for Fiscal Year 2023-2024 as approved by City Council.

**Fiscal Year:** FY 2024-25
**Amount:** $17,720
**Budgeted Y/N:** Y
**Account No.:** 511900-6708
**Discussion:**
Sufficient funding for this service is included in the Solid Waste Division's budget (511900) for Fiscal Year 2024-2025 as approved by City Council.

## Attachments

A. Rental Agreement
B. Sole Source Request C5

**21921 Alessandro Blvd**
***Moreno Valley, CA 92553***
**PH. 951-257-3687** **FAX 951-656-1816**

**BARE EQUIPMENT RENTAL AGREEMENT- Please email signed copy to Dispatch@C5rentals.com**

| | | | |
|---|---|---|---|
| Customer : | CITY OF REDLANDS<br>C5-82 D8T | Phone:<br>EXT | 909-201-9477 |
| | | Contact: LOUIE | |
| EQUIPMENT | CAT D8T DOZER UNIT # C5-82 | PO/ JOB: TBD | |
| RATE | D-$1,476.66/ W-$5,906.66/ M-$17,720 | | |
| MOVE COST | MOVE IN $700<br>MOVE OUT $700 | | |
| START DATE | Rental - 5/6/24 to 8/6/24 | 3 Months | |
| LOCATION | 1950 NEVADA ST<br>REDLANDS CA 92373<br>SPECIAL | | |

SPECIAL PROVISIONS

**ORDERED BY LOUIE**

**Damage Clause: Customer (hereinafter called LESSEE) is responsible for all damage to tracks caused by debris or other job site conditions such as Vandalism, Rock, Rebar, Pipe, Steel, Concrete, etc. If at any time our equipment is stolen or damaged mechanically on the jobsite, you agree to pay all costs to repair or replace damaged or stolen equipment. If equipment is returned excessively dirty there may be a cleaning fee. This does not include normal wear and tear under normal usage.**

**TERMS AND CONDITIONS: Lessee agrees to rent above referenced equipment at the stated rate, including all transportation charges. Lessor shall not be responsible for any DOWNTIME, loss of time, damage, or injury, to Lessee or any other party caused by, resulting from, or in any way connected with the use or, failure of, including oil spills caused by machine or hose failures, or any defect on the Lessor's equipment regardless of cause. In no event, shall the Lessor be responsible for special or consequential damage whatsoever or whosoever caused. Lessee will be responsible for normal servicing and maintenance. Lessee is responsible for any abuse due to lack of any lubricant DEF, COOLANT, and OIL or DIRTY FILTERS. Lessee-+ is responsible for any repairs resulting from lack of these fluids. Fuel charges will apply for any machine returned with less than a full tank of fuel. Charges may apply to other fluids as well. Lessee will be responsible for damage to TAILGATES, STEP LADDERS, WINDOWS, MIRRORS, POINTS, TEETH, TIRES, CUTTING EDGES and or ground engaging tools: above and beyond normal wear. In the event said customer fails to pay for the above equipment or labor, said customer agrees to pay attorney fees, court costs and interest of 2% per month (18% APR) for collection. The terms and conditions herein set forth are agreed by Lessee and Lessor, and the Lessee acknowledges that he or she has fully read and agrees to all these terms and conditions which supersede any purchase order or other writing. This agreement must be signed by an owner or authorized officer of Lessee.**

| LESSEE OR AGENT | LESSOR |
|---|---|
| | C5 Equipment Rentals LLC |

# 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:** 6/17/24

**TO:** Purchasing Division

**FROM:** FCS Solid Waste Division

**Purchase Requisition #** _____

**Estimated Total Cost: $** 53,160

**Proposed Vendor:** C5 Equipment Rentals

**Request Term:** FY 2023-24 & FY 2024-25

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:

C5 Equipment Rentals is the sole source vendor with this specific equipment (D8 Dozer) available for rental at this time. There is currently a D8 Dozer rental at the California Street Landfill. The City-owned D8 dozer has been out of commission and unusable for over 5 months and a rental was issued through this period as we awaited the new Dozer. We are currently waiting on the new Dozer to come in, however, the delivery of the new dozer is taking

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.
   Louie Miranda

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

   C5 Equipment Rental is the sole source vendor on heavy machinery rentals readily available for use. We currently have a D8 Dozer rental at the California Street Landfill. If these services were no longer provided, it would be difficult, if not, almost impossible to maintain regulatory compliance at the City landfill as it would not be possible to push waste into active cells in preparation for proper waste placement and cover, something that is done on a daily basis. Without these services, the City would have to wait months without this necessary equipment while the City waits for the new D8 dozer delivery. This could be detrimental to the City landfill as it would not be possible to provide a daily essential service and it would also no be able to maintain regulatory compliance. This can also amount to tremendous non-compliance fees and costs, which is something that can be completely avoided.

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

Nathalie Ayala Digitally signed by Nathalie Ayala Date: 2024.06.05 09:32:03 -07'00'

Prepared by Date

Department Director 6/17/24 Date

## Purchasing Approvals

Purchasing Agent Approval Date

City Manager Approval Date

Rev 1.31.19

**Explanation Ctd.**

**2.** C5 Equipment Rentals is the sole source vendor with this specific equipment (D8 Dozer) available for rental at this time. There is currently a D8 Dozer rental at the California Street Landfill. The City-owned D8 dozer has been out of commission and unusable for over 5 months and a rental was issued through this period as we awaited the new Dozer. We are currently waiting for the new Dozer to come in, however, the delivery of the new dozer is taking longer than expected. We would like to extend the rental of the D8 Dozer for another 3 months, from May 6, 2024 through August 6, 2024.The D8 Dozer is essential for pushing waste into active cells in preparation for proper waste placement and cover and in order to maintain regulatory compliance at the City landfill. Each day without the dozer is another day out of compliance per the City Landfill operating permit. This non-compliance for consecutive days can lead to notices of violation from San Bernardino County, which can lead to unnecessary excessive fines and costs.

**5.** C5 Equipment Rental is the sole source vendor on heavy machinery rentals readily available for use. If these services were no longer provided, it would be difficult, if not, almost impossible to maintain regulatory compliance at the City landfill as it would not be possible to push waste into active cells in preparation for proper waste placement and cover, something that is done on a daily basis. Without these services, the City would have to wait months without this necessary equipment while the City waits for the new D8 dozer delivery. This could be detrimental to the City landfill as it would not be possible to provide a daily essential service and it would also not be able to maintain regulatory compliance. This can also amount to tremendous non-compliance fees and costs, which is something that can be completely avoided.

**City Council Meeting** **I. 10.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Approve the request for in-kind support in the amount of $8,446 relating to the Jagannath Rath Yatra event hosted by the Shri Darshan on July 13, 2024; approve the request to close Church St., E Colton Ave., Division St., and E High Ave. for the event; and determine that the approval of the request is exempt from environmental review pursuant to Section 15311 of the state's guidelines implementing the California Environmental Quality Act (Facilities and Community Services Director Crocker)

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## MOTION(S):

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

1. I move that the City Council determine that approval of the request for the event Jagannath Rath Yatra is exempt from environmental review pursuant to Section 15311 of the State's guidelines implementing the California Environmental Quality Act; and
2. I move to authorize and approve a request for in-kind support in the amount of $8,446.00 relating to this event; and
3. I move to authorize the temporary closure of Church St., E Colton Ave., Division St., and E High Ave., on July 13, 2024.

## RECOMMENDATION:

Staff recommends that City Council determine that approval of the request for the Jagannath Rath Yatra event is exempt from environmental review pursuant to Section 15311 of the state's guidelines implementing the California Environmental Quality Act (CEQA) and approve the temporary street closures of Church St., E Colton Ave., Division St., and E High Ave., on July 13, 2024, for the event. Additionally, staff recommends that the City Council direct staff accordingly regarding the request for in-kind support.

**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 provide support for 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 resources and facilities in support of a special event.

The Shri Darshan Temple is requesting approval to temporarily close Church St., E Colton Ave., Division St., and E High Ave., on July 13, 2024, for the parade/processional, as part of their event between the hours of 11:45 a.m. to 2:15 p.m. in which according to the application, the event will have an attendance of approximately 270 residents and non-residents. Additionally, they are requesting in-kind support in the amount of $8,446.00 for departmental resources including Police Personnel.

According to the application, hosting the Jagannath Rath Yatra presents numerous benefits for the organization, including enhanced community presence, increased membership, strengthened partnerships, and valuable media exposure. This event provides a unique platform to promote cultural diversity and foster community engagement, aligning with their organization's mission and contributing to its growth and sustainability. Additionally, it offers opportunities for spiritual development, cultural enrichment, and collaborative efforts among members, allowing them to showcase their talents in singing, dancing, decorating, and chanting. This marks the first public event by the Hindu community in the Inland Empire within the streets of Redlands, highlighting the city's commitment to inclusivity of various religions. It also provides a chance for the Hindu community to collaborate with the Center for the Realization of Spirit, demonstrating interfaith activities in Redlands.

Shri Darshan is a non-profit organization operating out of Redlands, CA. 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 consists of 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 deny the request.

**STRATEGIC PLAN:**

Priority A - Quality of Life, Strategic Objective 1. Beautification, Arts and Culture.

**SUBMITTED BY:**
Tabitha Crocker, Facilities and Community Services Department 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

**PREPARED BY:**
Amber N. Davis, Administrative Assistant

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**Fiscal Impact**

| | |
|---|---|
| **Fiscal Year:** | FY 2024/25 |
| **Revenue Generating:** | No |
| **Appropriation Required Y/N:** | N |
| **Amount:** | $8,446.00 |
| **Budgeted Y/N:** | N |

**Discussion:**
Please see the "Fiscal Impact" attachment for reference.

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**Attachments**

In-Kind Support Request
Street Closure Request
Event Flier
Non-Profit Verification Letter
Fiscal Impact

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# City of Redlands

## *In-Kind Support Request*

**Event Name:** Jagannath Rath Yatra (Summer Float Festival)

**Event Date(s):** July 13, 2024 **Location(s):** 602 Church Street, Redlands, CA

**Rain Out Date:** July 13, 2024 **Beginning Time:** 11.45 am **End Time:** 2.15 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.*

The Jagannath Rath Yatra is a traditional Hindu festival featuring a procession of chariot carrying the deities Jagannath, Balabhadra, and Subhadra. This culturally significant event will include devotional singing, dancing, and community participation, promoting cultural diversity and unity within our community. Our route for the procession would be going north on Church street, East on Colton, South on Division St and West on High St. We need help to control the traffic on these streets.

**Select and Describe All City Provided Services That May Apply to Your Request :**

- [x] Traffic (*Personnel, equipment, cones, barricades, no-parking*)
- [ ] 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.*

- [ ] Other

**Group/Organization Name:** Shri Darshan

**Is your Group/Organization a Registered Non-Profit:** [x] Yes [ ] No **Non-Profit Federal Tax ID Number:** 85-2288320

**Does your Group/Organization Presently Have Liability Insurance?** [ ] 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?** No

**Primary Contact Name & Title:** Bhakti Gupta, Treasurer

**Mailing Address:** P O Box 7265, Redlands, CA 92375

**Phone Number:** 857-389-0533, 909-747-2616 **E-Mail Address:** bhaktijain@gmail.com, marripilla@gmail.com

***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**

Hosting the Jagannath Rath Yatra offers a multitude of positive outcomes for our organization. From enhanced community presence and increased membership to strengthened partnerships and media exposure, the event provides a unique opportunity to promote cultural diversity and foster community engagement. These benefits will not only support our organization's mission but also contribute to its growth and sustainability. It will add to the spiritual development of the members. It enriches the cultural heritage for members. It provides the opportunity to the members to work together in harmony and showcase their talents (singing, dancing, decorating, chanting etc).

**Describe what economic benefit and impact this event will bring to the City:**

This is the first Public event that will be done by the Hindu community in Inland Empire on the street of Redlands which will bring a positive impact to the community of City's tolerance and acceptance of various religion. This also gives an opportunity for the Hindu community to collaborate with CRS to show multi religious nterfaith activities done in Redlands. The Jagannath Rath Yatra promises to be more than just a cultural celebration; it is a significant opportunity for economic stimulation in Redlands. By attracting visitors from other parts of Southern California, boosting local businesses, and enhancing the city's cultural profile, the festival is poised to bring widespread economic benefits and foster a stronger, more vibrant community.

*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** | 150 | 100 | NA |
| **Attendance: Non-Residents** | 120 | 80 | NA |
| **Food & Beverage Sales** | donated by the members | donated by the members | NA |
| **Merchandise Sales** | 0 | 0 | 0 |
| **Ticket/Entrance Fees** | 0 | 0 | 0 |
| **Other** | Voluntary donations | 750 | 0 |
| **Total Revenue** | | | |

***I certify that all statements on this application are true and complete to the best of my knowledge.***

**Signature:** bhatki gupta **Title:** Treasurer

**Please Print Your Name:** Bhakti Gupta **Date:** june 20th, 2024

***To Be Completed by the City of Redlands***

**Date Received:** **Received By:**

**Notes:**

City Manager Approval: City Council Approval:

Event: Jagannath Rath Yatra

# 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: Shri Darshan

To close (street names) north on Church st, east on Colton, south on Division st, and west on High st back to church

Between (street names) _____

On (date) July 13th, 2 **Event times -** from (time) 11.45 ☑ am ☐ pm to (time) 2.15 ☐ am ☑ pm

Address of Applicant: P O Box 7265, Redland, CA 92375

Signature of Applicant: bhakti gupta Phone No. 857-389-0533,

Condition(s): _____

Event Description: The Jagannath Rath Yatra is a traditional Hindu festival featuring a procession of chariot carrying the deities. This culturally significant event will include devotional singing, dancing, and community participation, promoting cultural diversity and unity within our community.

**FOR OFFICE USE ONLY**

**This permit must be signed by the Chief of Police in order to be valid.**

1. _____ _____
   Chief of Police — Date

2. _____ _____
   Municipal Utilities & Engineering Department — Date

3. _____ _____
   Facilities & Community Services Department — Date

4. _____ _____
   Risk Management Division — Date

Street Closure time: From _____ ☐ am ☐ pm To _____ ☐ am ☐ pm

**Staff Notes:**

# Shri Darshan Temple

# Jagannath

# RATH YATRA



## July 13th, 2024, Saturday

First time on the streets of Redlands. Ratha Yatra will start from CRS, 602 church street, Redlands, CA

## Pooja Details

**9.30 am - 11 am**
**Avahana, Shadoshpchara Pooja and Havan**

**11 am - 1pm**
**Alankaram and Rathyatra**

**1pm - 3.30 pm**
**Chappan Bhog Offerings, Aarthi and Prasad**

## For Sponsoring the Pooja contact :

***Lakshmi: 909-747-2616***
***Kumud (KB): 909-363-6745***
***Bhakti: 857-389-0533***
***Deepthi: 909-846-1520***
***Vivek: 909-363-5152***

## Donations

***Zelle at***
***Shridarshandredlands@ gmail.com***
***Checks Payable to "Shri Darshan"***
***Mail to: P.O. Box 7265, Redlands, CA 92375***

**Department of the Treasury**
**Internal Revenue Service**
**Tax Exempt and Government Entities**
P.O. Box 2508
Cincinnati, OH 45201

**Date:**
01/12/2021
**Employer ID number:**
[redacted]
**Person to contact:**
Name: Harold J Fodor
ID number: 31675
Telephone: 877-829-5500
**Accounting period ending:**
December 31
**Public charity status:**
170(b)(1)(A)(i)
**Form 990 / 990-EZ / 990-N required:**
No
**Effective date of exemption:**
September 8, 2020
**Contribution deductibility:**
Yes
**Addendum applies:**
No
**DLN:**
26053717008460

SHRI DARSHAN
1108 MENDOCINO WAY
REDLANDS, CA 92374

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

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 Amount** | **Type** | **2023 Amount** |
|---|---|---|---|
| Police Personnel[1] | $7,846.00 | Hard Cost | $0.00 |
| Fire Personnel[1] | $0.00 | Hard Cost | $0.00 |
| Facilities & Community Services Personnel[1] | $600.00 | Hard Cost | $0.00 |
| Personnel & Equipment Subtotal | **$8,446.00** | | $0.00 |
| **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** | | |
| **Total Departmental Charges and Fees** | **$0.00** | | $0.00 |
| | **$8,446.00** (hard)<br>**$0.00** (soft)<br>**$8,446.00 (Total)** | | **$0.00**<br>**$0.00**<br>**$0.00** |
| | | | |

[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** |
|---|---|---|---|---|
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

**City Council Meeting** **I. 11.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Approve Resolution No. 8605 for the Fiscal Year 24/25 through Fiscal Year 28/29 Five-Year Measure I Capital Improvement Plan, and determine approval of the Resolution is exempt under Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act (Municipal Utilities and Engineering Director Harris)

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## MOTION(S):

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

1. I move that the City Council determine that approval of Resolution No.8605 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 to approve Resolution No. 8605.

## RECOMMENDATION:

Staff recommends that City Council determine that approval of Resolution No. 8605 is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act, and approve Resolution No. 8605.

## DISCUSSION:

In November 1989, San Bernardino County voters approved passage of Measure I, which imposes a one-half of one percent (0.5%) retail transactions and use tax. At the time of approval, the Measure I tax was scheduled to be in place through 2010. San Bernardino County voters approved renewal of Measure I in November 2004 for a period of thirty (30) additional years.

Measure I requires each local jurisdiction receiving Measure I revenues to adopt a Five-Year Capital Improvement Plan (CIP) listing the projects that will be funded or partially funded through Measure I annually. Streets identified for improvement in the Five-Year CIP are determined through the City's Pavement Management Program (PMP), which was adopted by City Council in April 2020. Street segments are programmed into the City's annual street resurfacing project based on the PMP recommendations.

Each year, street improvement priorities are subject to change for various reasons, such as subsurface utility failures, weather-related issues such as earthquakes or flooding, cost, and new technologies. When priorities change, an updated Five-Year CIP must be submitted to the San Bernardino County Transportation Authority (SBCTA) in order to meet Measure I reporting requirements. Jurisdictions are not bound by the Five-Year CIP, and the plan may be revised at any time, as long as the revisions are reported by June 30.

Approval of Resolution No. 8605 is exempt from environmental review in accordance with Section 15061(b)(3) of the California Environmental Quality Act, as it can be seen with certainty that approval of this Resolution has no potential to cause a significant impact on the environment.

**ALTERNATIVES:**

City Council may deny the staff recommendation, although doing so prevents the City from receiving Measure I funding.

**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
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director
Goutam K. Dobey, City Engineer

**PREPARED BY:**
Gerard Nepomuceno, Civil Engineer

## Fiscal Impact

**Discussion:**

The estimated Measure I revenue throughout the Five-Year CIP horizon is $9,915,376. Generally, Measure I revenues received by the City average approximately $2 million annually.

## Attachments

A. Resolution No. 8605

B. Exhibit A to Resolution No. 8605

RESOLUTION NO. 8605

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS ADOPTING THE MEASURE I FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEAR 2024/2025 THROUGH 2028/2029

WHEREAS, San Bernardino County voters initially approved passage of Measure I in 1989, and approved renewal of Measure I in November 2004, authorizing the San Bernardino County Transportation Authority ("Authority") to impose a one-half of one percent retail transactions and use tax applicable in the incorporated and unincorporated territory of the county of San Bernardino until year 2040; and

WHEREAS, revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plans set forth in Ordinance No. 04-1 of the Authority; and

WHEREAS, the Strategic Plan requires each local jurisdiction applying for revenue from the Local Street Program of the Authority to annually adopt and update a Five-Year Capital Improvement Plan; and

WHEREAS, California Public Utilities Code 190300 and San Bernardino Transportation Authority Ordinance No. 04-1 require each local jurisdiction to maintain General Fund expenditures for transportation-related construction and maintenance activities at the required maintenance of effort base year level in each fiscal year of the adopted Five-Year Capital Improvement Plan, which for the City of Redlands is Eight Hundred Forty-Five Thousand Eight Hundred Sixty-Six Dollars ($845,866);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Redlands as follows:

Section 1. This City Council determines that approval of this Resolution is exempt from review under California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15061(b)(3) as it can be seen with certainty by this City Council that the approval of this Resolution establishing a Five-Year Capital Improvement Plan will have no physical effect on the environment.

Section 2. That the Measure I Five-Year Capital Improvement Plan, attached to this Resolution as Exhibit "A," is hereby adopted.

ADOPTED, SIGNED AND APPROVED this 2nd day of July 2024.

ATTEST: Eddie Tejeda, Mayor

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 2nd day of July 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

CITY OF REDLANDS

# MEASURE I CAPITAL IMPROVEMENT PLAN

## EXPENDITURE STRATEGY
## Fiscal Year 2024/2025 to 2028/2029

The City of Redlands intends to use Measure I dollars to partially fund the City's City Council-approved Pavement Management Program (PMP). The City's Pavement Management Program, which provides a decision making matrix in identifying streets that are priority paving projects, will be used to determine future Measure I Capital Improvement Plans.

| | |
|---|---|
| Resolution Number: | |
| Resolution Approval Date: | 7/2/2024 |
| Contact Person/Title: | Gerard Nepomuceno/Civil Engineer |
| Phone: | (909)798-7584 ext.4 |
| Email: | gnepomuceno@cityofredlands.org |

**Measure I Local Pass-through Program**

# FIVE YEAR CAPITAL IMPROVEMENT PLAN

**Fiscal Years 2024/2025 thru 2028/2029**

Jurisdiction:

**Redlands**

6/30/24 Carryover Balance **$564,330.00**

| Projects: | Is Project in City's Non-motorized Transportation Plan? (Yes/No) | Does Project have an ATP Component? (Yes/No) | Is the Project on the City's Nexus Study List? (Public/DIF Share %) | | Estimated Total Project Cost | FY2024/25 Est. Revenue | FY2025/26 Est. Revenue | FY2026/27 Est. Revenue | FY2027/28 Est. Revenue | FY2028/29 Est. Revenue | Total Est. Rev. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | **$1,881,280** | **$1,923,258** | **$1,977,901** | **$2,031,744** | **$2,101,193** | **$9,915,376** |
| | | | | | | Current Estimate | Current Estimate | Current Estimate | Current Estimate | Current Estimate | **Total** |
| PMP 2024 Street Resurfacing Project | No | No | 0.0% | 100.0% | $2,445,610 | $2,445,610 | $0 | $0 | $0 | $0 | **$2,445,610** |
| PMP 2025 Street Resurfacing Project | No | No | 0.0% | 100.0% | $1,923,258 | $0 | $1,923,258 | $0 | $0 | $0 | **$1,923,258** |
| PMP 2026 Street Resurfacing Project | No | No | 0.0% | 100.0% | $1,977,901 | $0 | $0 | $1,977,901 | $0 | $0 | **$1,977,901** |
| PMP 2027 Street Resurfacing Project | No | No | 0.0% | 100.0% | $20,317,414 | $0 | $0 | $0 | $2,031,744 | $0 | **$2,031,744** |
| PMP 2028 Street Resurfacing Project | No | No | 0.0% | 100.0% | $2,101,193 | $0 | $0 | $0 | $0 | $2,101,193 | **$2,101,193** |
| | | | | Projects Total: | | $2,445,610 | $1,923,258 | $1,977,901 | $2,031,744 | $2,101,193 | **$10,479,706** |

**Total Programming is currently** **100%** ***(Must not exceed 150% of Carryover Balance + Total Estimated Revenue)***

**Total Estimated Programming:** **$10,479,706**

# Measure I Local Pass-through Program
# REVISED REVENUE ESTIMATES FOR FY2023/2024 thru FY2028/2029
# Valley Subarea

| VALLEY SUBAREA | Population Distribution Percentage | Estimated Annual Local Pass-Through Amount | | | | | | Total FY24/25 through FY28/29 |
|---|---|---|---|---|---|---|---|---|
| | | REV FY23/24 | FY24/25 | FY25/26 | FY26/27 | FY27/28 | FY28/29 | |
| Chino | 5.91% | $ 2,406,847 | $ 2,432,902 | $ 2,487,189 | $ 2,557,855 | $ 2,627,485 | $ 2,717,298 | $ 12,822,729 |
| Chino Hills | 4.89% | $ 1,991,452 | $ 2,013,011 | $ 2,057,928 | $ 2,116,398 | $ 2,174,011 | $ 2,248,322 | $ 10,609,669 |
| Colton | 3.37% | $ 1,372,432 | $ 1,387,290 | $ 1,418,245 | $ 1,458,540 | $ 1,498,245 | $ 1,549,457 | $ 7,311,776 |
| Fontana | 13.57% | $ 5,526,382 | $ 5,586,207 | $ 5,710,856 | $ 5,873,112 | $ 6,032,991 | $ 6,239,210 | $ 29,442,375 |
| Grand Terrace | 0.81% | $ 329,872 | $ 333,443 | $ 340,884 | $ 350,569 | $ 360,112 | $ 372,421 | $ 1,757,430 |
| Highland | 3.55% | $ 1,445,737 | $ 1,461,388 | $ 1,493,997 | $ 1,536,444 | $ 1,578,269 | $ 1,632,218 | $ 7,702,316 |
| Loma Linda | 1.60% | $ 651,600 | $ 658,654 | $ 673,351 | $ 692,482 | $ 711,333 | $ 735,647 | $ 3,471,466 |
| Montclair | 2.38% | $ 969,255 | $ 979,748 | $ 1,001,609 | $ 1,030,067 | $ 1,058,107 | $ 1,094,276 | $ 5,163,806 |
| Ontario | 11.47% | $ 4,671,157 | $ 4,721,724 | $ 4,827,083 | $ 4,964,229 | $ 5,099,366 | $ 5,273,672 | $ 24,886,075 |
| Rancho Cucamonga | 11.01% | $ 4,483,822 | $ 4,532,361 | $ 4,633,495 | $ 4,765,141 | $ 4,894,858 | $ 5,062,174 | $ 23,888,029 |
| Redlands | 4.57% | $ 1,861,132 | $ 1,881,280 | $ 1,923,258 | $ 1,977,901 | $ 2,031,744 | $ 2,101,193 | $ 9,915,376 |
| Rialto | 6.54% | $ 2,663,415 | $ 2,692,247 | $ 2,752,321 | $ 2,830,520 | $ 2,907,572 | $ 3,006,959 | $ 14,189,619 |
| San Bernardino | 14.17% | $ 5,770,732 | $ 5,833,203 | $ 5,963,362 | $ 6,132,792 | $ 6,299,740 | $ 6,515,077 | $ 30,744,175 |
| Upland | 4.97% | $ 2,024,032 | $ 2,045,943 | $ 2,091,596 | $ 2,151,022 | $ 2,209,577 | $ 2,285,105 | $ 10,783,243 |
| Yucaipa | 3.43% | $ 1,396,867 | $ 1,411,989 | $ 1,443,496 | $ 1,484,508 | $ 1,524,919 | $ 1,577,044 | $ 7,441,956 |
| County/Valley | 7.76% | $ 3,160,260 | $ 3,194,471 | $ 3,265,751 | $ 3,358,537 | $ 3,449,964 | $ 3,567,890 | $ 16,836,613 |
| | | | | | | | | |
| **Total Valley Region** | **100.00%** | **$ 40,724,997** | **$ 41,165,862** | **$ 42,084,421** | **$ 43,280,116** | **$ 44,458,294** | **$ 45,977,963** | **$ 216,966,656** |

**City Council Meeting** **I. 12.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Approve the Professional Services Agreement with ALS Group USA, Corp. for sampling and special analytical services with an initial one (1) year term in the amount of $34,000, with options to extend for two (2) additional one-year terms, for a total potential amount not-to-exceed $102,000. 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)

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## MOTION(S):

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

1. I move that City Council determine approval of a Professional Services Agreement with ALS Group USA, Corp. 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 to approve a Professional Services Agreement with ALS Group USA, Corp.

## RECOMMENDATION:

Staff recommends that City Council determine that approval of a Professional Services Agreement with ALS Group USA, Corp. is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act, and approve a Professional Services Agreement with ALS Group USA, Corp. for sampling and special analytical services with an initial term of one-year and an annual amount not-to-exceed $34,000, with options to extend for two (2) additional one-year terms for a total potential amount of $102,000.

## DISCUSSION:

The State of California and the U.S. Environmental Protection Agency are currently updating monitoring requirements for emerging contaminants such as perfluoroalkyl substances (PFAS). These requirements often impose the strictest standards for analysis, including preparation for sampling events and guidelines for sample collection. To fulfill current and future monitoring requirements, the City engages the services of a certified contracted laboratory to assist City staff with sampling and analyzing samples. In February 2024, staff issued a Request for Bids (RFB) for Laboratory Sampling and Special Analytical Services and received bids: from Babcock Laboratories, Inc. (Babcock), located in Riverside, and ALS Group USA, Corp. (ALS) in Irvine. After conducting a comprehensive review and analysis, staff determined that Babcock Laboratories did not acknowledge the bid addendum and was determined to be non-responsive. Therefore, staff concluded that ALS is the most responsive bidder. Staff recommends City Council approval of a Professional Service Agreement with ALS for an initial term of one year, with a not-to-exceed amount of $34,000. If approved, the Agreement may be extended for two (2) additional one-year terms, with a not-to-exceed amount of $34,000 each year, resulting in a total potential Agreement value of $102,000.

Approval of the Professional Service Agreement with ALS Group USA, Corp. is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act, since it can be seen with reasonable certainty that doing so will not result in any significant environmental impact.

## ALTERNATIVES:

City Council may deny the staff recommendation and provide alternate direction.

## STRATEGIC PLAN:

N/A

## 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

**PREPARED BY:**
Jungjoon Park, Laboratory Manager

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## Fiscal Impact

| | |
|---|---|
| **Fiscal Year:** | FY 24/25 |
| **Appropriation Required Y/N:** | No |
| **Amount:** | $10,500 |
| **Budgeted Y/N:** | Yes |
| **Account No.:** | 501900 |

**Discussion:**
Sufficient funding is included in the FY 24/25 Water Service (501900) budget.

| | |
|---|---|
| **Fiscal Year:** | FY 24/25 |
| **Appropriation Required Y/N:** | No |
| **Amount:** | $23,500 |
| **Budgeted Y/N:** | Yes |
| **Account No.:** | 521900 |

**Discussion:**
Sufficient funding is included in the Fiscal Year 24/25 Wastewater Service (521900) budget.

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## Attachments

Bid Report
ALS Agreement

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**CITY OF REDLANDS**
**OFFICE OF THE CITY CLERK**
**BID OPENING REPORT**

The following bids were opened on the **7th day of March 2024 at 10:00 a.m.** on behalf of the Municipal Utilities and Engineering Department for **Laboratory Sampling and Special Analytical Services – 20240213-03JP**. The bid amounts have not been checked and are subject to correction after the bids have been completely reviewed.

| No. | Plan Holder's Name | Bid Signed | Addenda Acknowledged ( 1 ) | Total Bid Amount |
|---|---|---|---|---|
| 1 | Babcock Laboratories, Inc., Riverside CA | Yes | None acknowledged | $33,241.00 |
| 2 | ALS Group USA Corp., Irvine CA | Yes | 1 addenda acknowledged | $34,110.00 |

Jeanne Donaldson, City Clerk
City of Redlands, California

Emailed: Councilmembers,
City Manager, PIO, Press
Department Head: John Harris
Staff: Jung Park; LaWanda Butler

AGREEMENT TO PERFORM PROFESSIONAL SERVICES

This agreement for the provision of Laboratory Sampling and Special Analytical Servies ("Agreement") is made and entered in this 2nd day of July, 2024 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and ALS Group USA, Corp., a Texas 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 Laboratory Sampling and Special Analytical 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 John R. Harris, Municipal Utilities and Engineering 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 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"). 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.

4.3 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 Thirty-Four Thousand Dollars ($34,000) 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 Thirty-Four Thousand Dollars ($34,000) for the first Extended Term; and Thirty-Four Thousand Dollars ($34,000) for the second Extended Term, bringing the total possible amount of compensation to a not-to-exceed amount of One Hundred Two Thousand Dollars ($102,000). 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 "Price and Fee Bid," which is attached hereto and incorporated herein by this reference. Furthermore, the Unit Price set forth in Exhibit "B" shall be increased July 1 of each calendar year, by an amount reasonably equal to the percentage change in the Consumer Price Index – All Urban Users (Riverside – San Bernardino – Ontario) over the prior year.

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 | Javier Robles, Laboratory Director |
| City of Redlands | ALS Group USA, Corp. |
| 35 Cajon Street | 3337 Michelson Drive, Suite CN-750 |

P.O. Box 3005 (mailing)
Redlands, CA 92373
jdonaldson@cityofredlands.org
Phone: (909) 798-7531

Irvine, CA, 92612
javier.robles@aslglobal.com
Phone: 714-730-6239
Fax: 714-730-6462

## 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: _____
Eddie Tejeda, Mayor

ALS GROUP USA, CORP.

By: _____
Javier Robles, Laboratory Director

ATTEST:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

The Consultant must possess the skills, licenses, certifications, and professional expertise necessary to provide analytical services to the City at a level of competency comparable to other environmental testing laboratories in the industry. To achieve this, Consultant shall obtain certification from ELAP, NELAP, and approval from the EPA for all UCMR5 constituents.

Consultant must provide the City staff with updated or renewed laboratory certifications and Fields of Accreditation, including those of subcontracted laboratories.

Moreover, Consultant is required to conduct at least 95% of lab analyses listed in the fee schedule in-house, without subcontracting. This ensures direct oversight and accountability for the quality of results.

The quality of laboratory tests shall adhere to the NELAP-Approved Quality Assurance Manual and a strict Code of Ethics. This includes conducting minimum detection limit tests (MDLs) below the Method Reporting Limit (MRL), Laboratory Control Sample (LCS), and Matrix Spike (MS) tests with each sample batch, where applicable.

Maintaining accreditation, a laboratory license, and auditing recent third-party reports on quality systems and proficiency tests are mandatory for Consultant.

Additionally, Consultant must maintain a comprehensive Quality Assurance (QA) Manual, SOPs for laboratory procedures, Method Acceptance Limits (MALs), and MDLs to ensure precision and accuracy in analysis.

Documentation of Consultant's investments in technological advancements and instrument dedication, especially for critical analyses such as Nitrate Perchlorate, PFAS, and Volatile, is crucial.

Utilizing a web-based data reporting system with Environmental Data Transfer (EDT) and Electronic Data Deliverable (EDD) capabilities ensures efficient data transfer.

Consultant should provide well-labeled containers with appropriate preservatives, ice packs, and packaging materials for sample transportation, along with a customized chain of custody form for each sample point.

Reports delivered to the City must be accurate and timely, meeting a ten (10) business day timeframe, or sooner for rush samples, with prompt communication if turnaround times cannot be met.

The report should include essential information such as project details, sample dates, analyst names, analysis results, and any quality control failures.

Consultant staff must promptly notify City staff of abnormal data results within 48 hours, with certain analyses requiring notification within 24 hours.

When providing sampling services, Consultant staff must strictly adhere to method and regulatory requirements to ensure data integrity.

Reports should be provided in PDF and CSV formats, with detailed descriptions of sample kits and adherence to analytical hold times.

Order acknowledgment, work order organization, and effective communication with the City on any issues are essential for seamless service delivery.

Invoices should be submitted to the City within 30 days of report delivery, ensuring timely payment processing.

EXHIBIT "B"
Price and Fee Bid

| ITEM NO. | EST. QTY | DRINKING WATER | TEST METHOD | UNIT PRICE | *EXTENDED PRICE (QTY X UNIT PRICE) |
|---|---|---|---|---|---|
| 1 | 15 | PFAS SWRCB - Potable Wells | Appendix C | $275.00 | $4,125.00 |
| 2 | 15 | PFAS SWRCB - Potable Sampling | Appendix D | $350.00 | $5,250.00 |
| 3 | 1 | UCMR 5 - Lithium | EPA 200.7, SM3120B (2017), SM 3120 B-99 or ASTM D1976-20 | $20.00 | $20.00 |
| 4 | 1 | UCMR 5 - PFAS (29 Contaminants) | Appendix B | $400.00 | $400.00 |
| 5 | 1 | Item 3 and 4 as a package | Method indicated in items 3-4 | $400.00 | $400.00 |
| 6 | 1 | EPA UCMR 5 Sampling (Per sample site) | Appendix D | $350.00 | $350.00 |
| DRINKING WATER | | | SUBTOTAL | $1,795.00 | $10,545.00 |
| ITEM NO. | EST. QTY | WASTEWATER | TEST METHOD | UNIT PRICE | *EXTENDED PRICE (QTY X UNIT PRICE) |
| 7 | 16 | PFAS SWRCB - Wastewater Per Sampling Site | Appendix C | $275.00 | $4,400.00 |
| 8 | 16 | PFAS SWRCB - Wastewater Composite Sampling per Site | Appendix D | $350.00 | $5,600.00 |
| 9 | 4 | PFAS SWRCB - Wastewater Sludge Sampling per Site | Appendix D | $295.00 | $1,180.00 |
| 10 | 2 | Annual: Current List 126 Priority Pollutants (EPA 40 CFR Part 423, Appendix - Partial Priority Pollutant List). Exclude Asbestos | Refer to EPA 40 CFR Part 423, Appendix A - Partial Priority Pollutant List | $1,120.00 | $2,240.00 |

| | | | | | |
|---|---|---|---|---|---|
| 11 | 6 | Quarterly Partial Priority Pollutants List (To be determined by detected pollutants from Line Item #10) | Refer to EPA 40 CFR Part 423, Appendix A - Partial Priority Pollutant List | $1,120.00 | $2,240.00 |
| 12 | 8 | Priority Pollutants Composite Sampling per site | Appendix D | $350.00 | $350.00 |
| 13 | 1 | PFAS SWRCB - Collection System (Industrial Waste) | Appendix C | $275.00 | $275.00 |
| 14 | 1 | PFAS SWRCB - Collection System (Industrial Waste) Sampling per Site | Appendix D | $350.00 | $350.00 |
| WASTEWATER | | | SUBTOTAL | $4,135.00 | $23,565.00 |

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.

ALS Group USA, Corp.

By:_____ Date: _____

Javier Robles, Laboratory Director

**City Council Meeting** **J. 1.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Discussion and Possible Action Related to the use of Zoom and Teleconferencing under Assembly Bill (AB) 2449 for City Council and Planning Commission meetings (Council Member Saucedo)

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## MOTION:

The City Council may consider one of the following motions:

- I move that the City Council authorize the continued use of Zoom for all meetings of the City Council and Planning Commission and to comply with teleconferencing requirements as described in AB 2449.

OR

- I move that the City Council authorize the continued use of Zoom only when City Council members or Planning Commissioners are complying with the requirements of AB 2449.

OR

- I move that the City Council discontinue the use of Zoom for all meetings of the City Council and the Planning Commission (and all commissions, boards and committees) and only allow remote participation under the Brown Act's traditional, pre-pandemic teleconferencing rules.

## RECOMMENDATION:

Council Member Saucedo is recommending this item for City Council consideration.

**DISCUSSION:**

At the request of Council Member Saucedo, this item has been added to the agenda to allow for Council discussion regarding the use of Zoom and remote participation under AB 2449 for City Council and Planning Commission meetings.

On July 25, 2023, the City Council authorized the continued use of Zoom and allowed remote participation pursuant to AB 2449 for all meetings of the City Council and Planning Commission.

Council Member Saucedo is proposing the following 3 options for council consideration.

**OPTION 1: Maintain the Status Quo**
Zoom will continue to be utilized for meetings of the City Council and Planning Commission and to allow Council Members and Planning Commissioners to utilize AB 2449 for remote participation.

**OPTION 2: Zoom Available Only for AB2449 Compliance**
Zoom will not be available for meetings of the City Council or the Planning Commission, except when a member must participate remotely pursuant to AB 2449. Under AB 2449, a member of the City Council or the Planning Commission may participate in a meeting remotely if the need for the remote participation meets the standards under "Just Cause" or "Emergency Circumstances" and subject to certain conditions including allowing members of the public to participate remotely.

**"Just Cause"** is defined as the following:

- Childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a Council Member to participate remotely.
- A contagious illness that prevents a member from attending in person.
- A need related to a physical or mental disability
- Travel while on official business of the City Council or another state or local agency.

**"Emergency Circumstances"** is defined as a physical or family medical emergency that prevents a Council Member from attending in person.

Additionally, the criteria below must be met to participate remotely under AB2449:

1. At least a quorum of the members of the City Council must participate from an open and public, singular physical location clearly identified on the agenda;

2. At least one of the following shall be provided as a means by which the public may remotely hear and visually observe the meeting, and remotely address the legislative body:
    i. A two-way audiovisual platform.
    ii. A two-way telephonic service and a live webcasting of the meeting.

In order to provide remote public participation via a two-way audiovisual or telephonic live webcasting service, a Council Member would notify staff by *12:00 PM the Wednesday before a regularly scheduled meeting, and 48 hours prior to the posting of a special meeting agenda*.

**OPTION 3: Discontinue Zoom for any Public Meetings; Remote Participation only pursuant to the Traditional Brown Act Teleconferencing Rules**

The Council may elect to discontinue the use of Zoom for City Council and Planning Commission meetings and require in-person participation in public meetings. Under this option, members of the City Council, and Planning Commission may only participate remotely in meetings pursuant to the traditional Brown Act teleconferencing rules which require that remote participation occur as follows:

- Teleconferencing is via some form of video or audio (i.e., conference call or call-in number) technology or both;
- At least a quorum of the City Council must participate in teleconferencing locations within the City of Redlands.
- Each teleconference location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at each teleconference location.
- Each teleconference location must be accessible and open to the public.
- The agenda must provide the opportunity for the public to address the City Council directly at each teleconference location.
- All votes must be by roll call.

Under option 3, remote participation by the public would not be possible. As in the past, the public would be able to participate in person, and submit comments via email and USPS mail to the City Clerk's office for distribution to the City Council. Meetings would continue to be televised and available online for real time viewing only.

For all options listed above, rather than participate remotely, Council Members can elect to miss a meeting with the notification of the absence recorded by the City Clerk in the meeting minutes.

Below are the results of a brief survey staff conducted to determine how many municipalities in the surrounding area exercise remote participation under AB 2449 for City Council meetings. Of the 14 municipalities contacted, 3 use AB2449, 11 follow traditional Brown Act rules.

| Municipality | AB 2449 Participation |
|---|---|
| 1.Fontana | No |
| 2.Palm Springs | No |
| 3.San Bernardino | No |
| 4.Ontario | No |
| 5.Chino | No |
| 6.Beaumont | Yes |
| 7.Riverside | Yes |
| 8.Victorville | No |
| 9.Anaheim | No |
| 10.Pasadena | Yes |
| 11.Rancho Cucamonga | No |
| 12.Montclair | No |
| 13.Moreno Valley | No |
| 14.Yucaipa | No |

**SUBMITTED BY:**
Council Member Saucedo

**REVIEWED BY:**
Charles M. Duggan, City Manager
Janice McConnell, Assistant City Manager
Yvette M. Abich Garcia, City Attorney

**PREPARED BY:**
Jennifer Macias, Management Analyst

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**Fiscal Impact**

**Discussion:**
There is no fiscal impact associated with this agenda item.

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**City Council Meeting** **J. 2.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Discussion and possible action relating to the designation of a voting delegate and alternate(s) to the 2024 League of California Cities Annual Conference scheduled to occur October 16-18, 2024 in Long Beach (City Manager Duggan)

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**MOTION:**

1. I move to designate _____ to serve as the voting delegate for the League of California Cities 2024 Annual Conference.

2. I move to designate _____ to serve as alternate voting delegates for the League of California Cities 2024 Annual Conference.

**DISCUSSION:**

The 2024 Annual Conference of the League of California Cities is scheduled for October 16-18 in Long Beach. An important aspect of the annual conference is the Annual Business Meeting where the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, the City Council must designate a voting delegate. The City Council may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Additional information is provided in the attached memorandum and voting procedures from the League of California Cities. As of the writing of this report, the 2024 Designation of Delegates and Alternates had not yet been received by the League of California Cities.

**SUBMITTED BY:**
Charles M. Duggan, Jr., City Manager

## Attachments

League of California Cities Memo-2023

**Council Action Advised by August 28, 2023**

**DATE: Wednesday, June 21, 2023**

**TO: Mayors, Council Members, City Clerks, and City Managers**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES**
**League of California Cities Annual Conference and Expo, Sept. 20-22, 2023, Sacramento SAFE Credit Union Convention Center**

Every year, the League of California Cities convenes a member-driven General Assembly at the Cal Cities Annual Conference and Expo. The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Sept. 22, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

**Please complete the attached voting delegate form and email it to Cal Cities office no later than Monday, August 28.**

**New this year, we will host a pre-conference information session for voting delegates to explain their role.** Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Please view Cal Cities' event and meeting policy in advance of the conference.

**Action by Council Required.** Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council.

Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

**Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the Cal Cities website.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

**Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

**Seating Protocol during General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the SAFE Credit Union Convention Center in Sacramento, will be open at the following times: Wednesday, Sept. 20, 8:00 a.m.- 6:00 p.m. and Thursday, Sept. 21, 7:30 a.m.- 4:00 p.m. On Friday, Sept. 22, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to Cal Cities office by Monday, Aug. 28. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Voting Delegate/Alternate Form
- Information Sheet: Cal Cities Resolutions and the General Assembly

# General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.

2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.

3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.

4. **Signing Initiated Resolution Petitions**. Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.

5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.

6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

7. **Resolving Disputes**. In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

**2023 ANNUAL CONFERENCE**
**VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to Cal Cities office by Monday, August 28, 2023. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

To vote at the General Assembly, voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note**: Voting delegates and alternates will be seated in a separate area at the General Assembly. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the voting delegate desk.

**1. VOTING DELEGATE**

Name: _____ Email: _____

Title: _____

**2. VOTING DELEGATE - ALTERNATE**

Name: _____

Title: _____

Email: _____

**3. VOTING DELEGATE - ALTERNATE**

Name: _____

Title: _____

Email: _____

**ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: _____ Email: _____

Mayor or City Clerk: _____ Date: _____ Phone: _____
(circle one) (signature)

**Please complete and email this form to votingdelegates@calcities.org by Monday, August 28, 2023.**

LEAGUE OF CALIFORNIA CITIES

# How it works: Cal Cities Resolutions and the General Assembly

**Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure that we are representing California cities with one voice. These policies directly guide Cal Cities advocacy to promote local decision-making, and lobby against statewide policy that erodes local control.**

**The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how Resolutions and the General Assembly works.**

## Prior to the Annual Conference and Expo

### General Resolutions

Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

### Policy Committees

The Cal Cities President assigns general resolutions to policy committees where members review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

## During the Annual Conference and Expo

### Petitioned Resolutions

The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

### Resolutions Committee

The Resolutions Committee considers all resolutions. General Resolutions approved[1] by either a policy committee or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.[2]

### General Assembly

During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

## What's new in 2023?

- Voting delegates will receive increased communications to prepare them for their role during the General Assembly.
- The General Assembly will take place earlier to allow more time for debate and discussion.
- Improvements to the General Assembly process will make it easier for voting delegates to discuss and debate resolutions.

## Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, policy committee, as well as individuals appointed by the Cal Cities president.

**Voting delegates** are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates — one from every member city.

Seven **Policy Committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, municipal department, as well as individuals appointed by the Cal Cities president.

[1] The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.
[2] Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).



For more information visit www.calcities.org/general-assembly

**City Council Meeting** **K. 1.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** LBA RVI-COMPANY XLVII, LLC APPLICANT
(Mayor to declare meeting open as a public hearing)

a. **Public Hearing** to consider Resolution No. 8606 for the following applications for an approximately four-acre parcel located at 2407 W. Lugonia Avenue (APN: 0292-032-49-0000) within the Special Development (EV/SD) District of the East Valley Corridor Specific Plan.

b. **Planned Development No. 9** – A proposal to establish permitted uses, conditionally permitted, and development standards consistent with the Commercial Industrial (EV/IC) District of the East Valley Corridor Specific Plan to allow development of an off-street parking facility for trucks, trailers, cabs and other fleet vehicles. The project qualifies for exemption from environmental review in accordance with Section 15303 (New Construction of Small Structures) and 153332 (Infill Development) of the California Environmental Quality Act (CEQA) Guidelines

c. **Conditional Use Permit No. 1194** – A request for authorization to operate an off-street truck parking facility with existing on-site improvements (paving, storm water detention facilities, landscaping, site lighting, fencing and gate) and the construction of a proposed 310 square-foot guard house with restroom facilities. The project qualifies for exemption from environmental review in accordance with Section 15303 (New Construction of Small Structures) and 15332 (Infill Development) of the California Environmental Quality Act (CEQA) Guidelines.

(Development Services Director Desatnik)

**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 upon applicant, or his/her representative, for comments and testimony.
5. Mayor calls for comments/questions/testimony from members of the public
   (3 minutes per speaker).
6. Mayor calls upon City Clerk to note any written comments received.
7. Mayor calls upon the applicant, or representative, for rebuttal comments (5 minutes).
8. Mayor closes the public hearing.
9. City Council considers the motion and votes.

**MOTION(S):**

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

I move that the City Council adopt Resolution No. 8606 and approve Planned Development No. 9 and Conditional Use Permit No. 9 for 2407 West Lugonia Avenue.

**COMMISSION RECOMMENDATION:**

On April 23, 2024, the Planning Commission reviewed Planned Development No. 9 and voted 5 to 0 adopting a resolution recommending that the City Council approve Planned Development No. 9.

On May 28, 2024, the Planning Commission reviewed Conditional Use Permit No. 1194 and voted 5 to 0 adopting a resolution recommending that the City Council approve Conditional Use Permit No. 1194.

**BACKGROUND:**

*Project Description:* The applicant is proposing to establish a private, secure, off-street parking lot and construct a 310 square-foot guard house building with two restrooms on an approximately 4-acre site. The parking lot is proposed to be used primarily to park cabs/tractors of semi-trucks or similar fleet vehicles and trailers, and the lot is not designated as required parking for any specific use in the area. Within the parking lot, 98 fleet vehicle (truck/trailer) storage spaces, two standard vehicle spaces and one accessible space is proposed. The project site is located at 2407 W. Lugonia Avenue (see Attachment A – Location Map and Aerial Photograph).

*Background:* In 2020, an off-street parking lot was proposed for the project site. At that

time, no structures were included in the proposal. The site improvements were limited to paving, landscaping, lighting, fencing and water quality basins. When the parking lot was originally proposed, the applicant explained that the purpose of the parking lot was to provide additional overflow parking for warehouse operators in the immediate area, such as Ashley Furniture, which could serve to reduce or minimize truck trips across the City and on-street parking in the area.

Within the Special Development District of the East Valley Corridor Specific Plan (EV/SD) the uses permitted within the Commercial Industrial (EV/IC) District include off-street parking is a permitted use within the EV/IC District. As a permitted use by right, with no structures proposed, the parking lot was approved and permitted without entitlements. The applicant now wishes to construct a guard house with restrooms on the project site. As this is considered new construction, entitlements are required, which will allow the City to review the project as a whole, and provide conditions of approval for the ongoing operation of the site.

**ANALYSIS:**

The proposal was fully evaluated in the Planning Commission staff report of April 23, 2024 (Attachment B-1) with additional analysis related to the Conditional Use Permit included in the Planning Commission staff report of May 28, 2024 (Attachment B-2).

A) General Plan

The project site is located in an area of the City designated for Commercial/Industrial land uses by the 2035 General Plan (see Attachment C). The “Commercial/Industrial” designation supports a variety of commercial and light industrial uses, and a significant portion of the northwest quadrant of the City is designated for commercial/industrial uses. The proposed use and activities will be consistent with the General Plan land use designation.

B) East Valley Corridor Specific Plan

The site is located within the Special Development (EV/SD) District of the East Valley Corridor Specific Plan (see Attachment D). The EV/SD District allows the uses permitted in the Administrative/Professional District (EV/AP); General Commercial (EV/CG); Commercial Industrial (EV/IC) district; Public Institutional District (EV/IP); and uses permitted in the Open Space District (EV/O).

Within the EV/SD new construction requires approval of a Planned Development application. The Planned Development application is quasi-legislative and requires City Council approval. In addition to the Planned Development Application, Within the EV/SD District, service uses which typically involve activities which could create noise or other nuisances affecting adjacent or surrounding properties require approval of a Conditional Use Permit. The proposed parking lot use has the potential to create nuisances affecting adjacent properties. Therefore, a Conditional Use Permit is required to properly establish this use, and to provide appropriate conditions of approval.

The project has been designed to comply with the requirements of the Commercial Industrial (EV/IC) District of the East Valley Corridor Specific Plan. The applicable

design standards are included in the table below.

| Development Standard | Requirements | Proposed |
|---|---|---|
| Lugonia Avenue building setback | 30 feet minimum | 55 feet |
| Lugonia Avenue parking setback | 15 feet minimum | 21 feet |
| Rear Setback | None required | 560 feet |
| Side Yard Setback<br>- East side:<br>- West side: | None required | 21 feet<br>280 feet |
| Floor Area Ratio | 0.80 maximum | 0.002 |
| Site Landscaping (industrial uses) | 15.0% minimum | 16% |

*Existing Site Improvements:* The project site is substantially developed currently and includes fences around the perimeter, a gate at the front driveway, a detention basin (for stormwater runoff), landscape and trees in the perimeter planters, light poles, and necessary utility connections (see Attachment E – Site Plan). A large planter area approximately 25 feet in depth at the front of the property provides some visual screening as viewed from Lugonia Avenue. The detention basin is also located at the front of the property. The project complies with the landscape area requirements for the site (a minimum of 15% is required for industrial uses). The subject property provides a landscape area of 25,877 square feet (or 16%) and exceeds the requirement. The existing trees placed around the site include Afgan Pine (Pinus eldarica), Brisbane Box (Tristania conferta), Crape Myrtle (Lagestroemia indica), and Southern Live Oak (Quercus virginiana. Landscaping plans are included as Attachment F.

Parking Lot Design: Due to the project's specialized use for trucks and fleet vehicles, the parking lot striping exceeds the typical dimensions for passenger vehicle parking. The project plans indicate that there will be 98 fleet vehicle parking stalls each with a depth of 53 feet and a width of 11 feet. These parking space dimensions can accommodate single semi-trucks (with a trailer), or two cab/tractors parked in tandem. The parking lot also includes two standard parking spaces and one accessible space. Drive aisles are shown with minimum dimensions of 65 feet.

*Proposed Guard Structure:* The proposal includes the construction of a single guard house totaling 310 square feet (31' by 10') that includes restrooms for employee and driver use. The proposed structure meets all setback and applicable development standards for the zoning district. The exterior of the building will be smooth metal siding (similar to other industrial guard structures within the City). Inside the guard house, there is an office and two unisex restrooms. Floor plans, elevations, and sample photographs are included as Attachment G.

*Conditions of Approval:* Conditions of approval are included to ensure that site operations do not become a nuisance to the public. Site development conditions of approval require maintenance of the fencing and landscaping around the perimeter of the site. Conditions pertaining to land use will prohibit: repair and maintenance of trailers and vehicles; storage of boats and recreational vehicles; or storage of hazardous materials. The intent is to limit the use only to operable fleet truck vehicles and trailer parking. No load sorting, processing, or palletizing activities are permitted on-site.

Further, the conditions of approval prohibit the placement of portable toilets on-site and require the applicant to construct trash enclosures in conformance with City standards. In addition, a condition specifies a revocation procedure (which is a standard requirement for all CUPs pursuant to RMC Section 18.192.100) and requires the project to be brought back to the Planning Commission for a compliance review in one-year.

**ENVIRONMENTAL REVIEW:**

In accordance with the provisions of the California Environmental Quality Act ("CEQA"), the project qualifies for a categorical exemption from environmental review pursuant to Section 15303 (New Construction of Small Structures) and Section 15332 (Infill Development) of the CEQA Guidelines. Section 15303 pertains to the construction of small facilities and commercial structures not exceeding 10,000 square-feet in floor area on sites zoned for such use in urbanized areas. Section 15332 pertains to infill development projects on sites that are less than five acres that are consistent with the existing General Plan and Zoning Designations. The proposed project will not have a significant impact on the environment and qualifies for exemption from environmental review.

**ALTERNATIVES:**

1. The City Council may continue the public hearing and direct staff to address any issues or bring back additional information; or
2. The City Council may continue the public hearing and direct staff to prepare findings supporting denial of this request.

**SUBMITTED BY:**
Brian Desatnik, Development Services Director

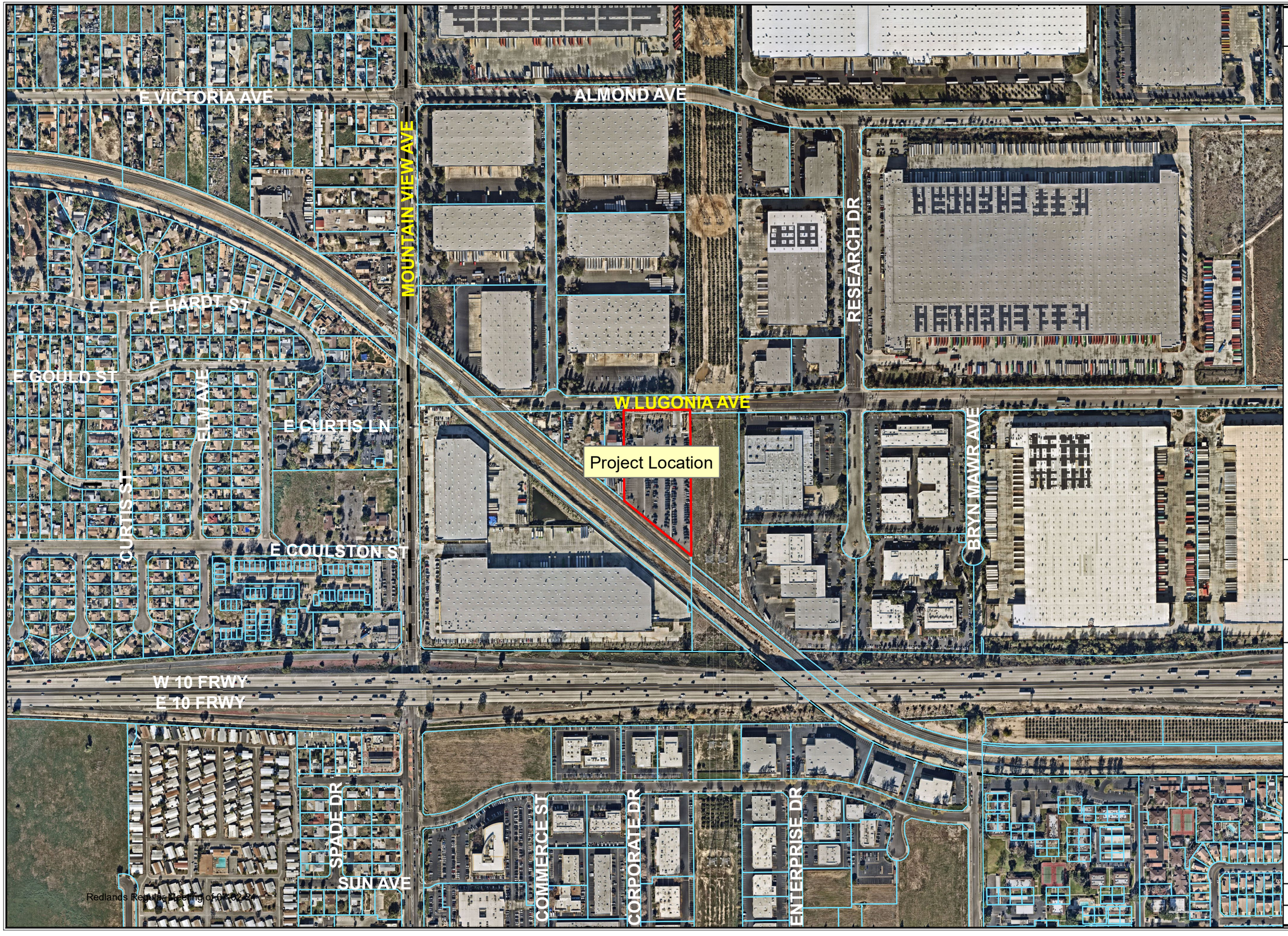
**RECOMMENDED BY:**
Charles M. Duggan Jr., City Manager

**REVIEWED BY:**
Yvette M. Abich Garcia, City Attorney
Christopher Boatman, Assistant City Manager
Danielle Garcia, Management Services /Finance Director

**PREPARED BY:**
Sean Reilly, Principal Planner

## Attachments

Attachment A: Location Map and Aerial Photograph
Attachment B-1: April 23, 2024 Planning Commission Staff Report
Attachment B-2: May 28, 2024 Planning Commission Staff Report
Attachment C: General Plan Land Use Map
Attachment D: Zoning Map
Attachment E: Site Plan
Attachment F: Landscape Plans
Attachment G: Guard House Floor Plans and Elevations
Attachment H-1: Resolution No. 8606
Attachment H-2: Land Use Engineering Conditions of Approval




## Location Map

This map was produced by the City of Redlands, Geographic Information System.
The City of Redlands assumes no warranty or legal responsibility for the information contained on this map.
The data used to generate this map is dynamic in nature, therefore the information shown may or may not be the most current.

N
W E
S

Scale
0 330 660
Feet

City of Redlands
Department of Innovation & Technology
Geographic Information Systems

City of REDLANDS "A City That Works"

April 8, 2024

OneStop.mxd




# Aerial Photo

This map was produced by the City of Redlands, Geographic Information System.
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N
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0 75 150
Feet

City of Redlands
Department of Innovation & Technology
Geographic Information Systems

City of REDLANDS "A City That Works"

April 8, 2024

OneStop.mxd

City of Redlands
REQUEST FOR PLANNING COMMISSION ACTION

**Planning Commission** **Agenda Item NO. 5.D.**
**Meeting Date:** 04/23/2024

**APPLICANT:**
**LBA RVI-COMPANY XLVII, LLC**
(PROJECT PLANNER: SEAN REILLY, PRINCIPAL PLANNER)

**PUBLIC HEARING** to consider a recommendation to the City Council on **Planned Development No. 9** – A proposal to establish an off-street parking facility for trucks, trailers, and cabs on an approximately four-acre parcel and to construct a 310 square-foot guard house with restroom facilities. The subject property is located at 2407 W. Lugonia Avenue (APN: 0292-032-49-0000) within the Special Development (EV/SD) District of the East Valley Corridor Specific Plan. The project qualifies for exemption from environmental review in accordance with Section 15303 (New Construction of Small Structures) and 15332 (Infill Development) of the California Environmental Quality Act (CEQA) Guidelines.

**SYNOPSIS**

| | | |
|---|---|---|
| 1. General Plan Designation: | Commercial/Industrial | |
| 2. Existing Zoning: | Special Development (EV/SD) District of the East Valley Corridor Specific Plan | |
| 3. Surrounding Zoning: | North: Concept Plan No. 1<br>East: Specific Plan 42<br>South: Planned Development No. 4<br>West: Special Development (EV/SD) District | |
| 4. Existing Land Use: | The property is currently in use as an off-street parking lot. | |
| 5. Surrounding Land Use: | North: Warehouse/Distribution Center<br>East: Open Space/Southern California Edison Easement<br>South: Railroad, Flood Control and Warehouse/Distribution Center<br>West: Non-conforming Single-Family Residential | |
| 6. Area/Topography: | The site is relatively flat in topography. | |
| 7. Environmental Assessment: | The project qualifies for exemption from environmental review in accordance with Section 15303 (New Construction of Small Structures) and 15332 (Infill Development) of the California Environmental Quality Act (CEQA) Guidelines. | |
| 8. Socio-Economic/Cost Benefit Study: | This project is exempt from the Measure U requirement to prepare a Socio-Economic Cost Benefit Study. | |
| 9. Planning Commission Submittal Dates: | (A) Date Submitted:<br>(B) Date Accepted As Complete:<br>(C) Planning Commission Meeting: | October 19, 2023<br>March 4, 2024<br>April 23, 2024 |

**PROPOSAL**

The applicant is proposing to establish a private, secure, off-street parking lot and construct a 310 square-foot guard house building with two restrooms on an approximately 4-acre site. The parking lot is proposed to be used primarily to park the cabs/tractors of semi-trucks or similar fleet vehicles and trailers. Within the parking lot, 98 fleet vehicle (truck/trailer) storage spaces, two standard vehicle spaces and one accessible space is proposed. The project site is located at 2407 W. Lugonia Avenue (see Attachment A – Location Map). The project site is located in an area designated as Commercial/Industrial in the Redlands General Plan (see Attachment B – General Plan Map) and is within the Special Development District (EV/SD) District of the East Valley Corridor Specific Plan (Attachment C – Zoning Map). The proposal also includes the necessary on-site improvements including trash enclosures, landscaping, lighting, and utility connections (see Attachment D – Site Plan).

**BACKGROUND**

In 2020, an off-street parking lot was proposed for the project site. At that time, no structures were included in the proposal. The site improvements were limited to paving, landscaping, lighting, fencing and water quality basins. When the parking lot was originally proposed, the applicant explained that the purpose of the parking lot was to provide additional overflow parking for warehouse operators in the immediate area such as Ashley Furniture, which could serve to reduce or minimize truck trips across the City.

Within the Special Development District of the East Valley Corridor Specific Plan (EV/SD) the uses permitted within the Commercial Industrial (EV/IC) District are permitted. Off-street parking is a permitted use within the EV/IC District. As a permitted use by right, with no structures proposed, the parking lot was approved and permitted without entitlements. The applicant now wishes to construct a guard house with restrooms on the project site. As this is considered new construction, entitlements are required, which will allow the City to review the project as a whole, and provide conditions of approval for the ongoing operation of the site.

Within the EV/SD new construction requires approval of a Planned Development application. The Planned Development application is quasi-legislative and requires City Council approval; thus, the Planning Commission is a recommending body for this application.

**ANALYSIS**

**A) General Plan Policies**

The project is located in the East Valley Corridor Specific Plan (EVCSP) and has a land use designation as Commercial/Industrial on the General Plan Land Use Map, which supports a variety of commercial and light industrial uses. The 2035 General Plan states that this land use category includes flex commercial space as well as business parks, and supports uses such as auto services, commercial retail and services, and manufacturing. The proposed parking lot will be compatible with the intent of the Commercial/Industrial land use designation. The surrounding uses include warehouses, retail, and light industrial uses. The proposed use is consistent with goals and policies of the General Plan, including:

*4-P.19:* Provide lands to accommodate a wide range of light industrial uses including research and development, manufacturing, agricultural processing, and logistics near transportation corridors in areas where low- to moderate intensity operations would be sufficiently buffered.

*4-P.20:* Provide for the concentration of office, industrial, and commercial uses in appropriate locations near transportation corridors to encourage the development of employment centers and reduce the potential for land use conflicts with sensitive uses.

*4-A.16:* Improve vehicular accessibility, traffic flow, and parking availability as well as pedestrian access and amenities within office, commercial, and industrial areas.

The applicant is proposing an off-street parking area, which is located in a portion of the City that is heavily developed with warehouse and distribution uses. Trucks associated with these uses often travel through the City to be parked in other locations. By providing this off-street parking area near a concentration of warehouse uses and adjacent to transportation corridors, truck trips through other parts of the City may be limited, non-compliant parking on City streets may be reduced, and areas with primarily residential development will be avoided.

**B) East Valley Corridor Specific Plan**

The site is located within the Special Development (EV/SD) District of the East Valley Corridor Specific Plan (see Attachment C), which is intended to provide flexibility in site design in order to achieve a more economical and efficient use of the land. The EV/SD District allows the uses permitted in the Administrative/Professional District (EV/AP); General Commercial (EV/CG); Commercial Industrial (EV/IC) district; Public Institutional District (EV/IP); and uses permitted in the Open Space District (EV/O).

The proposed off-street parking lot is permitted in the Commercial Industrial (EV/IC) zoning district. The Special Development District does not have traditional development standards as outlined in other zoning districts; instead, the district allows the applicant to propose development standards provided that they comply with Chapter 4: Community Design Guidelines of the EVCSP. The applicable development standards are included in the table below. The project site plan is included as Attachments D.

Table 1. Summary of Development Standards

| *Development Standard* | *Requirement* | *Proposed* |
|---|---|---|
| Lugonia Avenue building setback | 30 feet | 55 feet |
| Lugonia Avenue parking setback | 15 feet | 21 feet |
| Rear Setback | None | 560 feet |
| Side Yard Setback:<br>East<br>West | None | <br>21 feet<br>280 feet |
| Floor Area Ratio | 0.80 max. | 0.002 |
| Site Landscaping | 15% min. (industrial use) | 16% |

*Parking and Circulation:* The proposed project will provide off-street parking that is not designated as required parking for any specific use in the area. As such, there is no specific parking calculation or number of parking spaces required.

The parking lot is not intended for access or use by the public. Due to the project's specialized use for trucks and fleet vehicles, the parking lot striping exceeds the typical dimensions for passenger vehicle parking. The project plans indicate that there will be 98 fleet vehicle parking stalls each with a depth of 53 feet and a width of 11 feet. These parking space dimensions are capable of accommodating single semi-trucks, or two cab/tractors parked in tandem. The parking lot also includes two standard parking spaces and one accessible space. Drive aisles are shown with minimum dimensions of 65 feet.

There is one main entry into the site from Lugonia Avenue. This is a 40-foot-wide gated entry designed to accommodate two-way traffic in and out of the site. The gates are setback approximately 90 feet from the roadway and are constructed of black tubular steel and are eight feet tall.

*Guard Shack:* The proposed project includes the construction of a single accessory structure for a security guard. The guard shack will be 310 square-feet in total area (31' by 10') and meets all setback and lot coverage requirements for the zoning district. The exterior of the building is smooth metal siding, which is similar to other industrial guard shacks that have been installed elsewhere within the City. Within the proposed structure there is an office area and two restrooms. Floor plans, elevations, and a sample photograph of the proposed structure are included as Attachment E.

*Landscaping:* The proposed plant palette consists of a combination of trees, shrubs, and groundcover. The project complies with the landscape area requirements for the site (a minimum of 15% is required for industrial uses). The subject property provides a landscape area of 25,877 square feet (or 16%) and exceeds the requirement. The majority of the proposed trees were selected from the EVCSP recommended tree list which consist of Afgan Pine (*Pinus eldarica*), Brisbane Box (*Tristania conferta*), Crape Myrtle (*Lagestroemia indica*), and Southern Live Oak (*Quercus virginiana*).

Overall, the site will provide perimeter landscaping around the entire project site by utilizing a combination of shrubs, accent plants, trees, and groundcover (see Attachment F – Landscape Plans). While the site was initially improved with all the requisite landscaping space and planters, the perimeter landscaping does not currently include trees and shrubs (i.e., screening). To correct this, a condition of approval has been added requiring the applicant to install 15-gallon evergreen trees within the project's east and west (interior sides) perimeter landscape planters spaced at 20-foot intervals. A condition also requires additional shrubs along the project's east side perimeter landscaping (where currently there are none). Given the transparent nature of the perimeter chain link fencing, and the proposed active characteristics of the proposed use (essentially a parking lot), the additional trees and shrubs to achieve screening are appropriate.

Should the future use of the site change or evolve into an outdoor storage type of use (whether for motor vehicles, shipping containers, boats or RVs, other containers or materials of various types, etc.) then an opaque screen wall would be more appropriate, such as an 8'0" high CMU split-face wall or equivalent wall type of solid perimeter screening. At this time, however, the proposed project description and functional use of the property does not warrant such a retroactive improvement.

*Conditions of Approval:* Conditions of approval are proposed for the project to ensure that site operations do not become a nuisance to the surrounding properties or the general public. In addition to the conditions of approval discussed above (for additional perimeter landscaping), conditions are included related to the use and activities on the site, a procedure for formal Revision to the entitlement (e.g., for new and other uses), a procedure for revocation of the entitlement, and requirements for other site improvements.

The conditions of approval prohibit repair and maintenance of trailers and vehicles onsite, storage of boats and recreational vehicles. Conditions prohibit heavy equipment storage and storage of hazardous materials. The intent is to limit the onsite uses to fleet vehicle truck and trailer parking. No load sorting, processing, or palletizing activities are permitted on-site. Further, the conditions of approval prohibit the placement of portable toilets on-site and require the applicant to construct trash enclosures in conformance with City standards.

**ENVIRONMENTAL REVIEW**

In accordance with the provisions of the California Environmental Quality Act ("CEQA"), the project qualifies for a categorical exemption from environmental review pursuant to Section 15303 (New Construction of Small Structures) and Section 15332 (Infill Development) of the CEQA Guidelines. Section 15303 pertains to the construction of small facilities and commercial structures, not exceeding 10,000 square-feet in floor area on sites zoned for such use in urbanized areas. Section 15332 pertains to infill development projects on sites that are less than five acres that are consistent with the existing General Plan and Zoning designations. The proposed project will not have a significant impact on the environment and qualifies for exemption from environmental review.

**FINDINGS**

*1. That the proposed Planned Development is in conformity with the General Plan of the City.*

The General Plan land use designation of the proposed development site is "Commercial/Industrial" which provides for certain types of commercial and light industrial uses, including flex commercial space as well as business parks, that may be compatibly located. The proposed off-street parking area is consistent with both the General Plan land use designation and applicable General Plan goals and policies, particularly those applying to the East Valley Corridor.

*2. That the proposed Planned Development would not adversely affect the surrounding area or the Redlands community in general.*

The proposed development site is generally surrounded by existing industrial and commercial development. Due to the presence of existing commercial and industrial development surrounding the project site, no inharmonious existing or reasonably foreseeable land uses are present in the vicinity. Furthermore, the proposed use will not be detrimental to the health, safety, comfort or general welfare and will not be injurious to property or improvements in the neighborhood. The proposed parking area is not open to the public and will serve to keep commercial vehicles in a secured parking area and off of public streets. The proposed uses is compatible with the surrounding area and all improvements necessary to adequately serve the new parking lot and new guard structure are existing or will be constructed as part of the development as required by the conditions of approval.

**RECOMMENDATIONS**

Based on the above analysis and the findings, staff recommends that the Planning Commission adopt Resolution No. 1671 recommending approval of the proposed project to City Council.

**MOTIONS**

If the Planning Commission concurs with staff's recommendation, the following motion has been provided:

"I move that the Planning Commission adopt Resolution No. 1671, recommending that the City Council Approve Planned Development No. 9."

**Attachments**

Attachment A: Location Map and Aerial Photograph
Attachment B: General Plan Land Use Map
Attachment C: Zoning Map
Attachment D: Site Plan
Attachment E: Accessory Structure Floor Plan and Elevations
Attachment F: Landscape Plans
Attachment G-1: Resolution No. 1671
Attachment G-2 - Land Use Engineering Conditions of Approval

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**City of Redlands**
**REQUEST FOR PLANNING COMMISSION ACTION**

**Planning Commission** **Agenda Item NO. 5. C.**

**Meeting Date:** 05/28/2024

## APPLICANT:

**LBA RVI-Company XLVII, LLC**
(PROJECT PLANNER: SEAN REILLY, PRINCIPAL PLANNER)

**PUBLIC HEARING** to consider a recommendation to the City Council on **Conditional Use Permit No. 1194** – A request for authorization to operate an off-street truck parking facility on approximately four acres located at 2407 W. Lugonia Avenue (APN: 0292-032-49-0000) within the Special Development (EV/SD) District of the East Valley Corridor Specific Plan. The project includes existing on-site improvements (paving, storm water detention facilities, landscaping, site lighting, fencing and gate) and a proposed 310 square-foot guard house with restroom facilities. The project qualifies for exemption from environmental review in accordance with Section 15303 (New Construction of Small Structures) and 15332 (Infill Development) of the California Environmental Quality Act (CEQA) Guidelines.

## SYNOPSIS

| | | |
|---|---|---|
| 1. General Plan Designation: | Commercial/Industrial | |
| 2. Existing Zoning: | Special Development (EV/SD) District of the East Valley Corridor Specific Plan | |
| 3. Surrounding Zoning: | North: Concept Plan No. 1<br>East: Specific Plan 42<br>South: Planned Development No. 4<br>West: Special Development (EV/SD) District | |
| 4. Existing Land Use: | The property is currently in use as an off-street parking lot | |
| 5. Surrounding Land Use: | North: Warehouse/Distribution Center<br>East: Open Space/Southern California Edison Easement<br>South: Railroad, Flood Control and Warehouse/Distribution Center<br>West: Non-conforming Single-Family Residential | |
| 6. Area/Topography: | The site is relatively flat in topography. | |
| 7. Environmental Assessment: | The project qualifies for exemption from environmental review in accordance with Section 15303 (New Construction of Small Structures) and 15332 (Infill Development) of the California Environmental Quality Act (CEQA) Guidelines. | |
| 8. Socio-Economic/Cost Benefit Study: | This project is exempt from the Measure U requirement to prepare a Socio-Economic Cost Benefit Study. | |
| 9. Planning Commission Submittal Dates: | (A) Date Submitted:<br>(B) Date Accepted As Complete:<br>(C) Planning Commission Meeting: | (A) Date Submitted: October 19, 2023<br>(B) Date Deemed Complete: March 4, 2024<br>(C) Planning Commission Meeting: May 28, 2024 |

## PROPOSAL

The Planning Commission reviewed this project on April 23, 2024 (see background section below) for a Planning Development. Subsequent to this meeting, staff determined that this application also requires a Conditional Use Permit.

The applicant is proposing to establish a private, secure, off-street parking lot and construct a 310 square-foot guard house building with two restrooms on an approximately 4-acre site. The parking lot is proposed to be used primarily to park the cabs/tractors of semi-trucks or similar fleet vehicles and trailers. Within the parking lot, 98 fleet vehicle (truck/trailer) storage spaces, two standard vehicle spaces and one accessible space are proposed. The project site is located at 2407 W. Lugonia Avenue (see Attachment A – Location Map). The project site is located in an area designated as Commercial/Industrial in the Redlands General Plan (see Attachment B – General Plan Map) and is within the Special Development District (EV/SD) District of the East Valley Corridor Specific Plan (Attachment C – Zoning Map). The proposal also includes the necessary on-site improvements including trash enclosures, landscaping, lighting, and utility connections (see Attachment D – Site Plan).

The parking lot would be open for operation 24 hours daily. Drivers (i.e., employees of tenants or third parties) may also park their personal vehicles on the site. Noise to be generated from the site can be expected to include typical motor vehicle engines, brakes, doors and back-up alarms.

No other activities are proposed or would be authorized with this Conditional Use permit. Prohibited activities and uses would include any automotive repair or maintenance work, payload transfer or storage, storage of any other types of vehicles (e.g., boats, RVs, camping trailers, etc.), and other activities listed in Condition No. 3.

## BACKGROUND

Within the EV/SD DIstrict new construction requires approval of a Planned Development application. The Planned Development application is quasi-legislative and requires City Council approval, and a recommendation from the Planning Commission. On April, 23, 2024, a Planned Development application for this property (Planned Development No. 9) was presented to the Planning Commission. The Commission voted 5-0 in favor of recommending approval to the City Council.

Within the EV/SD District, service uses which typically involve activities which could create noise or other nuisances affecting adjacent or surrounding properties require approval of a Conditional Use Permit. The proposed parking lot use has the potential to create nuisances affecting adjacent properties. Therefore, a Conditional Use Permit is required to properly establish this use, and to provide appropriate conditions of approval.

A detailed discussion and analysis of the project is included in the staff report for the April 23, 2024, Planning Commission meeting (see Attachment E). There are no significant changes proposed with this Conditional Use Permit; however, this report and attached resolution contain a summary of the project, findings specific to a Conditional Use Permit, and appropriate conditions to establish the use as required by the East Valley Corridor Specific Plan.

## ANALYSIS

### A) General Plan

The project site is located in an area of the City designated for Commercial/Industrial land uses by the 2035 General Plan (see Attachment B). The “Commercial/Industrial” designation supports a variety of commercial and light industrial uses, and a significant portion of the northwest quadrant of the City is designated for commercial/industrial uses. The proposal was fully evaluated in the Planning Commission staff report of April 23, 2024 (Attachment E), and the proposed use and activities will be consistent with the General Plan land use designation.

### B) East Valley Corridor Specific Plan

Existing Site Improvements: The project site is substantially developed currently and includes fences around the perimeter, a gate at the front driveway, a detention basin (for stormwater runoff), landscape and trees in the perimeter planters, light poles, and necessary utility connections (see Attachment D – Site Plan). A large planter area approximately 25 feet in depth at the front of the property provides some visual screening as viewed from Lugonia Avenue. The detention basin is also located at the front of the property.

The project complies with the landscape area requirements for the site (a minimum of 15% is required for industrial uses). The subject property provides a landscape area of 25,877 square feet (or 16%) and exceeds the requirement. The existing trees placed around the site include Afgan Pine ( *Pinus eldarica*), Brisbane Box (*Tristania conferta*), Crape Myrtle (*Lagestroemia indica*), and Southern Live Oak (*Quercus virginiana*).

*Parking Lot Design:* Due to the project’s specialized use for trucks and fleet vehicles, the parking lot striping exceeds the typical dimensions for passenger vehicle parking. The project plans indicate that there will be 98 fleet vehicle parking stalls each with a depth of 53 feet and a width of 11 feet. These parking space dimensions can accommodate single semi-trucks (with a trailer), or two cab/tractors parked in tandem. The parking lot also includes two standard parking spaces and one accessible space. Drive aisles are shown with minimum dimensions of 65 feet.

*Proposed Guard House:* The proposal includes the construction of a single guard house totaling 310 square feet (31’ by 10’) that includes restrooms for employee and driver use. The proposed structure meets all setback and applicable development standards for the zoning district. The exterior of the building will be smooth metal siding (similar to other industrial guard structures within the City). Inside the guard house, there is an office and two unisex restrooms. Floor plans, elevations, and sample photograph is included as Attachment G.

*Conditions of Approval:* Conditions of approval are included to ensure that site operations do not become a nuisance to the public. Site development conditions of approval require maintenance of the fencing and landscaping around the perimeter of the site. Conditions pertaining to land use will prohibit: repair and maintenance of trailers and vehicles; storage of boats and recreational vehicles; or storage of hazardous materials. The intent is to limit the uses only to operable fleet vehicle truck and trailer parking. No load sorting, processing, or palletizing activities are permitted on-site.

Further, the conditions of approval prohibit the placement of portable toilets on-site and require the applicant to construct trash enclosures in conformance with City standards. In addition, a condition specifies a revocation procedure (which is a standard requirement for all CUPs pursuant to RMC Section 18.192.100) and requires the project to be brought back to the Planning Commission for a compliance review in one-year.

## ENVIRONMENTAL REVIEW

In accordance with the provisions of the California Environmental Quality Act ("CEQA"), the project qualifies for a categorical exemption from environmental review pursuant to Section 15303 (New Construction of Small Structures) and Section 15332 (Infill Development) of the CEQA Guidelines. Section 15303 pertains to the construction of small facilities and commercial structures, not exceeding 10,000 square-feet in floor area on sites zoned for such use in urbanized areas. Section 15332 pertains to infill development projects on sites that are less than five acres that are consistent with the existing General Plan and Zoning designations. The proposed project will not have a significant impact on the environment and qualifies for exemption from environmental review.

## FINDINGS

*1. That the proposed development will not adversely affect the applicable land use plans of the city.*

The proposed land use will not adversely affect the land use plans of the City, as the proposal is consistent with the General Plan's land use designation as Commercial/Industrial which provides for certain types of commercial and light industrial uses (including flex commercial space as well as business parks) that may be compatibly located. The Special Development District (EV/SD) of the East Valley Corridor Specific Plan allows for a variety of commercial and light industrial uses including parking lots and transportation/logistics facilities. The proposal meets all applicable development standards of the EV/SD district (including those for parking spaces, on-site vehicle maneuvering, fences/walls, gates, landscape, lighting, and stormwater treatment). The project will not adversely affect the land use plans of the City.

*2. That the proposed development will not be detrimental to the public health, safety and welfare.*

The proposed use will not be detrimental to the public health, safety, and welfare. The proposed project includes a perimeter fence for security, on-site lighting, entrance gate for access control, detention basin for stormwater treatment, and landscaping. The proposed parking area is not open to the public and will serve to keep commercial vehicles in a secured parking area and off public streets. The project site has one existing driveway entrance which will serve the proposed use and will not alter Lugonia Avenue or neighboring properties. Lugonia Avenue is a public roadway that has the capacity to provide adequate vehicular access to the project site, and surrounding developments are substantially commercial and industrial in character.

*3. That the proposed development will comply to the maximum extent feasible with the regulations of the city's general plan, the applicable zoning district and the city's development standards.*

The proposed development complies, to the maximum extent feasible, with the City's General Plan and zoning regulations. The proposal is consistent with the applicable development standards in the East Valley Corridor Specific Plan and the Redlands Municipal Code pertaining to new parking lots and transit facilities. The proposed use is compatible with the surrounding area and all improvements necessary to adequately serve the parking facility and new guard structure are existing or will be constructed as part of the development as required by the conditions of approval.

*4. That the proposed development is appropriate at the proposed location.*

The proposed use is appropriate for the subject property because the transportation and parking facility (designed to accommodate large trucks and trailers) will be consistent with existing light industrial uses and warehouse uses in the immediate vicinity of the subject property. Utilities and services in the area are adequate to serve the proposed use and development, and

adjacent roadways have the capacity to provide adequate vehicular access to the development.

## RECOMMENDATIONS

Based on the above analysis and findings, staff recommends that the Planning Commission adopt Resolution No. 1675 recommending approval of the proposed Conditional Use Permit (in conjunction with Planned Development No. 9) to the City Council.

## MOTIONS

“I move that the Planning Commission adopt Resolution No. 1675, recommending that the City Council approve Conditional Use Permit No. 1194.”

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**Attachments**

Attachment A: Location Map and Aerial Photograph
Attachment B: General Plan Land Use Map
Attachment C: Zoning Map
Attachment D: Site Plan
Attachment E: April 23, 2024 Planning Commission Staff Report
Attachment F: Guard House Floor Plans and Elevations
Attachment H-1: Resolution No. 1675
Attachment H-2: Engineering Conditions of Approval

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# General Plan Map

This map was produced by the City of Redlands, Geographic Information System.
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The data used to generate this map is dynamic in nature, therefore the information shown may or may not be the most current.

N
W E
S

Scale
0 130 260
Feet

City of Redlands
Department of Innovation & Technology
Geographic Information Systems

City of REDLANDS "A City That Works"

April 11, 2024



OneStop.mxd




Zoning Map

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Feet

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City of REDLANDS "A City That Works"

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OneStop.mxd



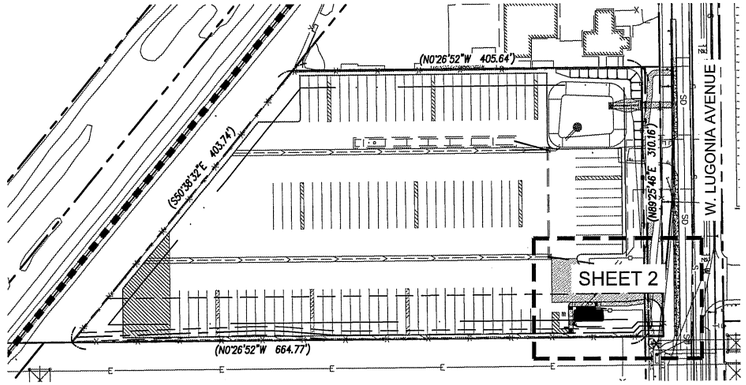
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# GRADING PLAN

# 2407 W LUGONIA AVENUE

## IN THE CITY OF REDLANDS, CALIFORNIA

## APN: 0292-032-49




SITE MAP

SCALE: 1" = 80'

## GENERAL GRADING NOTES

1. ALL GRADING AND ON-SITE CONSTRUCTION SHALL MEET THE MINIMUM REQUIREMENTS OF THE CALIFORNIA BUILDING CODE, LATEST EDITION. THESE CODES ARE AMENDED IN THE CITY OF REDLANDS MUNICIPAL CODE. IF CONTRADICTIONS ARISE BETWEEN PROVISIONS IN THESE PLANS FROM THOSE IN THE VARIOUS CODES, THE MOST RESTRICTIVE PROVISIONS WILL GOVERN.
2. AFTER THE GRADING PERMIT HAS BEEN ISSUED, THE PROJECT MANAGER SHALL CONVENE AN ON-SITE PRECONSTRUCTION MEETING WITH THE CITY OF REDLANDS MUNICIPAL UTILITIES AND ENGINEERING INSPECTOR, THE ENGINEER OF RECORD, THE GEOTECHNICAL ENGINEER AND THE GRADING CONTRACTOR. AT THIS MEETING, THE PROJECT SUPERINTENDENT SHALL BE IDENTIFIED AND AN EMERGENCY CONTACT PERSON SHALL BE IDENTIFIED TO THE MUNICIPAL UTILITIES AND ENGINEERING INSPECTOR.
3. USE BEST MANAGEMENT PRACTICES (BMPS) TO PREVENT AND CONTAIN ILLEGAL DISCHARGES WITHIN THE PROJECT BOUNDARY. THIS WILL BE IN EFFECT FOR THE ENTIRE DURATION OF THE PROJECT CONSTRUCTION TO ITS COMPLETION.
4. 4 BUILDING PERMITS SHALL NOT BE ISSUED UNTIL THE PROJECT SITE HAS BEEN GRADED AND THE ENGINEER OF RECORD HAS CERTIFIED, TO THE SATISFACTION OF THE CITY ENGINEER, THAT THE SITE HAS BEEN PREPARED ACCORDING TO THE RECOMMENDATIONS OF THE SOILS REPORT(S) AND TO THE SPECIFICATIONS OF THE APPROVED GRADING PLANS. IN ADDITION, A FINAL COMPACTION REPORT SHALL BE SUBMITTED TO BOTH THE MUNICIPAL UTILITIES AND ENGINEERING INSPECTOR AND THE BUILDING OFFICIAL FOR APPROVAL.
5. A WRITTEN REPORT BY A GEOTECHNICAL ENGINEER IS TO BE FURNISHED TO BOTH THE CITY'S MUNICIPAL UTILITIES AND ENGINEERING DEPARTMENT AND BUILDING AND SAFETY DIVISION, TO CERTIFY THAT ALL FILL MATERIAL AND MATERIAL UPON WHICH FILL IS TO BE PLACED IS ADEQUATE TO SUPPORT THE LOADS OF THE PROPOSED DEVELOPMENT. THIS REPORT SHALL INCLUDE SOIL TEST DATA ON ALL FILLS OF TWO FEET OR MORE.
6. PREPARATION OF THE SITE SHALL BE ACCOMPLISHED IN ACCORDANCE WITH THE INSTRUCTIONS OF A GEOTECHNICAL ENGINEER AND ALL FILLS WILL BE MADE UNDER HIS DIRECTION.
7. IN NO CASE IS ANY SLOPE TO EXCEED A GRADIENT OF TWO HORIZONTAL TO ONE VERTICAL (2:1).
8. THE, ENGINEER OF RECORD ASSUMES NO LIABILITY FOR THE EXISTENCE AND LOCATIONS OF UNDERGROUND UTILITY LINES, STRUCTURES OR IRRIGATION LINES. THE CONTRACTOR IS TO MAKE AN ON-SITE INSPECTION AND NOTIFY ALL UTILITY AND IRRIGATION COMPANIES PRIOR TO WORK OR EXCAVATION TO DETERMINE THE EXACT LOCATION OF ANY AND ALL UNDERGROUND FACILITIES.
9. THE CONTRACTOR SHALL BE FAMILIAR WITH AND RESPONSIBLE FOR CLEARING THE SITE IN PREPARATION FOR CONSTRUCTION.
10. THE ENGINEER'S ESTIMATE IS 64 CY OF EXCAVATION AND 3,973 CY OF EMBANKMENT FOR THE SITE GRADING. THESE ARE RAW QUANTITIES WITHOUT ALLOWANCES FOR LOSS, SHRINKAGE OR COMPACTION.
11. INSTALL FIRE HYDRANTS AS REQUIRED PRIOR TO THE DELIVERY OF ANY BUILDING MATERIAL TO THE SITE.
12. BENCHMARK: USGS BRASS DISK #W523 IN TOP OF SOUTH WINGWALL OF BRIDGE @ WEST SIDE OF MT. VIEW AVE. NEAR THE INTERSECTION OF LUGONIA AVE. & MT.VIEW AVE.

    ELEVATION: 1105.240' (NGVD 29, 1966 ADJ.)
13. ALL SLOPES THREE FEET OR GREATER MUST BE LANDSCAPED AND IRRIGATED PRIOR TO OCCUPANCY.
14. ACREAGE OF THE PROJECT IS: 3.81 ACRE(S).
15. APPROVAL OF THIS PLAN DOES NOT CONSTITUTE APPROVAL FOR THE CONSTRUCTION OF ANY WALLS, SIDEWALKS, SLABS, PAVING, ETC. TO BE CONSTRUCTED ON-SITE AS SHOWN HEREON. A SEPARATE PERMIT IS REQUIRED FROM THE BUILDING AND SAFETY DIVISION FOR THE CONSTRUCTION OF THESE ON-SITE ITEMS.
16. ALL EARTHWORKS SHALL CONFORM TO THE PRELIMINARY GEOTECHNICAL AND/OR GEOLOGIC INVESTIGATION REPORT FOR 2407 WEST LUGONIA AVENUE/PROJECT NO. G18-1651-10 PREPARED BY LGC GEO-ENVIRONMENTAL, INC. DATED AUGUST 17,2018.
17. THE ENGINEER OF RECORD MUST SET GRADE STAKES FOR ALL DRAINAGE DEVICES.
18. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY INSPECTIONS PRIOR TO POURING ANY CONCRETE

## EASEMENTS

(2) – EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN DOCUMENT:
GRANTED TO: COUNTY OF SAN BERNARDINO
PURPOSE: ROAD
RECORDING DATE: MARCH 7, 1890
RECORDING NO: IN BOOK 110, PAGE 310, DEEDS
AFFECTS: A PORTION OF SAID LAND AS MORE PARTICULARLY DESCRIBED IN SAID DOCUMENT.

(3) – EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: SOUTHERN SIERRAS POWER COMPANY, A CORPORATION
PURPOSE: POLE LINES WITH THE RIGHT OF INGRESS AND EGRESS
RECORDING NO: IN BOOK 875, PAGE 343, DEEDS
AFFECTS: A PORTION OF SAID LAND AS MORE PARTICULARLY DESCRIBED IN SAID DOCUMENT.

(4) – EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: CALIFORNIA ELECTRIC POWER COMPANY, A CORPORATION
PURPOSE: RIGHT AND PRIVILEGE TO TRIM, TO A HEIGHT NOT TO EXCEED 50 FEET ABOVE THE GROUND ANY AND ALL TREES WHICH OR HEREAFTER MAY EXIST
RECORDING NO: IN BOOK 4034, PAGE 405, OFFICIAL RECORDS
AFFECTS: A PORTION OF SAID LAND AS MORE PARTICULARLY DESCRIBED IN SAID DOCUMENT.

(5) – EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: SOUTHERN CALIFORNIA EDISON COMPANY, A CORPORATION
PURPOSE: POLE LINES
RECORDING DATE: DECEMBER 13, 1991
RECORDING NO: 91-470890, OFFICIAL RECORDS
AFFECTS: A PORTION OF SAID LAND AS MORE PARTICULARLY DESCRIBED IN SAID DOCUMENT.

(6) – EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: SOUTHERN CALIFORNIA EDISON COMPANY, A CORPORATION
PURPOSE: PUBLIC UTILITIES
RECORDING DATE: JANUARY 9, 2012
RECORDING NO: 2012-0007638, OFFICIAL RECORDS
AFFECTS: A PORTION OF SAID LAND AS MORE PARTICULARLY DESCRIBED IN SAID DOCUMENT.

## SHEET INDEX


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| UTILITY PLAN | 5 |
| DETAILS | 6 |


## BUILDING SETBACK:

| | |
|---|---|
| FRONT: | 20' |
| REAR: | 20' |
| SIDE: | 20' |

## EARTHWORK QUANTITIES

CONSTRUCTION MAY VARY.

CUT 20 CUBIC YARDS
FILL 20 CUBIC YARDS

EARTHWORK QUANTITIES NOTE: THE ABOVE LISTED QUANTITIES REFLECT THE ENGINEER'S ESTIMATE OF THE RAW VOLUMES OF MATERIAL CUT AND FILLED. THESE QUANTITIES ARE FOR ESTIMATING AND BONDING PURPOSES ONLY. THE CONTRACTOR IS RESPONSIBLE FOR COMPUTING THEIR OWN QUANTITIES FOR CONTRACT PURPOSES.

## LEGEND

AC ASPHALTIC CONCRETE SURFACE
BVC BEGIN VERTICAL CURVE
CL CENTER LINE
EVC END OF VERTICAL CURVE
FF FINISH FLOOR
FG FINISH GRADE
FL FLOWLINE
FS FINISHED SURFACE
GB GRADE BREAK
GW GUY WIRE
INV INVERT OF PIPE
MH MANHOLE
NTS NOT TO SCALE
PP POWER POLE
TC TOP OF CURB
TF TOP OF FOOTING
TW TOP OF WALL
TYP TYPICAL
WM WATER METER

EXISTING CONCRETE SURFACE
PROPOSED CONCRETE SURFACE
FILL MATERIAL
RIGHT OF WAY
PROPERTY LINE
CENTERLINE
UNDERGROUND UTILITY
EXISTING BLOCK OR STONE WALL
FLOWLINE
FILL SLOPE
INDICATES DIRECTION OF FLOW
SANDBAGS TO BE PLACED PER
(1500) CONTOUR ELEVATION (FEET)

## CONSTRUCTION NOTES:

| | | QTY |
|---|---|---|
| (1) | CONSTRUCT BUILDING FOOTING AND SLAB PER MANUFACTURER PLANS AND SOILS REPORT RECOMMENDATIONS. | ~ |
| (2) | OVEREXCAVATE BEYOND THE PERIMETER OF PROPOSED STRUCTURES IN ACCORDANCE WITH THE SOILS REPORT RECOMMENDATIONS. | ~ |
| (3) | CONSTRUCT 4" THICK CONCRETE SIDEWALK (MEDIUM BROOM FINISH) OVER 12" OF 95% COMPACTED NATIVE PER ASTM D 1557. | 119 SF. |
| (4) | INSTALL DETECTABLE WARNING PER CALTRANS DETAIL A88A, SHEET 3. | 74 SF. |
| (5) | INSTALL WHEEL STOP PER CALTRANS DETAIL A90A, SHEET 3. | 1 EA. |
| (6) | RELOCATED EXISTING FENCE. | 18 LF. |

## LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF REDLANDS, IN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

ALL THAT PORTION OF LOT 4, BLOCK 73, RANCHO SAN BERNARDINO, IN THE CITY OF REDLANDS, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS PER PLAT RECORDED IN BOOK 7 OF MAPS, PAGE 2, RECORDS OF SAID COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 4; THENCE WEST ALONG THE NORTH LINE OF SAID LOT, 310.16 FEET; THENCE SOUTH 458.2 FEET, MORE OR LESS, TO THE NORTH LINE OF THE RIGHT OF WAY OF THE ATCHISON, TOPEKA AND SANTA FE RAILROAD COMPANY; THENCE SOUTHEASTERLY ALONG THE SAID RIGHT OF WAY TO THE EAST LINE OF SAID LOT 4; THENCE NORTH ALONG THE EAST LINE OF SAID LOT, 715.68 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

SAVING AND EXCEPTING THAT PORTION LYING WITHIN LUGONIA AVENUE.

ALSO EXCEPTING THEREFROM ANY INTEREST IN AND TO THE WELL AND PUMPING PLANT AS DESCRIBED IN DOCUMENT RECORDED MAY 17, 1989, INSTRUMENT NO. 89-176517, OFFICIAL RECORDS, AND AS IT NOW EXISTS.

APN: 0292-032-49

## FLOOD ZONE NOTE:

ALL PROPERTY IS LOCATED WITHIN FEMA ZONE X:

"AREAS OF 0.2% ANNUAL CHANCE FLOOD; AREAS OF 1% ANNUAL CHANCE FLOOD WITH AVERAGE DEPTHS OF LESS THAN 1 FOOT OR WITH DRAINAGE AREAS LESS THAN 1 SQUARE MILE; AND AREAS PROTECTED BY LEVEES FROM 1% ANNUAL CHANCE FLOOD."

PER FLOOD INSURANCE RATE MAP NO. 06071C8681J (PANEL 8681 OF 9400)

EFFECTIVE DATE: SEPTEMBER 2, 2016

## BASIS OF BEARINGS

THE BASIS OF BEARING FOR THIS SURVEY IS THE CALIFORNIA STATE PLANE COODINATE SYSTEM (CCS83), ZONE 5, NORTH AMERICAN DATUM 1983 (NAD83) BASED LOCALLY ON CONTINUOUSLY OPERATING REFERENCE STATIONS (CORS) "EWPP" AND "CISA" AS BEING NORTH 82°35'10.9410" WEST (BASIS OF BEARINGS) REPRESENTED HEREON BY THE CENTERLINE OF LUGONIA AVENUE AS BEING NORTH 89°25'46" EAST. (2010.0 EPOCH).

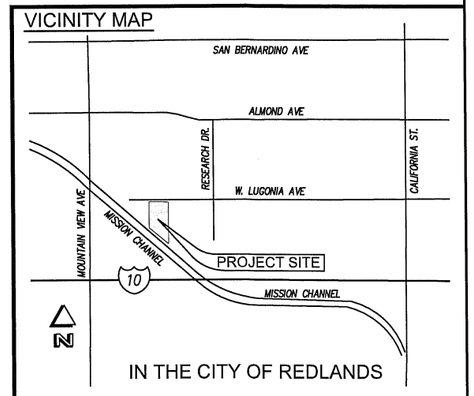
## ENGINEER'S STATEMENT

CAUTION: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO, OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING, AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.

THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITY PIPES OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF AVAILABLE RECORDS. THESE LOCATIONS ARE APPROXIMATE AND SHALL BE CONFIRMED IN THE FIELD BY THE CONTRACTOR, SO THAT ANY NECESSARY ADJUSTMENTS CAN BE MADE IN ALIGNMENT AND/OR GRADE OF THE PROPOSED IMPROVEMENTS. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PREVENT DAMAGE TO ANY UTILITY LINES SHOWN, AND ANY OTHER LINES NOT OF RECORD OR NOT SHOWN ON THESE PLANS.

CONSTRUCTION CONTRACTOR AGREES THAT, IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. CONSTRUCTION CONTRACTOR FURTHER AGGRESS TO DEFEND, INDEMNIFY AND HOLD DESIGN PROFESSIONAL HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF DESIGN PROFESSIONAL.

## VICINITY MAP




Underground Service Alert
Call: TOLL FREE
1-800-227-2600
DIAL BEFORE YOU DIG
REDLANDS WORKING DAYS BEFORE YOU DIG
A PUBLIC SERVICE BY UNDERGROUND SERVICE ALERT

Redlands 07-02-24

PREPARED BY:

BONADIMAN
JAMES C. BONADIMAN & ASSOCIATES, INC.
ENGINEERS • PLANNERS • SURVEYORS
TEL. (909) 885-3888

ENGINEER'S SEAL:

REGISTERED PROFESSIONAL ENGINEER
JAMES T. STANFORD
No. C-70944
Exp. 6-30-25
CIVIL
STATE OF CALIFORNIA

CITY OF REDLANDS
Municipal Utilities and Engineering Department

**2407 W LUGONIA AVENUE**
PARKING LOT
GRADING PLAN AS-BUILTS
APN: 0292-032-49

**BENCHMARK**

USGS BRASS DISK #W523 IN TOP OF SOUTH WINGWALL OF BRIDGE @ WEST SIDE OF MT. VIEW AVE. NEAR THE INTERSECTION OF LUGONIA AVE. & MT.VIEW AVE.

ELEVATION = 1105.240' (NGVD 29, 1966 ADJ.)

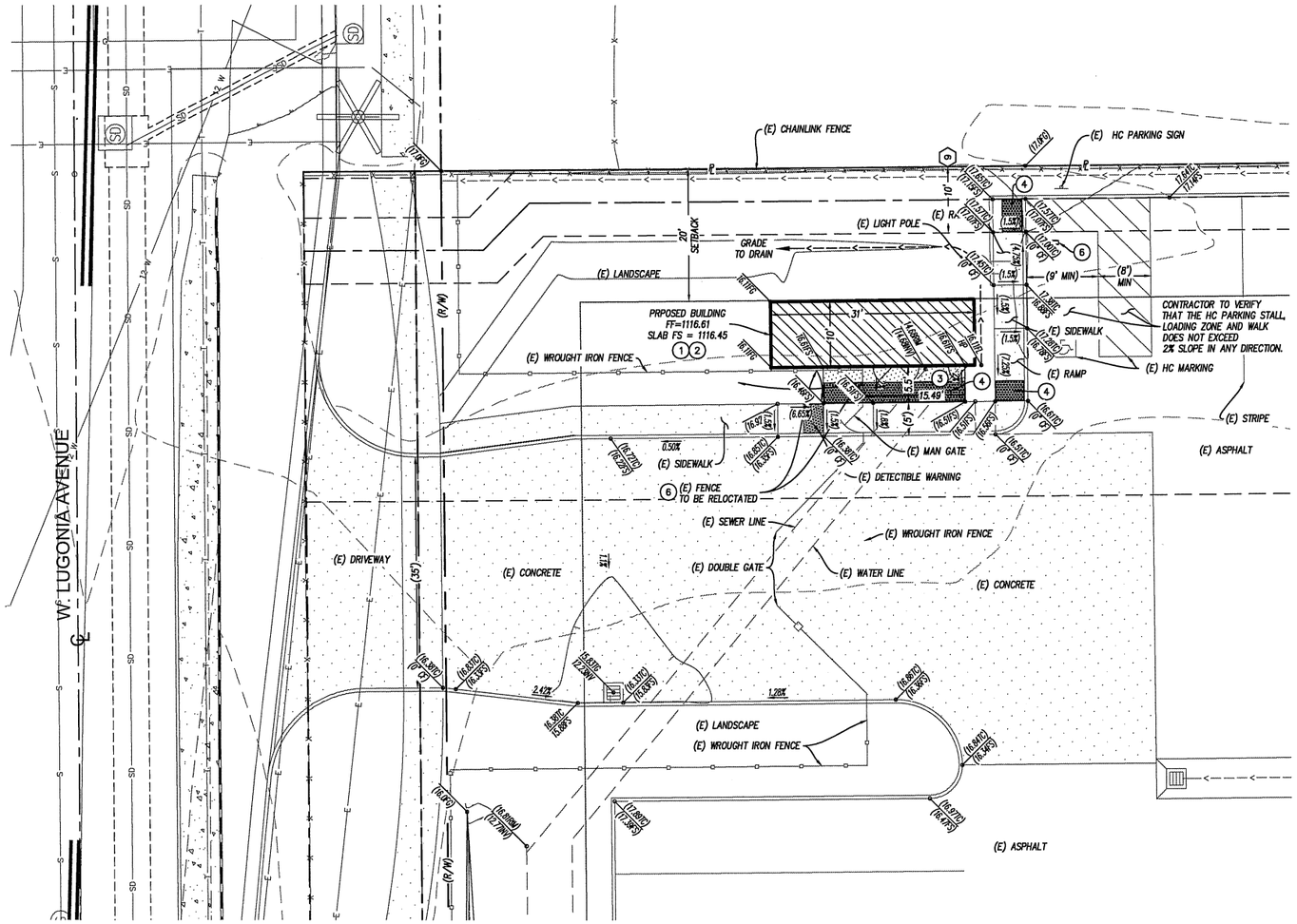
| Letter | Description | Date | Initial | Initial |
|---|---|---|---|---|
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Revisions

Checked by: ____ Date: ____
Checked by: ____ Date: ____
Checked by: ____ Date: ____
Checked by: ____ Date: ____

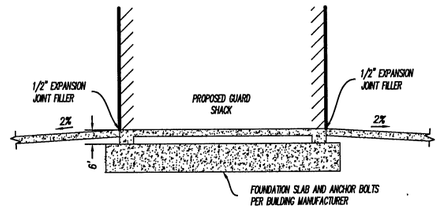
REVIEWED BY: DATE: ____
Donald P. Young, One Stop Permit Center Mgr. RCE 46918
ACCEPTED BY: DATE: ____
Gautam K. Dobey, Engineering Manager RCE 75646

Sheet 1 of 325 of 864 Sheets




## CONSTRUCTION NOTES:

1. CONSTRUCT BUILDING FOOTING AND SLAB PER MANUFACTURER PLANS AND SOILS REPORT RECOMMENDATIONS.
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5. INSTALL WHEEL STOP PER CALTRANS DETAIL A90A, SHEET 3.
6. RELOCATED EXISTING FENCE.




GUARD SHACK DETAIL

NTS

## NOTE:

1) SEE ELECTRICAL PLANS FOR MORE INFORMATION.
2) SEE PLUMBING PLANS FOR MORE INFORMATION.

10 0 10 20 30

SCALE: 1"=10'

**BENCHMARK**

USGS BRASS DISK #W523 IN TOP OF SOUTH WINGWALL OF BRIDGE @ WEST SIDE OF MT. VIEW AVE. NEAR THE INTERSECTION OF LUGONIA AVE. & MT.VIEW AVE.

ELEVATION = 1105.240' (NGVD 29, 1966 ADJ.)

| Letter | Description | Date | Initial | Initial |
|---|---|---|---|---|
| | | | | |

Revisions

PREPARED BY:

BONADIMAN

ENGINEER'S SEAL:

REGISTERED PROFESSIONAL ENGINEER JAMES T. STANTON No. C-70944 Exp. 6-30-25 CIVIL STATE OF CALIFORNIA

CITY OF REDLANDS
Municipal Utilities and Engineering Department

**2407 W LUGONIA AVENUE**
PARKING LOT
GRADING PLAN AS-BUILTS
APN: 0292-032-49

Checked by: _____ Date: _____
Checked by: _____ Date: _____
Checked by: _____ Date: _____
Checked by: _____ Date: _____

REVIEWED BY: _____ DATE: _____
Donald P. Young, One Stop Permit Center Mgr. RCE 49918
ACCEPTED BY: _____ DATE: _____
Goutam K. Dobey, Engineering Manager RCE 75646

Sheet 2 of 3263 of 864 Sheets

Underground Service Alert
Call: TOLL FREE 1-800-227-2600
DIAL BEFORE YOU DIG
TWO WORKING DAYS BEFORE YOU DIG
A PUBLIC SERVICE BY UNDERGROUND SERVICE ALERT

Redlands Regulated Recycled Water Plan 07-02-24

# 204758 East Valley Land Co

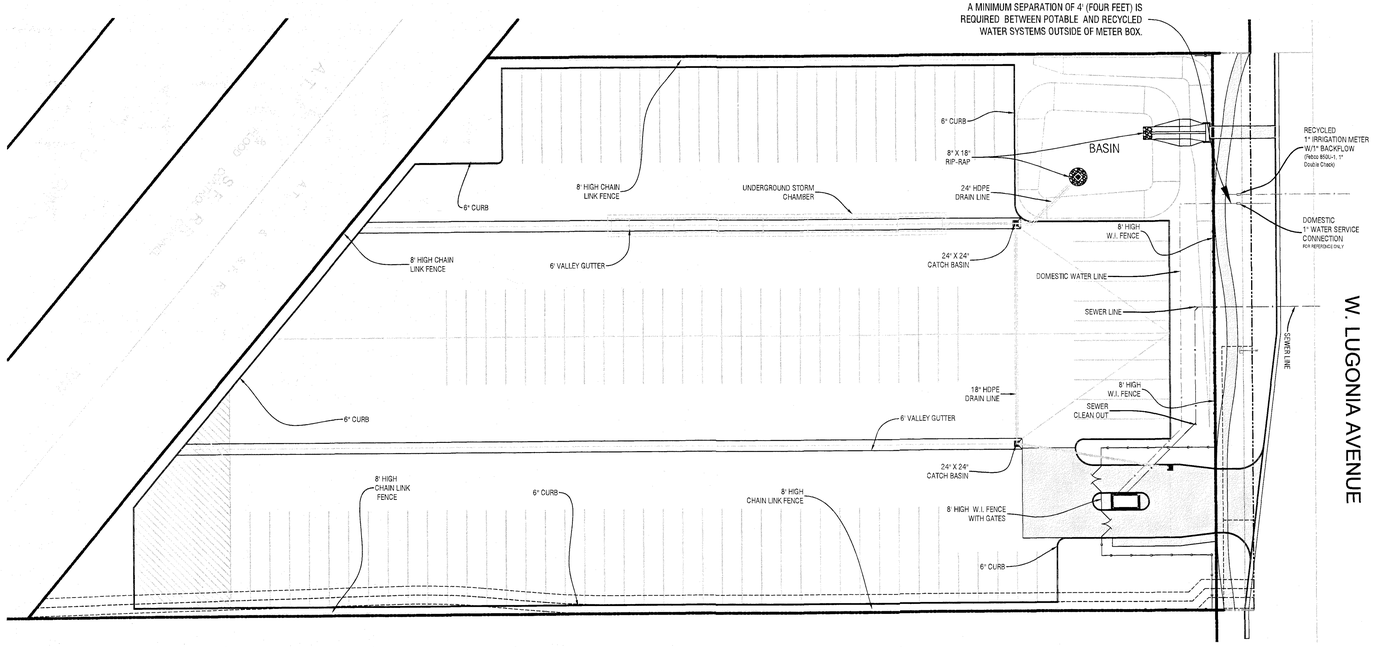
## Landscape Improvement Plans

2407 W. Lugonia Avenue
Redlands, CA 92374
APN: 0292-031-49-0000

**METER INFORMATION TABLE (title sheet only)**

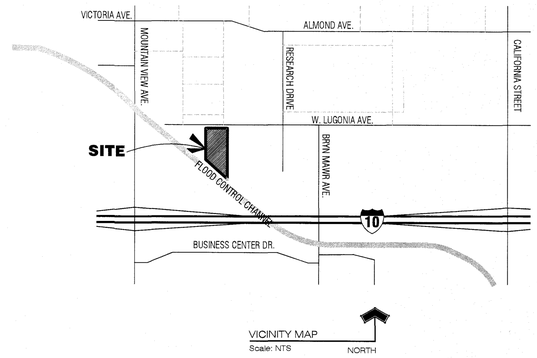
| POINT OF CONECTION ID# | Number of Remote Control Valves | IRRIGATED AREA (SF) | DEMAND (GPM) | ANNUAL USAGE (ACRE-FT) | LATERAL SIZE (IN) | METER SIZE (IN) |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| TOTAL | | | | | | |

| | |
|---|---|
| Total Lot Area: | 172,513 Sq. Ft. |
| Required Landscape Area: (15%) | 25,877 Sq. Ft. |
| Provided On-site Landscape Area: (16%) | 27,811 Sq. Ft. |
| Provided Off-site Landscape Area: | 2,654 Sq. Ft. |
| Total Landscape Area: | 30,465 Sq. Ft. |
| Total Irrigated Landscape Area: | 22,232 Sq. Ft |




**Site Plan**
**Scale: 1"=40'** North

0 20 40 80 120 160




DECLARATION OF RESPONSIBLE CHARGE

I HEREBY DECLARE THAT I AM THE REGISTERED CIVIL ENGINEER AND/OR LANDSCAPE ARCHITECT RESPONSIBLE FOR THIS PROJECT, THAT I HAVE EXERCISED RESPONSIBLE CHARGE OVER THE DESIGN OF THIS PROJECT AS DEFINED IN REDLANDS MUNICIPAL CODE 13.58.200 AND THAT THE DESIGN IS CONSISTENT WITH CURRENT STANDARDS.

I UNDERSTAND THAT THE CHECK OF THE PROJECT DRAWINGS AND SPECIFICATIONS BY THE CITY OF REDLANDS AND THE STATE WATER RESOURCES CONTROL BOARD IS FOR THE PURPOSE OF REVIEW ONLY AND DOES NOT RELIEVE ME, AS THE REGISTERED CIVIL ENGINEER AND/OR LANDSCAPE ARCHITECT OF RECORD, OF MY RESPONSIBILITIES FOR PROJECT DESIGN.

RICHARD POPE & ASSOCIATES 1585 S. 'D' Street, Suite 103, San Bernardino, CA 92408
FIRM NAME & ADDRESS

SIGNATURE — May 05, 2021 DATE

REGISTRATION NO. 2664

OMISSION STATEMENT
"THERE ARE NO DRINKING FOUNTAINS, DECORATIVE FOUNTAINS, COMFORT STATIONS, OUTDOOR EATING AREAS, SWIMMING POOLS, PLAYGROUND EQUIPMENT, OR WELLS ON THE SITE."

IF ONE OF THE LISTED ITEMS DOES EXIST, EACH MUST BE CLEARLY IDENTIFIED ON PLAN. NOTE SHALL READ, "DRINKING WATER FOUNTAINS, DESIGNATED OUTDOOR EATING AREAS, POOLS, ETC. SHALL BE PROTECTED AGAINST CONTACT WITH RECYCLED WATER SPRAY, MIST, OR RUN-OFF."

THE LANDSCAPE CONTRACTOR SHALL HAVE A SITE SUPERVISOR
CERTIFICATE. THE SITE OWNER OR THE LANDSCAPE MAINTENANCE COMPANY SHALL ALSO HAVE A SITE SUPERVISOR. THE CERTIFICATE SHOULD BE PROVIDED TO THE CITY PRIOR TO THE RECYCLED WATER METER INSTALLATION. CLASSES ARE PROVIDED FROM THE CITY.

I AGREE TO COMPLY WITH THE REQUIREMENTS OF THE CITY'S WATER EFFICIENT LANDSCAPE ORDINANCE AND SUBMIT A COMPLETE LANDSCAPE DOCUMENTATION PACKAGE.

SIGN _____ DATE 05/05/2021

INSPECTION NOTE
THE CITY OF REDLANDS ENGINEERING STAFF SHALL BE NOTIFIED AT 909-557-6298 AT LEAST 5-10 DAYS PRIOR TO THE START OF CONSTRUCTION. ALL WORK PERFORMED WITHOUT BENEFIT OF INSPECTION SHALL BE SUBJECT TO REJECTION AND REMOVAL.

CITY OF REDLANDS
PLANNING DEPARTMENT
APPROVED
REVIEWED BY _____ DATE 5/17/21

Approval of these plans shall not be construed to be a permit for, or an approval of, any violation of the provisions of the state of city laws. A copy of plans must be kept on the job site complete.

RECEIVED
MAY 10 2021
REDLANDS PLANNING

## Sheet Index


| | |
|---|---|
| Title Sheet | L-1 |
| Irrigation Plan | L-2 & L-3 |
| Planting Plan | L-4 & L-5 |
| Irrigation Details | L-6 |
| Planting Details | L-7 |
| Irrigation Specifications | L-8 |
| Planting Specifications | L-9 |



RICHARD POPE AND ASSOCIATES
Landscape Architecture
1585 S. 'D' Street, Suite 103
San Bernardino, CA 92408
phone: (909) 888-5568
fax: (909) 384-9854
e-mail: richardpopeassociates.la@gmail.com
www.richardpopeandassociates.com
Richard Pope, Landscape Architect CA# 2664


REGISTERED LANDSCAPE ARCHITECT
RICHARD J. POPE LIC. NO. 2664
05/05/2021
STATE OF CALIFORNIA
Expiration: 02-28-2022

Owner/Applicant:
**Joseph E. Bonadiman & Assoc. Inc.**
**234 North Arrowhead Avenue**
**San Bernardino, CA 92408**
**Attn: Ed Bonadiman**
**Phone: (909) 855-3806x132**
**Email: ed@bonadiman.com**

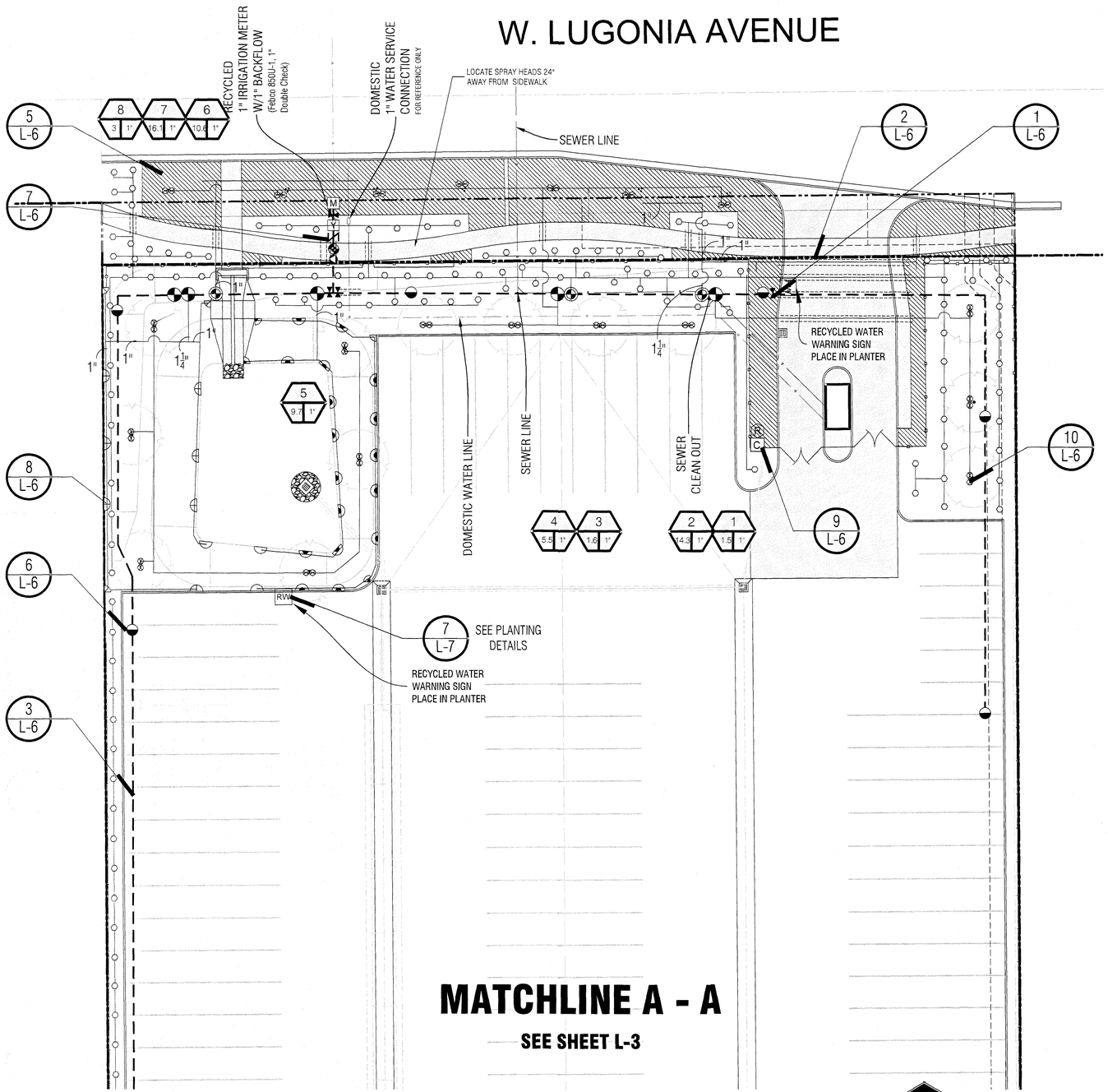
Project:
**204758 East Valley Land Company**
**2407 W. Lugonia Avenue**
**Redlands, California 92374**
**Landscape Improvement Plans**

Sheet Description:
**Title Sheet**

Date: **July 1, 2020**
RP&A Job No.: **20-14**
Drawn by: **LKD CKE**
Revisions:

Sheet:
**L-1**
Of: **9**

M20-0115 Planning TC #3 Approved




PLANTING PLAN
Scale: 1" =20'
NORTH

0 10 20 40 60 80

Detail number / Sheet
Station number / Valve size
GPM

## Irrigation Equipment

| SYMBOL | DESCRIPTION |
|---|---|
| M | New 1" Recycled water irrigation meter. Water meter used for recycled water service shall be tagged or color coded purple, color Pantone 512 or 522 - SEE REFERENCE PLAN 2339-PG |
| Z | Reduced Pressure Backflow Preventer Febco 850U-1, 1" Double Check |
| | Gate valve inside Purple valve box Nibco T-113, line size |
| | Master Valve inside Purple valve box RainBird 150-PESBR, 1-1/2" |
| | Flowmeter Calsense FM-1B, 1" |
| - - - | Mainline - 1-1/2" PVC. SCH. 40 Purple Pipe |
| ——— | Lateral Line - PVC. SCH. 40 Purple Pipe Pipe size shall be 3/4" min. with all others shown on plans |
| = = = | Irrigation Sleeve PVC. SCH. 40 Purple Pipe at 2½ X Dia. of Pipe |
| | Low flow control zone kit 1" *(0.3 - 20.0 GPM)* with Purple flow control handle. RainBird XCZ-100-PRBR |
| | Remote control valve 1", with Purple flow control handle RainBird 100-PESBR |
| | Quick coupling valve with Purple locking rubber cover (Acme-Thread) RainBird 33-DNP, ¾" |
| Y | Y- Strainer FEBCO 1" LF60A |
| C | Pedestal-mount automatic irrigation controller RainBird ESP12LXMEF (10 stations used). in Stainless Steel Metal Pedestal LXMMSSPED. Use With RainBird ET Manager kit. |
| | Mount on 20"x20" x 6" thick concrete pad per location on sheet L-4. |
| R | Rain Sensor - RainBird WR2RFC |
| RW | Warning Sign - Recycled Water |

COLOR CODING
SPRINKLERS, ROTOR HEADS, AND OTHER TYPES OF DISPERSION HEADS SHALL HAVE THE EXPOSED SURFACE COLORED PURPLE. THE EXPOSED SURFACE SHALL BE COLORED THROUGH THE USE OF INTEGRALLY MOLDED PURPLE PLASTIC OR PERMANENTLY ATTACHED PURPLE PLASTIC RING OR DISC. ALL SHRUB HEADS SHALL HAVE PURPLE CAPS. DECAL ON RISERS WILL NOT BE ACCEPTED.

## Tree Bubblers

| SYMBOL | MANUFACTURER | MODEL | DESCRIPTION | NOZZLE | RADIUS | GPM | P.S.I. | PATTERN |
|---|---|---|---|---|---|---|---|---|
| | Hunter | PROS-02 *(MULCH PLANTERS)* | Multi-stream bubbler on 2" pop-up | | | | | |
| | Hunter | RZWS-18-25-CV *(GRAVEL AREAS)* | Root Watering System w/ check valve | 0.25 (Preassembled) | 1' | 0.25 | 25 | Bubbler |

## Point Source Drip Emitters

| SYMBOL | MANUFACTURER | MODEL | DESCRIPTION | NOZZLE | RADIUS | *GPH* | P.S.I. | PATTERN |
|---|---|---|---|---|---|---|---|---|
| | RainBird | PFR-FRA24 | 24" PolyFlex Riser and 1/2" MPT adapter | XB-10PC-1032 | Drip | 1 *GPH* | 25 | Drip |

## MP Rotators

| SYMBOL | MANUFACTURER | MODEL | DESCRIPTION | NOZZLE | RADIUS | GPM | P.S.I. | PATTERN |
|---|---|---|---|---|---|---|---|---|
| | Hunter | PROS-12-PRS40 | 12" Shrub pop-up Regulated to 40 PSI | | | | | |
| | | | | MP-1000 | 8'-15' | 0.21 | 40 | 90° |
| | | | | MP-1000 | 8'-15' | 0.42 | 40 | 180° |
| | | | | MP-2000 | 13'-21' | 0.43 | 40 | 90° |
| | | | | MP-2000 | 13'-21' | 0.77 | 40 | 180° |
| | | | | MP-3000 | 22'-30' | 0.86 | 40 | 90° |
| | | | | MP-3000 | 22'-30' | 1.82 | 40 | 180° |

## Dripline

| SYMBOL | MANUFACTURER | MODEL | DESCRIPTION | NOZZLE | RADIUS | ***G.P.H.*** | P.S.I. | PATTERN |
|---|---|---|---|---|---|---|---|---|
| | RainBird | XFCV | Sub-furface dripline using 18"lateral spacing | XFCV-06-18 | Drip | 0.6 | 30 | Drip |

**PRESSURE LOSS CALCULATIONS:**

VALVE #7
EXISTING STATIC PRESSURE (psi) : Assumed 80

| COMPONENT | SIZE | GPM | LENGTH | LOSS/100' | NET LOSS |
|---|---|---|---|---|---|
| WATER METER | 1" | 16 | -- | -- | 1.4 |
| COPPER SERVICE LINE | 1" | | | 8.42 | 4.21 |
| BACKFLOW DEVICE | 1" | | -- | -- | 7.0 |
| MAINLINE | 1-1/2" | | 100' | 0.76 | 0.66 |
| CONTROL VALVE W/ FILTERS | 1" | | -- | -- | 6.0 |
| MASTER VALVE W/ FLOW SENSOR | 1-1/2" | | -- | -- | 2.0 |
| 1" Y STRAINER | 1" | | | | 0.3 |
| LATERALS AND FITTINGS | -- | | -- | -- | 3.07 |
| | | | | SUBTOTAL: | 24.64 |
| | | | | 25% PRESSURE ALLOWANCE FOR FITTINGS: | 6.16 |
| | | | | SPRINKLER OPERATING PRESSURE: | 40.0 |
| | | | | TOTAL PRESSURE LOSS (psi): | 70.80 |

P.O.C. at **NEW 1" LANDSCAPE RECYCLED WATER METER WITH NEW 1" BACKFLOW DEVICE.**
Prior to installation of irrigation system, the Contractor shall verify static pressure at P.O.C. to be **80 P.S.I.** Should pressure be below that, the Landscape Architect shall be notified.

| | |
|---|---|
| EXISTING STATIC PRESSURE: | **ASSUMED 80 PSI** |
| TEST DATE: | -- |
| AGENCY: | -- |
| PHONE NO.: | -- |
| CONTACT: | -- |

## IRRIGATION NOTES

1. MAINLINE AND LATERAL LINES SHALL BE SLEEVED UNDER ALL DRIVEWAYS AND WALKWAYS.
2. THE IRRIGATION EQUIPMENT IS SHOWN IN THE STREET/ HARDSCAPE AREAS FOR CLARIFICATION ONLY. ACTUAL EQUIPMENT SHALL BE PLACED WITHIN LANDSCAPE AREAS. VALVE BOXES AND EQUIPMENT INSTALLED ABOVE GROUND TO BE PLACED IN SHRUB/ GROUND COVER AREAS WHERE POSSIBLE.
3. PRESSURE REGULATING DEVICES ARE REQUIRED IF WATER PRESSURE IS BELOW OR EXCEEDS THE RECOMMENDED PRESSURE OF THE SPECIFIED IRRIGATION DEVICES.
4. A DIAGRAM OF THE IRRIGATION PLAN SHOWING HYDRO-ZONES SHALL BE KEPT WITH THE IRRIGATION CONTROLLER FOR SUBSEQUENT MANAGEMENT PURPOSES.

INSPECTION NOTE
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DIGALERT
DIAL TOLL FREE 1-800-227-2600 AT LEAST TWO DAYS BEFORE YOU DIG
UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

**All Work to Meet or Exceed State & Local Codes and Industry Standards.**
**Written Dimensions to Precede Scaled Dimensions.**

**UNDERGROUND UTILITIES:**
The Contractor shall be responsible for locating or verifying locations of all existing utilities, and for protection of same. Damages resulting from Contractor's work or that of Contractor's sub-contractors shall be restored to original condition at their own expense. City shall have the final say if repairs are to be made by Contractor or others.


RICHARD POPE AND ASSOCIATES
Landscape Architecture
1585 S. 'D' Street, Suite 103
San Bernardino, CA 92408
phone: (909) 888-5568
fax: (909) 384-9854
e-mail: richardpopeassociates.la@gmail.com
www.richardpopeandassociates.com
Richard Pope, Landscape Architect CA# 2664


REGISTERED LANDSCAPE ARCHITECT RICHARD POPE LIC. NO. 2664 STATE OF CALIFORNIA
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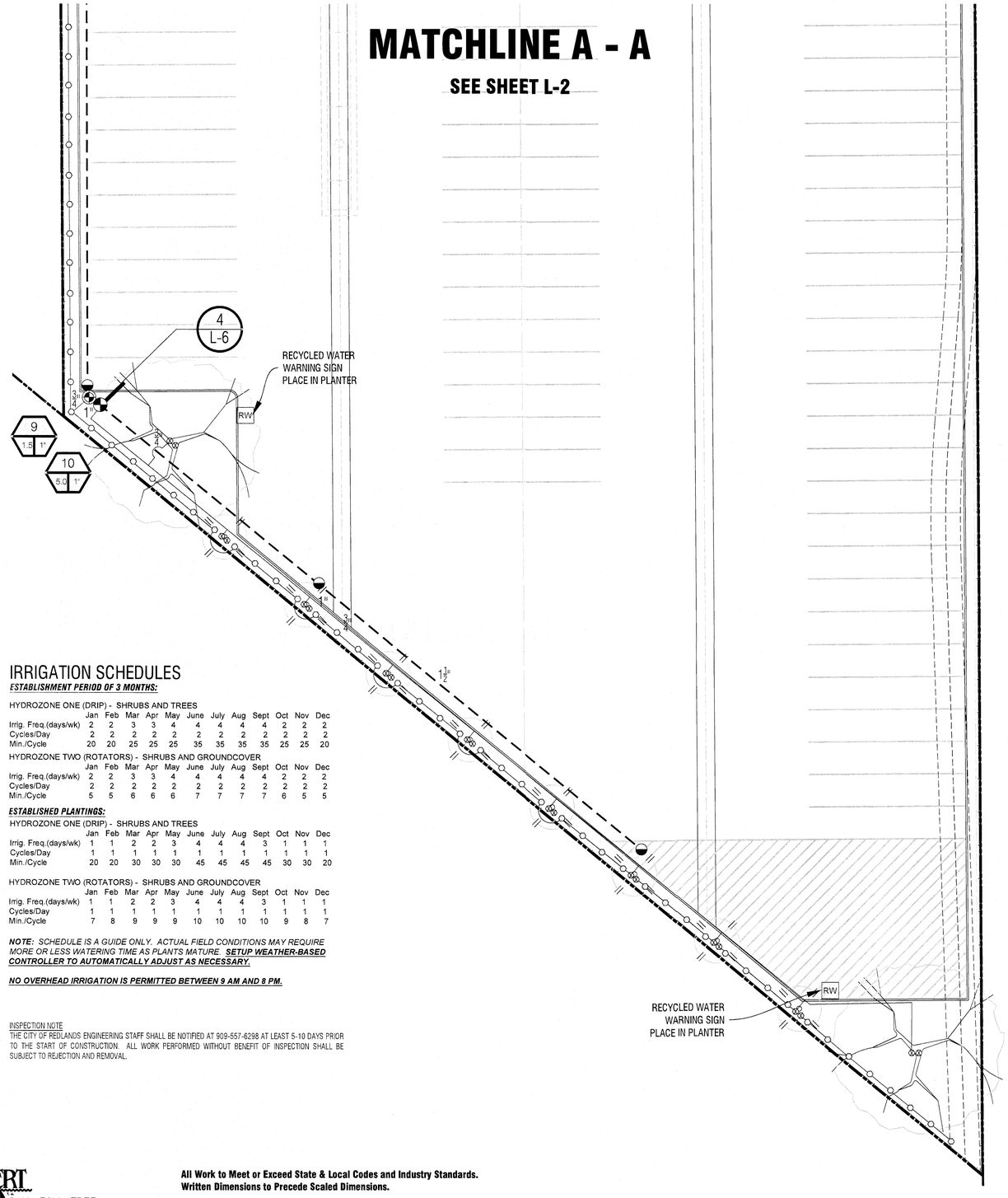
Owner/Applicant:
[redacted]
**San Bernardino, CA 92408**
**Attn: Ed Bonadiman**
**Phone: (909) 855-3806x132**
**Email: ed@bonadiman.com**

Project:
**204758 East Valley Land Company**
**2407 W. Lugonia Avenue**
**Redlands, California 92374**
**Landscape Improvement Plans**

Sheet Description:
**Irrigation Plan**

Date: **March 18, 2021**
RP&A Job No.: **20-14**
Drawn by: **LKD CKE**
Revisions:

Sheet: **L-2**
Of: **9**




## IRRIGATION SCHEDULES

***ESTABLISHMENT PERIOD OF 3 MONTHS:***

HYDROZONE ONE (DRIP) - SHRUBS AND TREES

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Irrig. Freq.(days/wk) | 2 | 2 | 3 | 3 | 4 | 4 | 4 | 4 | 4 | 2 | 2 | 2 |
| Cycles/Day | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Min./Cycle | 20 | 20 | 25 | 25 | 25 | 35 | 35 | 35 | 35 | 25 | 25 | 20 |

HYDROZONE TWO (ROTATORS) - SHRUBS AND GROUNDCOVER

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Irrig. Freq.(days/wk) | 2 | 2 | 3 | 3 | 4 | 4 | 4 | 4 | 4 | 2 | 2 | 2 |
| Cycles/Day | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Min./Cycle | 5 | 5 | 6 | 6 | 6 | 7 | 7 | 7 | 7 | 6 | 5 | 5 |

***ESTABLISHED PLANTINGS:***

HYDROZONE ONE (DRIP) - SHRUBS AND TREES

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Irrig. Freq.(days/wk) | 1 | 1 | 2 | 2 | 3 | 4 | 4 | 4 | 3 | 1 | 1 | 1 |
| Cycles/Day | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Min./Cycle | 20 | 20 | 30 | 30 | 30 | 45 | 45 | 45 | 45 | 30 | 30 | 20 |

HYDROZONE TWO (ROTATORS) - SHRUBS AND GROUNDCOVER

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Irrig. Freq.(days/wk) | 1 | 1 | 2 | 2 | 3 | 4 | 4 | 4 | 3 | 1 | 1 | 1 |
| Cycles/Day | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Min./Cycle | 7 | 8 | 9 | 9 | 9 | 10 | 10 | 10 | 10 | 9 | 8 | 7 |

***NOTE:*** *SCHEDULE IS A GUIDE ONLY. ACTUAL FIELD CONDITIONS MAY REQUIRE MORE OR LESS WATERING TIME AS PLANTS MATURE.* ***SETUP WEATHER-BASED CONTROLLER TO AUTOMATICALLY ADJUST AS NECESSARY.***

***NO OVERHEAD IRRIGATION IS PERMITTED BETWEEN 9 AM AND 8 PM.***

INSPECTION NOTE

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**Written Dimensions to Precede Scaled Dimensions.**

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PLANTING PLAN
Scale: 1" =20'
NORTH
0 10 20 40 60 80

Detail number / Sheet
Station number / Valve size
GPM

## Water Efficient Landscape Worksheet

**WATER EFFICIENT LANDSCAPE WORKSHEET**

**Project** 2407 Lugonia **RPA Job No.:** **20-14**
**Redlands CA**

| | | | |
|---|---|---|---|
| Referance Eto: | 55.1 | Landscape Area: | 22,232 |
| | | Special Landscape Area: | 0 |
| | | Total Landscape Area: | 22,232 |

**Section A. HYDROZONE INFORMATION TABLE**

| Hydrozone* | Zone or Valve | Irrigation Method** | Area (Sq.Ft.) | % of Landscape Area |
|---|---|---|---|---|
| 1 - LW | 2,3,6,9 | D | 17691 | 74% |
| 2 - LW | 5,7 | S | 5660 | 24% |
| 3 - MW | 1,4,8,10 | B | 656 | 3% |
| | | | | |
| | | | | |
| | Total | | 24007 | 100% |

**Hydrozone (# - Plant type)*
*HW = High Water Use Plants*
*MW = Moderate Water Use Plants*
*LW = Low Water Use Plants*

*** Irrigation Method*
*O = Other* *B = Bubbler*
*S = Spray* *D = Drip*
*R = Rotator* *SS = Subsurface Drip*

**Section B. WATER BUDGET CALCULATIONS**

**Section B1. MAWA: Maximum Applied Water Allowance** (gallons per year)

| | | | |
|---|---|---|---|
| ETo | Reference ET (inches per year) | SLA | Special Landscape Area (square feet) |
| ETAF | ET Adjustment Factor | 1 - ETAF | ET Adjustment Factor for Special Landscape Area |
| LA | Landscape Area (square feet) | | |
| 0.62 | Conversion Factor (to gallons per sq.ft.) | | |

(MAWA) Total Landscape Area

| (ETo) | (0.62) | [(ETAF x LA) + ((1-ETAF)x SLA | = | Gallons Per Year |
|---|---|---|---|---|
| **(55.10)** | **(0.62)** | **[(0.45 x 22232)** | **+** | **(0.45 x 0)]** |
| **(55.10)** | **(0.62)** | **(10004.40)** | **+** | **0** |
| **(55.10)** | **(0.62)** | **(10004.40)** | **=** | **341,770.31 Gallons Per Year** |

**Section B2. ETWU: Estimated Total Water Use (gallons per year)**

| (ETc) | (0.62) | [(PF / IE) | * (HA)] | = | Gallons Per Year |
|---|---|---|---|---|---|

| Hydrozone /Planting Description | Plant Factor (PF) *(See Table A)* | Irrigation Method | Irrigation Efficiency (IE) | ETAF (PF/IE) | Landscape Area (sq.ft.) | ETAF x Area | Estimated Total Water Use (ETWU) |
|---|---|---|---|---|---|---|---|
| ***Regular Landscape Areas*** | | | | | | | |
| *1 - LW* | *0.3* | *Drip* | *0.81* | *0.37* | *17691* | *6552.22* | *223837.02* |
| *2 - LW* | *0.3* | *Spray* | *0.75* | *0.40* | *5660* | *2264.00* | *77342.77* |
| *3 - MW* | *0.4* | *Bubbler* | *0.81* | *0.49* | *656* | *323.95* | *11066.80* |
| | | | | | | | |
| | | | | | | | |
| | | | | *Totals* | *24007* | *9140.17* | |
| ***Special Landscape Areas*** | | | | | | | |
| | | | | | | *0.00* | |
| | | | | *Totals* | *0* | *0* | |

| | |
|---|---|
| **MAWA** | **341,770.31** |
| **ETWU** | **312,246.58** |
| *Difference* | 29,523.73 |

***Table A - PF (Plant Factor)***

| | | |
|---|---|---|
| *High Water Usage Plants* | 0.8 | *between 0.7 - 0.9* |
| *Moderate Usage Plants* | 0.5 | *between 0.4 - 0.6* |
| *Low Usage Plants* | 0.2 | *between 0.1 - 0.3* |
| *Very Low Usage Plants* | 0.1 | *below 0.1* |

***Table B - IE (Irrigation Efficiency)***

| | |
|---|---|
| *Spray Heads* | 0.75 |
| *Rotator Heads* | 0.75 |
| *Bubblers* | 0.81 |
| *Drip Emitters* | 0.81 |
| *Subsurface Irrigation* | 0.81 |

**Average ETAF for Regular Landscape Areas must be 0.55 or below for residential areas, and 0.45 or below for non-residential areas.**

**ETAF Calculations**

| Regular Landscape Areas | |
|---|---|
| Total ETAF x Area | 9140.17 |
| Total Area | 24007 |
| **Average ETAF** | **0.38** |

| All Landscape Areas | |
|---|---|
| Total ETAF x Area | 9140.17 |
| Total Area | 24007 |
| **Sitewide ETAF** | **0.38** |


RICHARD POPE AND ASSOCIATES
Landscape Architecture
1585 S. 'D' Street, Suite 103
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phone: (909) 888-5568
fax: (909) 384-9884
e-mail: richardpopeassociates.la@gmail.com
www.richardpopeandassociates.com
Richard Pope, Landscape Architect CA# 2664


REGISTERED LANDSCAPE ARCHITECT
RICHARD S. POPE LIC. NO. 2664
05/05/2021
STATE OF CALIFORNIA
Expiration: 02-28-2022

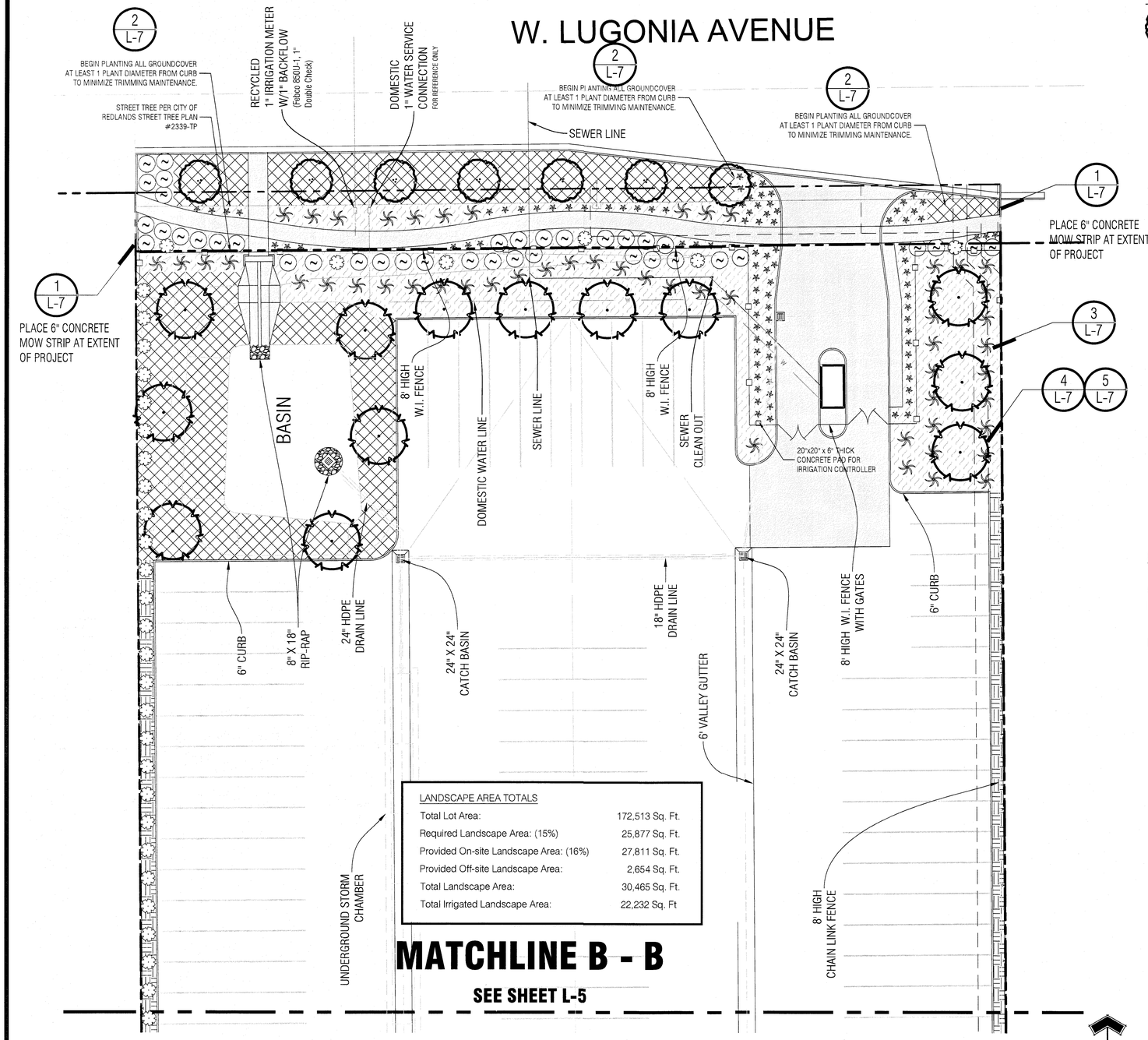
Owner/Applicant:
**Joseph E. Bonadiman & Assoc. Inc.**
**234 North Arrowhead Avenue**
**San Bernardino, CA 92408**
**Attn: Ed Bonadiman**
**Phone: (909) 855-3806x132**
**Email: ed@bonadiman.com**

Project:
**204758 East Valley Land Company**
**2407 W. Lugonia Avenue**
**Redlands, California 92374**
**Landscape Improvement Plans**

Sheet Description:
**Irrigation Plan**

Date: **March 18, 2021**
RP&A Job No.: **20-14**
Drawn by: **LKD CKE**
Revisions:

Sheet: **L-3**
Of: **9**




## Planting Legend

| SYMBOL | QTY. | SIZE | BOTANICAL NAME | COMMON NAME | WUCOLS IV WATER USAGE | INTENDED MATURE SIZE (H x W) |
|---|---|---|---|---|---|---|
| | 7 | 24" Box 1-1/4" to 1 ½" Caliper | Lagerstroemia indica 'Lipan' | Lipan Crepe Myrtle | Mod | 15 H, Ø 15' |
| | 13 | 36" Box 2-1/2" to 2 ½" Caliper | Pinus eldarica | Afghan Pine | Low | 40'H, Ø 20' |
| | 2 | 15 Gal. 3/4" to 1" Caliper 36" Box where shown | Quercus virginiana | Southern Live Oak | Mod | 60' H, Ø 65' |
| | 8 | 15 Gal. 3/4" to 1" Caliper 36" Box where shown | Tristania conferta | Brisbane Box Tree | Mod | 50'H, Ø 15' check |
| | 99 | 1 Gal. | Aloe 'Blue Elf' | Blue Elf Aloe | Low | 2' H, Ø 2' |
| | 89 | 5 Gal. | Bougainvillea 'San Diego Red' | Bougainvillea (Red) | Low | CLIMBING 12' H, Ø 4 |
| | 53 | 5 Gal. | Dasylirion wheeleri | Desert Spoon | Low | 5'H, Ø 5' |
| | 39 | 5 Gal. | Westringia fruticosa | Coast Rosemary | Low | 5' H, Ø 6' |
| | 9,449 Sq. Ft. | Flats 18" o.c. | Rosmarinus officinalis 'Huntington Carpet' | Carpet Rosemary | Low | 2' H, Ø 2' |

| | | | SPECIES | COMMON NAME | PURE LIVE SEED LBS/ACRE | |
|---|---|---|---|---|---|---|
| | 8,497 Sq. Ft. | BIOSWALE NON-IRRIGATED MIX<br>SEED RATE: 41 LBS/ACRE | Agrostis pallens - 5.0 lb/acre | San Diego Bentgrass | 5.00 | |
| | | | Deschampsia danthoniodes - 1.0 lb/acre | Annual Hairgrass | 1.00 | S&S Seeds Carpinteria, CA |
| | | | Eschscholzia californica - 2.0 lb/acre | California Poppy | 2.00 | 805-684-0436 |
| | | | Festuca rubra 'Molate' - 10.0 lb/acre | Red Fescue | 10.00 | www.ssseeds.com |
| | | | Hordeum brachyantherum - 6.0 lb/acre | Meadow Barley | 6.00 | |
| | | | Leymus triticoides 'Rio' - 4.0 lb/acre | Creeping Wildrye | 4.00 | |
| | | | Lupinus nanus - 2.0 lb/acre | Sky Lupine | 2.00 | |
| | | | Sisyrinchium bellum - 1.0 lb/acre | Blue Eyed Grass | 1.00 | |
| | | | Vulpia microstachys - 8.0 lb/acre | Small Fescue | 8.00 | |
| | | | Achillea tomentosa - 2.0 lb/acre | Wooly Yarrow | 2.00 | |
| | 11,088 Sq. Ft. | 3" Thick Layer of Decomposed Granite | | | | |
| | | 6" Concrete Mow-Strip | | | | |

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Richard Pope, Landscape Architect CA# 2664


REGISTERED LANDSCAPE ARCHITECT RICHARD J. POPE LIC. NO. 2664
05/05/2021
STATE OF CALIFORNIA
Expiration: 02-28-2022

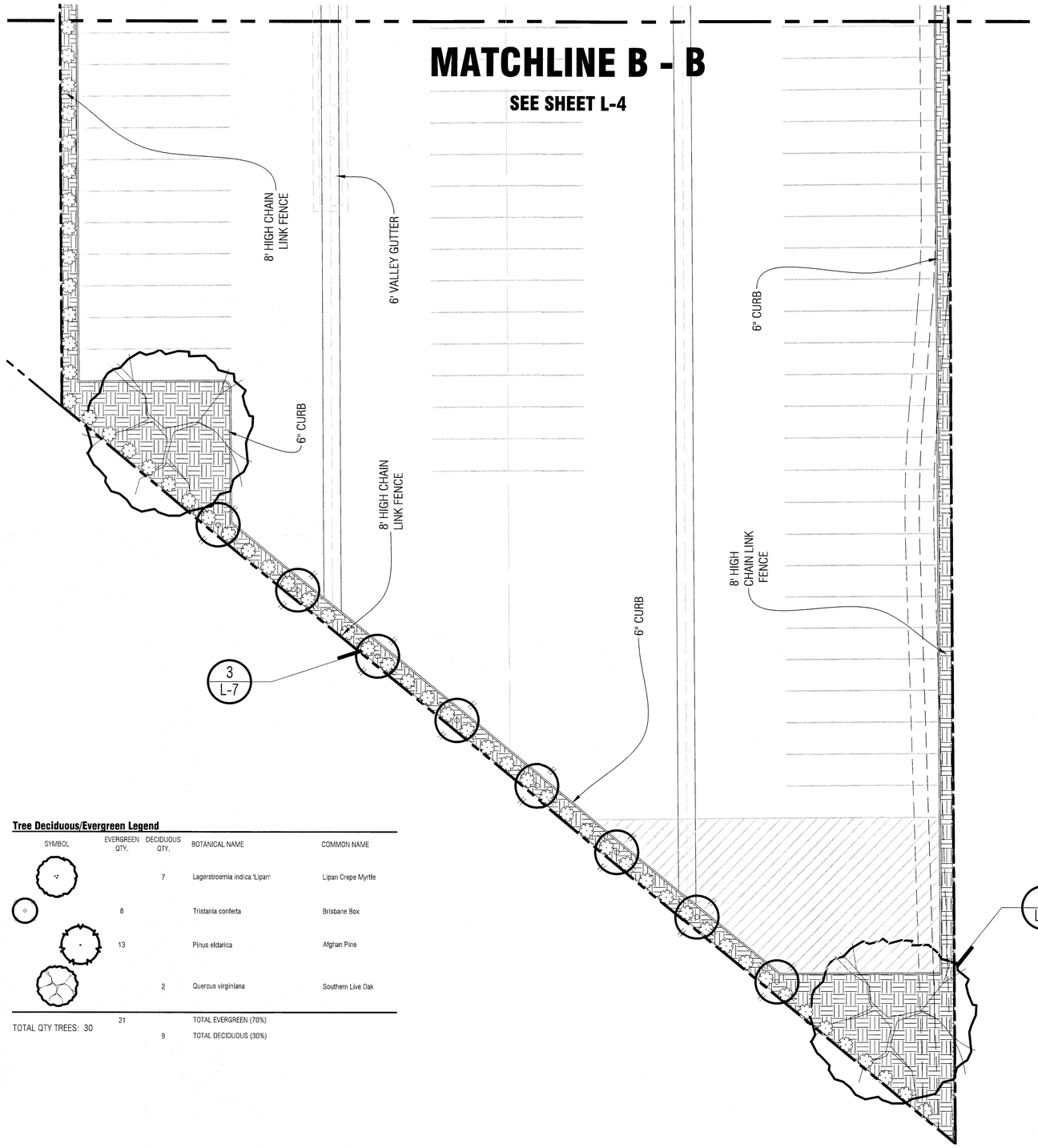
Owner/Applicant:
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Project:
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**Redlands, California 92374**
**Landscape Improvement Plans**

Sheet Description:
**Planting Plan**

| | |
|---|---|
| Date: | July 1, 2020 |
| RP&A Job No.: | 20-14 |
| Drawn by: | LKD CKE |
| Revisions: | |

Sheet: **L-4**
Of: **9**




**Tree Deciduous/Evergreen Legend**

| SYMBOL | EVERGREEN QTY. | DECIDUOUS QTY. | BOTANICAL NAME | COMMON NAME |
|---|---|---|---|---|
| | | 7 | Lagerstroemia indica 'Lipan' | Lipan Crepe Myrtle |
| | 8 | | Tristania conferta | Brisbane Box |
| | 13 | | Pinus eldarica | Afghan Pine |
| | | 2 | Quercus virginiana | Southern Live Oak |
| | 21 | | TOTAL EVERGREEN (70%) | |
| TOTAL QTY TREES: 30 | | 9 | TOTAL DECIDUOUS (30%) | |

**Planting Legend**

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| | 89 | 5 Gal. | Bougainvillea 'San Diego Red' | Bougainvillea (Red) | Low | CLIMBING 12' H, Ø 4 |
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| | | | Sisyrinchium bellum - 1.0 lb/acre | Blue Eyed Grass | 1.00 | |
| | | | Vulpia microstachys - 8.0 lb/acre | Small Fescue | 8.00 | |
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Sheet number — Detail/ section number

RICHARD POPE AND ASSOCIATES
Landscape Architecture
1585 S. 'D' Street, Suite 103
San Bernardino, CA 92408
phone: (909) 888-5568
fax: (909) 384-9854
e-mail: richardpopeassociates.la@gmail.com
www.richardpopeandassociates.com
Richard Pope, Landscape Architect CA# 2664

REGISTERED LANDSCAPE ARCHITECT — RICHARD J. POPE LIC. NO. 2664 — 05/05/2021 — STATE OF CALIFORNIA

Expiration: 02-28-2022

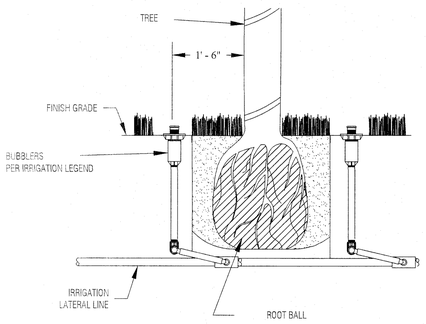
Owner/Applicant:
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**Attn: Ed Bonadiman**
**Phone: (909) 855-3806x132**
**Email: ed@bonadiman.com**

Project:
**204758 East Valley Land Company**
**2407 W. Lugonia Avenue**
**Redlands, California 92374**
**Landscape Improvement Plans**

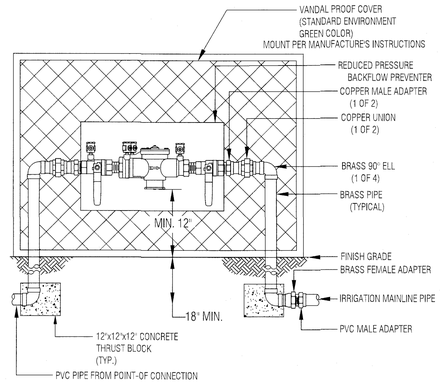
Sheet Description:
**Planting Plan**

| | |
|---|---|
| Date: | **July 1, 2020** |
| RP&A Job No.: | **20-14** |
| Drawn by: | **LKD CKE** |
| Revisions: | |

Sheet: **L-5**
Of: **9**

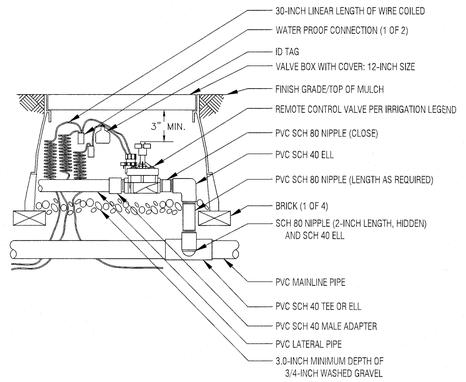



## TREE BUBBLERS | N.T.S. | 10




NOTE:
1. INSTALL BACKFLOW PREVENTER AS REQUIRED BY LOCAL CODES AND HEALTH DEPARTMENT. VERIFY LOCAL REQUIREMENTS PRIOR TO INSTALLATION.
2. PLACE BEHIND SHRUBS WHERE POSSIBLE.

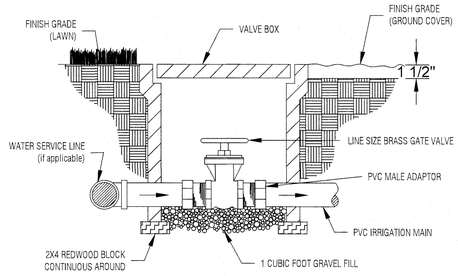
## REDUCED PRESSURE BACKFLOW PREVENTER | N.T.S. | 7




## REMOTE CONTROL VALVE | N.T.S. | 4

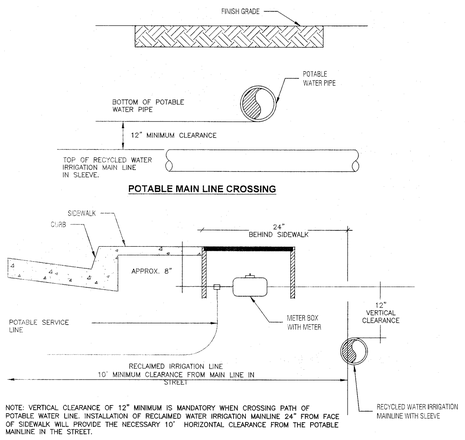
INSPECTION NOTE

THE CITY OF REDLANDS ENGINEERING STAFF SHALL BE NOTIFIED AT 909-557-6298 AT LEAST 5-10 DAYS PRIOR TO THE START OF CONSTRUCTION. ALL WORK PERFORMED WITHOUT BENEFIT OF INSPECTION SHALL BE SUBJECT TO REJECTION AND REMOVAL.




NOTES:
1. ALL VALVE BOXES AND LIDS SHALL BE OF A TYPE APPROVED FOR RECYCLED WATER SYSTEMS AND BE PURPLE IN COLOR.
2. ALL VALVES AND RELATED IRRIGATION APPURTENANCES SHALL HAVE A TAG WITH THE TEXT "**DO NOT DRINK**".

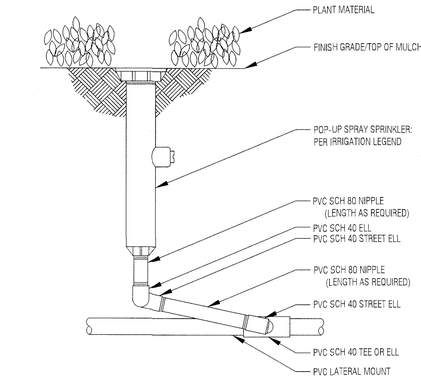
## GATE VALVE | N.T.S. | 1



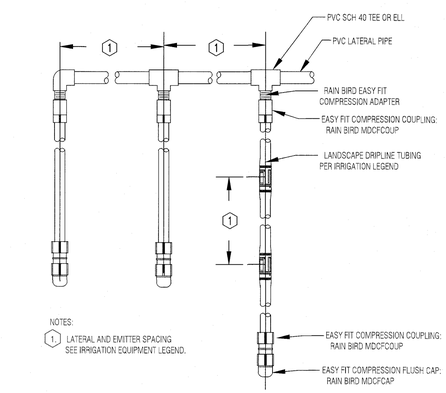

NOTE: VERTICAL CLEARANCE OF 12" MINIMUM IS MANDATORY WHEN CROSSING PATH OF POTABLE WATER LINE. INSTALLATION OF RECLAIMED WATER IRRIGATION MAINLINE 24" FROM FACE OF SIDEWALK WILL PROVIDE THE NECESSARY 10' HORIZONTAL CLEARANCE FROM THE POTABLE MAINLINE IN THE STREET.

**POTABLE SERVICE LINE CROSSING**

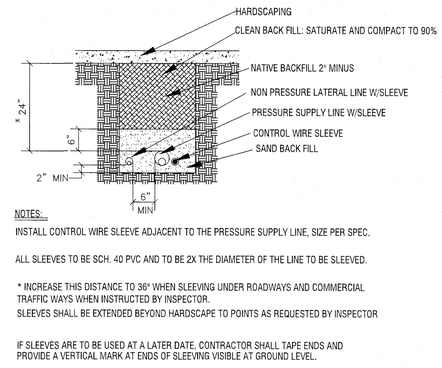
## UTILITY CROSSING | N.T.S. | 11




## POP-UP SPRAY HEAD | N.T.S. | 8




## DRIPLINE LATERALS | N.T.S. | 5




NOTES:

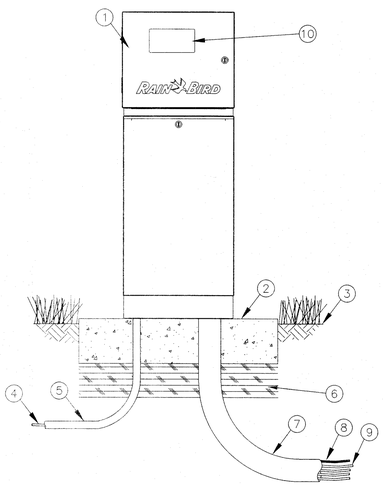
INSTALL CONTROL WIRE SLEEVE ADJACENT TO THE PRESSURE SUPPLY LINE, SIZE PER SPEC.

ALL SLEEVES TO BE SCH. 40 PVC AND TO BE 2X THE DIAMETER OF THE LINE TO BE SLEEVED.

* INCREASE THIS DISTANCE TO 36" WHEN SLEEVING UNDER ROADWAYS AND COMMERCIAL TRAFFIC WAYS WHEN INSTRUCTED BY INSPECTOR.
SLEEVES SHALL BE EXTENDED BEYOND HARDSCAPE TO POINTS AS REQUESTED BY INSPECTOR

IF SLEEVES ARE TO BE USED AT A LATER DATE, CONTRACTOR SHALL TAPE ENDS AND PROVIDE A VERTICAL MARK AT ENDS OF SLEEVING VISIBLE AT GROUND LEVEL.

## SLEEVING | N.T.S. | 2




(1) IRRIGATION CONTROLLER:
RAIN BIRD ESP-LXMEF CONTROLLER WITH FLOW SMART MODULE IN LXMM METAL CABINET AND LXMMPED METAL PEDESTAL. INSTALL CONTROLLER, CABINET AND PEDESTAL PER MANUFACTURER'S RECOMMENDATIONS.

(2) CONCRETE PAD: 6-INCH MINIMUM THICKNESS

(3) FINISH GRADE

(4) POWER SUPPLY WIRE

(5) 120 VOLT CONDUIT: 1-INCH SCH 40 PVC CONDUIT, FITTINGS AND SWEEP ELL FOR POWER SUPPLY

(6) COMPACTED SUBGRADE

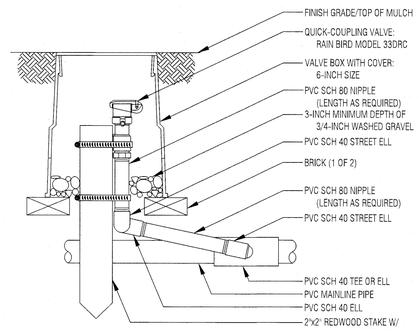
(7) 24 VOLT CONDUIT: 3-INCH SCH 40 PVC CONDUIT, FITTINGS AND SWEEP ELL FOR STATION WIRES

(8) FLOW SENSOR WIRE (PE 39, 89 OR 54) TO FLOW SENSOR

(9) MASTER VALVE AND REMOTE CONTROL VALVE WIRES

(10) RECYCLED WATER LABEL.

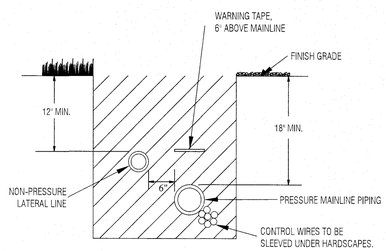
## IRRIGATION CONTROLLER IN METAL PEDESTAL ENCLOSURE | N.T.S. | 9




NOTE:
1. FURNISH FITTINGS AND PIPING NORMALLY SIZED IDENTICAL TO NORMAL QUICK COUPLING VALVE INLET SIZE.
2. QCV SHALL BE OF A TYPE APPROVED FOR USE ON RECYCLED WATER SYSTEMS.

## QUICK COUPLER | N.T.S. | 6

SEE IRRIGATION SPECIFICATIONS FOR BACKFILL AND COMPACTION REQUIREMENTS.




NOTES:
1. PROVIDE 2" OF CLEAN BACKFILL UNDER ALL PIPING.
2. WARNING TAPE SHALL BE OF INERT PLASTIC FILM FORMULATED FOR PROLONGED UNDERGROUND CONDITIONS. THE MINIMUM THICKNESS SHALL BE 0.004" OR 4 MILS AND THE OVER ALL WIDTH SHALL BE A MINIMUM OF 3". THE TAPE SHALL BE PRINTED WITH THE WORDS "CAUTION: RECYCLED WATERLINE BELOW" IN PURPLE PRINTING ON A SILVER BACKGROUND OR BLACK PRINTING ON A PURPLE BACKGROUND.

## TRENCHING | N.T.S. | 3

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www.richardpopeandassociates.com
Richard Pope, Landscape Architect CA# 2664

REGISTERED LANDSCAPE ARCHITECT
RICHARD J. POPE LIC. NO. 2664
05/05/2021
STATE OF CALIFORNIA

Expiration: 02-28-2022

Owner/Applicant:

**Joseph E. Bonadiman & Assoc. Inc.**
**234 North Arrowhead Avenue**
**San Bernardino, CA 92408**
**Attn: Ed Bonadiman**
**Phone: (909) 855-3806x132**
**Email: ed@bonadiman.com**

Project:

**204758 East Valley Land Company**
**2407 W. Lugonia Avenue**
**Redlands, California 92374**
**Landscape Improvement Plans**

Sheet Description:

**Irrigation Details**

| | |
|---|---|
| Date: | **March 18, 2021** |
| RP&A Job No.: | **20-14** |
| Drawn by: | **GRP CKE** |
| Revisions: | |

Sheet:

**L-6**

Of: **9**

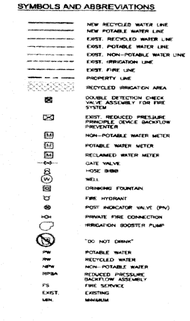
A SYMBOLS AND ABBREVIATIONS LEGEND IS INCLUDED AND FOLLOWS INDUSTRY STANDARDS AND ALL ITEMS ARE CLEARLY IDENTIFIABLE AND LABELED




RECYCLED WATER SIGNAGE EXAMPLE.
Photo Curtesy of:
https://www.google.com/search?q=recycled+water+signage+example&source=lnms&tbm=isch&sa=X&ved=0ahUKEwiB26qDhovtAhXPp4KHSTkBIoQ_AUIEigB&biw=1680&bih=979#



SYMBOLS AND ABBREVIATIONS

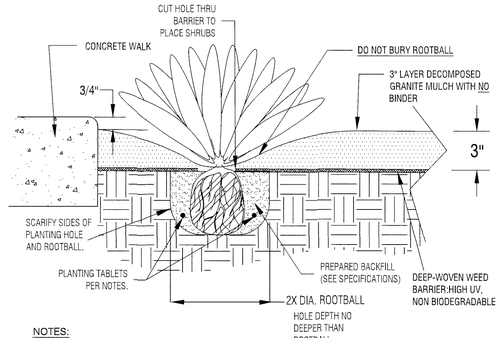



LEGEND

EXIST. 2" NON-POTABLE WATER METER AND MANIFOLD (1) Photo Reference #:

RECYCLED WATER SYMBOLS AND ABREVIATIONS EXAMPLE

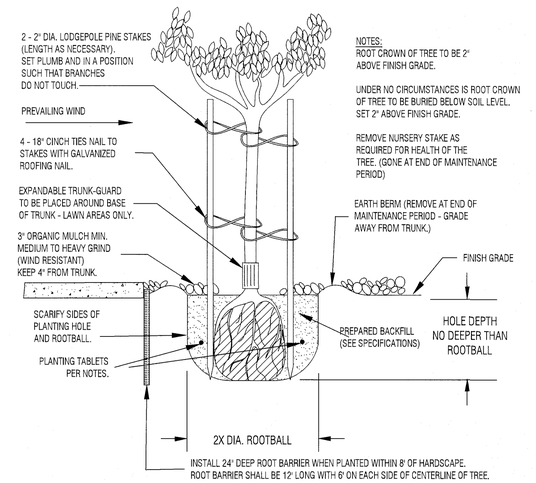
## NON-POTABLE SIGN | N.T.S. | 10



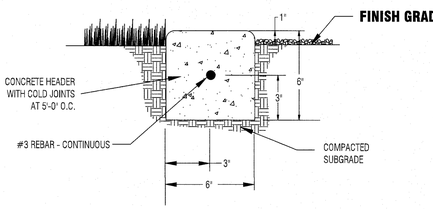

NOTES:

1. **DO NOT APPLY** PRE-EMERGENT HERBICIDE.
2. PLACE PLANTS INTO SOIL BY CUTTING HOLES THRU WEED BARRIER FABRIC
3. PLACE 3" THICK LAYER OF D.G. AROUND PLANTINGS.
4. ROOT CROWN OF SHRUB TO BE 1" ABOVE FINISH GRADE. UNDER NO CIRCUMSTANCES IS CROWN OF SHRUB TO BE BURIED BELOW SOIL LEVEL.

## DECOMPOSED GRANITE MULCH | N.T.S. | 7




## TREE PLANTING | N.T.S. | 4




NOTE:
1. POURED CONCRETE HEADER SHALL BE FORMED ON BOTH SIDES WITH SMOOTH STEEL TROWEL FINISH ON THE TOP AND 3/4" RADIUS EDGES.
2. TOP OF THE HEADER SHALL BE 1" ABOVE FINISH GRADE AND CURVE SHALL BE UNIFORM AND FREE FLOWING.

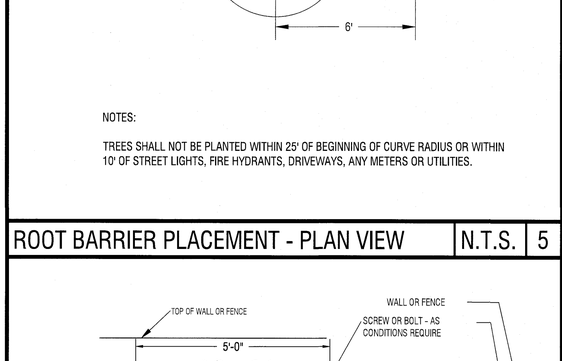
## CONCRETE MOWSTRIP | N.T.S. | 1

CITY OF REDLANDS RECYCLED WATER NOTES

1. ALL ON-SITE IRRIGATION IMPROVEMENTS SHOWN ON THESE PLANS ARE PART OF A RECYCLED WATER DISTRIBUTION SYSTEM. NO CONSTRUCTION WILL BE ALLOWED UNTIL ALL APPROVALS HAVE BEEN OBTAINED.
2. CROSS CONNECTIONS BETWEEN RECYCLED WATER LINES AND POTABLE WATER LINES ARE STRICTLY PROHIBITED.
3. USE OF RECYCLED WATER SHALL ADHERE TO TITLE 22, DIVISION 4, CHAPTER 3 OF THE CALIFORNIA CODE OF REGULATIONS AND THE CURRENT RULES, REGULATIONS AND SPECIFICATIONS OF THE CITY.
4. UNLESS OTHERWISE DIRECTED BY THE CITY, A 4-FOOT HORIZONTAL AND 1-FOOT VERTICAL SEPARATION BETWEEN POTABLE WATER AND CONSTANT PRESSURE RECYCLED WATER LINES SHALL BE MAINTAINED AT ALL TIMES. THE POTABLE LINES SHALL BE INSTALLED ABOVE THE RECYCLED LINES.
5. WHERE POTABLE LINES AND CONSTANT PRESSURE RECYCLED WATER LINES CROSS, THE RECYCLED WATER LINE SHALL BE INSTALLED BELOW THE POTABLE WATER LINE IN A CLASS 200 PURPLE COLORED PVC SLEEVE. THE SLEEVE SHALL EXTEND 10-FEET ON EITHER SIDE OF THE POTABLE LINE, FOR A TOTAL OF 20-FEET.
6. A MINIMUM VERTICAL SEPARATION OF 12 INCHES SHALL BE MAINTAINED BETWEEN UTILITIES AT ALL TIMES.
7. HOSE BIBS ARE STRICTLY PROHIBITED ON RECYCLED WATER SYSTEMS.
8. ALL SPRAY HEADS, VALVE BOXES, AND QUICK COUPLER VALVES SHALL BE CLEARLY COLOR CODED (PURPLE) TO INDICATE THE USE OF RECYCLED WATER.
9. RECYCLED WATER LINES SHALL NOT CROSS ROADS, STREETS, OR EASEMENTS UNLESS SPECIFICALLY SHOWN ON THESE PLANS.
10. ALL PRESSURE LINES SHALL BE TESTED WITH HYDROSTATIC PRESSURE AS REQUIRED IN THE CITY STANDARD SPECIFICATIONS AND ALL NON-PRESSURE LINES SHALL BE TESTED WITH THE EXISTING STATIC LINE PRESSURE. NO LEAKS SHALL BE ALLOWED. CONTRACTOR SHALL PROVIDE ALL EQUIPMENT FOR HYDROSTATIC TESTS. THESE TESTS SHALL BE WITNESSED BY A REPRESENTATIVE OF THE CITY.
11. PRIOR TO SITE ACCEPTANCE, A CROSS-CONNECTION SHUTDOWN TEST WILL BE CONDUCTED BY THE CITY WITH THE POSSIBLE ATTENDANCE BY THE STATE WATER RESOURCE CONTROL BOARD
12. PRIOR TO ENERGIZING THE ON-SITE SYSTEM WITH WATER, ONE (1) COMPLETE SET OF LAMINATED CONTROLLER CHARTS SHALL BE PROVIDED TO THE CITY.
13. EACH AUTOMATIC CONTROLLER AND ITS ASSOCIATED EQUIPMENT SHALL BE IDENTIFIED WITH A SIGN BEARING THE WORDS "RECYCLED WATER USED FOR IRRIGATION" WITH WORDS IN ENGLISH AND SPANISH WITH WHITE LETTERS AT LEAST 1 INCH HIGH ON A PURPLE, PANTONE 512 BACKGROUND. THE SIGN SHALL BE PLACED AS TO BE READILY SEEN BY ANY OPERATIONS PERSONNEL UTILIZING THE EQUIPMENT.
14. THE CONTRACTOR SHALL ENSURE ALL SPRINKLER HEADS ARE ADJUSTED FOR OPTIMUM PERFORMANCE. THIS SHALL INCLUDE THROTTLING THE FLOW CONTROL AT EACH VALVE TO OBTAIN THE OPTIMUM OPERATING PRESSURE FOR EACH SYSTEM. CONDITIONS THAT CAUSE OVERSPRAYS, PONDING, OR RUNOFF SHALL BE ELIMINATED. ADJUST AND DESIGN SYSTEMS TO AVOID THESE CONDITIONS.
15. FAILURE TO COMPLY WITH THE CITY'S RULES AND REGULATIONS IS A VIOLATION AND COULD RESULT IN SUSPENSION OF SERVICE UNTIL THE APPROPRIATE CORRECTIVE STEPS HAVE BEEN TAKEN.
16. WHEN RECYCLED WATER BECOMES AVAILABLE, AN ON-SITE USER/SUPERVISOR SHALL BE DESIGNATED IN WRITING AND ATTEND A RECYCLED WATER SITE SUPERVISOR TRAINING THROUGH A CITY APPROVED TRAINING COURSE. THIS INDIVIDUAL SHALL BE FAMILIAR WITH PLUMBING SYSTEMS WITHIN THE PROPERTY, WITH THE BASIC CONCEPTS OF BACKFLOW/CROSS CONNECTION PROTECTION, THE RECYCLED PURVEYOR'S RULES AND REGULATIONS, AND THE SPECIFIC REQUIREMENTS OF A RECYCLED WATER SYSTEM.
17. BEST MANAGEMENT PRACTICES SHALL BE USED TO ENSURE RECYCLED WATER USER SITE COMPLIANCE AND SHALL INCLUDE, BUT NOT LIMITED TO, ELIMINATING OR CONTROLLING PONDING, RUN-OFF, OVER-SPRAY AND MISTING.
18. RECYCLED WATER QUICK COUPLING VALVES SHALL BE OF A TYPE DESIGNED FOR USE ON RECYCLED WATER DISTRIBUTION SYSTEMS (SPIKES NOT INTERCHANGEABLE WITH POTABLE WATER QUICK COUPLER SPIKES).
19. SIGNS SHALL BE POSTED AT LEAST 4' FEET FROM THE GROUND IN A LOCATION THAT IS VISIBLE TO THE PUBLIC, IN A SIZE NO LESS THAN 6 INCHES WIDE BY 8 INCHES TALL, THAT INCLUDE THE FOLLOWING WORDING : "RECYCLED WATER IN USE - DO NOT DRINK - WASH HANDS AFTER CONTACT" IN BOTH ENGLISH AND SPANISH, EACH SIGN SHALL DISPLAY AN INTERNATIONAL SYMBOL FOR "DO NOT DRINK". EXAMPLE SIGNAGE PROVIDED BELOW. REQUEST FOR A VARIANCE SHALL BE APPROVED PRIOR TO INSTALLATION.
20. UPON FINAL ACCEPTANCE, ANY FUTURE MODIFICATIONS TO THE IRRIGATION SYSTEM MUST BE APPROVED BY THE CITY PRIOR TO THE START OF CONSTRUCTION.
21. ALL APPURTENANCES AND PIPING MUST BE INSTALLED PER REQUIREMENTS OF THE CITY OF REDLANDS CONSTRUCTION AND APPROVAL GUIDANCE MANUAL.
22. DESIGN OF IRRIGATION SYSTEM MUST MEET THE WATERING WINDOW OF 9 PM TO 6AM UNLESS PREVIOUSLY AUTHORIZED BY THE CITY IN WRITING.
23. PHYSICAL SEPARATIONS SHALL BE PROVIDED BETWEEN AREAS OF IRRIGATION WITH RECYCLED WATER AND ANY ADJACENT POTABLE WATER USE. SEPARATION SHALL BE IN THE FORM OF CONCRETE MOW CURB, FENCES, OR EQUIVALENT AS APPROVED BY THE CITY OF REDLANDS.
24. ALL PUBLIC AND PRIVATE POTABLE WATER MAINS, INCLUDING FIRE MAINS AND ANY AUXILIARY WATER SOURCES, MUST BE SHOWN ON PLANS.
25. AS-BUILT LANDSCAPE PLANS AND CONTROLLER CHART WILL BE PROVIDED TO THE CITY IN PDF FORMAT PRIOR TO THE COMPLETION AND ACCEPTANCE OF THE PROJECT.

INSPECTION NOTE

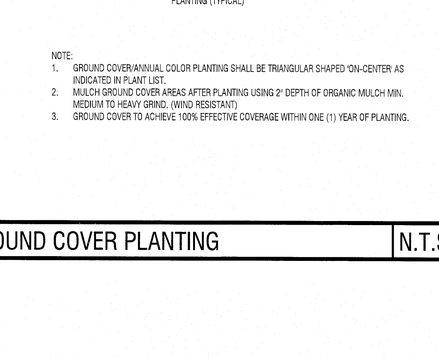
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NOTES:

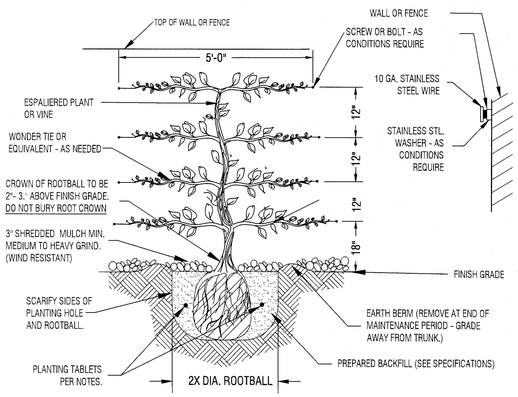
TREES SHALL NOT BE PLANTED WITHIN 25' OF BEGINNING OF CURVE RADIUS OR WITHIN 10' OF STREET LIGHTS, FIRE HYDRANTS, DRIVEWAYS, ANY METERS OR UTILITIES.

## ROOT BARRIER PLACEMENT - PLAN VIEW | N.T.S. | 5



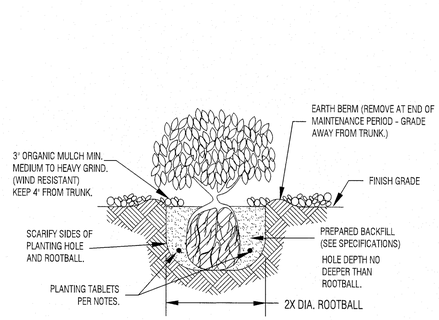

NOTE:
1. GROUND COVER/ANNUAL COLOR PLANTING SHALL BE TRIANGULAR SHAPED 'ON-CENTER' AS INDICATED IN PLANT LIST.
2. MULCH GROUND COVER AREAS AFTER PLANTING USING 2" DEPTH OF ORGANIC MULCH MIN. MEDIUM TO HEAVY GRIND. (WIND RESISTANT)
3. GROUND COVER TO ACHIEVE 100% EFFECTIVE COVERAGE WITHIN ONE (1) YEAR OF PLANTING.

## GROUND COVER PLANTING | N.T.S. | 2




NOTE: PAINT BOLT OR SCREW TO MATCH SURFACE BEHIND.

## VINE PLANTING | N.T.S. | 6




NOTE:
ROOT CROWN OF SHRUB TO BE 1" ABOVE FINISH GRADE. UNDER NO CIRCUMSTANCES IS ROOT CROWN OF SHRUB TO BE BURIED BELOW SOIL LEVEL.

## SHRUB PLANTING | N.T.S. | 3

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www.richardpopeandassociates.com
Richard Pope, Landscape Architect CA# 2664

REGISTERED LANDSCAPE ARCHITECT RICHARD V. POPE LIC. NO. 2664 STATE OF CALIFORNIA 05/05/2021

Expiration: 02-28-2022

Owner/Applicant:
**Joseph E. Bonadiman & Assoc. Inc.**
**234 North Arrowhead Avenue**
**San Bernardino, CA 92408**
**Attn: Ed Bonadiman**
**Phone: (909) 855-3806x132**
**Email: ed@bonadiman.com**

Project:
**204758 East Valley Land Company**
**2407 W. Lugonia Avenue**
**Redlands, California 92374**
**Landscape Improvement Plans**

Sheet Description:
**Planting Details**

| | |
|---|---|
| Date: | **July 1, 2020** |
| RP&A Job No.: | **20-14** |
| Drawn by: | **LKD CKE** |
| Revisions: | |

Sheet:
**L-7**
Of: **7**

# Irrigation Specifications

## Part I - General

**1.01 Scope of Work**

All work shall be performed by a contractor with a C-27 license or greater. The work required is indicated on the drawings and includes, but is not limited to new irrigation systems in medians and retrofitted irrigation systems on each side of roadway, automatic controller, remote control valves, quick coupler valves, water connections, and electric connections.

**1.02 Inspections and Tests**

A. It is the landscape contractors responsibility to contact the Owner's Representative, and the City, 48 hours prior to desired inspection of an item at extension (909) 350-6653.

B. Prior to release of utilities or maintenance period commencement, the following inspections are required:
Construction of irrigation system in open trench condition (prior to backfill). Pressure test 150 PSI for
- a three (3) hour continuous period.
- An irrigation coverage test.

Planting, including street trees. Contact the Owner's Representative, Engineering Division for species and locations.
- Finish grade prior to seeding.
- Compliance with approved landscape plans.
- Any special conditions of approval attached to project.
- Final inspection.

C. The owner's representative and landscape contractor shall be present at this inspection.

**1.03 Maintenance Guidelines**

A. Landscape shall be maintained in a neat, clean, weed-free and healthy condition. This shall include but not limited to:
- Cultivation of planted beds at intervals not to exceed 10 days.
- Regular mowing to maintain a lawn height not to exceed 2" (may vary per species).
- Regular pruning of plants as necessary to control and direct growth.
- Scheduled maintenance of irrigation controller to assure proper application rate of water necessary for proper plant growth. Drip irrigation may require specialized landscape maintenance care.
- Immediate replacement of plant material as needed due to death, disease, or lack of growth.
- Fertilization on a regular schedule as recommended by the manufacturer to provide proper plant growth.
- Stakes, guys, and ties on trees shall be checked regularly for correct function. Ties are to be adjusted to avoid abrasions or girdling of trunks or branches.
- Upon completion of the maintenance period, an inspection shall be made by the Owner's Representative. The landscape shall be maintained in accordance with these landscape maintenance standards. Maintenance bonding shall be released at the end of the appropriate period if the landscape is maintained according to plans and specifications.
- The principal bond holder is responsible to contact the Owner/Owner's Representative and schedule the maintenance inspection.

**1.04 Turnover Irrigation Items**

A. Controller charts:
- Provide one controller chart (of the maximum size the inside of the controller door will allow) for each automatic controller. The chart shall diagram the area covered by the controller and shall be prepared from record drawings.

B. Operation and maintenance manuals:
Two individually bound copies of operation and maintenance manuals shall be delivered.

C. Supply as part of this contract the following items:
- Two keys for each automatic irrigation controller.
- One valve box cover wrench.

D. Materials list:
1) Complete material list shall be submitted to the on-site Construction Manager prior to performing any work. Catalog data and full descriptive literature must be submitted whenever the use of items different than those specified is requested.
2) Material list shall be submitted using the following example:

| Item | Description | Manufacturer | Model |
|---|---|---|---|
| 1 | Pressure supply lines | Lasco | Schedule 40 |
| 2 | Lawn spray head | Toro | 570-GP |

E. Record drawings for new systems- Contractor shall provide completed as-built drawings which shall be mylar copies of the project plans and shall conform to the following:
1) Record accurately on one set of contract drawings all changes in the work constituting departures from the original contract drawings.
2) The changes and dimensions shall be recorded in a legible and workmanlike manner to the satisfaction of the Inspectors. Prior to final inspection of work, submit record drawings to Inspectors for approval.
3) Dimensions from two permanent points of reference (walls, sidewalks,curbs, etc.). Data shown on record drawings shall be recorded day to day as the project is being installed. All lettering on drawings shall be a minimum of ⅛" in size.
4) Show locations and depths of the following items for new systems:
- Point of connection for water and electrical service.
- Routing of sprinkler pressure lines. Dimension maximum 100 feet along routing,.
- Gate valves.
- Sprinkler control valves.
- Quick coupling valves.
- Routing of control wires.
- Electrical service lines.
- Sprinkler heads.
- Lateral lines.
- Related equipment (as may be directed).

5) Maintain record drawings on site at all times.

**1.05 Guarantee**

A. The entire sprinkler system, including all work done under this contract, shall be guaranteed by the contractor against all defects, fault of material, and workmanship, for one year from the date of final inspection.

B. The contractor shall instruct the Owner's Representative in the operation and maintenance of the system and shall furnish a complete set of operating instructions.

## Part II - Materials

**2.01 General**

Materials and equipment installed or furnished that do not meet these standards will be rejected and shall be removed from the site at no expense. ALL MATERIALS SHALL BE OF A TYPE APPROVED FOR RECYCLED WATER SYSTEMS.

**2.02 Galvanized Steel Pipe and Fittings (if applicable)**

A. All galvanized steel pipe shall be Schedule 40, threaded, coupled, and hot-dipped galvanized, and shall comply with the requirements of ASTM A120-66 or ASTM A53-67.

B. All fittings for galvanized steel pipe shall be 150 pound rated galvanized malleable iron, banded pattern.

C. Pipe sizes indicated on the drawings are nominal inside diameter, unless otherwise noted.

**2.03 Brass Pipe and Fittings (if applicable)**

A. All brass pipes and fittings to be IPS standard weight, 125 UBS, 85% red brass, and are to be used as standpipes on backflow preventer.

B. Where galvanized risers and/or fittings are required, a dielectric union shall be installed at connection point of galvanized and bronze material.

**2.04 Plastic Pipe and Fittings**

A. All plastic pipe shall bear the following markings: manufacturer's name, nominal pipe size, schedule or class, type of material, pressure rating in PSI, NSF seal of approval, and the date of extrusion.

B. Pressure supply lines 1½" or smaller in diameter located downstream from the backflow prevention device shall be Schedule 40 PVC. Pressure supply lines 2" or larger shall be either Class 315 solvent weld PVC or Class 200 rubber gasket type PVC. Solvent weld and ring type pipe shall not be used together on the same pressurized line.

C. Non-pressure lines shall be Schedule 40 PVC.

D. All fittings shall be standard weight Schedule 40 and shall be injection molded of an improved PVC fitting compound. Threaded plastic fittings shall be injection molded.

E. All threaded nipples shall be standard weight Schedule 80 with molded threads unless otherwise specified.

F. All solvent cementing of plastic pipe and fittings shall be a two-step process, using primer and solvent cement applied per manufacturer's specifications. Cement shall be of a fluid consistency,not gel-like or ropy. Primer and solvent shall be applied to both mating surfaces.

**2.05 Backflow Prevention Devices**

Backflow preventer shall be as shown on drawings.

**2.06 Valves**

A. Gate valves:
1) Gate valves 2" or smaller shall have screwed joints and brass bodies.
2) All gate valves shall have a maximum working pressure of no less than 150 PSI and shall conform to AWWA.

B. Remote control valves:
Valves shall be as shown on the drawings. Connect to the controller in the operating sequence indicated on the drawings.

**2.07 Valve boxes**

A. Valve boxes shall be fabricated from a durable, weather resistant plastic material, resistant to sunlight and chemical actions of soil.

B. The valve box cover shall be secured with a hidden latch mechanism or bolts.

C. The cover and box shall be capable of sustaining a load of 1,500 pounds.

D. Valve box extensions shall be by the same manufacturer as the valve box.

E. Gate valve boxes shall be round plastic boxes with bolt-down covers marked "GATE VALVE".

F. Remote control valve boxes shall be rectangular plastic boxes with bolt-down covers marked with the valve identification numbers stenciled in 2" high letters/ numbers using epoxy resin base paint of a contrasting color.

**2.08 Automatic controller**

Automatic controllers shall be as indicated on the drawings complete with hookup to electrical sources. All controllers shall be enclosed in a vandal-resistant, waterproof enclosure, LeMeur or approved equal, or as shown on the drawings. All wiring from electrical meter to pedestal mount controller to be underground and sleeved through concrete pads.

**2.09 Electrical-primary**

A. All electrical equipment shall be NEMA Type 3, waterproofed for exterior installations.

B. All electrical work shall conform to local codes and ordinances. Above ground wires shall be conduit enclosed.

**2.10 Wiring- Low Voltage**

A. Remote control wire shall be direct burial AWG-UF type, 14 gauge as per manufacturer's specifications.

B. Connections shall be either epoxy-sealed packet type or Scotch Lock connectors.

C. Ground wires shall be white in color. Control wires shall be of same color for a given controller. Where more than one controller occupies a single trench, each controller shall have different color control wires.

**2.11 Sprinkler heads**

Sprinkler heads shall be as indicated on the drawings. Anti-drain valves shall be installed as required for elimination of low head drainage.

**2.12 Irrigation sleeves**

Irrigation sleeves shall be Schedule 40 PVC. Size shall be twice the diameter of the size of pipe, electrical wiring and pipes to be sleeved separately. Sleeving is required under all paved surfaces.

**2.13 Water saving system**

The water saving system shall be as indicated on the drawings. It shall consist of one main component: the rain collection unit.

## Part III - Execution

**3.01 General Installation**

A. Water supply:
Connections to proposed recycled water meter (meter installation by others) shall be at the location shown on the drawings. Minor changes caused by actual site conditions shall be made at no additional cost to the city.

B. Layout:
Layout irrigation systems and make minor adjustments required due to differences between site and drawings. Where piping is shown on drawings under paved areas, but running parallel and adjacent to planted areas, install the piping in the planted areas.

C. Diagrammatic intent:
The drawings are essentially diagrammatic. The size and location of equipment and fixtures are drawn to scale where possible. Provide offsets in piping and changes in equipment locations as necessary to conform with structures and to avoid obstructions or conflicts with other work.

D. Grades:
Before starting work, carefully check all grades to determine that work may safely proceed, keeping within the specified material depths with respect to finish grade.

E. Inspection:
Before starting work, carefully check all grades to determine that work may safely proceed, keeping within the specified material depths with respect to finish grade.
1) Prior to all work of this section, carefully inspect the installed work of all other trades and verify that all such work is complete to the point where this installation may properly commence without conflicts.
2) Verify that the irrigation system may be installed in strict accordance with all pertinent codes and regulations, the original design, the referenced standards, and the various manufacturer's recommendations.
3) Verify pressure in pounds per square inch (PSI) prior to any work. Contact Landscape Architect if pressure varies from that indicated on plans.

F. Discrepancies:
Do not proceed with installation in areas of discrepancy until all discrepancies have been resolved.

G. Field Measurements:
Make all necessary measurements in the field to ensure precise fit of items in accordance with the original design.

**3.02 Trenching**

A. Contractor shall notify UNDERGROUND SERVICE ALERT (800) 422-4133 at least two working days before beginning to dig.

B. Dig trenches and support pipe continuously on bottom of ditch. Lay pipe to an even grade. Trenching excavation shall follow layout indicated on drawings to the depths below finished grade and as noted.

C. Tree roots shall be protected. Cut no roots over ½" diameter. Reroute pipe above or below all roots. Preservation of all roots to take precedence over pipe depth requirement. All trenching to maximize distance from existing mature trees. Hand digging is required where trenching might impact existing tree roots.

D. Provide minimum cover of 30 inches over pressure supply lines under paved areas.

E. Provide minimum cover of 18 inches over pressure supply lines 2½" in diameter or smaller.

F. Provide minimum cover of 18 inches over control wires.

G. Provide minimum cover of 12 inches over non-pressure lines.

**3.03 Backfilling**

A. Initial backfill on all lines shall be of fine granular material with no foreign matter larger than ½ " in size, 6" above pipe.

B. Backfill shall be tamped in 4" layers under the pipe and uniformly on both sides for the full width of the trench and the full length of the pipe. Materials shall be sufficiently damp to permit thorough compaction, free of voids. Backfill shall be compacted to dry density equal to adjacent undisturbed soil and shall conform to adjacent grades.

C. Flooding in lieu of tamping is not allowed without specific prior approval.

D. Under no circumstances shall truck wheels be used to compact soil.

E. Provide sand backfill a minimum of 6" over and under all piping routed under paving areas.

**3.04 Piping**

A. Piping under existing concrete pavement must be installed in sleeves 2½ times the outer diameter of the pipe which is being sleeved. No hydraulic driving is permitted under any concrete pavement.

B. Cutting or breaking of existing pavement is not permitted without written permission from the owner.

C. Install pipe with all marking up for visual inspection and verification.

D. Remove all dented and damaged pipe sections.

E. Contractor shall install concrete thrust blocking at all changes of direction and terminal points of pressure pipe.

F. All lines shall have a minimum clearance of 4 inches from each other and 6 inches from lines of other trades.

G. Parallel lines shall not be installed directly over one another.

H. Make all joints in strict accordance with the manufacturer's recommended methods; allow solvent welds at least 15 minutes setup time before moving or handling and 24 hours curing time before filling.

I. All threaded plastic-to-plastic connections shall be assembled using Teflon tape.

J. For plastic-to-metal connections, use non-hardening pipe dope on all threaded plastic-to-metal connections, except where noted otherwise.

K. Piping shall be snaked from side to side in trench bottom to allow for expansion and contraction

**3.05 Assemblies**

A. Install all assemblies specified herein according to the respective detail drawings or specifications, using best standard practice.

B. Install backflow assemblies in shrub areas and/ or adjacent to other hardscape items rather than turf areas, when possible, and at height required by local codes.

C. Valves shall be installed in shrub areas whenever possible.

D. Each valve box shall be installed on a foundation of pea gravel, backfill one cubic foot minimum. Valve boxes shall be installed with the box tops one inch above the surface of surrounding finish grade in shrub area, and flush with turf areas.

**3.06 Controller**

A. Controller shall be located behind shrubs and/or adjacent to other hardscape items. Maintenance access shall be provided.

B. The irrigation system shall be programmed to operate during the periods of minimal use of the design area and at time of least evaporation and wind turbulence, generally 2:00 am to 6:00 am.

C. The controller shall be programmed so that each valve operates separately.

**3.07 Wiring**

A. Wiring shall occupy the same trench and shall be installed along the same route as the pressure supply lines wherever possible.

B. Where more than one wire is placed in a trench, the wiring shall be taped together at intervals of 12 feet.

C. All connections shall be of an approved type and shall occur in a valve box. Provide an 18 inch service loop at each connection.

D. An expansion loop of 12 inches shall be provided at each wire connection and/ or directional turn, and one of 24 inches shall be provided at each remote control valve.

E. A continuous run of wire shall be used between the controller and each remote control valve. Under no circumstances shall splices be used without prior approval.

F. Wire running from controller to control valves shall be AWG-UF 600V, No. 14 minimum, solid core, single conductor copper wire, and style Br. (direct burial type).

G. Spare control wires shall be run to valve box locations as shown on the plans. Provide an 18 inch expansion loop at valve box.

**3.08 Flushing the System**

A. Prior to installation of sprinkler heads, the valves shall be opened and full head of water used to flush out the lines and risers.

B. Sprinkler heads shall be installed after system flush has been completed.

**3.09 Water Saving System**

A. The water saving system shall have one rain collection unit connected to the time clock.

B. The system shall have one or more rain collection units per time clock and one rain collection unit per three designated valves, and will use irrigation wiring.

C. The rain collection unit shall be wired to the existing solenoid wires, and allow switch of use of time clock wires from power of valve to part of water saving system.

D. The rain collection unit shall not require any down time field maintenance.

**3.10 Sprinkler Heads**

A. Sprinkler heads shall be installed as designated on the drawings.

B. Spacing of heads shall not exceed maximum indicated on the drawings or in manufacturer's directions.

C. Head height in relation to finish grades shall be as indicated on the drawings at the time of completion.

**3.11 Adjusting the System**

Contractor shall adjust valves, align sprinkler heads of each system to maximize coverage to 100% and minimize overspray prior to planting.

**3.12 Irrigation Sleeving**

A. Provide minimum cover of 18 inches on irrigation sleeves to be provided under all paving.

B. See 3.02 (Trenching) and 3.03 (Backfilling) for further information.

**3.13 Completion Cleaning**

Upon completion of work, Contractor shall smooth all ground surfaces; remove excess materials, rubbish, debris, etc.; sweep adjacent streets, curbs, gutters, walkways, and trails; and remove construction equipment from the premises.

INSPECTION NOTE

THE CITY OF REDLANDS ENGINEERING STAFF SHALL BE NOTIFIED AT 909-557-6298 AT LEAST 5-10 DAYS PRIOR TO THE START OF CONSTRUCTION. ALL WORK PERFORMED WITHOUT BENEFIT OF INSPECTION SHALL BE SUBJECT TO REJECTION AND REMOVAL.


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REGISTERED LANDSCAPE ARCHITECT RICHARD J. POPE LIC. NO. 2664 STATE OF CALIFORNIA
05/05/2021
Expiration: 02-28-2022

Owner/Applicant:
**Joseph E. Bonadiman & Assoc. Inc.**
**234 North Arrowhead Avenue**
**San Bernardino, CA 92408**
**Attn: Ed Bonadiman**
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**Email: ed@bonadiman.com**

Project:
**204758 East Valley Land Company**
**2407 W. Lugonia Avenue**
**Redlands, California 92374**
**Landscape Improvement Plans**

Sheet Description:
**Irrigation Specifications**

| | |
|---|---|
| Date: | **March 18, 2021** |
| RP&A Job No.: | **20-14** |
| Drawn by: | **LKD CKE** |
| Revisions: | |

Sheet: **L-8**
Of: **9**

# Planting Specifications

## Part I - General

**1.01 Scope of Work**

All work shall be performed by a contractor with a C-27 license or greater. Work shall consist of furnishing all materials, services, and equipment necessary to completely install all landscape work as indicated on the drawings and herein specified.

**1.02 Inspections and Tests**

A. Inspections shall be performed by a Owner's Representative at the following times. A 48-hour notice shall be given prior to anticipated inspections. Notify City or County of commencement of landscaping- give anticipated timeline from start to finish.

Inspections shall be as follows:

1) Upon completion of finished grade, soil preparation and final rake out.

2) When trees and shrubs are spotted for planting, with the examples of planting holes for trees and shrubs.

3) Final Inspection when planting and all other specified work has been completed.

B. All landscaping, irrigation, and street trees shall be installed and maintained in accordance with Local Codes, Ordinances, and Standard Requirements.

C. Material requirement for all plant material shall be #1 grade of the California Nursery Industry Certificate as issued by the agricultural commissioner of the county of origin.

**1.03 Guarantee**

A. All plant materials installed and workmanship performed under the contract shall be guaranteed against any and all poor, inadequate, or inferior materials, and/ or workmanship for a period of 365 days from the date of written final acceptance by an Owner's Representative.

B. During the guarantee period, any material found to be dead, missing, or in poor condition shall be replaced by the Contractor within 10 days of written notification.

C. Replacement shall be made in accordance with the original contract drawings and specifications.

D. Material and labor involved in replacing plant material shall be provided by the Contractor at no additional cost.

**1.04 Soils Test**

Contractor shall obtain agronomic soils tests covering all planting areas after completion of finish grading and prior to start of soil preparation work. Tests shall be performed by an approved agronomic soils testing laboratory and shall include a fertility and suitability analysis with written recommendations for soil preparation and planting backfill mix. The soils report recommendations shall take precedence over minimum amendment and fertilizer application rates specified herein only when they exceed the specified minimums.

## Part II - Materials

**2.01 Fertilizers, Organic Soil Amendments, and Inorganic Soil Amendments**

Fertilizers and soil amendments may include any or all of the specific materials specified herein and shall be applied at the rates indicated on the plans or in Part 2.06, Backfill Material, and Part 3.02, Soil Preparation, herein.

A. Fertilizer: Shall be 'Gro-Power Plus' and 'Gro Power' 20 gram planting tablets as manufactured by Southern California Organic Fertilizer Co, Inc., (714) 750-3830, or equal.

B. Organic Soil Amendment: Shall be nitrogen fortified redwood or cedar wood shavings and shall contain a minimum of 1% available nitrogen. Material containing manure or pine is unacceptable.

C. Inorganic Soil Amendment: Shall be agricultural grade iron sulfate.

**2.02 Topsoil**

All soil imported for backfill or as fill soil (if required) shall meet the following requirements: Backfill or fill soil shall be from a source outside the limits of the project, selected by the Contractor and in compliance with the requirements specified herein. The Contractor shall coordinate with the grading or general contractor in the case of fill soil and submit a written report of a testing agency, per 1.04 Soil Test, registered by the State prior to movement of soil. Soil shall have the same relative composition and structure, a friable sandy loam character, and be free of roots, clods, and stones larger than 1 inch in greatest dimension, pockets of coarse sand, noxious weeds, sticks, brush, and other litter. It shall not be infested with nematodes or other undesirable insects and plant disease organisms. Soil shall meet the following additional requirements:

A. Gradation Limits. Sand=65%, Silt=25%, Clay=10% maximum. The sand, silt, and clay gradation limits shall be as defined in ASTM D422.

B. Permeability Rate. Not less than 0.5 inches (13 mm) per hour nor more than 2 inches (51 mm) per hour when tested in accordance with ASTM D2434 or other approved methods.

C. Agricultural Suitability. The topsoil shall be suitable to sustain the growth of plants specified.

**2.03 Seed (if applicable, see legend)**

All seed used for lawn and/or ground cover plantings shall be labeled and shall be furnished in sealed standard containers. Seed which has become wet, moldy, or otherwise damaged in transit or storage will not be accepted.

A. Lawn: Seed mix shall be per plan.

Note: Thoroughly blend seed varieties prior to application.

**2.04 Hydromulch Materials (if applicable, see legend)**

Water: General precautions should be observed when drawing water from sources other than pressure main. Such water must be free of impurities.

Seed: Seed as specified in 2.03 above.

Mulch: Fiber shall be produced from cellulose such as wood pulp or similar organic material and shall be of such character that it will disperse into a uniform slurry when mixed with water. Materials which inhibit germination or growth shall not be present in the mixture.

Fertilizer: 'Gro-Power' organic fertilizer per 2.01-A, above, or equal.

Binding Agent: Dry powder organic concentrate, Ecology Controls M-Binder or equal. Available from Robinson Fertilizer Co. (714) 538-3575.

**2.05 Plants**

All plants shall be true to name, and one of each bundle or lot shall be tagged with the name and size of plants in accordance with the standards of practice recommended by the American Association of Nurserymen, and be No. 1 grade, healthy, disease free, and have no physical damage.

Plant ground cover in areas shown on plans. Ground cover plants (rooted cuttings) shall have been grown in flats, and remain in those flats until transplanting.

All trees and shrubs supplied by Contractor shall be of the specified standard height and diameter set by the American Standard for Nursery Stock. The height of the trees shall be measured from the root crown to the last division of the terminal leader and the diameter shall be measured 6 inches above the crown roots. The trees shall stand erect without support. Root bound material is not acceptable. All plants of like species shall be of uniform height, spread, and form.

**2.06 Backfill Material**

A. Topsoil used in the backfill material shall be a loamy, fertile, and friable soil and shall be free of weeds and seed. Topsoil shall conform to Section 2.02, Topsoil, of these specifications.

B. Backfill material shall be prepared by blending the following materials and shall be used during planting as shown in the planting details:

1) 80% approved topsoil

2) 20% organic soil amendment, nitrogen stabilized (wood shavings)

3) 15 pounds 'Gro-Power Plus' organic fertilizer per cubic yard

4) 'Gro-Power' planting tablets per manufacturer's specifications

C. All backfill material shall be bulk mixed, not individually mixed at each plant pit.

**2.07 Headers, Stakes, and Ties**

A. Tree stakes shall be 2" diameter x 10 foot long straight grained treated lodgepole pine.

B. Tree ties shall be "Cinch Ties" manufactured by V.I.T. Co., Cerritos, California. (714) 871-2309, or equal.

C. Root barriers shall be manufactured by DeepRoot or equal, depth per plans.

D. Arbor guards shall be '9" Barkguard Tree Shield', manufactured by Agri Supply, or equal.

## Part III - Execution

**3.01 Landscape Grading**

The Contractor shall bring all planting areas to finished grades, filling as needed or removing surplus dirt, removing rocks and debris over 1 inch in diameter, and floating to a smooth uniform grade. All areas shall slope to drain. Flow lines shall be established to existing road curbs and/or a sidewalk as shown on the plans and as directed. Final grade of all turf and ground cover areas shall be ½" below adjacent surfaces after establishment.

**3.02 Soil Preparation**

A. All landscape mounding, rough grading, and finished grading shall be completed prior to beginning soil preparation.

B. Soil preparation shall begin with rototilling of all planting areas under grades of 2:1 to a minimum depth of 8" prior to distributing soil amendments.

C. The following soil amendments shall be added per 1,000 square feet to all planting areas under grades of 2:1:

3 cubic yards nitrogen stabilized organic amendment derived from redwood shavings, fir, or cedar shavings.

200 lbs. organic soil amendment: 'Gro-Power Plus' (5-3-1) organic fertilizer (to be incorporated to a minimum 9" depth following leaching).

**3.03 Planting**

A. Planting is not recommended from December through February in all areas and also is not recommended from July through August. The Contractor assumes all responsibility for planting at these times.

B. Trees and Shrubs:

Plant holes shall be dug to size as indicated in the detail drawings. Before trees are set in the holes, a water test should be made as follows: all plant holes shall be filled to the brim with water and allowed to drain before any planting is done. If water does not drain out of hole within 24 hours, conduct soil test.

Plants shall be planted at such a depth that the crown roots bear the same relative position to finish grade as they did to the soils where they were grown. When Maintenance Period ends and watering basin's earth berms are removed, under no circumstances shall dirt be leveled in a manner which buries crown roots.

Backfill after planting shall be compacted carefully into place without injuring the roots of the tree or breaking up the ball of earth surrounding the roots.

C. Ground Cover:

Ground cover plants shall be planted in staggered rows, evenly spaced and at intervals called out on the drawings. Each plant shall be planted with its proportionate amount of the flat soil in a manner that will insure a minimum disturbance to the root systems. The cuttings shall be planted sufficiently deep to cover all roots. Root crown should bear the same relationship to soil as it did in the flat. Immediately sprinkle after each planting until entire area is soaked to the full depth of each hole.

D. Mulch: Ground Cover and Shrub Areas

Apply mulch in all ground cover and shrub areas after planting to 3 inch depth of medium barkchips or shavings of sufficient size not to be affected by wind.

**3.04 Tree Staking**

Stake trees as per planting details. No metal wire shall circle any part of any tree.

**3.05 Weed Eradication**

A. Weed Eradication procedures prior to hydroseeding new areas and planting of ground cover areas infested with Bermuda grass or other weed infestations:

1) Manually remove all existing vegetation completely (grub out roots) unless otherwise shown on the plans and legally dispose of it off-site.

2) Fertilize all planting areas with urea 35-0-0 commercial fertilizer at the rate of .5 lbs. (½ lb.) per 1,000 square feet.

3) Water all planting areas thoroughly to a minimum depth of 6" for a period of 2 consecutive weeks to germinate all residual weed seeds.

4) Discontinue watering for 2 consecutive days, then apply a non-selective broad spectrum systemic herbicide per manufacturer's specifications. No water shall be applied for a minimum of 4 days following application of contact weed killer.

5) Allow a sufficient period of time to insure that all weeds are dead and remove.

6) Begin the hydroseeding operations or planting on all areas as specified herein.

All specified materials shall be delivered to the site in the supplier's original unopened containers bearing proper and accurate labeling.

**3.06 Hydroseeding**

A. Mixing of hydroseed:

Mixing shall be performed in a tank, with a built-in continuous agitation and recirculation system of sufficient operation capacity to produce a homogeneous slurry of fiber, M-binder, seed, fertilizer, and water in the designated unit proportions.

| | |
|---|---|
| Fiber | 1,800 lbs. per acre |
| Ecology M-Binder | 100 lbs. per acre |
| Seed (see plant legend) | (see plant legend) lbs. per acre |
| Water | 3,000 gal. per acre |
| 'Gro-Power' organic fertilizer | 1,000 lbs. per acre |

With agitation system operation at part speed, water shall be added to the tank, good recirculation shall be established. Materials shall be added in such a manner that they are uniformly blended into the mixture in the following sequence.

When tank is ⅓ filled with water:

Add binding agent - ½ acre requirement

Add 3 - 50 lb. bales of fiber

Add seed- ½ acre requirement

Add 'Gro-Power' -½ acre requirement

Agitate mixture at full speed when the tank is half-filled with water.

Add remainder fiber requirement before tank is ¾ full, and add remainder seed, M-binder, and 'Gro-Power' per amounts listed above. Slurry distribution should begin immediately.

Area to be hydroseeded shall be moistened to a depth of 6 inches just prior to application.

B. Application:

Hydroseed slurry shall be applied under high pressure evenly and result in a uniform coat on all areas to be treated. Care shall be exercised to assure that plants in place are not subjected to the direct force of an application.

Slurry shall be immediately removed from walks, pavement, structures, and ground cover areas that are inadvertently sprayed.

All bare spots shall be reseeded by the Contractor within 15 days. The Contractor will be responsible for all reseeded areas for as long after seeding as necessary until acceptable germination and establishment is realized.

**3.07 Watering**

A. It shall be the Contractor's responsibility to maintain a balanced watering program to ensure proper growth until final acceptance of the work.

B. Immediately after planting, apply water to each tree, shrub, or vine. Apply water in a moderate stream in the planting hole until the material about the roots is completely saturated from the bottom of the hole to the top of the ground.

C. Irrigation:

1) Contractor shall properly and completely maintain the irrigation system. A balanced water program shall be maintained to ensure proper growth until final acceptance of the work. Over watering is as unacceptable as under watering.

2) All controllers are to have each station individually adjusted on a monthly basis. System shall be set considering the application rate each area is capable of receiving. The system shall operate on short intervals, with the cycle repeating at a later time to reduce runoff.

3) Controller shall be programmed to operate during time of least evaporation and wind turbulence, generally 2 am to 10 am.

**3.08 Maintenance**

All areas landscaped by the Contractor under this contract shall be maintained by the Contractor for a period of not less than 90 days from the date of written acceptance for start of maintenance.

A. Start of maintenance criteria:

1) Maintenance period shall not start until all elements of the project are completed in accordance with the contract documents.

2) Power to remote controllers shall be established prior to the beginning of the maintenance period.

3) Written acceptance by the Owner's Representative must be obtained prior to the beginning of the maintenance period.

B. End of Maintenance:

1) On satisfactory completion of the 90 day (minimum) maintenance period, the Owner's Representative will inspect the project for final acceptance.

2) Deficiencies noted during inspection shall extend the maintenance period until all are corrected.

3) End of maintenance shall occur only on written acceptance by the Owner's Representative.

4) Pre-emergent herbicide should be applied at end of maintenance period after hydroseed completes germination in all areas.

C. During the maintenance period, provide all watering, weeding, fertilizing,cultivation and spraying necessary to keep the plants and turf in a healthy growing condition and to keep the planted areas neat, edged, and attractive. All trees and shrubs shall be pruned as necessary to encourage new growth and eliminate rank sucker growth. All pruning to be per NAA Standards. Old wilted flowers and dead foliage shall be immediately pinched or cut off. Shrubs shall not be sheared.

D. The Contractor shall retain a Certified Arborist to inspect conditions of mature trees impacted by roadway widening. Arborist shall make monthly report to City or County regarding condition of trees during maintenance period.

E. After planting and during the maintenance period, in the event that trees exhibit iron chlorosis symptoms, apply FE 138 Geigy or equivalent at manufacturer's recommended rates.

F. Should the appearance of any plant indicate weakness, that plant shall be replaced immediately with a new healthy plant. At the end of the maintenance period, all plant materials shall be in a healthy, growing condition and spaced as indicated on the plans.

G. Lawns (if applicable) shall be mowed and clippings removed on a weekly basis. Cut lawns at least 2-½ inches during warm seasons and reduce to 2 inches during winter or cooler season. Avoid removing more than ⅓ of the leaf area of blade at any one time. Alternate mowing pattern to avoid rutting lawns.

H. Trim lawn edges (if applicable) adjacent to walks, curbs, paved areas, buildings, shrub and tree areas every two weeks, or more often if needed to maintain a neat and well defined appearance.

I. Damage to planting areas shall be repaired immediately and throughout the maintenance period.

J. Remove watering basin's earth berms. Under no circumstances shall the soil be leveled in a manner that buries the plant's crown roots.

K. Miscellaneous Maintenance Items:

1) Depressions caused by vehicles, bicycles, soil settling or foot traffic shall be filled and leveled. Replant damaged areas.

2) Exterminate gophers and moles, and repair damage as above.

3) The Contractor shall apply 'Gro-Power' organic fertilizer at a rate of 25 pounds per 1,000 square feet, for a minimum of 2 applications. The first application shall be between the 25th and 30th day of the maintenance period and the second application between the 75th and 80th day.

4) Debris and trash shall be removed from the site weekly at a minimum.

5) Further herbicide applications and hand weeding will be required if major weed infestation occurs, to be at the discretion of the Owner's Representative.

**3.09 Disease and Pest Control**

Throughout the maintenance period, all plants shall be maintained in a disease and pest free condition. A licensed pest control operator shall be retained by the Contractor to recommend and apply all pesticides, herbicides, and fungicides. All pesticides, herbicides, and fungicides must be reported to the Inspector, with documentation stating which pest and/or fungus was treated. Report quantity of materials used in gallons or ounces.

**3.10 Clean Up**

Upon completion of the work, the Contractor shall smooth all ground surfaces, remove excess materials, rubbish, debris, etc.; sweep adjacent streets, curbs, gutters, walkways, and trails, and remove construction equipment from the premises.

INSPECTION NOTE

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REGISTERED LANDSCAPE ARCHITECT RICHARD C. POPE LIC. NO. 2664 05/05/2021 STATE OF CALIFORNIA

Expiration: 02-28-2022

Owner/Applicant:
**Joseph E. Bonadiman & Assoc. Inc.**
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Project:
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**Landscape Improvement Plans**

Sheet Description:
**Planting Specifications**

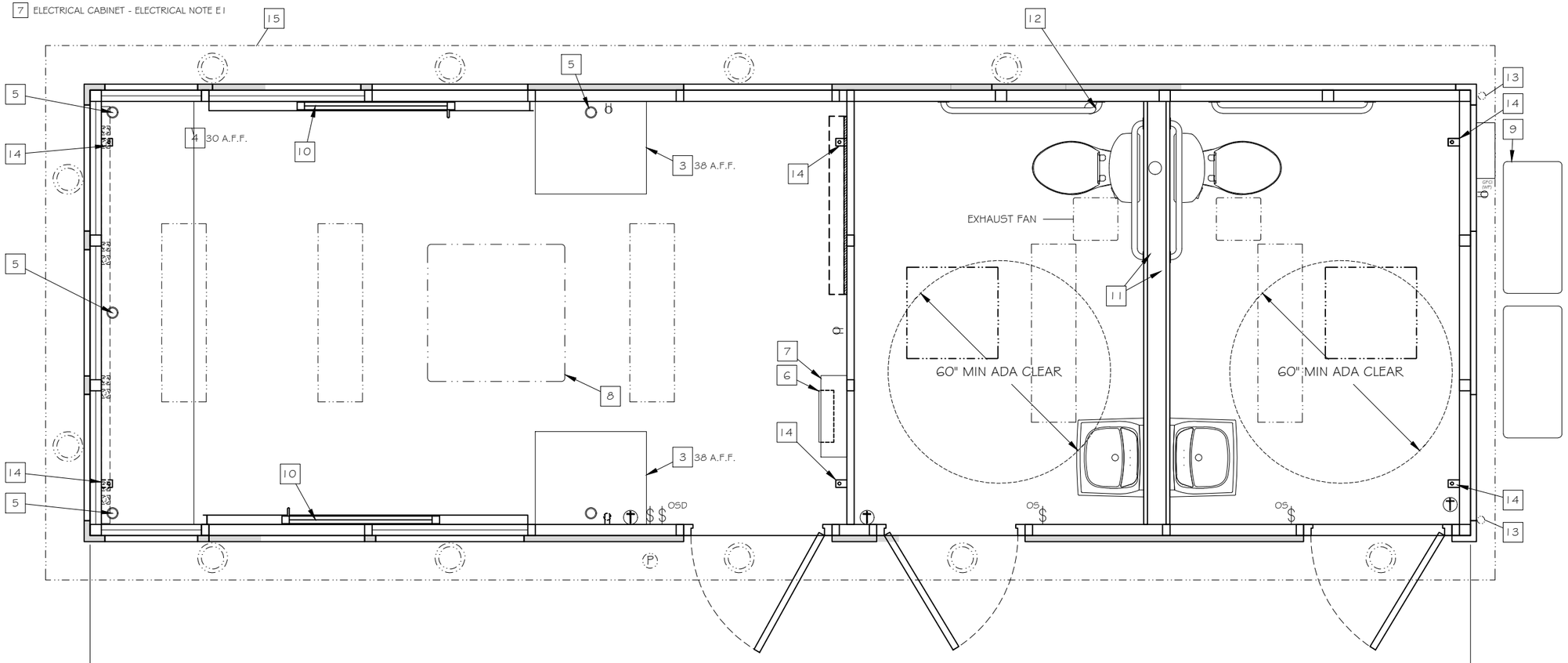
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|---|---|
| Date: | July 1, 2020 |
| RP&A Job No.: | 20-14 |
| Drawn by: | LKD CKE |
| Revisions: | |

Sheet: **L-9**
Of: **9**

LEGEND:

| | | |
|---|---|---|
| 1 36" x 80" SWING DOOR - GENERAL NOTE D1 & D2 | 8 HVAC AIR HANDLER - MECH. NOTE M1 | 13 GUTTER w/DOWNSPOUTS |
| 2 36" x 80" SWING DOOR - GENERAL NOTE D3 | 9 HVAC ROOF CONDENSER - MECH. NOTE M1 | 14 ANCHOR CLIP (4 PLACES) - NOTE S5 |
| 3 25" DEEP SHELF (38 A.F.F.) - GENERAL NOTE A1 | 10 SLIDING WINDOW - GENERAL NOTE W2 | 15 12" OVERHANG (3 SIDES) - NOTE R1 |
| 4 25" DEEP SHELF (30 A.F.F.) - GENERAL NOTE A1 | 11 GRAB BAR (3 PLACES) - GENERAL NOTE RR3 | |
| 5 3" CORD ACCESS HOLE - GENERAL NOTE A1 | 12 3" ROOF JACK - GENERAL NOTE RR1 | |
| 6 LOAD CENTER - ELECTRICAL NOTE E1 | | |
| 7 ELECTRICAL CABINET - ELECTRICAL NOTE E1 | | |

NOTE:
ALL RESTROOM EQUIPMENT TO BE SHIPPED LOOSE FOR INSTALLATION ON SITE BY OTHERS. B.I. G. TO PROVIDE BRACING HARD POINTS FOR SINK AND ANY REQUESTED GRAB BARS. ANY OTHER BRACING POINTS OR CUTOUTS REQUIRED MUST BE SPECIFIED PRIOR TO B.I. G. PRODUCTION RELEASE.




# FLOOR PLAN

SCALE: 1/2" = 1' - 0"

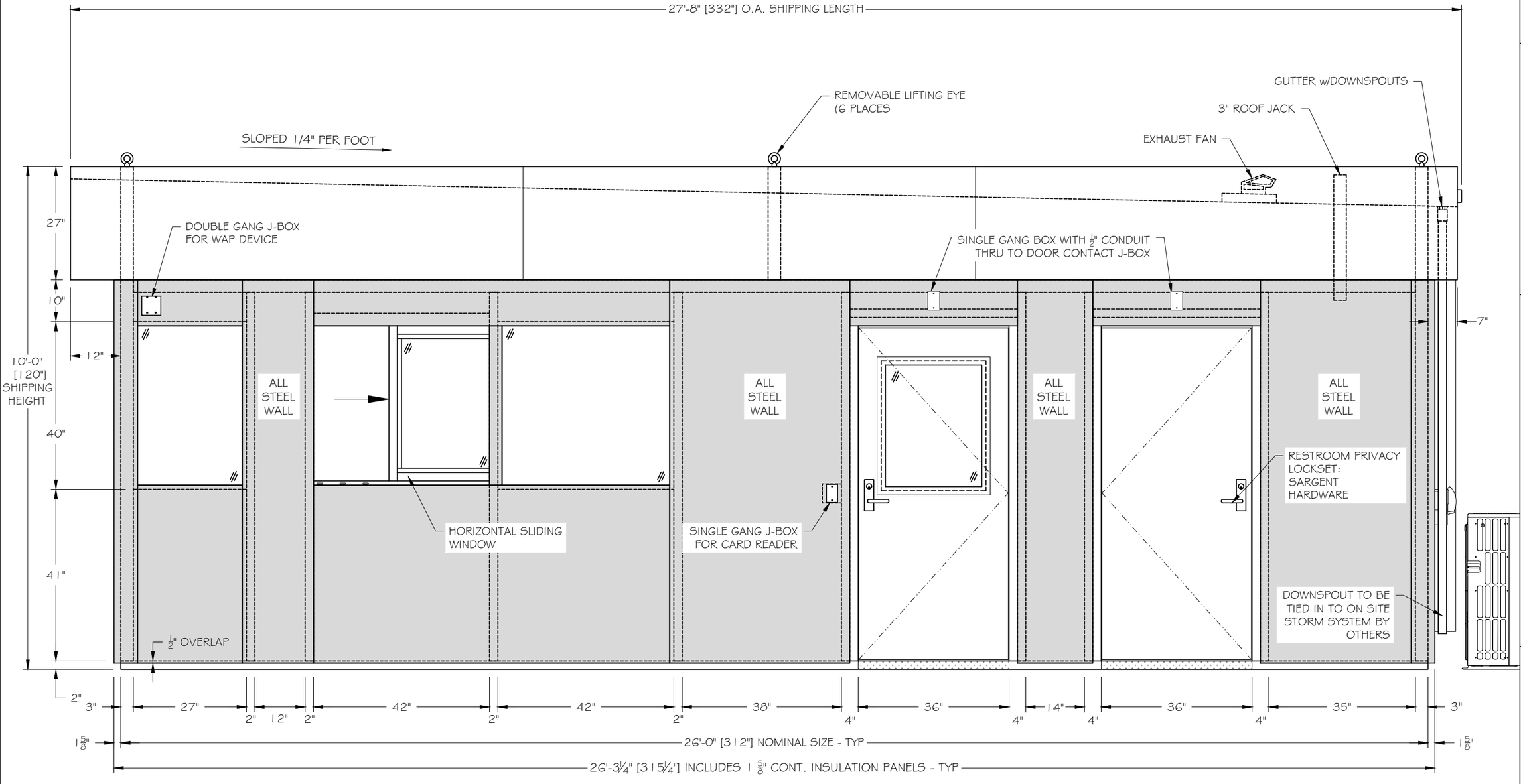
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SHEET 5 OF 13

Job: 11461
By:JRM / F.PLAN SAMPLE
Date: 6-16-23
SCALE: AS NOTED

HMC CONSTRUCTION
REDLANDS GUARD BOOTH
SAMPLE FLOOR PLAN

B.I.G. ENTERPRISES, INC.
9702 E. RUSH STREET
SOUTH EL MONTE, CA 91733-1730
(626) 448-1449




E1 ELEVATION
SCALE: 1/2" = 1'-0"

SHEET 2 OF 13

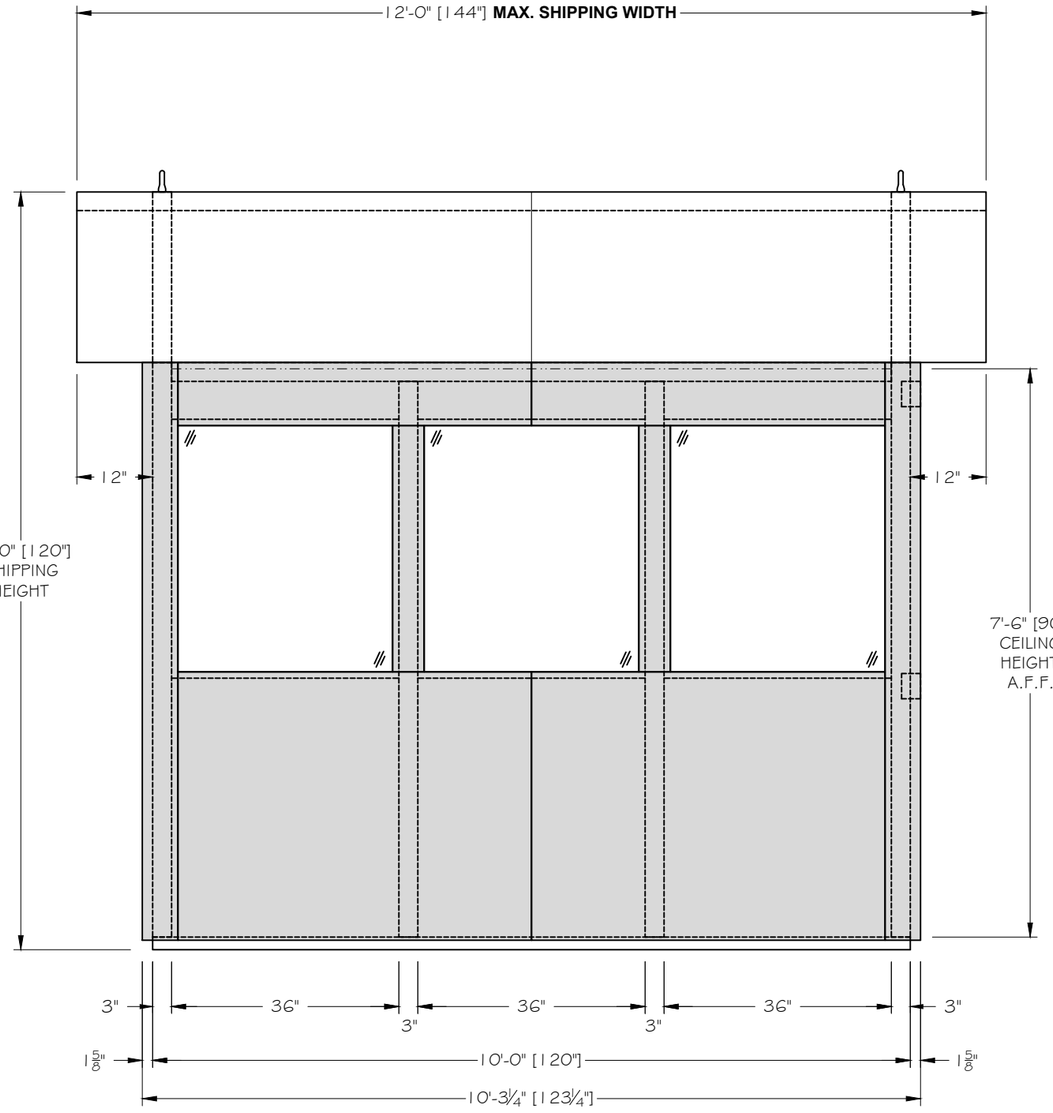
Job: 11461
By: RG Rev_A: 7-14-23
Date: 6-16-23
SCALE: AS NOTED

HMC CONSTRUCTION

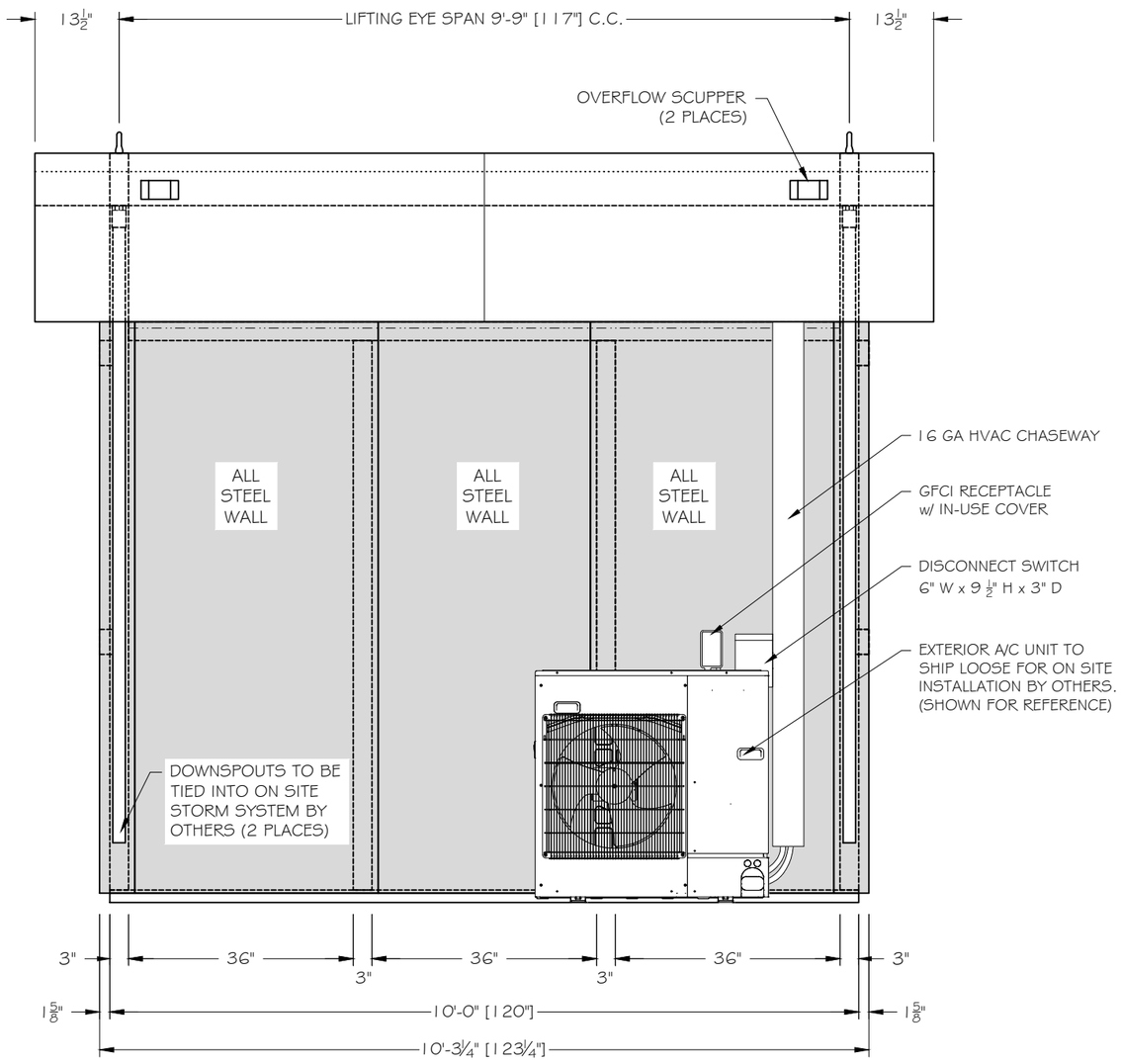
REDLANDS GUARD BOOTH

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E2 ELEVATION
SCALE: 1/2" = 1'-0"




E4 ELEVATION
SCALE: 1/2" = 1'-0"

SHEET 3 OF 13

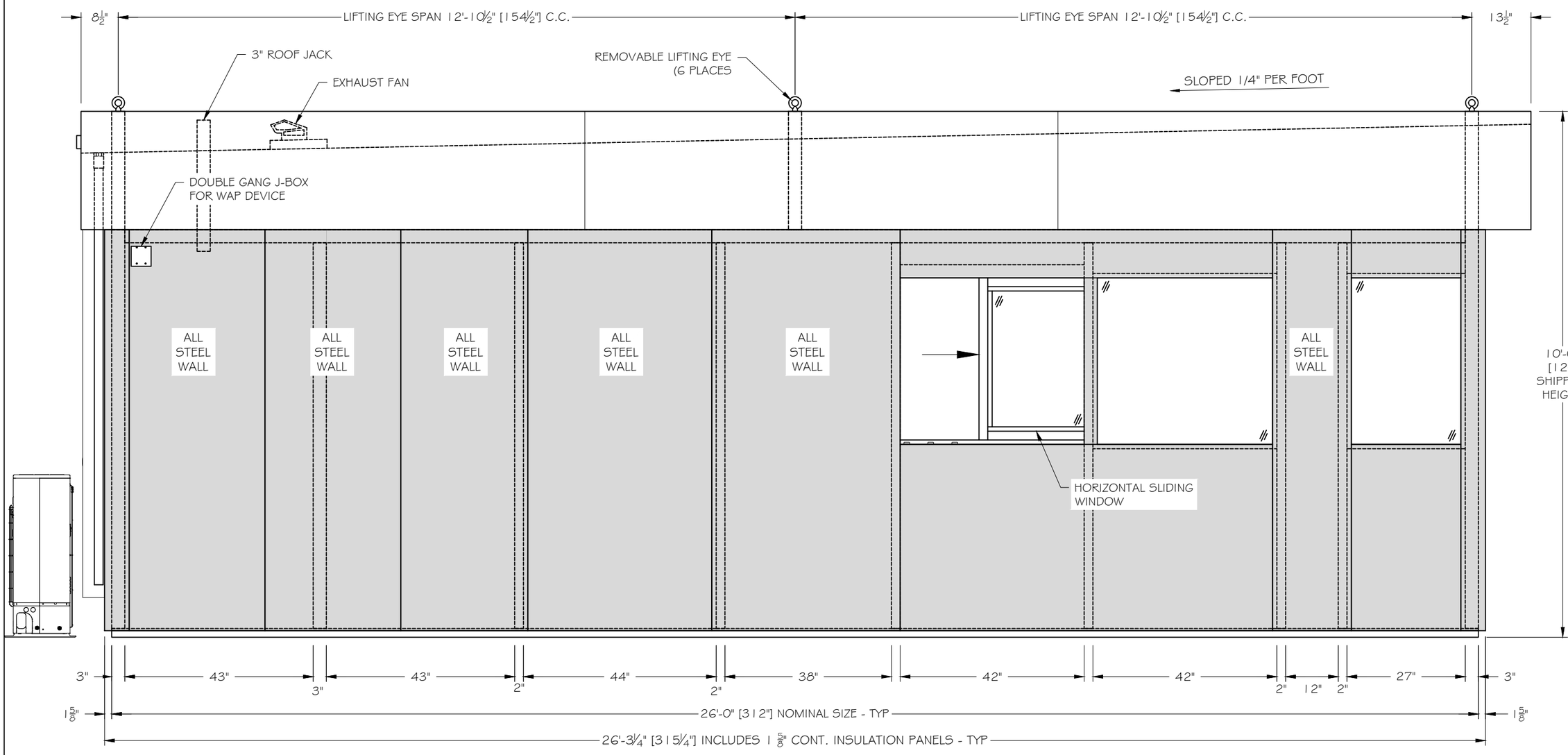
Job: 11461
By: RG Rev_A: 7-14-23
Date: 6-16-23
SCALE: AS NOTED

HMC CONSTRUCTION

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E3 ELEVATION
SCALE: 1/2" = 1' - 0"

SHEET 4 OF 13

Job: 11461
By: RG Rev_A: 7-14-23
Date: 6-16-23
SCALE: AS NOTED

HMC CONSTRUCTION

REDLANDS GUARD BOOTH

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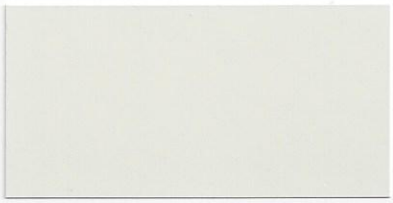
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# STANDARD COLORS

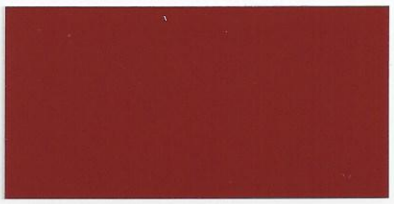
CARDINAL®



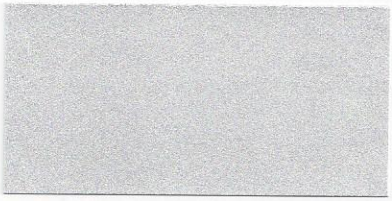
WHITE



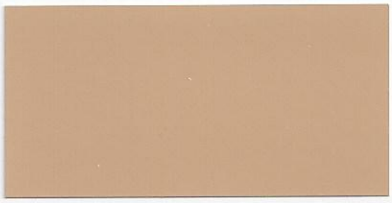
LIGHT BEIGE



TERRA COTTA



BRIGHT SILVER - Added Cost. Please inquire for pricing



SUNTAN



BANNER RED



GRAY



DUST BROWN

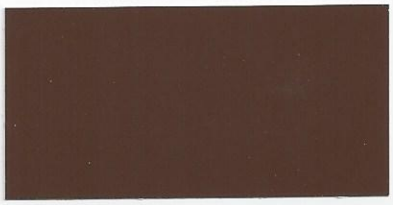


FOREST GREEN

Color of choice.



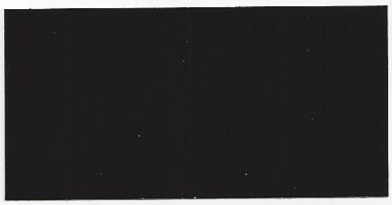
MARLIN BLUE



COCOA BROWN



MEDIUM BLUE



BLACK



BRONZETONE



VANTAGE BLUE


**ENTERPRISES, INC.**
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South El Monte, CA 91733-1730
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RESOLUTION NO. 8606

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS APPROVING PLANNED DEVELOPMENT NO. 9 AND CONDITIONAL USE PERMIT NO. 1194 ESTABLISHING THE USE AND AUTHORIZING THE OPERATION OF A TRUCK AND TRACTOR-TRAILER PARKING FACILITY ON APPROXIMATELY FOUR ACRES OF LAND LOCATED AT 2407 WEST LUGONIA AVENUE.

WHEREAS, LBA RVI-Company XLVII, LLC ("Applicant"), has filed an application for Planned Development No. 9 and Conditional Use Permit No. 1194 requesting land use authorization to establish and operate a motor vehicle (truck) and tractor-trailer parking lot on 3.98 acres located at 2407 W. Lugonia Avenue (APN: 0292-032-49-0000) (the "Project"); and

WHEREAS, the East Valley Corridor Specific Plan (Specific Plan No. 40) requires an application for a Planned Development for new land uses and developments within the plan area, and the proposed type of land use is an allowable land use within the subject zoning district; and

WHEREAS, City Council Resolution No. 5116 allows a Planned Development application to be submitted as a single stage for the approval of a comprehensive and detailed site plan, and shall be "quasi-legislative" in nature subject to final review and approval by the City Council; and

WHEREAS, on April 23, 2024, following a legally noticed public hearing, the Planning Commission recommended approval to the City Council for Planned Development No. 9 to authorize the proposed land use in accordance with the provisions of the East Valley Corridor Specific Plan; and

WHEREAS, on May 28, 2024, following a legally noticed public hearing, the Planning Commission recommended approval to the City Council for Conditional Use Permit No 1194 to operate a operate a motor vehicle (truck) and tractor-trailer parking lot in accordance with the provisions of the East Valley Corridor Specific Plan; and

WHEREAS, 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 July 2, 2024, the City Council held a public hearing and considered the staff written and oral reports, the recommendation of the Planning Commission, the testimony and written evidence submitted by and on behalf of the applicant, and testimony by members of the public.

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 hereby approves Planned Development No. 9 subject to the Conditions of Approval attached hereto as Exhibits "A," and "B," and based upon the following findings:

1. *That the proposed Planned Development is in conformity with the General Plan of the City.*

The General Plan land use designation of the proposed development site is "Commercial/Industrial" which provides for certain types of commercial and light industrial uses, including flex commercial space as well as business parks, that may be compatibly located. The proposed off-street parking area is consistent with both the General Plan land use designation and applicable General Plan goals and policies, particularly those applying to the East Valley Corridor.

2. *That the proposed Planned Development would not adversely affect the surrounding area or the Redlands community in general.*

The proposed development site is generally surrounded by existing industrial and commercial development. Due to the presence of existing commercial and industrial development surrounding the project site, no inharmonious existing or reasonably foreseeable land uses are present in the vicinity. Furthermore, the proposed use will not be detrimental to the health, safety, comfort or general welfare and will not be injurious to property or improvements in the neighborhood. The proposed parking area is not open to the public and will serve to keep commercial vehicles in a secured parking area and off of public streets. The proposed uses is compatible with the surrounding area and all improvements necessary to adequately serve the new parking lot and new guard structure are existing or will be constructed as part of the development as required by the conditions of approval.

SECTION 2. The City Council of the City of Redlands hereby approves Conditional Use Permit No. 1194 for the Project subject to the Conditions of Approval attached hereto as Exhibits "A," and "B," based upon the following findings:

1. *That the proposed development will not adversely affect the applicable land use plans of the city.*

The proposed land use will not adversely affect the land use plans of the City, as the proposal is consistent with the General Plan's land use designation as Commercial/Industrial which provides for certain types of commercial and light industrial uses (including flex commercial space as well as business parks) that may be compatibly located. The Special Development District (EV/SD) of the East Valley Corridor Specific Plan allows for a variety of commercial and light industrial uses including parking lots and transportation/logistics facilities. The proposal meets all applicable development standards of the EV/SD district (including those for parking spaces, on-site vehicle maneuvering, fences/walls, gates, landscape, lighting, and stormwater treatment). The project will not adversely affect the land use plans of the City.

2. *That the proposed development will not be detrimental to the public health, safety and welfare.*

The proposed use will not be detrimental to the public health, safety, and welfare. The proposed project includes a perimeter fence for security, on-site lighting, entrance gate for access control, detention basin for stormwater treatment, and landscaping. The proposed parking area is not open to the public and will serve to keep commercial vehicles in a secured parking area and off public streets. The project site has one existing driveway entrance which will serve the proposed use and will not alter Lugonia Avenue or neighboring properties. Lugonia Avenue is a public roadway that has the capacity to provide adequate vehicular access to the project site, and surrounding developments are substantially commercial and industrial is character.

*3. That the proposed development will comply to the maximum extent feasible with the regulations of the city's general plan, the applicable zoning district and the city's development standards.*

The proposed development complies, to the maximum extent feasible, with the City's General Plan and zoning regulations. The proposal is consistent with the applicable development standards in the East Valley Corridor Specific Plan and the Redlands Municipal Code pertaining to new parking lots and transit facilities. The proposed use is compatible with the surrounding area and all improvements necessary to adequately serve the parking facility and new guard structure are existing or will be constructed as part of the development as required by the conditions of approval.

*4. That the proposed development is appropriate at the proposed location.*

The proposed use is appropriate at the subject property because the transportation and parking facility (designed to accommodate large trucks and trailers) will be consistent with existing light industrial uses and warehouse uses in the immediate vicinity of the subject property. Utilities and services in the area are adequate to serve the proposed use and development, and adjacent roadways have capacity to provide adequate vehicular access to the development.

SECTION 3. This Resolution shall become effective upon adoption.

ADOPTED, SIGNED AND APPROVED this 2nd day of July, 2024.

_____

Eddie Tejeda, Mayor

ATTEST:

_____

Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, do hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting thereof held on the 2nd day of July, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

**EXHIBIT A**
DEVELOPMENT SERVICES DEPARTMENT
CONDITIONS OF APPROVAL

1. This permit/approval is for Planned Development No. 9 and Conditional Use Permit No. 1194 authorizing the construction and operation of a motor vehicle (truck) and tractor-trailer parking lot, related site and frontage improvements, and ancillary structures subordinate to the primary land use (such as guard/office structure) on 3.98 acres located at 2407 West Lugonia Avenue (APN: 0292-032-49-0000). This permit/approval allows the short-term parking of passenger vehicles only associated with the tenant(s), employees, and truck drivers associated with the tenant(s).

   This approval shall be subject to review by the Planning Commission for compliance with these Conditions of Approval at twelve (12) months from the approval date.

2. Unless construction has commenced or the authorized use has been established, this approval shall automatically expire two (2) years from the date of City Council approval and shall amount to the forfeiture of all development entitlement.

3. This approval for Conditional Use Permit No. 1194 prohibits any other uses and/or activities not explicitly identified and included as permitted uses on the subject property. Prohibited uses and activities shall include, but are not limited to, the following: vehicle/trailer repair or maintenance activities; parking or storage of any Recreation Vehicle (RV), motor home, boat, camping trailer, or other recreational vehicles of any type; parking or storage of any personal or passenger vehicles not associated with the tenant(s) or truck drivers; engine/transmission repair or maintenance activities; wheel/tire repair or maintenance activities; painting or body work; vehicle washing or cleaning activities; storage or handling of any hazardous materials (generally, any substance or product that requires a Material Data Safety Sheet can be considered a hazardous material); truck/trailer loading or unloading activities; load sorting, processing, or palletizing activities; and similar or related uses or activities. Prior to establishing any other uses, the property owner or site operator is directed to contact the Planning Division for further information regarding allowable land uses.

4. There shall be no outdoor storage of any materials/products, shipping containers, temporary structures, temporary trailers functioning as office or service buildings, or heavy equipment located in the parking lot and surrounding areas.

5. All vehicles, trucks, and trailers associated with the use shall only be parked, staged, or idled on and within the subject property. Public streets, roads, alleys, or other private properties shall not be used for the parking, staging, or idling of vehicles/trailers that utilize the subject property or are otherwise associated with the tenant(s). Employees and truck drivers associated with the business or tenant(s) shall only park their personal vehicles within the subject property, and shall not utilize public right-of-way.

6. Trucks, trailers or fleet vehicles, which are inoperable, damaged or out of service may not be stored onsite and shall not occupy the site for more than a 30-day period.

7. Modification of this land use authorization shall require a formal application for a Revision to be submitted to the Development Services Department, with review and approval by the Planning Commission (for Conditional Use Permit revision only), in accordance with the applicable provisions of the Redlands Municipal Code and/or the East Valley Corridor Specific Plan (EVCSP).

8. Revocation procedure: The Planning Commission may, after notice and public hearing, revoke approval of this permit/approval (CUP No. 1194) for noncompliance with any of its conditions.

   A. Notice shall be mailed to the record owner or lessee of the subject property not less than twenty (20) days prior to giving a ten (ten) day public notice. The record owner or lessee notice shall set forth the noncompliance, and shall request appearance by the permittee at the time and place specified for the hearing, to allow them to show cause why this approval should not be revoked.

   B. Notice shall be given as provided in RMC Section 18.192.040.

   C. Within ten (10) days after the hearing, the Planning Commission may revoke or modify the conditions of approval or the entitlement. After revocation, or modification, the subject property shall conform to all regulations of the zone in which it is located.

   D. Following the revocation of this entitlement by the city, no application for a Conditional Use Permit for the same or substantially the same use on the same or substantially same site shall be filed within six (6) months of the date of the denial or the revocation of the Conditional Use Permit.

9. Pursuant to Government Code 66020(d), certain fees, dedications, reservations, or exactions imposed by the City as a condition of approval of this project are subject to a statutory ninety (90)-day protest period for those fees, dedications, reservations and exactions which are subject to Government Code 66020(a) has commenced to run on the date this project was approved by the City.

10. The applicant for this permit, and its successors and assigns, shall defend, indemnify and hold harmless the City of Redlands, and its elected officials, officers, agents and employees, from and against any and all claims, actions, and proceedings to attack, set aside, void or annul the approval of this permit by the City, or brought against the City due to acts or omissions in any way connected to the applicant's project that is the subject of this permit. This indemnification shall include, but not be limited to, damages, fees, costs, liabilities, and expenses incurred in such actions or proceedings, including damages for the injury to property or persons, including death of a person, and any award of attorneys' fees. In the event any such action is commenced to attack, set aside, void or annul all, or any, provisions of this permit, or is commenced for any other reason against the City for acts or omissions relating to the applicant's project, within fourteen (14) City business days of the same, the applicant shall file with the City a performance bond or irrevocable letter of credit (together, the "Security") in a form satisfactory to the City and in the amount of Three Hundred Thousand Dollars ($300,000), to ensure applicant's performance of its defense and indemnity obligations under this condition. The failure of the applicant to provide the

Security shall be deemed an express acknowledgement and agreement by the applicant that the City shall have the authority and right, without objection by the applicant, to revoke all entitlements granted for the project pursuant to this permit. The City shall have no liability to the applicant for the exercise of City's right to revoke this permit.

11. The issuance of any permits shall comply with the applicable provisions of the Redlands Municipal Code and the East Valley Corridor Specific Plan (EVCSP), including RMC Chapter 8.06 (Community Noise Control).

12. All plans submitted to the City shall reflect the City Council approval and any other changes required by the Planning Commission, City Council, and/or staff. This condition applies to the site plan, landscape plans, building elevations and materials, grading, and all other illustrations, text, or plans submitted to the City in connection with this project.

13. The applicant shall not make any modifications or changes during construction that are in conflict or contrary to the project's approved site design, grading plan, landscaping plan, or building elevations without first consulting the Development Services Director or designee. The Development Services Director is authorized to approve minor modifications to the approved project plans if such modifications shall achieve substantial compliance with said plans and conditions.

14. A copy of the approved Conditions of Approval shall be included on the cover page of the construction plans submitted to the Building Division.

15. No final inspection or certificate of occupancy shall be granted until all applicable conditions of approval have been satisfied.

16. The project site shall be kept in a weed and dust free condition throughout all periods of development.

17. Roof- and ground-mounted equipment shall be screened from public view on all sides subject to review and approval by the Development Services Director, prior to issuance of building permits. All required screening from public view, such as storage spaces, loading docks, and equipment, shall be architecturally integrated with the surrounding building design through the use of concrete, masonry, or other similar materials pursuant to Section EV4.0235(h) of the EVCSP. Solid walls within the buildable lot area shall not exceed a height of eight (8) feet from the highest finished grade. If the height of the wall is not sufficient, appropriate landscaping shall be required to screen the required areas from the freeway.

18. Transformer cabinets and commercial gas meters shall not be located within required setbacks and shall be screened from public view either by architectural treatment or with landscaping. Multiple electrical meters and panels shall be fully enclosed and incorporated into the overall architectural design of the building(s). Backflow preventers shall be enclosed with landscaping that will provide complete screening upon maturity. The location and method of enclosure or screening of this equipment shall be shown on the construction plans and landscape plans prior to building permit issuance. Location for said equipment shall be coordinated with the appropriate utility company (e.g., Southern California Gas Company or Southern California Edison). The applicant shall submit plans

showing details of screening subject to review and approval by the Development Services Director, prior to issuance of building permits.

19. The proposed guard shack for the project shall include a minimum of two indoor restrooms for use by on-site employees, truck drivers, and other persons associated with the tenant(s).

20. No portable toilets shall be placed, installed, or provided on-site.

21. Facility operations shall conform to the performance standards listed under Section EV4.0225 of the EVCSP.

22. The trash/refuse bin enclosure(s) or area(s) shall be designed and constructed in accordance with Section EV4.0230 of the EVCSP.

23. Before placing or constructing any signs on the property, Developer shall obtain a sign permit from the City and comply with the applicable sign code criteria. Sign locations and illumination are subject to review and approval under separate permit(s).

24. On-site lighting (including but not limited to poles, bollards, and any exterior building lighting) shall be designed to contain glare and illumination on-site. The illumination within the parking lot shall be a minimum of 0.5-foot candle and illumination along all property lines of the project site shall not exceed 0.5-foot candle. To ensure adherence to the Community Design Standards under Division 4 of the EVCSP, the lighting plan shall demonstrate compliance with the following requirements:

    a. Parking lot lighting shall have a maximum height of 30 feet, and such light fixtures shall include shielding permanently attached to fixtures to contain illumination and prevent glare overspill onto abutting or nearby properties.

    b. Lighting shall be required at (i) pedestrian walkways and plazas, (ii) building entries, driveway entries and parking, and (iii) hazardous locations such as changes of grade and stairways which must be well-lit with lower-level supplemental lighting or additional overhead units.

    c. All light fixtures are to be concealed source fixtures except for pedestrian-oriented accent lights.

    d. Security lighting fixtures are not to project above the fences or roof line of the building and are to be shielded. The shields shall be painted to match the surface to which they are attached. Security lighting fixtures are not to be substituted for parking lot or walkway lighting fixtures and are restricted only to loading and storage locations or similar service areas.

    e. All illuminated signs are to be internally illuminated.

    f. When walkway lighting is provided primarily by low fixtures, there shall be sufficient peripheral lighting to illuminate the immediate surroundings to ensure public safety. Shatter-proof coverings are recommended on low-level fixtures.

25. All lighting and light fixtures shall be shielded, and no light or glare shall impact the

surrounding properties.

26. Prior to issuance of building permits, Developer shall demonstrate that light standards will not conflict with tree locations. If any lighting or landscape plan is submitted, the Developer shall submit a plan showing both the lighting and landscape on the same sheet.

27. Prior to issuance of building permits, the applicant shall install 15-gallon evergreen trees at twenty-foot intervals along the east and west sides of the project.

28. Prior to issuance of building permits, the applicant shall install shrubs and groundcover within perimeter landscape planters along the east and west sides of the project.

29. All landscaped areas noted on the site plan shall be permanently maintained with healthy planting material, and whenever necessary shall be replanted with suitable vegetation.

30. The Development Services Director is authorized to approve minor modifications to the approval project plans or any of the conditions of approval if such modifications shall achieve substantially the same results as would strict compliance with said plans and conditions.

31. Prior to issuance of any building permits (if applicable), the applicant shall be required to obtain approval of a construction site safety plan by the Redlands Police Department providing adequate security measures such as lights, video cameras, vehicle transponders, locks, alarms, trained security personnel, fencing, etc. The nature of the measures will depend on the specific requirements of the site and may vary with the different stages of construction. The applicant shall be responsible for the compliance of all subcontractors working on the site.

32. When the Entitlement Review is approved, submit complete construction drawings including structural calculations, and energy calculations to Building and Safety for plan review in accordance with the current edition of the California Building and Fire Codes including all local ordinances and standards which are effective at the time of Plan Check Submittal.

33. Disabled access for the site and guard shack must be in accordance with the State of California and ADA regulations.

<u>Other City Departments/Divisions:</u>

34. Conditions of Approval from the following City Departments/Divisions are applicable to the project, and are hereby incorporated by reference:

    a. Land Use Engineering Division (Exhibit B)

_____

Brian Desatnik
Development Services Director

**EXHIBIT B**
LAND USE ENGINEERING DIVISION
CONDITIONS OF APPROVAL

[ Attached ]

**REDLANDS DEVELOPMENT SERVICES DEPARTMENT**
**LAND USE ENGINEERING**
**DEVELOPMENT REQUIREMENTS**
**CONDITIONAL USE PERMIT NO. 1194 AND PLANNED DEVELOPMENT NO. 9**

| | |
|---|---|
| **Date of P.C. Meeting:** | **April 23, 2024** |
| **Applicant:** | **Michael Gregg Representing IBA RVI-Company XLVII, LLC** |
| **Location:** | **2407 West Lugonia Avenue** |
| **Project Description:** | **Establish an Off-Street Parking Facility for Trucks, Trailers, and Cabs on an Approximately Four-Acre Parcel and to Construct a 310 Square-Foot Guard House with Restroom Facilities.** |

The applicant shall comply with the following engineering requirements to allow for the orderly development of the surrounding area and for public health and safety.

All requirements for development shall be consistent with requirements set forth in the East Valley Corridor Specific Plan; applicable sections of Redlands Municipal Code; latest edition of "Redlands Standard Specifications and Detail Drawings for Design and Construction of Public Improvements"; latest edition of American Public Works Association "Standard Plans for Public Works" and "Standard Specifications for Public Works Construction – Greenbook"; latest edition of "Redlands Water Systems Standard Specifications"; latest edition of "Redlands Sanitary Sewer Systems Standard Specifications"; and current Redlands policies and guidelines relative to development projects.

## A. The following items are required prior to issuance of the GRADING PERMIT.

1. Pay plan check fee as established per resolution. The amount will be determined at plan check submittal.

2. Plans required to be submitted include:
   a. Precise Grading Plan. Submit revised grading plans 2339-PG. Grading plans shall be coordinated with the existing and proposed off-site improvements. (RMC 15.04)
   b. Erosion Control Plan. Erosion/Sediment Control Plan shall be submitted for review and approval. National Pollutant Discharge Elimination System (NPDES) Best Management Practices (BMPs) to prevent and control discharges to the municipal separate storm sewer (drain) system shall be in effect for the entire duration of project construction to its completion and acceptance by the City. (RMC 13.54)

   All plans used as reference for design shall be listed on title sheet of all plans with reference numbers. All plans shall be submitted on 24" x 36" size sheets. Six (6) copies of each are required. After final review, grading and SWPPP plans shall be submitted on 24" x 36" size, min. 4 mil, mylar sheets for City's approval.

3. Submission of plan sets shall be complete and include all required engineering designs and drawings listed in No. 2 above. All plans submitted shall be substantially complete, and no plan check queue place-holder plans will be accepted. An incomplete plan submittal will not be accepted for plan check.

4. All support documentation shall be submitted with the plans to be checked. Submission shall include:
   a. Geotechnical Report; (RMC 15.04)
   c. Easement Documents. (RMC 18.192.050)

5. Cash cleanup deposit shall be submitted ($1,000.00). Deposit will be reimbursed after the work is completed and accepted by the City upon written request. (RMC 12.16.290)

**B. The following items are required prior to RECORDATION OF TRACT/PARCEL MAP.**

No map is required for this application.

**C. The following items are required prior to issuance of the BUILDING PERMIT.**

1. Pay plan check fee as established per resolution. The amount is to be determined at plan check submittal.

2. Plans required to be submitted shall include:
   a. Revised Precise Grading;

   All plans used as reference for design shall be listed on title sheet of all plans with reference numbers. All plans shall be submitted on 24" x 36" size sheets. Three (3) copies of each are required. After final review, plans shall be submitted on 24" x 36" size, min. 4 mil, mylar sheets for City's approval.

3. Submission of plan sets shall be complete and include all required engineering designs and drawings listed in No. 2 above. All plans submitted shall be substantially complete, and no plan check queue place-holder plans will be accepted. An incomplete plan submittal will not be accepted for plan check.

4. All off-site improvements shall be designed by owner's Civil Engineer in accordance with City Standard Specifications and Detail Drawings and Standard Specifications for Public Works Construction (Green Book) latest revision thereof. All existing utilities shall be pot-holed to determine the actual depth if no signed plan is available. Field notes will be submitted at time of submitting the plan for review and plan checking.

5. The approximate locations of existing underground utilities shall be shown on the improvement/site/grading plans. The utilities shall be plotted from record and

field data. The City of Redlands and the Engineer assume no liability as to the exact location of said lines where locations are not shown.

6. Provide pad certification and compaction report to the Building and Safety Department.

7. Pay the required development impact fees per ordinance in effect at time of issuing the building permit. The exact amount will be determined based upon the review of the final building plan or project information. Development Impact Fees shall include:
    - Transportation Facilities; (RMC 3.54)
    - Fire Facilities; (RMC 3.60)
    - General Government Facilities; (RMC 3.60)
    - Police Facilities; (RMC 3.60)
    - Storm Drain Facilities; (RMC 3.56)
    - Water Capital Improvement Charge; (RMC 3.48)
    - Water Source Acquisition Charge; (RMC 13.40)
    - Sewer Capital Improvement Charge; (RMC 3.44)
    - Solid Waste Capital Improvement Charge; (RMC 3.70) and
    - Water/Sewer Frontage Charges. (RMC 13.44 and 13.12.)

8. Final City approved mylars for all public improvements shall be on file with the Municipal Utilities and Engineering Department.

9. Although this project will have an on-going inspection throughout construction, a final inspection for all off-site improvements must be scheduled by developer to certify that these improvements comply with City specifications. (RMC 12.16.090)

10. Requirements for Lugonia Avenue (RMC 18.192.050):

    a. Repair/replace altered, broken or substandard existing off-site improvements to the project boundary. No altered, broken or substandard existing off-site improvements observed at this time; and
    b. Construct underwalk drain, if necessary.

11. Provide for adequate drainage facilities. (RMC 192.050)

12. Install reduced pressure principle backflow devices as required by City Engineer. (RMC 13.20)

13. Install onsite fire line with double detector check valve backflow devices at service connection satisfactory to the City Fire Department. (RMC 13.20)

14. Comply with the Solid Waste Recycling Access Act of 1991 (AB 1327) and install double solid waste bin enclosure(s). Submit a plan prepared by a licensed

engineer showing bin enclosure(s) location on the site plan with solid waste truck turning and/or turnaround track template superimposed.

15. Submit recycling plans for site demolition/construction for review and approval in accordance with Chapter 13.66 of the Redlands Municipal Code.

**D. The following items are required prior to approval of APPLICATION FOR WATER SERVICE CONNECTION and prior to WATER METER INSTALLATION.**

1. Pay the Water Capital Improvement Charge; (RMC 3.48.030)

2. Pay the Water Source Acquisition Charge; (RMC 13.40)

3. Submission of approved onsite potable and irrigations plans (pdf format) is required prior to connection to domestic water system. All onsite improvements shall be done in accordance with the Water Resources Control Board, Division of Drinking Water requirements for recycled water. City shall submit plans to Division of Drinking Water for approval prior to final approval and installation of domestic meters; and

4. Pay the Water Meter Charge. (Redlands Ordinance No. 2830)

**E. The following items are required prior to issuance of the ENCROACHMENT PERMIT.**

No encroachment permit required at this time.

**F. The following items are required prior to issuance of CERTIFICATE OF OCCUPANCY.**

1. All requirements as described in Sections A, B, C, D and E of these conditions of approval shall be met.

2. All work shall be completed to the satisfaction of the City Engineer. All as-built plans shall be delivered to the Municipal Utilities and Engineering Department for review and approval.

3. The Engineer of Record shall file a Certification for all grading and improvements relating to the project development.

4. Owner's Licensed Land Surveyor shall reset survey points, monuments, record corners, and centerline ties that were destroyed during construction and shall file Corner Records for those points prior to completion of the project with San Bernardino County Surveyor. Copies of information shall be furnished to the Municipal Utilities and Engineering Department. [California B&P Code 8762, 8767, 8768, 8771, and 8773(b)]

5. Streets may be required to have a seal coat applied at the option of the City Engineer. Type of seal coat is to be determined by the City Engineer.

6. Resurface existing roadway as directed by the City Engineer due to utility installations and construction damage.

7. Existing striping shall be removed and replaced as necessary. New striping and pavement markings shall be installed as required by the City Engineer.

8. Owner/Developer shall provide recycling receipts as required by the recycling plan.

**G. The following items are required prior to release of SECURITIES/WARRANTIES/DEPOSITS.**

1. Prior to the release of the securities for the project, all improvements shall be reviewed and accepted by the City Engineer.

2. Tie sheets shall be submitted for all monuments found and/or set in the public right-of-way.

3. The release of securities/warranties/deposits must be requested in writing to the City Engineer. Allow 30 days for processing.

Donald Young

**DONALD YOUNG, P.E., P.M.P.**
One Stop Permit Center Manager

AC
Initial

FILE: CUP 1194

**City Council Meeting** **K. 2.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Public Hearing to consider Resolution No. 8571, Ordinance No. 2962, and Ordinance No. 2968 related to Development Impact Fees Adjustments
(Mayor to declare meeting as public hearing)

a. Public Hearing to consider Resolution No. 8571 adopting the Development Impact Fee Nexus Study; and
b. Public Hearing to introduce Ordinance No. 2962, amending Chapters 3.32, 3.44, 3.48, 3.54, 3.56, 3.60, 3.70, and 13.40 of the Redlands Municipal Code relating to storm drain facilities fees and public facilities fees; and
c. Public Hearing to introduce Ordinance No. 2968 adopting Development Impact Fees for new development and rescinding Resolution No. 7951; and
d. Determination that adoption of the resolution and ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act
(Municipal Utilities and Engineering Director Harris)

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**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 written 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 motions are provided:

1. I move that the City Council determine that the adoption of Resolution No. 8571, Ordinance No. 2962, and Ordinance No. 2968 is exempt from environmental review pursuant to Sections 15061(b)(3) of the California Environmental Quality Act, and
2. I move to approve Resolution No. 8571, and
3. I move to introduce Ordinance No. 2962 and Ordinance No. 2968.

**RECOMMENDATION:**

Staff recommends that the City Council determine that adoption of Resolution No. 8571, Ordinance No. 2962, and Ordinance No. 2968 is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act.

Staff further recommends the approval of Resolution No. 8571 and the introduction of Ordinance No. 2962, and Ordinance No. 2968, establishing development impact fees for new development for public facilities (fire, police, library, and government), open space and parks, transportation improvements, storm drain facilities, water facilities, water rights, solid waste facilities, and sewer facilities.

**DISCUSSION:**

Assembly Bill (AB) 1600, which created Section 66000 et. seq. of the Government Code, was enacted by the State of California in 1987. AB 1600 outlines specific requirements that must be met for municipalities to impose Development Impact Fees (DIF). Periodically, a Nexus Study must be completed to identify the following:

1. The purpose to which the fee is to be put;
2. A reasonable relationship between the fee and the purpose for which it is charged;
3. All sources and amounts of funding anticipated to complete financing for incomplete improvements;
4. Approximate dates on which the funding is expected to be deposited into the appropriate account or fund; and
5. For any action imposing a fee as a condition of approval of a development project by a local agency, the local agency shall determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development

on which the fee is imposed.

Generally, the Nexus Study justifies appropriate fees to fund additional infrastructure and services necessary to support new growth. The DIF study analyzes fees identified in the following Redlands Municipal Code (RMC):

| RMC Chapter | Chapter Name | Fund Name |
|---|---|---|
| 3.32 | Open Space and Park Fees | Open Space/Park/Community Center |
| 3.44 | Sewer Capital Improvement Fund | Sewer Capacity |
| 3.48 | Water Capital Improvement Fund | Water Capacity |
| 3.54 | Transportation Improvement Fees | Transportation |
| 3.56 | Storm Drain Facilities Fees | Storm Drain |
| 3.60 | Public Facilities Fees | General Government Facilities, Library, Fire, Police |
| 3.70 | Solid Waste Capital Improvement Fund | Solid Waste |
| 13.40 | Acquisition of Water Stocks and Water Rights | Water Source |

In January 2017, a comprehensive development impact fee study was completed, establishing regulations governing the imposition of Open Space and Parks fees, Transportation Improvement fees, Storm Drain Facilities fees, and Public Facilities fees. This study was adopted by Resolution No. 7907. Subsequently, another study was completed in August 2018, which focused specifically on Accessory Dwelling Units (ADUs) above 750 sq.ft. This study provided recommendations for the amounts of development impact fees that could be imposed on ADUs. This latter study was adopted by Resolution No. 7951 and rescinded Resolution No. 7907.

The updated DIF study was prepared and finalized by David Taussig and Associates, Inc. (DTA) on May 2, 2024, and will update the 2017 and 2018 DIF studies. In addition to the fees analyzed in the 2017 and 2018 DIF studies, the proposed DIF study will also include updated fees for water facilities, solid waste facilities, sewer facilities, and acquisition of water stocks and water rights. The fees shall be evaluated periodically to ensure appropriate revenue is collected from development projects to support expanded services.

Staff prepared Resolution No. 8571 which will adopt the Development Impact Fee Nexus Study completed by DTA. Ordinance No. 2962 was prepared to amend the Redlands Municipal Code for public facilities (fire, police, library, and government), open space and parks, transportation improvements, storm drain

facilities, water facilities, water rights, solid waste facilities, and sewer facilities. Ordinance No. 2962 determines that the specific amounts of fees for new development are to be established by the City Council. Ordinance No. 2968 was prepared to establish the specific amounts of DIF for new development. These ordinances apply to the Redlands Municipal Code's chapters 3.32, 3.44, 3.48, 3.54, 3.56, 3.60, 3.70, and 13.40 and will become effective sixty (60) days after adoption of the ordinances.

If approved, Resolution No. 8571, Ordinance No. 2962, and Ordinance No. 2968 will establish DIFs for new development for public facilities (fire, police, library, and government), open space and parks, transportation improvements, storm drain facilities, water facilities, water rights, solid waste facilities, and sewer facilities.

**ALTERNATIVES:**

The City Council may choose not to approve Resolution No. 8571, or Ordinance No. 2962, and Ordinance No. 2968. However, this will preclude the assessment of development impact fees on new development.

**STRATEGIC PLAN:**

Priority Focus Areas A (Fiscal Responsibility) and D (Infrastructure).

**SUBMITTED BY:**
John R. Harris, Municipal Utilities and Engineering Director

**REVIEWED BY:**
Yvette M. Abich Garcia, City Attorney
Danielle Garcia, Management Services/Finance Director

**PREPARED BY:**
Veronica Medina, Associate Planner

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**Fiscal Impact**

**Discussion:**
There is no expense impact associated with this action. Adoption of the proposed DIF ensures that private developments fund infrastructure capacity expansion projects necessitated by the development.

## Attachments

A. Resolution No. 8571
B. 10 & 5 Day Public Notice
C. Ordinance No. 2962 (Legislative)
D. Ordinance No. 2962 (Clean)
E. Ordinance No. 2968
F. Development Impact Fee Study
G. Resolution No. 7951 (Rescinded)

RESOLUTION NO. 8571

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS ADOPTING THE DEVELOPMENT IMPACT FEE NEXUS STUDY ESTABLISHING DEVELOPMENT IMPACT FEES FOR NEW DEVELOPMENT WITH RESPECT TO STORM DRAIN, SEWER, WATER, SOLID WASTE, ACQUISITION OF WATER STOCK AND WATER RIGHTS, OPEN SPACE AND PARKS, TRANSPORTATION, AND PUBLIC FACILITIES

WHEREAS, the Development Impact Fee Nexus Study identifies fees with respect to Chapters 3.32, 3.44, 3.48, 3.54, 3.56, 3.60, 3.70, and 13.40 of the Redlands Municipal Code establish, respectively, Open Space and Parks, Sewer Capital Improvement, Water Capital Improvement, Transportation Improvements, Storm Drain Facilities, Public Facilities Fees, Solid Waste Improvement, and the Acquisition of Water Stock And Water Rights to implement the City's General Plan to ensure that public facilities improvements which meet City standards are available concurrent with the need caused for such facilities by new development in the City; and

WHEREAS, it is now the desire of the City Council of the City of Redlands ("this City Council") to adopt the Development Impact Fee Nexus Study establish development impact fees for new development; and

WHEREAS, on May 2, 2024, David Taussig and Associates, Inc. dba DTA, prepared the Development Impact Fee Nexus Study in accordance with Assembly Bill (AB) 1600 and Government Code Section 66000 et. seq. for the City recommending the amounts of development impact fees which may be imposed for new development and the facilities it will finance; and

WHEREAS, the Development Impact Fee Nexus Study identifies development impact fees for new development, including Accessory Dwelling Units above 750 sq.ft. and restates the development impact fees for all other categories of development.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Redlands as follows:

Section 1. This City Council determines that approval of this Resolution is exempt from review under California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15061(b)(3), as it can be seen with certainty by this City Council that the approval of this Resolution establishing a Five-Year Capital Project Needs Analysis will have no physical effect on the environment.

Section 2. That the Development Impact Fee Nexus Study, attached to this Resolution as Exhibit "A," is hereby adopted.

ADOPTED, SIGNED AND APPROVED this 2nd day of July, 2024.

_____
Eddie Tejeda, 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 2nd day of July, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

# CITY OF REDLANDS
# CITY COUNCIL
# NOTICE OF PUBLIC HEARING

NOTICE is hereby given that the City Council of the City of Redlands, County of San Bernardino, State of California, will hold a public hearing to consider the following:

1. **PUBLIC HEARING** to consider **Resolution No. 8571** adopting the Development Impact Fee Nexus Study, **Ordinance No. 2962 and Ordinance No. 2968** amending Chapters 3.32, 3.44, 3.48, 3.54, 3.56, 3.60, 3.70, and 13.40 of the Redlands Municipal Code (RMC), and adopting the Development Impact Fees, respectively. Public Hearing to consider the adoption of the resolution and ordinances is exempt pursuant to Section 15301 of the California Environmental Quality Act Guidelines. The proposed revisions to Chapters 3.32, 3.44, 3.48, 3.54, 3.56, 3.60, 3.70, and 13.40 include the following: amend various RMC sections to include updated Development Impact Fees.

City of Redlands, Applicant

The general public and all persons affected by these proceedings may appear and be heard at the time of the Public Hearing. The full text of the proposed Resolution and Ordinances and all materials relevant to this hearing are available for public inspection in the Office of the City Clerk located at 35 Cajon Street, Ste. 4, Redlands, California and in the Municipal Utilities and Engineering Department, located at 35 Cajon Street, Ste. 15A, Redlands, California. Phone number is (909) 798-7698. Website: www.cityofredlands.org

Said public hearing will be held in the Council Chambers, Civic Center, 35 Cajon Street, Ste. 2, Redlands, California, at 6:00 P.M., or as soon thereafter as may be heard, on Tuesday, July 2, 2024.

Due to time constraints and the number of persons wishing to give oral testimony, time restrictions may be placed on oral testimony at any hearing about this project. You may wish to make your comments in writing to assure that you are able to express yourself adequately. Submit written comments to jdonaldson@cityofredlands.org.

If you challenge the ordinance described in this notice 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 the public hearing.

Publish dates: June 21 and June 27, 2024

Jeanne Donaldson, City Clerk
City of Redlands, California

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ORDINANCE NO. 2962 - LEGISLATIVE

AN ORDINANCE OF THE CITY OF REDLANDS AMENDING CHAPTERS 3.32, 3.44, 3.48, 3.54, 3.56, 3.60, 3.70, AND 13.40 OF THE REDLANDS MUNICIPAL CODE RELATING TO OPEN SPACE AND PARK FEES, SEWER CAPITAL IMPROVEMENT FUND, WATER CAPITAL IMPROVEMENT FUND, TRANSPORTATION IMPROVEMENT FEES, STORM DRAIN FACILITIES FEES, PUBLIC FACILITIES FEES, SOLID WASTE CAPITAL IMPROVEMENT FUND, AND ACQUISITION OF WATER STOCKS AND WATER RIGHTS

WHEREAS, Chapters 3.32, 3.44, 3.48, 3.54, 3.56, 3.60, 3.70, and 13.40 of the Redlands Municipal Code establish, respectively, Open Space and Parks, Sewer Capital Improvement, Water Capital Improvement, Transportation Improvements, Storm Drain Facilities, Public Facilities Fees, Solid Waste Improvement, and the Acquisition of Water Stock And Water Rights to implement the City's General Plan to ensure that public facilities improvements which meet City standards are available concurrent with the need caused for such facilities by new development in the City; and

THE CITY COUNCIL OF THE CITY OF REDLANDS DOES ORDAIN AS FOLLOWS:

Section 1. Section 3.32 of the Redlands Municipal Code, entitled "Open Space and Park Fees," is hereby amended to read as follows:

**"3.32.040: FEE IMPOSITION:**

Open space and parks fees shall be collected from all applicants for development projects for the purpose of acquiring, developing, improving and expanding open space and park lands identified in the city's open space and park lands acquisition and development capital improvement plan in accordance with the ~~amounts established by resolution of the city council~~fees approved by the City Council. No building permit shall be issued unless the fees required by this chapter are first paid. Fees collected pursuant to this chapter shall be deposited into a separate account or fund in a manner to avoid any commingling of such fees with other revenue of the city and the fees shall be expended solely for the purposes for which the fees were collected. ~~(Ord. 2661 § 2, 2007; amd. Ord. 2912, 7-21-2020)~~

**3.32.060: ADJUSTMENT OF FEE:**

On July 1 of each fiscal year, the city's finance director, in coordination with the city's facilities and community services director, shall make annual adjustments to the specific amounts of open space and parks fees ~~adopted by resolution of the city council~~approved by the City Council by a percentage equal to the percentage change in the construction cost index of the "Engineering News-Record" twenty (20) cities annual average for the preceding twelve (12) month period. The purpose of this adjustment is to offset the effects of inflation related construction cost increases or any deflation related decreases. If this index should cease publication, the finance director shall use any appropriate official index published by the bureau of labor statistics, or similar agency as may then exist or may then be most nearly equivalent thereto. Land costs shall also be evaluated annually and adjusted as necessary based on the current market conditions at the time. ~~(Ord. 2661 § 2, 2007; amd. Ord. 2912, 7-21-2020)~~"

Section 2. Section 3.44 of the Redlands Municipal Code, entitled "Sewer Capital Improvement Fund," is hereby amended to read as follows:

**"3.44.030: CHARGES:**

The specific amounts of the sewer capital improvement charges shall be ~~adopted by resolution of the~~approved by the City Council and shall be paid as a condition of issuing building permits, or other City approved entitlement, as determined within the sole discretion of the City, for buildings containing plumbing fixtures and required to have new sewer services tapping into the City's sewage system or increasing flow into the City's sewer system as estimated by the City. The charges shall be those in effect on the date the permit is issued or as such other entitlement issued by the City. ~~(Ord. 2880, 2019)~~

**3.44.040: ADJUSTMENT OF CHARGES:**

On July 1 of each fiscal year, the City's Finance Director, in coordination with the City's Municipal Utilities and Engineering Director, shall make annual adjustments to the specific amounts of the sewer capital improvement ~~charges adopted by resolution of the~~fees adopted by the City Council by a percentage equal to the percentage change in the construction cost index of the Engineering News-Record's "Construction Cost Index" - twenty (20) cities annual average for the preceding twelve (12) month period. The purpose of this adjustment is to offset the effects of inflation related construction cost increases or any deflation related decreases. If this index should cease publication, the Finance Director shall use any appropriate official index published by the Bureau of Labor Statistics, or similar agency as may then exist or may then be most nearly equivalent thereto. ~~(Ord. 2880, 2019)~~"

Section 3. Section 3.48 of the Redlands Municipal Code, entitled "Water Capital Improvement Fund," is hereby amended to read as follows:

**"3.48.030: CHARGES:**

A. Except as otherwise provided for in this section, the water capital improvement ~~charge~~ fees shall be ~~established by resolution of the~~approved by the City Council and shall be paid as a condition of approval of an application for a new water connection or, for any property or use having an existing water connection and which is increasing its water demand on the City's utilities system, as a condition of issuance of any building permit, business license, or other entitlement from the City associated with the change in the property or use that is causing such increased demand. The charge due shall be that charge in effect on the date the application for a connection is approved or on the date the entitlement authorizing the increased demand is issued. All water capital improvement charges shall be deposited into the City's Water Capital Improvement Fund. ~~(Ord. 2880, 2019)~~

**3.48.040: ADJUSTMENT OF CHARGES:**

On July 1 of each fiscal year, the City's Finance Director, in coordination with the City's Municipal Utilities and Engineering Director, shall make annual adjustments to the specific amounts of the water capital improvement ~~charges adopted by resolution of the~~fees approved by the City Council by a percentage equal to the percentage change in the construction cost index of the Engineering News-Record's "Construction Cost Index" - twenty (20) cities annual average for the preceding

twelve (12) month period. The purpose of this adjustment is to offset the effects of inflation related construction cost increases or any deflation related decreases. If this index should cease publication, the Finance Director shall use any appropriate official index published by the Bureau of Labor Statistics, or similar agency as may then exist or may then be most nearly equivalent thereto. ~~(Ord. 2880, 2019)~~"

Section 4. Section 3.54 of the Redlands Municipal Code, entitled "Transportation Improvement Fees," is hereby amended to read as follows:

**"3.54.040: COLLECTION OF TRANSPORTATION IMPROVEMENT FEES:**

Transportation improvement fees shall be collected from applicants for development projects as provided in this chapter and ~~in any resolutions adopted by the city council~~approved by the City Council implementing this chapter. No building permit shall be issued unless the fees required by this chapter are first paid and the development project is consistent with the city's general plan. Fees collected pursuant to this chapter shall be deposited in a special fund established for the purpose of constructing the transportation improvements provided for in the city's general plan and approved capital improvement programs. The fees required by this chapter are in addition to any other means of financing facilities or improvements identified in the city's general plan which may be imposed on the development of property under the provisions of state law, this code or city policy. ~~(Ord. 2652 § 1, 2006)~~

**3.54.080: ESTABLISHMENT OF FEE:**

In accordance with the city's general plan, the transportation improvement fees shall cover one hundred percent (100%) of the city's estimated costs for transportation improvements required by new development projects. The transportation improvement fees to be paid by a development project shall be based upon a determination of the number of vehicle trips generated by the development project, and the specific transportation improvement fee per trip generated shall be ~~established by resolution of the city council~~approved by the City Council. The transportation improvement fees collected shall be allocated to various transportation improvements comprising the city's street system, traffic signal system and freeway interchanges in percentages established by resolution of the city council. ~~(Ord. 2652 § 1, 2006)~~

**3.54.090: ADJUSTMENT OF FEE:**

On July 1 of each fiscal year, beginning in July 2007, the director of finance shall make annual adjustments to the specific amounts of fees ~~adopted by resolution of the city council~~approved by the City Council by a percentage equal to the percentage chain (in the construction cost index of the "Engineering News-Record" - 20 cities annual average) for the preceding twelve (12) month period. This adjustment will offset the effects of inflation related construction cost increase (or any deflation related decreases). If this index should cease publication, the director of finance shall use any appropriate official index published by the bureau of labor statistics, or similar agency as may then exist or may then be most nearly equivalent thereto. Land costs may be evaluated annually and adjusted as necessary based on the current market conditions at the time." ~~(Ord. 2652 § 1, 2006)"~~

Section 5. Section 3.56 of the Redlands Municipal Code, entitled "Storm Drain Facilities Fees," is hereby amended to read as follows:

**"3.56.020: DEFINITIONS:**

Whenever the following terms are used in this chapter, they shall have the meanings established by this section:

ACCESSORY DWELLING UNIT: An attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

ADMINISTRATIVE AUTHORITY: The director of municipal utilities and engineering of the city.

COMMERCIAL DEVELOPMENT: Any building in which wholesale or retail selling or educational activities may occur, and hotel/motel development.

DEVELOPMENT: Any use to which land is put, and any building, construction, or other alteration of land incident thereto.

INDUSTRIAL DEVELOPMENT: All manufacturing and warehouse development.

MASTER STORM DRAIN PLAN: The storm drain plan prepared by or under the direction of the city public works director and approved by the city and which identifies facilities and improvements required on a citywide basis to serve the projected population of the city as established by the city's general plan.

MULTI-FAMILY UNIT: Each unit of an apartment, duplex, multiple- dwelling structure or dwelling group or condominium, and a manufactured or mobilehome located in a mobilehome park on a temporary, semi-permanent or permanent basis.

OFFICE DEVELOPMENT: All general, professional and medical office development.

SENIOR RESTRICTED DWELLING UNIT: For purposes of this chapter, is defined as:

(A) A unit restricted by a covenant that runs with the land addressing the required age restriction to the satisfaction of the city.

(B) The unit's water meter serves only internal water use. Landscape irrigation shall be provided through a separate water meter service.

(C) The dwelling unit shall be less than 1,500 square feet of livable area.

Removal of the age restriction or an increase in the size of the unit will result in a reassessment of the charges.

SINGLE-FAMILY DEVELOPMENT: An attached or detached one-family dwelling unit. ~~(Ord. 2661 § 3, 2007)~~

**3.56.040: STORM DRAIN FEES:**

Storm drain fees shall be collected from applicants for development permits ~~in accordance with the schedule incorporated in this chapter~~ as approved by the City Council. No building permit shall be issued unless the fees ~~required~~ approved by the City Council ~~this chapter~~ are first paid and the permit is consistent with the city's master storm drain plan. Fees collected as ~~required~~ approved by the City Council ~~this chapter~~ shall be deposited in a special fund established for the purpose of constructing the storm facilities provided in the city's master storm drain plan. The fees approved by the City Council ~~required by this chapter~~ are in addition to any other means of financing facilities or improvements identified in the city's master storm drain plan which may be imposed on the development of property under the provisions of state law, this code or city policy. ~~(Ord. 2661 § 3, 2007)~~

**3.56.070: DETERMINATION AND PAYMENT:**

The storm drain fees ~~established~~ approved by the City Council ~~this chapter~~ are collected for the construction of storm drain facilities and improvements for which the city has established an account, appropriated funds and adopted a proposed construction schedule or plan prior to final inspection or issuance of a certificate of occupancy for the development project for which the fees are imposed, or the fees are to reimburse the city for expenditures previously made, and shall be determined and become due and payable to the city at the time of issuance of a building permit for the development project. ~~(Ord. 2661 § 3, 2007)~~

**3.56.080: ADJUSTMENT OF FEE:**

On July 1 of each fiscal year, the city's finance director, in coordination with the city's public works director, shall make annual adjustments to the specific amounts of storm drain fees ~~adopted by resolution of the city council~~approved by the City Council by a percentage equal to the percentage change in the construction cost index of the "Engineering News-Record" - twenty (20) cities annual average for the preceding twelve (12) month period. The purpose of this adjustment is to offset the effects of inflation related construction cost increases or any deflation related decreases. If this index should cease publication, the director of finance shall use any appropriate official index published by the bureau of labor statistics, or similar agency as may then exist or may then be most nearly equivalent thereto. Land costs may be evaluated annually and adjusted as necessary based on the current market conditions at the time." ~~(Ord. 2661 § 3, 2007)"~~

Section 6. Section 3.60 of the Redlands Municipal Code, entitled "Public Facilities Fees," is hereby amended to read as follows:

**"3.60.020: DEFINITIONS:**
Whenever the following terms are used in this chapter, they shall have the meanings established by this section:

ACCESSORY DWELLING UNIT: An attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the

same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

ADMINISTRATIVE AUTHORITY: The director of municipal utilities and engineering of the city.

COMMERCIAL DEVELOPMENT: Any building in which wholesale or retail selling or educational activities may occur, and hotel/motel development.

DEVELOPMENT: Any use to which land is put, and any building, construction, or other alteration of land incident thereto.

INDUSTRIAL DEVELOPMENT: All manufacturing and warehouse development.

MULTI-FAMILY UNIT: Each unit of an apartment, duplex, multiple- dwelling structure or dwelling group or condominium, and a manufactured or mobilehome located in a mobilehome park on a temporary, semi-permanent or permanent basis.

OFFICE DEVELOPMENT: All general, professional and medical office development.

SENIOR RESTRICTED DWELLING UNIT: For purposes of this chapter, is defined as:

(A) A unit restricted by a covenant that runs with the land addressing the required age restriction to the satisfaction of the city.

(B) The unit's water meter serves only internal water use. Landscape irrigation shall be provided through a separate water meter service.

(C) The dwelling unit shall be less than 1,500 square feet of livable area.

Removal of the age restriction or an increase in the size of the unit will result in a reassessment of the charges.

SINGLE-FAMILY DEVELOPMENT: An attached or detached one-family dwelling unit. ~~(Ord. 2661 § 4, 2007)~~

**3.60.040: FEES:**

Public facility fees shall be collected from applicants for development projects for the purpose of constructing, improving, providing and maintaining public facilities identified in the city's public facility program in accordance with the amounts ~~established~~ approved by the City Council~~by this chapter~~. No building permit shall be issued unless the fees ~~required~~ approved by the City Council ~~this chapter~~ are first paid. Fees collected ~~pursuant to~~as approved ~~this~~ by the City Council~~chapter~~ shall be deposited into separate capital facilities accounts or funds in a manner to avoid any commingling of such fees with other revenues of the city and the fees shall be expended solely for the purposes for which the fees were collected. The fees required of an applicant for a development project approved by ~~the City this chapter are~~Council are in addition to any other means of

financing public facilities or related improvements identified in the city's public facility program which may be imposed upon the applicant for the development project under the provisions of federal, state or local law~~. (Ord. 2661 § 4, 2007)~~

**3.60.050: PAYMENT:**

The public facility fees ~~established~~ approved by the City Council ~~by this chapter~~ shall be paid by the applicant for a development project as a condition of, and at the time of issuance of, a building permit for the development project. The ~~c~~City ~~c~~Council has determined that the approved fees ~~established by **this** chapter~~ will be collected for public improvements and public facilities for which an account has been established and funds appropriated and for which the city has adopted a proposed construction schedule or plan prior to the dates of final inspection or issuance of a certificate of occupancy for new development, and/or fees ~~established~~ approved by the City Council~~this chapter~~ are to reimburse the city for expenditures previously made. ~~(Ord. 2661 § 4, 2007)~~

**3.60.060: ADJUSTMENT OF FEE:**

On July 1 of each fiscal year, the city's finance director, in coordination with the city's public works director, shall make annual adjustments to the specific amounts of public facilities fees ~~adopted by resolution of the city council~~approved by the City Council by a percentage equal to the percentage change in the construction cost index of the "Engineering News-Record" - twenty (20) cities annual average for the preceding twelve (12) month period. The purpose for this adjustment is to offset the effects of inflation related construction cost increases or any deflation related decreases. If this index should cease publication, the director of finance shall use any appropriate official index published by the bureau of labor statistics, or similar agency as may then exist or may then be most nearly equivalent thereto. Land costs shall also be evaluated annually and adjusted as necessary based on the current market conditions at the time. ~~(Ord. 2661 § 4, 2007)~~"

Section 7. Section 3.70 of the Redlands Municipal Code, entitled "Solid Waste Capital Improvement Fund," is hereby amended to read as follows:

**"3.70.030: CHARGES:**

A. The solid waste capital improvement charge for the following categories shall be ~~established by resolution of the City Council~~approved by the City Council and shall be paid as a condition of issuance of building permits for buildings required to have new solid waste services from the City's solid waste system or increasing the solid waste stream into the City's solid waste system as estimated by the City. The charges shall be those in effect on the date the permit is issued.

1. Accessory dwelling units: The charge for this category shall be per accessory dwelling unit.
2. Single-family dwelling units: The charge for this category shall be per dwelling or unit.
3. Multiple-family dwelling units, apartments, and mobilehome park lots or space: The charge for this category shall be per dwelling or unit or mobilehome space.
4. Nonresidential development: The charge for this category shall be a charge per pound per day estimated solid waste as estimated by the Public Works Department.

5. All solid waste capital improvement charges shall be credited to the Solid Waste Capital Improvement Fund.

B. 1. The owner of the property shall pay to the City the difference in the solid waste capital improvement charges calculated on the basis of currently established charges.

a. If a building or the use of a building on a parcel of property which building had been served by the solid waste system is charged in a way that would make the solid waste capital improvement charge greater; or

~~or~~

b. If a building is replaced on a parcel of property, which building had been served by the solid waste system, and the replacement building would have a greater solid waste capital improvement charge than the building replaced.

The difference in charges shall be due prior to final approval of a conditional use permit, if applicable, or, if not, prior to building permit issuance. If not collectible in this manner, such difference shall be invoiced with the next billing for solid waste service and collectible in the same manner as the billing for solid waste service.

2. If a building or the use of a building on a parcel of property is changed in any way that would make the solid waste capital improvement charge less, no refund shall be made, but the property shall retain the amount of credit established for its previous use. ~~(Ord. 2880, 2019)~~

**3.70.040: ADJUSTMENT OF CHARGES:**

On July 1 of each fiscal year, the City's Finance Director, in coordination with the City's Municipal Utilities and Engineering Director, shall make annual adjustments to the specific amounts of the solid waste capital improvement ~~charges~~ fees ~~adopted by resolution of the~~approved by the City Council by a percentage equal to the percentage change in the construction cost index of the Engineering News-Record's "Construction Cost Index" - twenty (20) cities annual average for the preceding twelve (12) month period. The purpose of this adjustment is to offset the effects of inflation related construction cost increases or any deflation related decreases. If this index should cease publication, the Finance Director shall use any appropriate official index published by the Bureau of Labor Statistics, or similar agency as may then exist or may then be most nearly equivalent thereto." ~~(Ord. 2880, 2019)"~~

Section 8. Section 13.40 of the Redlands Municipal Code, entitled "Acquisition of Water Stocks and Water Rights," is hereby amended to read as follows:

**"13.40.030: DEVELOPER REQUIREMENTS:**

For any development project that will require water service or incremental water demand from the City, a water source acquisition charge shall be ~~established by resolution of the~~approved by the City Council and shall be paid as a condition of final approval of that development. The charge due shall be that amount in effect on the date approval of the development is given by the City. ~~(Ord. 2880, 2019)~~

**13.40.040: ADJUSTMENT OF CHARGES:**

On July 1 of each fiscal year, the City's Finance Director, in coordination with the City's Municipal Utilities and Engineering Director, shall make annual adjustments to the specific amounts of the water source acquisition ~~charges adopted by resolution of the~~fees approved by the City Council by a percentage equal to the percentage change in the construction cost index of the Engineering News-Record's "Construction Cost Index" - twenty (20) cities annual average for the preceding twelve (12) month period. The purpose of this adjustment is to offset the effects of inflation related construction cost increases or any deflation related decreases. If this index should cease publication, the Finance Director shall use any appropriate official index published by the Bureau of Labor Statistics, or similar agency as may then exist or may then be most nearly equivalent thereto." ~~(Ord. 2880, 2019)"~~

Section 9. 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 10. 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 11. 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.

_____

Eddie Tejeda, Mayor

ATTEST:

_____

Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk, City of Redlands, hereby certify that the foregoing Ordinance was duly adopted by the City Council at the regular meeting thereof, held on the _____ day of _____ 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

ORDINANCE NO. 2962

AN ORDINANCE OF THE CITY OF REDLANDS AMENDING CHAPTERS 3.32, 3.44, 3.48, 3.54, 3.56, 3.60, 3.70, AND 13.40 OF THE REDLANDS MUNICIPAL CODE RELATING TO OPEN SPACE AND PARK FEES, SEWER CAPITAL IMPROVEMENT FUND, WATER CAPITAL IMPROVEMENT FUND, TRANSPORTATION IMPROVEMENT FEES, STORM DRAIN FACILITIES FEES, PUBLIC FACILITIES FEES, SOLID WASTE CAPITAL IMPROVEMENT FUND, AND ACQUISITION OF WATER STOCKS AND WATER RIGHTS

WHEREAS, Chapters 3.32, 3.44, 3.48, 3.54, 3.56, 3.60, 3.70, and 13.40 of the Redlands Municipal Code establish, respectively, Open Space and Parks, Sewer Capital Improvement, Water Capital Improvement, Transportation Improvements, Storm Drain Facilities, Public Facilities Fees, Solid Waste Improvement, and the Acquisition of Water Stock And Water Rights to implement the City's General Plan to ensure that public facilities improvements which meet City standards are available concurrent with the need caused for such facilities by new development in the City; and

THE CITY COUNCIL OF THE CITY OF REDLANDS DOES ORDAIN AS FOLLOWS:

Section 1. Section 3.32 of the Redlands Municipal Code, entitled "Open Space and Park Fees," is hereby amended to read as follows:

**"3.32.040: FEE IMPOSITION:**

Open space and parks fees shall be collected from all applicants for development projects for the purpose of acquiring, developing, improving and expanding open space and park lands identified in the city's open space and park lands acquisition and development capital improvement plan in accordance with the fees approved by the City Council. No building permit shall be issued unless the fees required by this chapter are first paid. Fees collected pursuant to this chapter shall be deposited into a separate account or fund in a manner to avoid any commingling of such fees with other revenue of the city and the fees shall be expended solely for the purposes for which the fees were collected.

**3.32.060: ADJUSTMENT OF FEE:**

On July 1 of each fiscal year, the city's finance director, in coordination with the city's facilities and community services director, shall make annual adjustments to the specific amounts of open space and parks fees approved by the City Council by a percentage equal to the percentage change in the construction cost index of the "Engineering News-Record" twenty (20) cities annual average for the preceding twelve (12) month period. The purpose of this adjustment is to offset the effects of inflation related construction cost increases or any deflation related decreases. If this index should cease publication, the finance director shall use any appropriate official index published by the bureau of labor statistics, or similar agency as may then exist or may then be most nearly equivalent thereto. Land costs shall also be evaluated annually and adjusted as necessary based on the current market conditions at the time. "

Section 2. Section 3.44 of the Redlands Municipal Code, entitled "Sewer Capital Improvement Fund," is hereby amended to read as follows:

**"3.44.030: CHARGES:**

The specific amounts of the sewer capital improvement charges shall be approved by the City Council and shall be paid as a condition of issuing building permits, or other City approved entitlement, as determined within the sole discretion of the City, for buildings containing plumbing fixtures and required to have new sewer services tapping into the City's sewage system or increasing flow into the City's sewer system as estimated by the City. The charges shall be those in effect on the date the permit is issued or as such other entitlement issued by the City.

**3.44.040: ADJUSTMENT OF CHARGES:**

On July 1 of each fiscal year, the City's Finance Director, in coordination with the City's Municipal Utilities and Engineering Director, shall make annual adjustments to the specific amounts of the sewer capital improvement fees adopted by the City Council by a percentage equal to the percentage change in the construction cost index of the Engineering News-Record's "Construction Cost Index" - twenty (20) cities annual average for the preceding twelve (12) month period. The purpose of this adjustment is to offset the effects of inflation related construction cost increases or any deflation related decreases. If this index should cease publication, the Finance Director shall use any appropriate official index published by the Bureau of Labor Statistics, or similar agency as may then exist or may then be most nearly equivalent thereto."

Section 3. Section 3.48 of the Redlands Municipal Code, entitled "Water Capital Improvement Fund," is hereby amended to read as follows:

**"3.48.030: CHARGES:**

A. Except as otherwise provided for in this section, the water capital improvement fees shall be approved by the City Council and shall be paid as a condition of approval of an application for a new water connection or, for any property or use having an existing water connection and which is increasing its water demand on the City's utilities system, as a condition of issuance of any building permit, business license, or other entitlement from the City associated with the change in the property or use that is causing such increased demand. The charge due shall be that charge in effect on the date the application for a connection is approved or on the date the entitlement authorizing the increased demand is issued. All water capital improvement charges shall be deposited into the City's Water Capital Improvement Fund.

**3.48.040: ADJUSTMENT OF CHARGES:**

On July 1 of each fiscal year, the City's Finance Director, in coordination with the City's Municipal Utilities and Engineering Director, shall make annual adjustments to the specific amounts of the water capital improvement fees approved by the City Council by a percentage equal to the percentage change in the construction cost index of the Engineering News-Record's "Construction Cost Index" - twenty (20) cities annual average for the preceding twelve (12) month period. The purpose of this adjustment is to offset the effects of inflation related construction cost increases or any deflation related decreases. If this index should cease publication, the Finance Director shall

use any appropriate official index published by the Bureau of Labor Statistics, or similar agency as may then exist or may then be most nearly equivalent thereto."

Section 4. Section 3.54 of the Redlands Municipal Code, entitled "Transportation Improvement Fees," is hereby amended to read as follows:

**"3.54.040: COLLECTION OF TRANSPORTATION IMPROVEMENT FEES:**

Transportation improvement fees shall be collected from applicants for development projects as provided in this chapter and approved by the City Council implementing this chapter. No building permit shall be issued unless the fees required by this chapter are first paid and the development project is consistent with the city's general plan. Fees collected pursuant to this chapter shall be deposited in a special fund established for the purpose of constructing the transportation improvements provided for in the city's general plan and approved capital improvement programs. The fees required by this chapter are in addition to any other means of financing facilities or improvements identified in the city's general plan which may be imposed on the development of property under the provisions of state law, this code or city policy.

**3.54.080: ESTABLISHMENT OF FEE:**

In accordance with the city's general plan, the transportation improvement fees shall cover one hundred percent (100%) of the city's estimated costs for transportation improvements required by new development projects. The transportation improvement fees to be paid by a development project shall be based upon a determination of the number of vehicle trips generated by the development project, and the specific transportation improvement fee per trip generated shall be approved by the City Council. The transportation improvement fees collected shall be allocated to various transportation improvements comprising the city's street system, traffic signal system and freeway interchanges in percentages established by resolution of the city council.

**3.54.090: ADJUSTMENT OF FEE:**

On July 1 of each fiscal year, beginning in July 2007, the director of finance shall make annual adjustments to the specific amounts of fees approved by the City Council by a percentage equal to the percentage chain (in the construction cost index of the "Engineering News-Record" - 20 cities annual average) for the preceding twelve (12) month period. This adjustment will offset the effects of inflation related construction cost increase (or any deflation related decreases). If this index should cease publication, the director of finance shall use any appropriate official index published by the bureau of labor statistics, or similar agency as may then exist or may then be most nearly equivalent thereto. Land costs may be evaluated annually and adjusted as necessary based on the current market conditions at the time."

Section 5. Section 3.56 of the Redlands Municipal Code, entitled "Storm Drain Facilities Fees," is hereby amended to read as follows:

**"3.56.020: DEFINITIONS:**
Whenever the following terms are used in this chapter, they shall have the meanings established by this section:

ACCESSORY DWELLING UNIT: An attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

ADMINISTRATIVE AUTHORITY: The director of municipal utilities and engineering of the city.

COMMERCIAL DEVELOPMENT: Any building in which wholesale or retail selling or educational activities may occur, and hotel/motel development.

DEVELOPMENT: Any use to which land is put, and any building, construction, or other alteration of land incident thereto.

INDUSTRIAL DEVELOPMENT: All manufacturing and warehouse development.

MASTER STORM DRAIN PLAN: The storm drain plan prepared by or under the direction of the city public works director and approved by the city and which identifies facilities and improvements required on a citywide basis to serve the projected population of the city as established by the city's general plan.

MULTI-FAMILY UNIT: Each unit of an apartment, duplex, multiple- dwelling structure or dwelling group or condominium, and a manufactured or mobilehome located in a mobilehome park on a temporary, semi-permanent or permanent basis.

OFFICE DEVELOPMENT: All general, professional and medical office development.

SENIOR RESTRICTED DWELLING UNIT: For purposes of this chapter, is defined as:

(A) A unit restricted by a covenant that runs with the land addressing the required age restriction to the satisfaction of the city.

(B) The unit's water meter serves only internal water use. Landscape irrigation shall be provided through a separate water meter service.

(C) The dwelling unit shall be less than 1,500 square feet of livable area.

Removal of the age restriction or an increase in the size of the unit will result in a reassessment of the charges.

SINGLE-FAMILY DEVELOPMENT: An attached or detached one-family dwelling unit.

**3.56.040: STORM DRAIN FEES:**

Storm drain fees shall be collected from applicants for development permits as approved by the City Council. No building permit shall be issued unless the fees approved by the City Council are

first paid and the permit is consistent with the city's master storm drain plan. Fees collected as approved by the City Council shall be deposited in a special fund established for the purpose of constructing the storm facilities provided in the city's master storm drain plan. The fees approved by the City Council are in addition to any other means of financing facilities or improvements identified in the city's master storm drain plan which may be imposed on the development of property under the provisions of state law, this code or city policy.

**3.56.070: DETERMINATION AND PAYMENT:**

The storm drain fees approved by the City Council are collected for the construction of storm drain facilities and improvements for which the city has established an account, appropriated funds and adopted a proposed construction schedule or plan prior to final inspection or issuance of a certificate of occupancy for the development project for which the fees are imposed, or the fees are to reimburse the city for expenditures previously made, and shall be determined and become due and payable to the city at the time of issuance of a building permit for the development project.

**3.56.080: ADJUSTMENT OF FEE:**

On July 1 of each fiscal year, the city's finance director, in coordination with the city's public works director, shall make annual adjustments to the specific amounts of storm drain fees approved by the City Council by a percentage equal to the percentage change in the construction cost index of the "Engineering News-Record" - twenty (20) cities annual average for the preceding twelve (12) month period. The purpose of this adjustment is to offset the effects of inflation related construction cost increases or any deflation related decreases. If this index should cease publication, the director of finance shall use any appropriate official index published by the bureau of labor statistics, or similar agency as may then exist or may then be most nearly equivalent thereto. Land costs may be evaluated annually and adjusted as necessary based on the current market conditions at the time."

Section 6. Section 3.60 of the Redlands Municipal Code, entitled "Public Facilities Fees," is hereby amended to read as follows:

**"3.60.020: DEFINITIONS:**
Whenever the following terms are used in this chapter, they shall have the meanings established by this section:

ACCESSORY DWELLING UNIT: An attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

ADMINISTRATIVE AUTHORITY: The director of municipal utilities and engineering of the city.

COMMERCIAL DEVELOPMENT: Any building in which wholesale or retail selling or educational activities may occur, and hotel/motel development.

DEVELOPMENT: Any use to which land is put, and any building, construction, or other alteration of land incident thereto.

INDUSTRIAL DEVELOPMENT: All manufacturing and warehouse development.

MULTI-FAMILY UNIT: Each unit of an apartment, duplex, multiple- dwelling structure or dwelling group or condominium, and a manufactured or mobilehome located in a mobilehome park on a temporary, semi-permanent or permanent basis.

OFFICE DEVELOPMENT: All general, professional and medical office development.

SENIOR RESTRICTED DWELLING UNIT: For purposes of this chapter, is defined as:

(A) A unit restricted by a covenant that runs with the land addressing the required age restriction to the satisfaction of the city.

(B) The unit's water meter serves only internal water use. Landscape irrigation shall be provided through a separate water meter service.

(C) The dwelling unit shall be less than 1,500 square feet of livable area.

Removal of the age restriction or an increase in the size of the unit will result in a reassessment of the charges.

SINGLE-FAMILY DEVELOPMENT: An attached or detached one-family dwelling unit.

**3.60.040: FEES:**

Public facility fees shall be collected from applicants for development projects for the purpose of constructing, improving, providing and maintaining public facilities identified in the city's public facility program in accordance with the amounts approved by the City Council. No building permit shall be issued unless the fees approved by the City Council are first paid. Fees collected as approved by the City Council shall be deposited into separate capital facilities accounts or funds in a manner to avoid any commingling of such fees with other revenues of the city and the fees shall be expended solely for the purposes for which the fees were collected. The fees required of an applicant for a development project approved by the City Council are in addition to any other means of financing public facilities or related improvements identified in the city's public facility program which may be imposed upon the applicant for the development project under the provisions of federal, state or local law

**3.60.050: PAYMENT:**

The public facility fees approved by the City Council shall be paid by the applicant for a development project as a condition of, and at the time of issuance of, a building permit for the development project. The City Council has determined that the approved fees will be collected for public improvements and public facilities for which an account has been established and funds appropriated and for which the city has adopted a proposed construction schedule or plan prior to the dates of final inspection or issuance of a certificate of occupancy for new development, and/or fees approved by the City Council are to reimburse the city for expenditures previously made.

**3.60.060: ADJUSTMENT OF FEE:**

On July 1 of each fiscal year, the city's finance director, in coordination with the city's public works director, shall make annual adjustments to the specific amounts of public facilities fees approved by the City Council by a percentage equal to the percentage change in the construction cost index of the "Engineering News-Record" - twenty (20) cities annual average for the preceding twelve (12) month period. The purpose for this adjustment is to offset the effects of inflation related construction cost increases or any deflation related decreases. If this index should cease publication, the director of finance shall use any appropriate official index published by the bureau of labor statistics, or similar agency as may then exist or may then be most nearly equivalent thereto. Land costs shall also be evaluated annually and adjusted as necessary based on the current market conditions at the time. ”

Section 7. Section 3.70 of the Redlands Municipal Code, entitled “Solid Waste Capital Improvement Fund,” is hereby amended to read as follows:

**“3.70.030: CHARGES:**

A. The solid waste capital improvement charge for the following categories shall be approved by the City Council and shall be paid as a condition of issuance of building permits for buildings required to have new solid waste services from the City’s solid waste system or increasing the solid waste stream into the City’s solid waste system as estimated by the City. The charges shall be those in effect on the date the permit is issued.

1. Accessory dwelling units: The charge for this category shall be per accessory dwelling unit.
2. Single-family dwelling units: The charge for this category shall be per dwelling or unit.
3. Multiple-family dwelling units, apartments, and mobilehome park lots or space: The charge for this category shall be per dwelling or unit or mobilehome space.
4. Nonresidential development: The charge for this category shall be a charge per pound per day estimated solid waste as estimated by the Public Works Department.
5. All solid waste capital improvement charges shall be credited to the Solid Waste Capital Improvement Fund.

B. 1. The owner of the property shall pay to the City the difference in the solid waste capital improvement charges calculated on the basis of currently established charges.

a. If a building or the use of a building on a parcel of property which building had been served by the solid waste system is charged in a way that would make the solid waste capital improvement charge greater; or

b. If a building is replaced on a parcel of property, which building had been served by the solid waste system, and the replacement building would have a greater solid waste capital improvement charge than the building replaced.

The difference in charges shall be due prior to final approval of a conditional use permit, if applicable, or, if not, prior to building permit issuance. If not collectible in this manner, such difference shall be invoiced with the next billing for solid waste service and collectible in the same manner as the billing for solid waste service.

2. If a building or the use of a building on a parcel of property is changed in any way that would make the solid waste capital improvement charge less, no refund shall be made, but the property shall retain the amount of credit established for its previous use.

**3.70.040: ADJUSTMENT OF CHARGES:**

On July 1 of each fiscal year, the City's Finance Director, in coordination with the City's Municipal Utilities and Engineering Director, shall make annual adjustments to the specific amounts of the solid waste capital improvement fees approved by the City Council by a percentage equal to the percentage change in the construction cost index of the Engineering News-Record's "Construction Cost Index" - twenty (20) cities annual average for the preceding twelve (12) month period. The purpose of this adjustment is to offset the effects of inflation related construction cost increases or any deflation related decreases. If this index should cease publication, the Finance Director shall use any appropriate official index published by the Bureau of Labor Statistics, or similar agency as may then exist or may then be most nearly equivalent thereto."

Section 8. Section 13.40 of the Redlands Municipal Code, entitled "Acquisition of Water Stocks and Water Rights," is hereby amended to read as follows:

**"13.40.030: DEVELOPER REQUIREMENTS:**

For any development project that will require water service or incremental water demand from the City, a water source acquisition charge shall be approved by the City Council and shall be paid as a condition of final approval of that development. The charge due shall be that amount in effect on the date approval of the development is given by the City.

**13.40.040: ADJUSTMENT OF CHARGES:**

On July 1 of each fiscal year, the City's Finance Director, in coordination with the City's Municipal Utilities and Engineering Director, shall make annual adjustments to the specific amounts of the water source acquisition fees approved by the City Council by a percentage equal to the percentage change in the construction cost index of the Engineering News-Record's "Construction Cost Index" - twenty (20) cities annual average for the preceding twelve (12) month period. The purpose of this adjustment is to offset the effects of inflation related construction cost increases or any deflation related decreases. If this index should cease publication, the Finance Director shall use any appropriate official index published by the Bureau of Labor Statistics, or similar agency as may then exist or may then be most nearly equivalent thereto."

Section 9. 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 10. 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 11. 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.

_____

Eddie Tejeda, Mayor

ATTEST:

_____

Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk, City of Redlands, hereby certify that the foregoing Ordinance was duly adopted by the City Council at the regular meeting thereof, held on the _____ day of _____ 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

ORDINANCE NO. 2968

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REDLANDS ESTABLISHING DEVELOPMENT IMPACT FEES FOR NEW DEVELOPMENT WITH RESPECT TO STORM DRAIN, SEWER, WATER, SOLID WASTE, ACQUISITION OF WATER STOCK AND WATER RIGHTS, OPEN SPACE AND PARKS, TRANSPORTATION, AND PUBLIC FACILITIES, AND RESCINDING RESOLUTION NO. 7951

WHEREAS, Chapters 3.32, 3.44, 3.48, 3.54, 3.56, 3.60, 3.70, and 13.40 of the Redlands Municipal Code establish, respectively, Open Space and Parks, Sewer Capital Improvement, Water Capital Improvement, Transportation Improvements, Storm Drain Facilities, Public Facilities Fees, Solid Waste Improvement, and the Acquisition of Water Stock And Water Rights to implement the City's General Plan and Master Plans to ensure that public facilities improvements which meet City standards are available concurrent with the need caused for such facilities by new development in the City; and

WHEREAS, new residential and non-residential development within the City will generate additional residents and employees who will require additional public facilities. Land for these facilities will have to be acquired and public facilities and equipment will have to be expanded, constructed or purchased to meet this increased demand; and

WHEREAS, the Development Impact Fee Nexus Study ("Fee Study") has been prepared in response to the projected direct and cumulated effect of future development. Each new development will contribute to the need for new public facilities. Without future development many of the new public facilities on the Needs Lists would not be necessary as the existing facilities are adequate for the City's present population. In instances where facilities would be built regardless of new development, the costs of such facilities have been allocated to new and existing development based on their respective level of benefit; and

WHEREAS, the proposed impact fee will be charged to all new/future development, irrespective of location, in the City. Even future "in fill" development projects contribute to impacts on public facilities because they are an interactive component of a much greater universe of development located throughout the City. First, the property owners and/or the tenants associated with any new development in the City can be expected to place additional demands on City facilities funded by the fee. Second, these property owners and tenants are dependent on and, in fact, may not have chosen to utilize their development, except for residential, retail, employment and recreational opportunities located nearby on other existing and future development. Third, the availability of residents, employees, and customers throughout the City has a growth inducing impact without which some of the "in-fill" development would not occur. As a result, all development projects in the City contribute to the cumulative impacts of development; and

WHEREAS, the fee will be used for the acquisition, installation, and construction of the public facilities identified on the Needs Lists, included in Section IV of the Fee Study and other appropriate costs to mitigate the direct and cumulative impacts of new development in the City. The fee will provide a source of revenue to the City to allow for the acquisition, installation, and construction of public facilities, which in turn will maintain the current standard of service, preserve the quality of

life in City and protect the health, safety, and welfare of the existing and future residents, visitors, and employees; and

WHEREAS, it is the projected direct and cumulative effect of future development that has prompted the preparation of the Fee Study. Each development will contribute to the need for new public facilities. Without future development, the City would have no need to construct many of the public facilities on the Needs Lists. For all other facilities, the costs have been allocated to both existing and new development based on their level of benefit. Even future "infill" development projects, which may be adjacent to existing facilities, further burden existing public facilities. Consequently, all new development within the City, irrespective of location, contributes to the direct and cumulative impacts of development on public facilities and creates the need for new facilities to accommodate growth; and

WHEREAS, the fees will be expended for the acquisition, installation, and construction of the public facilities identified on the Needs Lists and other authorized uses, as that is the purpose for which the Fee is collected. As previously stated, all new development creates either a direct impact on public facilities or contributes to the cumulative impact on public facilities. Moreover, this impact is generally equalized among all types of development because it is the increased demands for public facilities created by the future residents and employees that create the impact upon existing facilities; and

WHEREAS, all new development within the City, irrespective of location, contributes to the direct and cumulative impacts of development on public facilities and creates the need for new facilities to accommodate growth. Without future development, many of the facilities on the Needs Lists would not be necessary. For certain other facilities, the costs have been allocated to both existing and new development based on their level of benefit; and

WHEREAS, it is now the desire of the City Council of the City of Redlands ("this City Council") to establish development impact fees for new development; and

WHEREAS, on May 2, 2024, David Taussig and Associates, Inc. dba DTA, prepared a study in accordance with Assembly Bill (AB) 1600 and Government Code Section 66000, *et. seq*. for the City recommending the amounts of development impact fees which may be imposed for new development; and

WHEREAS, the development impact fee provisions of the Redlands Municipal Code provide that the specific amounts of fees shall be established by this City Council;

WHEREAS, the term "Residential Property" includes Accessory Dwelling Unit above 750 sq.ft., Single Family, Multi-Family, and Transit Oriented; and

WHEREAS, by purposes of efficiency, it is further the desire of this City Council to establish the development impact fees for new development in this ordinance.

THE CITY COUNCIL OF THE CITY OF REDLANDS DOES ORDAIN AS FOLLOWS:

Section 1. The Open Space and Parks Fee is hereby established in the following amounts:

| Residential Development | Fee per Building Sq.Ft. |
|---|---|
| Residential Property | $ 1.1794 |

Section 2. The Library Fee is hereby established in the following amounts:

| Residential Development | Fee per Building Sq.Ft. |
|---|---|
| Residential Property | $ 0.5997 |

Section 3. The Storm Drain Facilities Fee is hereby established in the following amounts:

| Residential Development | Fee per Building Sq.Ft. |
|---|---|
| Residential Property | $ 0.5113 |

| | Non-Residential | Fee per 1,000 Building Sq.Ft. |
|---|---|---|
| 1. | Retail | $ 611.00 |
| 2. | Commercial | $ 611.00 |
| 3. | Food Service and Entertainment | $ 611.00 |
| 4. | Office | $ 611.00 |
| 5. | Warehousing – Standard | $ 611.00 |
| 6. | Warehousing – High Cube | $ 611.00 |
| 7. | Manufacturing and Assembly | $ 611.00 |
| 8. | Industrial/Other | $ 645.00 |
| 9. | Industrial and Health Care | $ 645.00 |

| Non-Residential | Fee per Room |
|---|---|
| Hotel/Motel | $ 351.00 |

Section 4. The Public Facilities Fee is hereby established in the following amounts:

| Residential Development | Fee per Building Sq.Ft. |
|---|---|
| Residential Property | $ 0.7145 |

| | Non-Residential | Fee per 1,000 Building Sq.Ft. |
|---|---|---|
| 1. | Retail | $ 1,052.00 |
| 2. | Commercial | $ 261.00 |
| 3. | Food Service and Entertainment | $ 5,243.00 |
| 4. | Office | $ 3,296.00 |
| 5. | Warehousing – Standard | $ 1,414.00 |
| 6. | Warehousing – High Cube | $ 283.00 |
| 7. | Manufacturing and Assembly | $ 381.00 |
| 8. | Industrial/Other | $ 3,900.00 |
| 9. | Industrial and Health Care | $ 874.00 |

| Non-Residential | Fee per Room |
|---|---|
| Hotel/Motel | $ 226.00 |

Section 5. The Fire Protection Facilities Fee is hereby established in the following amounts:

| Residential Development | Fee per Building Sq.Ft. |
|---|---|
| Residential Property | $ 0.4503 |

| | Non-Residential | Fee per 1,000 Building Sq.Ft. |
|---|---|---|
| 1. | Retail | $ 663.00 |
| 2. | Commercial | $ 165.00 |
| 3. | Food Service and Entertainment | $ 3,305.00 |
| 4. | Office | $ 2,077.00 |
| 5. | Warehousing – Standard | $ 891.00 |
| 6. | Warehousing – High Cube | $ 178.00 |
| 7. | Manufacturing and Assembly | $ 240.00 |
| 8. | Industrial/Other | $ 2,458.00 |
| 9. | Industrial and Health Care | $ 551.00 |

| Non-Residential | Fee per Room |
|---|---|
| Hotel/Motel | $ 143.00 |

Section 6. The Police Facilities Fee is hereby established in the following amounts:

| Residential Development | Fee per Building Sq.Ft. |
|---|---|
| Residential Property | $ 0.5197 |

| | Non-Residential | Fee per 1,000 Building Sq.Ft. |
|---|---|---|
| 1. | Retail | $ 765.00 |
| 2. | Commercial | $ 190.00 |
| 3. | Food Service and Entertainment | $ 3,814.00 |
| 4. | Office | $ 2,397.00 |
| 5. | Warehousing – Standard | $ 1,029.00 |
| 6. | Warehousing – High Cube | $ 206.00 |
| 7. | Manufacturing and Assembly | $ 277.00 |
| 8. | Industrial/Other | $ 2,837.00 |
| 9. | Industrial and Health Care | $ 636.00 |

| Non-Residential | Fee per Room |
|---|---|
| Hotel/Motel | $ 165.00 |

Section 7. The Transportation System Improvements Fee is hereby established in the following amounts:

| Residential Development | Fee per Building Sq.Ft. |
|---|---|
| Residential Property | $ 1.3954 |

| | Non-Residential | Fee per 1,000 Building Sq.Ft. |
|---|---|---|
| 1. | Retail | $ 7,382.00 |
| 2. | Commercial | $ 7,150.00 |
| 3. | Food Service and Entertainment | $14,979.00 |
| 4. | Office | $ 4,312.00 |

| | | |
|---|---|---|
| 5. | Warehousing – Standard | $ 1,522.00 |
| 6. | Warehousing – High Cube | $ 563.00 |
| 7. | Manufacturing and Assembly | $ 833.00 |
| 8. | Industrial/Other | $ 2,729.00 |
| 9. | Industrial and Health Care | $ 6,462.00 |

| Non-Residential | Fee per Room |
|---|---|
| Hotel/Motel | $ 2,253.00 |

Section 8. The Sewer Capital Improvement Fee is hereby established in the following amounts:

| Residential Development | Fee per Building Sq.Ft. |
|---|---|
| Residential Property | $ 0.2696 |

| | Non-Residential | Fee per 1,000 Building Sq.Ft. |
|---|---|---|
| 1. | Retail | $ 450.00 |
| 2. | Commercial | $ 450.00 |
| 3. | Food Service and Entertainment | $ 450.00 |
| 4. | Office | $ 450.00 |
| 5. | Warehousing – Standard | $ 480.00 |
| 6. | Warehousing – High Cube | $ 480.00 |
| 7. | Manufacturing and Assembly | $ 480.00 |
| 8. | Industrial/Other | $ 480.00 |
| 9. | Industrial and Health Care | $ 150.00 |

| Non-Residential | Fee per Room |
|---|---|
| Hotel/Motel | $ 392.00 |

Note, the Sewer Capital Improvement Fee shall not be applicable to any accessory dwelling unit created within the existing space of a single-family residence or accessory structure, including but not limited to, a studio, pool house, or other similar structure.

Section 9. The Water Capital Improvement Fee is hereby established in the following amounts:

| Residential Development | Fee per Building Sq.Ft. |
|---|---|
| Residential Property | $ 2.3657 |

| | Non-Residential | Fee per 1,000 Building Sq.Ft. |
|---|---|---|
| 1. | Retail | $ 438.00 |
| 2. | Commercial | $ 951.00 |
| 3. | Food Service and Entertainment | $ 951.00 |
| 4. | Office | $ 1,141.00 |
| 5. | Warehousing – Standard | $ 190.00 |
| 6. | Warehousing – High Cube | $ 190.00 |
| 7. | Manufacturing and Assembly | $ 951.00 |

| | | |
|---|---|---|
| 8. | Industrial/Other | $ 951.00 |
| 9. | Industrial and Health Care | $ 3,139.00 |

| Non-Residential | Fee per Room |
|---|---|
| Hotel/Motel | $ 1,902.00 |

Note, the Water Capital Improvement Fee shall not be applicable to any accessory dwelling unit created within the existing space of a single-family residence or accessory structure, including but not limited to, a studio, pool house, or other similar structure.

Section 10. The Solid Waste Capital Improvement Fee is hereby established in the following amounts:

| Residential Development | Fee per Building Sq.Ft. |
|---|---|
| Residential Property | $ 0.0702 |

| | Non-Residential | Fee per 1,000 Building Sq.Ft. |
|---|---|---|
| 1. | Retail | $ 60.00 |
| 2. | Commercial | $ 60.00 |
| 3. | Food Service and Entertainment | $ 60.00 |
| 4. | Office | $ 60.00 |
| 5. | Warehousing – Standard | $ 60.00 |
| 6. | Warehousing – High Cube | $ 60.00 |
| 7. | Manufacturing and Assembly | $ 60.00 |
| 8. | Industrial/Other | $ 60.00 |
| 9. | Industrial and Health Care | $ 60.00 |

| Non-Residential | Fee per Room |
|---|---|
| Hotel/Motel | $ 10.00 |

Section 11. The Acquisition of Water Stocks and Water Rights Fee is hereby established in the following amounts:

| Residential Development | Fee per Building Sq.Ft. |
|---|---|
| Residential Property | $ 0.6633 |

| | Non-Residential | Fee per 1,000 Building Sq.Ft. |
|---|---|---|
| 1. | Retail | $ 123.00 |
| 2. | Commercial | $ 267.00 |
| 3. | Food Service and Entertainment | $ 267.00 |
| 4. | Office | $ 320.00 |
| 5. | Warehousing – Standard | $ 53.00 |
| 6. | Warehousing – High Cube | $ 53.00 |
| 7. | Manufacturing and Assembly | $ 267.00 |
| 8. | Industrial/Other | $ 267.00 |
| 9. | Industrial and Health Care | $ 880.00 |

| Non-Residential | Fee per Room |
|---|---|
| Hotel/Motel | $ 533.00 |

Note, the Acquisition of Water Stocks and Water Rights Fee shall not be applicable to any accessory dwelling unit created within the existing space of a single-family residence or accessory structure, including but not limited to, a studio, pool house, or other similar structure.

Section 12. 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 13. Notwithstanding any other section of this ordinance, the development impact fees established herein shall take effect sixty (60) days after the effective date of this ordinance and Resolution No. 7951 shall be rescinded.

Section 14. 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 15. 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.

_____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk, City of Redlands, hereby certify that the foregoing Ordinance was duly adopted by the City Council at the regular meeting thereof, held on the _____day of _____2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

www.FinanceDTA.com

# DEVELOPMENT IMPACT FEE JUSTIFICATION STUDY

## CITY OF REDLANDS

May 2, 2024

Public Finance
Public-Private Partnerships
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# CITY OF REDLANDS

# DEVELOPMENT IMPACT FEE JUSTIFICATION STUDY

**Prepared for:**

**City of Redlands**

35 Cajon Street

Redlands, CA 92373

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# I INTRODUCTION

The City of Redlands ("City"), a political subdivision of the State of California, authorized DTA to prepare a nexus study (the "Fee Study") to justify proposed Development Impact Fees ("DIFs") to be imposed on new development. The fees to be collected will provide a source of revenue to fund public improvements that will mitigate the impacts of such new development. This Fee Study will meet the requirements of California Government Code Section 66001 known as the "Mitigation Fee Act" and will achieve the following goals related to said section:

- Ensure the DIFs do not exceed the estimated reasonable cost of providing the service for which the fee is imposed; and
- Provide a clear and concise document that will serve as the basis for the proposed fee levels.

A DIF is a one-time charge imposed by a local agency on new development to recover, or partially recover, the estimated reasonable cost of providing public facilities needed to mitigate the impacts of such new development. Further discussion on the legal limitations related to imposing DIFs is discussed in Section II, "Legal Requirements."

This Fee Study and the resulting fee structure will focus on the justification for imposing impact fees to fund, or partially fund, police, fire, library, park, general government, transportation, storm drain, water, water supply, sewer, and solid waste facilities necessary to mitigate the impacts of new development. All fees will be charged to new development within the City limits. In addition, fees for water facilities, water supply, and sewer facilities will also be charged to property within the area in the unincorporated County known as the "Donut Hole" which consists of predominantly non-residential development. Fees for water facilities, water supply, and sewer facilities will also be changed to customers outside of the City limits within the City's sphere of influence ("SOI"). Customers within the sphere of influence are located within the eastern portions of the Cities of San Bernardino and Loma Linda, western portions of the City of Yucaipa and certain unincorporated areas of the County near Mentone and Crafton. Appendix D herein includes a map of the SOI as well as the City's service area for water services ("Water Service Area") and service area for sewer services ("Sewer Service Area). Fees are charged to the Donut Hole area and the City's SOI since the City is providing services to such areas.

This Fee Study uses a planning horizon of 2035 for all projections of demographic growth and the future facilities needed. To ensure the proposed fee structure meets the nexus requirements of Section 66001 and ensure the fees are proportionate to the impacts generated by the various land uses, this Fee Study uses an Equivalent Dwelling Unit ("EDU") method to fairly allocate costs to new development and determine the appropriate fee levels that will provide a source of funds to pay for the proposed facilities. A more detailed discussion regarding the EDU methodology can be found in Section III(C).

Application of the EDU methodology depends upon reasonable choices of variables that

adequately measure demand for respective facilities ("demand variable"). For instance, transportation impacts can be considered to be proportional to traffic volumes generated on public streets. Therefore, the demand variable is the standard trip generation rates for various land uses. Another example is that the demand for police facilities can be measured by the number of residents and employees requiring police protection services from the various land uses.

In addition, the fees for residential property is calculated on a per square foot basis pursuant to AB 602 which was approved by the California State Legislature and signed by Governor Newsom in 2021. A more detailed discussion regarding AB 602 can be found in Section II(B).

Table I-1 summarizes the demand variables used in this Fee Study.

**Table I-1: Demand Variables**

| Facility Category | Demand Variable |
|---|---|
| Police | Population and Employees |
| Fire | Population and Employees |
| Library | Population |
| Parks | Population |
| General Government | Population and Employees |
| Transportation | Average Daily Trips |
| Storm Drain | Runoff Coefficient |
| Water | Water Usage |
| Water Supply | Water Usage |
| Sewer | Sewer Generation |
| Solid Waste | Waste Volume |

Section IV of this Fee Study provides detailed analyses of facility needs (the "Needs List") for each fee category, allocation of costs to new development and calculation of fee structures for police, fire, library, park, general government, transportation, storm drain, water, water supply, sewer, and solid waste facilities. Section VI also adds an administrative component of 2.0% of the total fee amounts to pay for the City's overhead costs incurred in the administration of the Fee program. Table I-2 summarizes the proposed Fee structure, including the administrative component.

## Table I-2: Fee Summary

| Land Use | Residential Property (Fee per Building Sq. Ft.) | Non-Residential (Fee per 1,000 Sq. Ft.) | | | | | | | | | Fee per Room |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Retail | Commercial | Food Service and Entertainment | Office | Warehousing – Standard | Warehousing – High Cube | Manufacturing and Assembly | Industrial/Other | Institutional and Health Care | Hotel/Motel |
| Police | $0.5197 | $765 | $190 | $3,814 | $2,397 | $1,029 | $206 | $277 | $2,837 | $636 | $165 |
| Fire | $0.4503 | $663 | $165 | $3,305 | $2,077 | $891 | $178 | $240 | $2,458 | $551 | $143 |
| Parks | $1.1794 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Library | $0.5997 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Government | $0.7145 | $1,052 | $261 | $5,243 | $3,296 | $1,414 | $283 | $381 | $3,900 | $874 | $226 |
| Transportation | $1.3954 | $7,382 | $7,150 | $14,979 | $4,312 | $1,522 | $563 | $833 | $2,729 | $6,462 | $2,253 |
| Storm Drain | $0.5113 | $611 | $611 | $611 | $611 | $611 | $611 | $611 | $645 | $645 | $351 |
| Water | $2.3657 | $438 | $951 | $951 | $1,141 | $190 | $190 | $951 | $951 | $3,139 | $1,902 |
| Water Supply | $0.6633 | $123 | $267 | $267 | $320 | $53 | $53 | $267 | $267 | $880 | $533 |
| Sewer | $0.2696 | $450 | $450 | $450 | $450 | $480 | $480 | $480 | $480 | $150 | $392 |
| Solid Waste | $0.0702 | $60 | $60 | $60 | $60 | $60 | $60 | $60 | $60 | $60 | $10 |
| ***Subtotal*** | ***$8.7393*** | ***$11,542*** | ***$10,105*** | ***$29,680*** | ***$14,665*** | ***$6,250*** | ***$2,624*** | ***$4,099*** | ***$14,326*** | ***$13,397*** | ***$5,975*** |
| Administration (2%) | $0.1891 | $231 | $202 | $594 | $293 | $125 | $52 | $82 | $287 | $268 | $119 |
| ***Grand Totals*** | ***$8.9141*** | ***$11,773*** | ***$10,307*** | ***$30,273*** | ***$14,958*** | ***$6,375*** | ***$2,677*** | ***$4,181*** | ***$14,612*** | ***$13,665*** | ***$6,094*** |

# II LEGAL REQUIREMENTS

The City has identified the need to levy impact fees to pay for police, fire, library, park, general government, transportation, storm drain, water, water supply, sewer, and solid waste facilities. These fees will finance facilities on the Needs Lists at levels identified by the City as appropriate for new development. Upon the adoption of the Fee Study and required legal documents by the City Council, all new development will be required to pay its "fair share" of the cost of facilities on the Needs Lists through these fees. The fees are established pursuant to AB 1600 as described below.

Prior to World War II, development in California was held responsible for very little of the cost of public infrastructure. Public improvements were financed primarily through jurisdictional general funds and utility charges. It was not uncommon during this period for speculators to subdivide tracts of land without providing any public improvements, expecting the closest city to eventually annex a project and provide public improvements and services.

However, starting in the late 1940s, the use of impact fees grew with the increased planning and regulation of new development. During the 1960s and 1970s, the California Courts broadened the right of local government to impose fees on developers for public improvements that were not located on project sites. More recently, with the passage of Proposition 13, the limits on general revenues for new infrastructure have resulted in new development being held responsible for a greater share of public improvements, and both the use and levels of impact fees have grown substantially. Higher fee levels were undoubtedly driven in part by a need to offset the decline in funds for infrastructure development from other sources.

The levy of impact fees is one authorized method of financing the public facilities necessary to mitigate the impacts of new development, as the levy of such fees provides funding to maintain an agency's existing level of service for an increased service population. A fee is "a monetary exaction, other than a tax or special assessment, which is charged by a local agency to the applicant in connection with approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project..." (California Government Code, Section 66000). A fee may be levied for each type of capital improvement required for new development, with the payment of the fee occurring prior to the beginning of construction of a dwelling unit or non-residential building (or prior to the expansion of existing buildings of these types). Fees are often levied at final map recordation, issuance of a certificate of occupancy, or more commonly, at building permit issuance. Actual fees will be collected as proscribed in the Redlands Municipal Code.

Assembly Bill ("AB") 1600, which created Section 66000 *et. seq.* of the Government Code, was enacted by the State of California in 1987. This Fee Study is intended to meet the nexus or benefit requirements of AB 1600, which mandates that there is a nexus between fees imposed, the use of the fees, and the development projects on which the fees are imposed.

## A Government Code Section 66001

In 2006, Government Code Section 66001 was amended to clarify that a fee cannot include costs attributable to existing deficiencies, but can fund costs used to maintain the existing level of service or meet an adopted level of service that is consistent with the general plan.

Section 66000 *et seq.* of the Government Code requires all public agencies to satisfy the following requirements when establishing, increasing or imposing a fee as a condition of new development:

1. Identify the purpose of the fee. [Government Code Section 66001(a)(1)]
2. Identify the use to which the fee will be put. [Government Code Section 66001(a)(2)]
3. Determine that there is a reasonable relationship between the fee's use and the type of development on which the fee is to be imposed. [Government Code Section 66001(a)(3)]
4. Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is to be imposed. [Government Code Section 66001(a)(4)]
5. Discuss how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed.

The sections below present each of the five requirements listed above as they relate to the imposition of the proposed fees.

### 1. PURPOSE OF THE FEE [GOVERNMENT CODE SECTION 66001(A)(1)]

New residential and non-residential development within the City will generate additional residents and employees who will require additional public facilities. Land for these facilities will have to be acquired and public facilities and equipment will have to be expanded, constructed or purchased to meet this increased demand.

This Fee Study has been prepared in response to the projected direct and cumulated effect of future development. Each new development will contribute to the need for new public facilities. Without future development many of the new public facilities on the Needs Lists would not be necessary as the existing facilities are adequate for the City's present population. In instances where facilities would be built regardless of new development, the costs of such facilities have been allocated to new and existing development based on their respective level of benefit.

The proposed impact fee will be charged to all future development, irrespective of location, in the City. Even future "in fill" development projects contribute to impacts on public facilities because they are an interactive component of a much greater universe of development located throughout the City. First, the property owners and/or the tenants associated with any new development in the City can be expected

to place additional demands on City facilities funded by the fee. Second, these property owners and tenants are dependent on and, in fact, may not have chosen to utilize their development, except for residential, retail, employment and recreational opportunities located nearby on other existing and future development. Third, the availability of residents, employees, and customers throughout the City has a growth-inducing impact without which some of the "in-fill" development would not occur. As a result, all development projects in the City contribute to the cumulative impacts of development.

The impact fees will be used for the acquisition, installation, and construction of public facilities identified on the Needs Lists and appropriate administrative costs to mitigate the direct and cumulative impacts of new development in the City.

2. **THE USE TO WHICH THE FEE IS TO BE PUT [GOVERNMENT CODE SECTION 66001(A)(2)]**

   The fee will be used for the acquisition, installation, and construction of the public facilities identified on the Needs Lists, included in Section IV of the Fee Study and other appropriate costs to mitigate the direct and cumulative impacts of new development in the City. The fee will provide a source of revenue to the City to allow for the acquisition, installation, and construction of public facilities, which in turn will maintain the current standard of service, preserve the quality of life in City and protect the health, safety, and welfare of the existing and future residents, visitors, and employees.

3. **DETERMINE THAT THERE IS A REASONABLE RELATIONSHIP BETWEEN THE FEE'S USE AND THE TYPE OF DEVELOPMENT PROJECT UPON WHICH THE FEE IS IMPOSED (BENEFIT RELATIONSHIP) [GOVERNMENT CODE SECTION 66001(A)(3)]**

   It is the projected direct and cumulative effect of future development that has prompted the preparation of the Fee Study. Each development will contribute to the need for new public facilities. Without future development, the City would have no need to construct many of the public facilities on the Needs Lists. For all other facilities, the costs have been allocated to both existing and new development based on their level of benefit. Even future "infill" development projects, which may be adjacent to existing facilities, further burden existing public facilities. Consequently, all new development within the City, irrespective of location, contributes to the direct and cumulative impacts of development on public facilities and creates the need for new facilities to accommodate growth.

   The fees will be expended for the acquisition, installation, and construction of the public facilities identified on the Needs Lists and other authorized uses, as that is the purpose for which the Fee is collected. As previously stated, all new development creates either a direct impact on public facilities or contributes to the cumulative

impact on public facilities. Moreover, this impact is generally equalized among all types of development because it is the increased demands for public facilities created by the future residents and employees that create the impact upon existing facilities.

For the foregoing reasons, new development benefits from the acquisition, construction, and Installation of the facilities on the Needs Lists.

4. **DETERMINE HOW THERE IS A REASONABLE RELATIONSHIP BETWEEN THE NEED FOR THE PUBLIC FACILITY AND THE TYPE OF DEVELOPMENT PROJECT UPON WHICH THE FEE IS IMPOSED (IMPACT RELATIONSHIP) [GOVERNMENT CODE SECTION 66001(A)(4)]**

   As previously stated, all new development within the City, irrespective of location, contributes to the direct and cumulative impacts of development on public facilities and creates the need for new facilities to accommodate growth. Without future development, many of the facilities on the Needs Lists would not be necessary. For certain other facilities, the costs have been allocated to both existing and new development based on their level of benefit.

   For the reasons presented herein, there is a reasonable relationship between the need for the public facilities included on the Needs List and all new development within the City.

5. **THE RELATIONSHIP BETWEEN THE AMOUNT OF THE FEE AND THE COST OF THE PUBLIC FACILITIES ATTRIBUTABLE TO THE DEVELOPMENT UPON WHICH THE FEE IS IMPOSED ("ROUGH PROPORTIONALITY" RELATIONSHIP) [GOVERNMENT CODE 66001(A)]**

   As set forth above, all new development in the City impacts public facilities. Moreover, each individual development project and its related increase in population and/or employment, along with the cumulative impacts of all development in the City, will adversely impact existing facilities. Thus, imposition of the Fee to finance the facilities on the Needs Lists is an efficient, practical, and equitable method of permitting development to proceed in a responsible manner.

   New development impacts facilities directly and cumulatively. In fact, without any future development, the acquisition, construction, and/or installation of many of the facilities on the Needs Lists would not be necessary as existing City facilities are adequate. Even new development located adjacent to existing facilities will utilize and benefit from facilities on the Needs List.

   The proposed fee amounts are roughly proportional to the impacts resulting from new development based on the analysis in Section IV. Thus, there is a reasonable relationship between the amount of the Fee and the cost of the facilities.

   Identifying these items will enable an impact fee to meet the nexus and rough

proportionality requirements established by previous court cases. These findings are discussed in the nexus test for each proposed fee element as presented in Sections IV(A)-IV(F). Current State financing and fee assessment requirements only allow new development to pay for its fair share of new facilities' costs. Any current deficiencies resulting from the needs of existing development must be funded through other sources. Therefore, a key element to establish legal impact fees is to determine what share of the benefit or cost of a particular improvement can be equitably assigned to existing development, even if that improvement has not yet been constructed. By removing this factor, the true impact of new development can be assessed and equitable fees assigned.

## B Assembly Bill ("AB") 602

The impact fees included herein were circumscribed by the requirements of AB 602, which was approved by the California State Legislature and signed by Governor Newsom in 2021. Among the significant impacts of AB 602 are the following:

- On or after January 1, 2022, fee justification studies must identify the existing Level of Service ("LOS") for each public facility, identify the proposed new LOS, and (if proposed new LOS is greater than existing LOS) include an explanation of why the new LOS is necessary.
- For housing development projects, nexus studies adopted after July 1, 2022, must calculate the amount of fees based on square footage of proposed units of the development, unless the local agency demonstrates that another metric is more appropriate. The bill would require that a "local agency that calculated fees proportionally to the square footage of the proposed units be deemed to have used a valid method to establish a reasonable relationship between the fee charged and the burden posed by development." This would also apply to multi-family residences.
- The bill also requires the Department of Housing and Community Development ("HCD"), on or before January 1, 2024, to create an impact fee nexus study template that may be used by local jurisdictions to calculate their fees. The bill requires that the template include a method of calculating the feasibility of housing being built with a given fee level. The template must be completed by 2024, and local jurisdictions will have the option (it will not be required) to use the HCD template.
- The bill authorizes any member of the public, including an applicant for a development project, to submit evidence that the city, county, or other local agency had failed to comply with the Mitigation Fee Act. The bill requires the legislative body of the city, county, or other local agency to consider any timely submitted evidence and authorize the legislative body to change or adjust the proposed fee or fee increase, as specified.

- If a nexus study supports the increase of an existing fee, the local agency shall review the assumption of the nexus study supporting the original fee and evaluate the amount of the fees collected under the original fee.
- Large jurisdictions (county population greater than 250,000) and cities within those counties must adopt a capital improvement plan ("CIP") as part of the nexus study.
- Nexus studies shall be updated at least every 8 years from the period beginning January 1, 2023.

The Parks, Libraries, General Government, Transportation, Storm Drain, Water, Water Supply, Sewer, and Solid Waste Facilities impact fees included herein are based on the City's current LOS, while the Police, Fire, and Park and Recreation impact fees are based on the City's list of needed facilities ("Needs List").

For purposes of complying with AB 602, the Needs List shown herein is considered to be the CIP.

In addition, DTA worked with the City to determine the average square footage for residential property. Using building permit data provided by City staff from 2020 to 2023, DTA calculated the average residential square footage for residential units constructed in the City within the past three years, as shown in Table II-1 below. Once the Fees per dwelling unit were calculated for the residential land use category, the average square footage estimate shown in Table II-1 was divided into the Fees per dwelling unit to generate Fee levels per residential square foot, as now required under AB 602. The Fee levels per residential square foot can be found in Section VII.

**Table II-1: Future Residential Development Average Sq. Ft. Calculation (2020-2023)**

| Land Use Type | Total Square Footage | Total Units | Average Sq. Ft. per Unit |
|---|---|---|---|
| All Residential Property | 2,649,534 | 1,366 | 1,940 |

Table II-2 below shows the calculation of the total estimated future residential building square footage which is used in the calculation of the cost per square foot for the fee categories included herein.

**Table II-2: Future Residential Development Total Sq. Ft. Calculation**

| Land Use Type | Average Sq. Ft. per Unit | Total Future Units | Total Sq. Ft. |
|---|---|---|---|
| All Future Residential Property | 1,940 | 11,200 | 21,728,000 |

# III DEMOGRAPHICS

In order to determine the public facilities needed to serve new development as well as establish fee amounts to fund such facilities, the City provided DTA with projections of future population, employees and development within the City. For purposes of projecting future population and employment growth, the City categorizes developable land uses as residential property and non-residential property. Residential and non-residential property is further categorized into subclasses as shown in Table 3. Based on these designations, DTA established fees for these land use categories to acknowledge the difference in impacts resulting from various land uses and to make the resulting fee program implementable. A summary of the land use classes utilized in this Fee Study are included in Table 3. However, not all fees will apply to all land uses.

**Table III-1: Summary of Land Use Categories**

| Land Use Classification for Fee Study | Definition |
|---|---|
| Residential Property | Includes but is not limited to buildings used as the following:<br>▪ Single-family detached homes;<br>▪ Single-family attached homes; Buildings with attached residential units including apartments, town homes, condominiums, except for units within a Transit-Oriented Development ("TOD"); and<br>▪ A 2nd residential unit on property zoned and entitled for single-family residential use (an Accessory Dwelling Unit, or "ADU") unless collection of DIF is prohibited by California law;<br>▪ Multi-family residential units located within TOD zones identified in the City General Plan and conforming to TOD development requirements;<br>▪ Note: Retail and Commercial development within TOD zones will be assessed at the standard DIF rates for Retail and Commercial; and<br>▪ Attached or detached single-family residential units which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. |
| Retail | Includes but is not limited to buildings used as the following:<br>▪ Department stores, discount stores, furniture/appliance outlets, home improvement centers;<br>▪ Neighborhood shopping center; and<br>▪ Subregional and regional shopping centers. |

| Land Use Classification for Fee Study | Definition |
|---|---|
| Commercial | Includes but is not limited to buildings used as the following:<br>▪ Automobile sales and services;<br>▪ Entertainment and cultural facilities;<br>▪ Business Parks; and<br>▪ Service-oriented business activities unless specifically listed elsewhere. |
| Food Service and Entertainment | Includes but is not limited to buildings used as the following:<br>▪ Theatres;<br>▪ Full-service restaurants;<br>▪ Fast Food restaurants;<br>▪ Coffee shops and all other limited food/beverage businesses;<br>▪ Bars and tasting rooms; and<br>▪ Bowling alleys, etc. |
| Office | Includes but is not limited to buildings used as the following:<br>▪ Business/professional office;<br>▪ Professional medical offices not located on the same property/development as a hospital; and<br>▪ Service oriented business activities where the focus in on customer service delivery in an office environment. |
| Warehousing - Standard | Includes but is not limited to buildings used as the following:<br>▪ Warehouse facilities, or portions of other buildings, used for storage and distribution of materials not qualifying as High Cube warehousing. |
| Warehousing – High Cube | Includes but is not limited to buildings used as the following:<br>▪ >200,000 SF warehouse over 24 feet high used for storage and consolidation of manufactured goods prior to distribution to other warehouse facilities utilizing a high level of on-site automation and logistics management. |
| Manufacturing and Assembly | Includes but is not limited to buildings used as the following:<br>▪ Facilities used for manufacturing and assembly of products. |
| Industrial - Other | Includes but is not limited to buildings used as the following:<br>▪ Rock, Sand, and Gravel Production;<br>▪ Storage Facilities;<br>▪ Redlands Municipal Airport;<br>▪ Parking lots; and<br>▪ Utility Facilities. |

| Land Use Classification for Fee Study | Definition |
|---|---|
| Public/Institutional and Health Care | Includes but is not limited to buildings used as the following:<br>▪ Public schools and educational facilities;<br>▪ Private schools;<br>▪ Universities;<br>▪ Community Centers;<br>▪ Post offices;<br>▪ Religious buildings; and<br>▪ Hospitals. |
| Hotel/Motel Rooms | Includes but is not limited to buildings used as the following:<br>▪ Short-term and intermediate term housing with room rental businesses defined as hotel or motel in the Redlands Municipal Code. |

The time horizon used for all fees is through the year 2035. The City was able to utilize available data from the City's General Plan (the "General Plan") to generate existing and future development projections through 2035.

The following sections summarize the existing and future development figures used in calculating the impact fees:

- Subsection A below summarizes the existing development in the City;
- Subsection B below summarizes the future development in the City through the year 2035;
- Subsection C below summarizes the total development in the City in the year 2035; and
- Lastly, Subsection D below summarizes the EDU methodology used in all fee calculations.

Note that the City also provides public services to the unincorporated area, or "Donut Hole" and the City's SOI. The Donut Hole consists mainly of existing commercial and industrial development. Customers within the sphere of influence are located within the eastern portions of the Cities of San Bernardino and Loma Linda, western portions of the City of Yucaipa and certain unincorporated areas of the County near Mentone and Crafton. The City-wide demographic data used herein does not include data within the Donut Hole or the SOI. Demographic data for the Donut Hole and SOI is not available from the City at this time. It is assumed that the inclusion of development data from the Donut Hole and SOI will have a negligible impact on the calculation of the amount of the fees for the various land uses.

Please note that for purposes of this Fee Study, future ADUs are included in the buildout projections, but some of these units may not be required to pay an impact fee. As described

in Section V herein, pursuant to Government Code Section 65852.2(f), ADUs are exempt from incurring impact fees from local agencies, special districts, and water corporations if such unit is less than 750 square feet. If an ADU is 750 square feet or larger, impact fees shall be charged proportionately in relation to the square footage of the ADU to the square footage of the primary dwelling unit. In addition, the water capital improvement fee, water supply fee, and sewer capital improvement fee shall not be applicable to any ADU created within the existing space of a single-family residence or accessory structure, including, but not limited to, a studio, pool house, or other similar structure.

## A Existing Development Within the City

### *A.1 Residential Development*

The City estimates there were 73,737 residents residing in 27,406 residential units within the City as of January 1, 2022.

Table III-2 summarizes the existing residential development within the City.

**Table III-2: Estimated Existing Residential Development**

| Residential Property | Existing Number of Residents (2022) | Existing Number of Residential Units (2022) |
|---|---|---|
| **Existing Residential Property** | **73,737** | **27,406** |

### *A.2 Non-Residential Development*

In terms of non-residential development, the City has estimated there are approximately 268 Hotel/Motel rooms and 30.3 million square feet of other non-residential development within the City as of January 1, 2022.

In terms of employees, there are 36,200 existing employees within the City.

Table III-3 summarizes the existing non-residential development within the City.

**Table III-3: Estimated Existing Non-Residential Development**

| Non-Residential Property | Number of Employees | Number of Non-Residential SF | Number of Rooms |
|---|---|---|---|
| Retail | 3,500 | 3,747,747 | N/A |
| Commercial | 1,000 | 1,928,805 | N/A |
| Food Service and Entertainment | 3,200 | 378,015 | N/A |
| Office | 10,000 | 2,830,658 | N/A |
| Warehousing - Standard | 500 | 265,250 | N/A |
| Warehousing - High Cube | 3,000 | 12,038,333 | N/A |
| Manufacturing and Assembly | 2,400 | 2,532,603 | N/A |
| Industrial - Other | 500 | 73,748 | N/A |
| Institutional and Health Care | 12,000 | 6,522,384 | N/A |
| Hotel/Motel | 100 | N/A | 268 |
| **Total** | **36,200** | **30,317,543** | **268** |

## B Future Development Within the City (2022-2035)

As discussed in the introduction above, the time horizon used for all fees is through the year 2035. Therefore, this section describes development through 2035. These fee calculations rely on the development information provided by the City related to population, residential dwelling units, employees, non-residential building square feet, and hotel/motel rooms as described below.

### *B.1 Residential Development*

The City estimates there will be 101,187 residents residing in 38,606 residential units within the City in the year 2035. Therefore, the City will have a population increase of 27,450 new residents and growth in residential development of 11,200 new dwelling units from 2022-2035.

Table III-4 summarizes the future demographics for residential property through the year 2035.

**Table III-4: Estimated Future Residential Development (2022-2035)**

| Residential Property | Future Number of Residents (2022-2035) | Future Number of Residential Units (2022-2035) |
|---|---|---|
| **Future Residential Property** | **27,450** | **11,200** |

### *B.2 Non-Residential Development*

In terms of non-residential development, it is estimated there will be approximately 500 new Hotel/Motel rooms and 10.2 million new square feet of other non-residential development within the City from 2022 to 2035.

In terms of employees, it is estimated there will be 17,300 additional employees within the City through 2035.

Table III-5 summarizes the future demographics for the non-residential land uses through the year 2035.

**Table III-5: Estimated Future Non-Residential Development (2022-2035)**

| Non-Residential Property | Number of Employees | Number of Non-Residential SF | Number of Rooms |
|---|---|---|---|
| Retail | 3,000 | 1,613,362 | N/A |
| Commercial | 750 | 1,622,735 | N/A |
| Food Service and Entertainment | 2,000 | 215,736 | N/A |
| Office | 5,000 | 858,004 | N/A |
| Warehousing - Standard | 250 | 100,000 | N/A |

| Non-Residential Property | Number of Employees | Number of Non-Residential SF | Number of Rooms |
|---|---|---|---|
| Warehousing - High Cube | 1,000 | 2,000,000 | N/A |
| Manufacturing and Assembly | 750 | 1,114,568 | N/A |
| Industrial- Other | 250 | 36,256 | N/A |
| Institutional and Health Care | 4,100 | 2,652,045 | N/A |
| Hotel/Motel | 200 | N/A | 500 |
| **Total** | **17,300** | **10,212,706** | **500** |

## C Total Development Within the City (2035)

Table III-6 describes the total residential development in the City in the year 2035. This is based on the sum of Tables III-2 and III-4.

**Table III-6: Estimated Residential Development (Year 2035)**

| Residential Property | Description | Total Existing (2022) (From Table III-2) | Future Development (2022-2035) (From Table III-4) | Total Development (2035) |
|---|---|---|---|---|
| **Total Residential Property** | **Residents** | **73,737** | **27,450** | **101,187** |
| | **Units** | **27,406** | **11,200** | **38,606** |

Table III-7 describes the total non-residential development in the City in the year 2035. This is based on the sum of Tables III-3 and III-5.

**Table III-7: Estimated Non-Residential Development (Year 2035)**

| Non-Residential Property | Description | Total Existing (2022) (From Table III-3) | Future Development (2022 to 2035) (From Table III-5) | Total Development (2035) |
|---|---|---|---|---|
| Retail | Employees | 3,500 | 3,000 | 6,500 |
| | Non-Res. SF | 3,747,747 | 1,613,362 | 5,361,109 |
| Commercial | Employees | 1,000 | 750 | 1,750 |
| | Non-Res. SF | 1,928,805 | 1,622,735 | 3,551,540 |
| Food Service and Entertainment | Employees | 3,200 | 2,000 | 5,200 |
| | Non-Res. SF | 378,015 | 215,736 | 593,751 |
| Office | Employees | 10,000 | 5,000 | 15,000 |
| | Non-Res. SF | 2,830,658 | 858,004 | 3,688,662 |
| Warehousing – Standard | Employees | 500 | 250 | 750 |
| | Non-Res. SF | 265,250 | 100,000 | 365,250 |
| Warehousing – High Cube | Employees | 3,000 | 1,000 | 4,000 |
| | Non-Res. SF | 12,038,333 | 2,000,000 | 14,038,333 |
| Manufacturing and Assembly | Employees | 2,400 | 750 | 3,150 |
| | Non-Res. SF | 2,532,603 | 1,114,568 | 3,647,171 |
| Industrial - Other | Employees | 500 | 250 | 750 |
| | Non-Res. SF | 73,748 | 36,256 | 110,004 |
| Institutional and Health Care | Employees | 12,000 | 4,100 | 16,100 |
| | Non-Res. SF | 6,522,384 | 2,652,045 | 9,174,429 |
| Hotel/Motel | Employees | 100 | 200 | 200 |
| | Rooms | 268 | 500 | 768 |
| **Total** | **Employees** | **36,200** | **17,300** | **53,500** |
| | **Non-Res. SF** | **30,317,543** | **10,212,706** | **40,530,249** |
| | **Hotel Rooms** | **268** | **500** | **768** |

## D EDU Projections

California Government Code §66001(4)(b) requires there to be a "...reasonable relationship between the amount of the fee and the cost of the public facility, or portion of the public facility, attributable to the development on which the fee is imposed." To ensure a reasonable relationship is maintained within the proposed fee structure, this Fee Study uses an EDU methodology. This approach establishes, for given land uses, a method of comparison of that land use to a baseline land use, utilizing a common demand variable. A demand variable is a measurable factor directly related to the size of the public facility.

As stated earlier, fees are calculated for various land use categories. Each land use has

different levels of demand for the new facilities depending upon the demand variable most closely related to the determination of the size, extent and cost of the facility in question. For instance, additional traffic generated by new development requires expansion of existing roadway systems, therefore vehicular trips generated by growth in the various land uses would be a reasonable variable to measure traffic demand. In this case the Average Daily Trips ("ADTs") would be the common demand variable and the ADTs generated by a residential dwelling unit would be the baseline value to which the ADTs generated by the remaining land uses would be compared. Likewise, additional residents resulting from new residential development will generate demand for expanded library facilities in the existing library system, therefore population increase would be considered a reasonable common demand variable and the population growth from a new residence would be used as the baseline.

Table III-8 shows the fee category, service factor, applicable land uses for which the EDUs are calculated, and location of property subject to the fee.

**Table III-8: EDUs**

| Facility Type | Service Factor | Fee Charged to Land Uses | Locations Subject to the Fee |
|---|---|---|---|
| Police | Residents and Employees Served | Res. and Non-Res. | City-wide |
| Fire | Residents and Employees Served | Res. and Non-Res. | City-wide |
| Parks | Residents Served | Res. Only | City-wide |
| Library | Residents Served | Res. Only | City-wide |
| Government Facilities | Residents and Employees Served | Res. and Non-Res. | City-wide |
| Transportation | Average Daily Trips | Res. and Non-Res. | City-wide |
| Storm Drain | Runoff Coefficient | Res. and Non-Res. | City-wide |
| Water | Water Usage | Res. and Non-Res. | City-wide + Donut Hole + SOI |
| Water Supply | Water Usage | Res. and Non-Res | City-wide + Donut Hole + SOI |
| Sewer | Sewer Generation | Res. and Non-Res. | City-wide + Donut Hole + SOI |
| Solid Waste | Waste Volume | Res. and Non-Res. | City-wide |

Table III-9 shows the existing EDUs for each land use. The data presented below is used for the police, fire, parks, library, and government facilities fees. The EDUs for transportation, which are based on average daily trips, are described in Section IV(E).

**Table III-9: Existing EDUs (From 2022 to 2035)**

| Residential Property | Number of Existing Residents | Number of Residential Units | EDUs per Residential Unit | Total Existing EDUs |
|---|---|---|---|---|
| Existing Residential Property | 73,737 | 27,406 | 1.098 | 30,086 |
| **Non-Residential Property** | **Number of Existing Employees** | **Number of Non-Residential SF/Rooms** | **EDUs per 1,000 Non-Res. SF/Room** | **Total Existing EDUs** |
| Retail | 3,500 | 3,747,747 | 0.381 | 1,428 |
| Commercial | 1,000 | 1,928,805 | 0.212 | 408 |
| Food Service and Entertainment | 3,200 | 378,015 | 3.454 | 1,306 |
| Office | 10,000 | 2,830,658 | 1.441 | 4,080 |
| Warehousing – Standard | 500 | 265,250 | 0.769 | 204 |
| Warehousing – High Cube | 3,000 | 12,038,333 | 0.102 | 1,224 |
| Manufacturing and Assembly | 2,400 | 2,532,603 | 0.387 | 979 |
| Industrial – Other | 500 | 73,748 | 2.766 | 204 |
| Institutional and Health Care | 12,000 | 6,522,384 | 0.751 | 4,896 |
| Hotel/Motel Rooms | 100 | 268 | 0.152 | 41 |
| **Subtotal** | **36,200** | **30,317,811** | | **14,770** |
| | | | **Grand Total** | **44,856** |

Table III-10 shows the total number of future EDUs calculated for each land use for the time period from 2022-2035. Please note that the future EDU factors differ from the existing EDU factors due to various reasons including estimated changes in residents per unit and employees per square foot as provided by the City. The City estimated such future changes based on current census data statistics, housing density within the City, planning projections, and employee levels of current business in the City.

**Table III-10: Future EDUs (From 2022 to 2035)**

| Residential Property | Number of Future Residents | Number of Residential Units | EDUs per Residential Unit | Total Future EDUs |
|---|---|---|---|---|
| Future Residential Property | 27,450 | 11,200 | 1.000 | 11,200 |
| **Non-Residential Property** | **Number of Future Employees** | **Number of Non-Residential SF/Rooms** | **EDUs per 1,000 Non-Res. SF/Room** | **Total Future EDUs** |
| Retail | 3,000 | 1,613,362 | 0.759 | 1,224 |
| Commercial | 750 | 1,622,735 | 0.189 | 306 |
| Food Service and Entertainment | 2,000 | 215,736 | 3.783 | 816 |
| Office | 5,000 | 858,004 | 2.378 | 2,040 |
| Warehousing – Standard | 250 | 100,000 | 1.020 | 102 |
| Warehousing – High Cube | 1,000 | 2,000,000 | 0.204 | 408 |
| Manufacturing and Assembly | 750 | 1,114,568 | 0.275 | 306 |
| Industrial – Other | 250 | 36,256 | 2.813 | 102 |
| Institutional and Health Care | 4,100 | 2,652,045 | 0.631 | 1,673 |
| Hotel/Motel Rooms | 200 | 500 | 0.163 | 82 |
| **Subtotal** | **17,300** | **10,212,706** | | **7,059** |
| | | | **Grand Total** | **18,259** |

Table III-11 shows the total number of EDUs calculated for each land use in the year 2035.

**Table III-11: EDUs (in 2035)**

| Residential Property | Number of Residents | Number of Residential Units | Total EDUs |
|---|---|---|---|
| Total Residential Property | 101,187 | 38,606 | 41,286 |
| **Non-Residential Property** | **Number of Employees** | **Number of Non-Residential SF/Rooms** | **Total EDUs** |
| Retail | 6,500 | 5,361,109 | 2,652 |
| Commercial | 1,750 | 3,551,540 | 714 |
| Food Service and Entertainment | 5,200 | 593,751 | 2,122 |
| Office | 15,000 | 3,688,662 | 6,120 |
| Warehousing – Standard | 750 | 365,250 | 306 |
| Warehousing – High Cube | 4,000 | 14,038,333 | 1,632 |
| Manufacturing and Assembly | 3,150 | 3,647,171 | 1,285 |
| Industrial – Other | 750 | 110,004 | 306 |
| Institutional and Health Care | 16,100 | 9,174,429 | 6,569 |
| Hotel/Motel Rooms | 300 | 768 Rooms | 122 |
| **Subtotal** | **53,500** | **40,530,249** | **21,828** |
| | | **Grand Total** | **63,115** |

# IV FEE CALCULATIONS

The subsequent sections present the reasonable relationship for benefit, impact, and rough proportionality tests for each fee element (i.e., police facilities, fire facilities, library facilities, etc.) and the analysis undertaken to apportion costs for each type of public facility on the Needs List. More detailed fee calculation worksheets for each type of facility are included in Appendix B.

## A Police Facilities Fees

The Police Facilities will serve the residents and employees of Redlands by providing law enforcement and public safety services. The Fee Study includes a component for new police vehicles/aircraft. Table IV-A1 illustrates how the police fee will meet the requirements of AB 1600 with regard to use of the fee, the type of development funded or partially funded by the fee revenue, the reasonable relationship to the need for facilities, and the proportionality requirements.

**Table IV-A1: Police Facilities**

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(a)(1) | Identify the purpose of the Fee. | Provide a revenue source that will provide funds to acquire vehicles, equipment, and facilities that will mitigate the impacts of new residential and non-residential development to the City's Police facilities. |
| 66001(a)(2) | Identify the use to which the fee is to be put. | Acquisition of vehicles and equipment. |
| 66001(a)(3) | Demonstrate how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. | New residential and non-residential development in the City will generate additional residents and employees increasing the need for trained police personnel. Vehicles and equipment used to provide these services will have to be purchased to meet this increased demand. |
| 66001(a)(4) | Demonstrate how there is a reasonable relationship between the need for the public facilities and the type of development project on which the fee is imposed. | The additional residents and employees from new development will impact demand for police vehicles and equipment. New police vehicles and equipment are needed to mitigate the impacts of the additional residents and employees. If additional police vehicles and equipment are not acquired, then overall public safety in the City will suffer. |
| 66001(b) | Demonstrate how there is a reasonable relationship between the amount of the fee and the cost of the public facility. | The police fee is based on the cost to provide new vehicles, equipment, and facilities. |

## *A.1 Existing Facilities*

The City currently has four police facilities totaling 34,680 building square feet. In addition, the City currently has 118 vehicles and 552 items of equipment items. See Table IV-A2 for a summary of the existing inventory.

**Table IV-A2: Existing Police Facilities**

| Type | Facility Unit | Units |
|---|---|---|
| **Police Facilities** | | |
| Annex - Admin, Detectives, MET | Square Feet | 21,231 |
| EOC - Patrol, Dispatch, Reords | Square Feet | 8,237 |
| Office Space | Square Feet | 1,979 |
| City Hall Basement - Property and Evidence | Square Feet | 3,233 |
| Total Square Feet | | 34,680 |
| | | |
| **Vehicles** | | |
| Marked Police Units | Vehicles | 48 |
| Motorcycles | Vehicles | 7 |
| Off-Road Vehicles | Vehicles | 5 |
| Unmarked/Undercover/Cold Units | Vehicles | 38 |
| Crime Scene/Evidence Vehicles | Vehicles | 2 |
| CSO/Pkg Control/CVP/Explorer/CVP Vehicles | Vehicles | 15 |
| Custody/Transport | Vehicles | 2 |
| Mobile Command Center | Vehicles | 1 |
| Total Vehicles | | 118 |
| | | |
| **Police Equipment** | | |
| Cameras | Items | 200 |
| Body-worn cameras | Items | 112 |
| Radios | Items | 130 |
| Iphones | Items | 100 |
| Ipads | Items | 10 |
| Total Items | | 552 |
| | | |

## *A.2 Proposed Facilities*

In order to determine the proposed facilities, the City must determine the demand upon infrastructure created by new development. Residents and businesses benefit

from law enforcement services in three ways: (i) directly, (ii) indirectly, and (iii) through standby availability. Direct services are those where a resident or business owner requires a direct response, usually as a result of being the victim of a crime. Direct service results in the form of a law enforcement officer contacting the victim. Indirect benefits, such as crime prevention programs, free patrol time and other law enforcement services that serve all business, citizens, and visitors, are impossible to calculate for a specific boundary. An example of indirect benefit would be the apprehension of a burglar in a particular neighborhood. Had the burglar not been apprehended and arrested, he/she may have broken into additional homes in the neighborhood. Most residents and businesses may go for many years before ever requiring a call-for-service. However, these fortunate residents and businesses still benefit from law enforcement services, if in no other way than by the knowledge that a law enforcement officer is available, through adequate planned standby to respond when needed.

The addition of new residential units and new business will increase the demand upon enforcement service level, more areas requiring preventative patrol, and in general, will create more opportunities for crimes to be committed. Demands will be made upon the previously listed assets in Table IV-A2 above in a direct, indirect, or standby form. Therefore, such assets would need to be expanded.

Table IV-A3 identifies the vehicles/aircraft proposed to be funded in whole or in part with the collection of Police fees. Quantity and costs are based on estimates provided by the City. For purposes of complying with AB 602, the Needs List shown below is considered to be the CIP.

**Table IV-A3: Needs List**

| Future Police Needs List | Facility Unit | Number | Facility Cost |
|---|---|---|---|
| **Police Facilities** | | | |
| Police Station (1625 W. RB) | Sq. Ft. | 109,850 | $85,000,000 |
| Police Substations (North & East) | Sq. Ft. | 1,200 | $1,000,000 |
| **Subtotal Facilities** | | **111,050** | **$86,000,000** |
| | | | |
| **Police Vehicles** | | | |
| Police Vehicles | Vehicles | 45 | $2,250,000 |
| Outfitting | Vehicles | 45 | $1,575,000 |
| Rescue Vehicles | Vehicles | 2 | $700,000 |
| **Subtotal Vehicles** | | 92 | $4,525,000 |
| | | | |
| **Police Equipment** | | | |
| Cameras | Cameras | 300 | $1,500,000 |
| Body-worn Cameras | Cameras | 30 | $150,000 |

| Future Police Needs List | Facility Unit | Number | Facility Cost |
|---|---|---|---|
| Miscellaneous Technical Hardware | IT | 1 | $1,000,000 |
| Handheld radios, In-car & Desktop radios | Radio Equipment | 250 | $2,125,000 |
| Iphones, Ipads, Cell Service | Cellular | 150 | $500,000 |
| Guns | Guns | 30 | $60,000 |
| Electric Charging Stations | Charging Stations | 8 | $1,000,000 |
| **Subtotal Equipment** | | **769** | **$6,335,000** |
| | | | |
| | | Grand Total | $96,860,000 |
| | | Less Offsetting Revenues (Existing Fee Balance) | ($22,322) |
| | | **Net Facilities Cost** | **$96,837,678** |

The needs identified above is based on information provided by the City and consistent with a needs analysis prepared by Holt Architects on behalf of the City.

### *A.3 EDUs*

For police facilities, the development of property into residential and non-residential uses generates residents and employees increasing the need for trained police personnel. Vehicles and aircraft used to provide police services will have to be purchased to meet this increased demand.

Since the facilities proposed to be financed by the impact fees will serve both residential and non-residential property, DTA projected the number of future EDUs based on the number of residents or employees generated by each land use class.

As shown in Section III(D) (Demographics - EDUs), there are 44,856 total existing EDUs and 18,259 future EDUs, bringing the total EDUs in 2035 to 63,115 EDUs.

### *A.4 Allocation of Costs*

The total cost of $96,837,678, as shown in Table IV.A-3, for police facilities needed to serve existing and new development is allocated to existing and new development based on the share of total EDUs in 2035.

#### A.4.i Police Stations

Table IV-A4 summarizes the allocation of police station costs to existing and new development. The City currently has 34,680 square feet of existing police station buildings. Based on the locations of existing and new development, additional police facilities will be needed at various locations. The City has determined 111,050 new building square feet are needed to adequately serve both existing and new development, bringing the total to 145,730 square feet.

Since the buildout standard of 4,045.54 (111,050 square feet divided by 27,450 future

residents multiplied by 1,000) is greater than the existing standard of 470.32 (34,680 existing square feet divided by 73,737 existing residents multiplied by 1,000), the future costs is limited to the existing standard of 470.32.

Therefore, after providing a credit to existing development for the existing 34,680 square feet and a reduction to maintain the existing standard, 84% of the costs will be allocated to existing development and 16% will be allocated to new development as shown below.

**Table IV-A4: Allocation of Police Facilities Costs**

| Type of Development | EDUs | Percentage of Total EDUs | Total Facilities Sq. Ft. in 2035 | Sq. Ft. Credit for Existing Development | Reduction to Maintain Existing Standard | Building Sq. Ft. Net of Credit | Percentage of Costs Allocated | Facility Costs Allocated |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 44,856 | 71% | 103,571 | (34,680) | 0 | 68,891 | 84% | $72,408,316 |
| Future Development | 18,259 | 29% | 42,159 | 0 | (29,249) | 12,910 | 16% | $13,569,362 |
| **Total** | **63,115** | **100%** | **145,730** | **(34,680)** | **(29,249)** | **81,801** | **100%** | **$85,977,678** |

A.4.ii Vehicles

Table IV-A5 summarizes the allocation of vehicle costs to existing and new development. The City currently has 118 existing police vehicles. The City has determined 92 new vehicles are needed to adequately serve both existing and new development, bringing the total to 210 vehicles.

Since the buildout standard of 3.35 (92 vehiciles divided by 27,450 future residents multiplied by 1,000) is greater than the existing standard of 1.60 (118 existing vehicles divided by 73,737 existing residents multiplied by 1,000), the future costs is limited to the existing standard of 1.60.

Therefore, after providing a credit to existing development for the existing 118 vehicles and a reduction to maintain the existing standard, 42% of the costs will be allocated to existing development and 58% will be allocated to new development as shown below.

**Table IV-A5: Allocation of Police Vehicle Costs**

| Type of Development | EDUs | Percentage of Total EDUs | Total Vehicles 2035 | Vehicles Credit for Existing Development | Reduction to Maintain Existing Standard | Vehicles Net of Credit | Percentage of Costs Allocated | Vehicle Costs Allocated |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 44,856 | 71% | 149 | (118) | 0 | 31 | 42% | $1,882,803 |
| Future Development | 18,259 | 29% | 61 | 0 | (17) | 44 | 58% | $2,642,197 |
| **Total** | **63,115** | **100%** | **210** | **(118)** | **(17)** | **75** | **100%** | **$4,525,000** |

### A.4.iii Equipment

Table IV-A6 summarizes the allocation of police equipment costs to existing and new development. The City currently has an inventory of 552 equipment-related items. The City has determined 769 additional items are needed to adequately serve both existing and new development, bringing the total to 1,321 items.

Since the buildout standard of 28.01 (769 units divided by 27,450 future residents multiplied by 1,000) is greater than the existing standard of 7.49 (552 existing units divided by 73,737 existing residents multiplied by 1,000), the future costs is limited to the existing standard of 7.49.

Therefore, after providing a credit to existing development for the existing 552 items and a reduction to maintain the existing standard, 65% of the costs will be allocated to existing development and 35% will be allocated to new development as shown below.

**Table IV-A6: Allocation of Police Equipment Costs**

| Type of Development | EDUs | Percentage of Total EDUs | Total Equipment Items 2035 | Items Credit for Existing Development | Reduction to Maintain Existing Standard | Equipment Items Net of Credit | Percentage of Costs Allocated | Equipment Costs Allocated |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 44,856 | 71% | 939 | (552) | 0 | 387 | 65% | $4,136,117 |
| Future Development | 18,259 | 29% | 382 | 0 | (177) | 206 | 35% | $2,198,883 |
| **Total** | **63,115** | **100%** | **1.321** | **(552)** | **(177)** | **593** | **100%** | **$6,335,000** |

### A.4.iv Total Facilities Costs

See Table IV-A7 for the total facilities costs allocated to new and existing development.

**Table IV-A7: Total Costs**

| New Facility | Cost Allocated to Existing Development | Cost Allocated to Future Development | Total Costs |
|---|---|---|---|
| Buildings | $72,408,316 | $13,569,362 | $85,977,678 |
| Vehicles | $1,882,803 | $2,642,197 | $4,525,000 |
| Equipment | $4,136117 | $2,198,883 | $6,335,000 |
| **Total** | **$78,427,236** | **$18,410,442** | **$96,837,678** |

## *A.5 Proposed Fee Amount*

The Fee per EDU was calculated by dividing the costs allocated to future development by the number of future EDUs as shown in the table below.

**Table IV-A8: Cost per EDU**

| Type of Development | EDUs | Facility Costs Allocated | Total Cost Per EDU |
|---|---|---|---|
| Future Development | 18,259 | $18,410,443 | $1,008.31 |

See the table below for the fee amount for each land use based on the cost per EDU as calculated above.

**Table IV-A9: Proposed Fees**

| Land Use Type | EDUs per Unit / 1,000 Sq. Ft. | Number of Future Units/Rooms/1,000 Sq. Ft. | DIF per Unit/Room/1,000 Sq. Ft. | Cost Financed by Fees |
|---|---|---|---|---|
| **Residential Property** | | | | |
| Residential Property | 1.000 | 11,200 | $1,008.31 | $11,293,109 |
| **Non-Residential Property** | | | | |
| Retail | 0.759 | 1,613 | $765.00 | $1,234,220 |
| Commercial | 0.189 | 1,623 | $190.14 | $308,555 |
| Food Service and Entertainment | 3.783 | 216 | $3,813.98 | $822,813 |
| Office | 2.378 | 858 | $2,397.46 | $2,057,033 |
| Warehousing – Standard | 1.020 | 100 | $1,028.52 | $102,852 |
| Warehousing – High Cube | 0.204 | 2,000 | $205.70 | $411,407 |
| Manufacturing and Assembly | 0.275 | 1,115 | $276.84 | $308,555 |
| Industrial – Other | 2.813 | 36 | $2,836.82 | $102,852 |
| Institutional and Health Care | 0.631 | 2,652 | $636.02 | $1,686,767 |
| Hotel/Motel | 0.163 | 500 | $164.56 | $82,281 |
| | | | **Total** | **$18,410,443** |
| | | | Cost Allocated to Existing Development | $78,427,235 |
| | | | **Total Cost of Police Facilities** | **$96,837,678** |

Based on the development projections in Section III and Appendix A, the fee amount presented in Table IV-A9 above are expected to finance approximately 19% of the facilities needed. The City will need to fund the remaining costs from other sources of funds.

In compliance with AB 602, DTA has calculated the residential fees on a per-square-foot basis. Table II-2 (Legal Requirements) provides the calculation for the total future residential square footage that is then used in the cost per square foot calculation shown in Table IV-A10 below.

**Table IV-A10: Police Facilities Fee Summary (per Sq. Ft.)**

| Land Use Type | Costs Financed by Fees [a] | Total Square Footage [b] | Fee per Sq. Ft. [a] / [b] |
|---|---|---|---|
| **Residential Units** | **$11,293,109** | **21,728,000** | **$0.5197** |

DTA has reviewed the available information related to the City's prior impact fee assumptions and has determined that the new fee amounts, which are generally

higher than the City's existing impact fees, are needed due to the current facility needs of the City, updated development projections, and updated methodology changes in compliance with AB602.

## B Fire Facilities Fees

The Fire Facilities will serve the residents and employees of Redlands by providing fire protection services. The Fee Study includes a component for new fire facilities, equipment, and vehicles. Table IV-B1 illustrates how the fire fee will meet the requirements of AB 1600 with regard to use of the fee, the type of development funded or partially funded by the fee revenue, the reasonable relationship to the need for facilities, and the proportionality requirements.

**Table IV-B1: Fire Facilities**

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(a)(1) | Identify the purpose of the Fee. | Provide a revenue source that will provide funds to construct various Fire facilities and acquire equipment and vehicles that will mitigate the impacts of new residential and non-residential development to the City's Fire facilities. |
| 66001(a)(2) | Identify the use to which the fee is to be put. | Expansion/construction/acquisition of Fire facilities, equipment, and vehicles. |
| 66001(a)(3) | Demonstrate how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. | New residential and non-residential development in the City will generate additional residents and employees increasing the need for trained Fire personnel. Buildings, equipment, and vehicles used to provide these services will have to be expanded, constructed or purchased to meet this increased demand. |
| 66001(a)(4) | Demonstrate how there is a reasonable relationship between the need for the public facilities and the type of development project on which the fee is imposed. | The additional residents and employees from new development will impact demand for fire facilities. New Fire facilities, vehicles, and equipment are needed to mitigate the impacts of the additional residents and employees. If additional Fire facilities, vehicles, and equpment are not constructed and equipment and vehicles are not acquired, then overall public safety in the City will suffer. |
| 66001(b) | Demonstrate how there is a reasonable relationship between the amount of the fee and the cost of the public facility. | The Fire fee is based on the cost to provide new facilities, equipment, and vehicles. |

### *B.1 Existing Facilities*

The City currently has four fire stations totaling 27,643 building square feet, 16 primary fire vehicles, 14 support staff vehicles, 6 secondary units, and 60 items of personal protective equipment. See Table IV-B2 for a summary of the existing

inventory.

**Table IV-B2: Existing Fire Facilities**

| Fire Facilities | Facility Unit | Units |
|---|---|---|
| **Fire Stations** | | |
| Fire Station 261 | SF | 11,912 |
| Fire Station 262 | SF | 4,339 |
| Fire Station 263 | SF | 7,142 |
| Fire Station 264 | SF | 4,250 |
| | **Total Fire Stations** | **27,643** |
| **Primary Fire Vehicles and Equipment** | | |
| Type 1 Engine E-261 | Vehicles | 1 |
| Type 1 Engine E-262 | Vehicles | 1 |
| Type 1 Engine E-263 | Vehicles | 1 |
| Type 1 Engine E-264 | Vehicles | 1 |
| Tractor Drawn Aerial Ladder T-261 | Vehicles | 1 |
| Type 3 Engine BE-261 | Vehicles | 1 |
| Type 3 Engine BE-262 | Vehicles | 1 |
| Type 3 Engine BE-264 | Vehicles | 1 |
| Water Tender WT-263 | Vehicles | 1 |
| Squad MS-261 | Vehicles | 1 |
| Command C-700 | Vehicles | 1 |
| Command BC-704 | Vehicles | 1 |
| Command BC-705 | Vehicles | 1 |
| Command BC-706 | Vehicles | 1 |
| Command BC-707 | Vehicles | 1 |
| Command DC-701 | Vehicles | 1 |
| | **Total** | **16** |
| **Support Staff Vehicles and Equipment** | | |
| Staff Vehicle P-751 | Vehicles | 1 |
| Staff Vehicle 903 | Vehicles | 1 |
| Utility Vehicle UT-261 | Vehicles | 1 |
| Incident Support IS-263 | Vehicles | 1 |
| Rescue Trailer 952 | Vehicles | 1 |
| Lt Support Trailer 953 | Vehicles | 1 |
| Repair Vehicle 925 | Vehicles | 1 |
| Safety Trailer 952 with ARV | Vehicles | 1 |
| Rehab Trailer 954 | Vehicles | 1 |
| Arson Vehicle 938 | Vehicles | 1 |
| Staff-CRR 909 Ford Escape | Vehicles | 1 |
| Staff-CRR 906 Ford Escape | Vehicles | 1 |
| Staff-CRR 882 Toyota Rav4 | Vehicles | 1 |

| Fire Facilities | Facility Unit | Units |
|---|---|---|
| Staff-EMS 912 | Vehicles | 1 |
| | **Total** | **14** |
| **Secondary Units** | | |
| Type 1 Engine E-261R | Vehicles | 1 |
| Type 1 Engine E-263R | Vehicles | 1 |
| Aerial Ladder T-261R | Vehicles | 1 |
| Tractor Drawn Aerial Ladder Reserve | Vehicles | 1 |
| Reserve BC 911 | Vehicles | 1 |
| Squad MS-261R | Vehicles | 1 |
| | **Total** | 6 |
| **Personal Protective Equipment** | | |
| Personal Protective Equipment | Items | 60 |
| | **Total** | **60** |

## *B.2 Proposed Facilities*

In order to determine the proposed facilities, the City must determine the demand upon infrastructure created by new development. It is clear all new development in the City will impact the City's current ability to respond to fire, rescue, and medical calls-for-service. The effect is twofold. Initially, each new residence and business will create, on average, additional calls-for-service increasing the likelihood of simultaneous (and thus competing) calls-for-service. Additionally, as development spreads further from existing stations, the distances (and thus response times) will increase, taking the existing engine companies out-of-service for greater periods of time.

The capacity of any fire station is finite and will reach practical limits (through call frequency and total incident time). When capacity is exceeded, the level of service afforded to existing development will be reduced. In other words, if development continues without an increase in the number of fire stations, the existing stations would be overwhelmed in terms of calls-for-service, increasing the possibility of a greater number of simultaneous calls-for-service. Additional demands will be made upon the previously listed assets in Table IV-B2 above and therefore, such assets would need to be expanded.

Table IV-B3 identifies the facilities, equipment, and vehicles proposed to be funded in whole or in part with the collection of Fire fees. Quantity and costs are based on estimates provided by the City. For purposes of complying with AB 602, the Needs List shown below is considered to be the CIP.

**Table IV-B3: Needs List**

| Fire Facilities | Facility Unit | Number | Facility Cost |
|---|---|---|---|
| **Future Fire Facilities** | **Unit** | **Building Size** | **Costs** |
| Fire Station 264 Replacement | SF | 9,000 | $9,742,723 |
| NE Fire Station | SF | 9,000 | $9,742,723 |
| NW Fire Station | SF | 9,000 | $9,742,723 |
| | **Total** | **27,000** | **$29,228,169** |
| **Future Apparatus and Support Staff Vehicles** | **Unit** | **Vehicles** | **Costs** |
| Staff Vehicle – BC | Vehicles | 1 | $86,602 |
| Staff Vehicle – Community Risk Reduction | Vehicles | 1 | $32,476 |
| Staff Vehicle – Emergency Management | Vehicles | 1 | $32,476 |
| Type 1 Engine | Vehicles | 2 | $1,900,000 |
| | **Total** | **5** | **$2,051,554** |
| **Future Staff Personal Protective Equipment** | Unit | | |
| Personal Protective Equipment | Equipment | 18 | $103,554 |
| | | Total | $31,383,276 |
| | | Less Offsetting Revenues (Existing Fee Balance) | ($427,545) |
| | | **Net Facilities Cost** | **$30,955,731** |

The need for additional fire stations is driven by the increasing demand due to urban development and population growth. These stations would enhance the coverage area, ensuring timely reach to all parts of the growing community, crucial for reducing response times and managing multiple emergencies simultaneously. The Fire Engine, the primary response vehicle, Support Vehicles, providing essential logistical and operational support, and Personal Protective Equipment (PPE), ensuring firefighter safety, are integral to these additions. These resources are vital for the safety and well-being of our growing community.

### *B.3 EDUs*

For Fire facilities, the development of property into residential and non-residential uses generates residents and employees increasing the need for trained fire personnel. Buildings, equipment, and vehicles used to provide fire protection services will have to be expanded, constructed or purchased to meet this increased demand.

Since the facilities proposed to be financed by the impact fees will serve both residential and non-residential property, DTA projected the number of future EDUs based on the number of residents or employees generated by each land use class.

As shown in Section III(D) (Demographics - EDUs), there are 44,856 total existing EDUs and 18,259 future EDUs, bringing the total EDUs in 2035 to 63,115 EDUs.

## *B.4 Allocation of Costs*

The total cost of $30,955,731, as shown in Table IV-B3 above, for fire facilities needed to serve existing and new development is allocated to existing and new development based on the share of total EDUs in 2035.

### B.4.i Fire Stations

Table IV-B4 summarizes the allocation of fire station costs to existing and new development. The City currently has 27,643 square feet of existing fire station buildings. Based on the locations of existing and new development, additional fire facilities will be needed at various locations. The City has determined 27,000 new building square feet are needed to adequately serve both existing and new development, bringing the total to 54,643 square feet.

Since the buildout standard of 983.61 (27,000 square feet divided by 27,450 future residents multiplied by 1,000) is greater than the existing standard of 374.89 (27,643 existing square feet divided by 73,737 existing residents multiplied by 1,000), the future costs is limited to the existing standard of 374.89.

Therefore, after providing a credit to existing development for the existing 27,643 square feet and a reduction to maintain the existing standard, 52% of the costs will be allocated to existing development and 48% will be allocated to new development as shown below.

**Table IV-B4: Allocation of Fire Facilities Costs**

| Type of Development | EDUs | Percentage of Total EDUs | Total Facilities Sq. Ft. in 2035 | Sq. Ft. Credit for Existing Development | Reduction to Maintain Existing Standard | Building Sq. Ft. Net of Credit | Percentage of Costs Allocated | Facility Costs Allocated |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 44,856 | 71% | 38,835 | (27,643) | 0 | 11,192 | 52% | $15,004,487 |
| Future Development | 18,259 | 29% | 15,808 | 0 | (5,517) | 10,291 | 48% | $13,796,136 |
| **Total** | **63,115** | **100%** | **54,643** | **(27,643)** | **(5,517)** | **21,483** | **100%** | **$28,800,623** |

### B.4.ii Future Apparatus and Support Staff Vehicles

Table IV-B5 summarizes the allocation of support staff vehicle costs to existing and new development. The City currently has 14 existing support staff vehicles and six existing secondary unit vehicles. The City has determined that an additional five support staff vehicles are needed to adequately serve both existing and new development, bringing the total to 25 support staff vehicles.

Since the existing standard of 0.27 (20 existing vehicles divided by 73,737 existing residents multiplied by 1,000) is greater than the buildout standard of 0.18 (five future

vehicles divided by 27,450 future residents multiplied by 1,000), 100% of the costs will be allocated to new development.

B.4.iii Personal Protective Equipment

The City currently has 60 units of staff personal protective equipment. The City has determined the personal protective equipment identified on Table IV-B3 will be needed to serve new development. Since the existing standard of 0.81 (60 existing vehicles divided by 73,737 existing residents multiplied by 1,000) is greater than the buildout standard of 0.66 (18 future units divided by 27,450 future residents multiplied by 1,000), 100% of the costs will be allocated to new development.

B.4.iv Total Facilities Costs

See Table IV-B5 for the total facilities costs allocated to new and existing development.

**Table IV-B5: Total Costs**

| New Facility | Cost Allocated to Existing Development | Cost Allocated to Future Development | Total Costs |
|---|---|---|---|
| Building Sq. Ft. | $15,004,487 | $13,796,136 | $28,800,623 |
| Support Staff Vehicles | $0 | $2,051,553 | $2,051,553 |
| Personal Protection | $0 | $103,554 | $103,554 |
| **Total** | **$15,004,487** | **$15,951,243** | **$30,955,730** |

## *B.5 Proposed Fee Amount*

The Fee per EDU was calculated by dividing the costs allocated to future development by the number of future EDUs as shown in the table below.

**Table IV-B6: Cost per EDU**

| Type of Development | EDUs | Facility Costs Allocated | Total Cost Per EDU |
|---|---|---|---|
| Future Development | 18,259 | $15,951,243 | $873,63 |

See Table IV-B7 for the fee amount for each land use based on the cost per EDU as calculated above.

**Table IV-B7: Proposed Fees**

| Land Use Type | EDUs per Unit / 1,000 Sq. Ft. | Number of Future Units/Rooms/1,000 Sq. Ft. | DIF per Unit/Room/1,000 Sq. Ft. | Cost Financed by Fees |
|---|---|---|---|---|
| **Residential Property** | | | | |
| Residential Property | 1.000 | 11,200 | $873.63 | $9,784,618 |
| **Non-Residential Property** | | | | |
| Retail | 0.759 | 1,613 | $662.81 | $1,069,357 |
| Commercial | 0.189 | 1,623 | $164.75 | $267,339 |
| Food Service and Entertainment | 3.783 | 216 | $3,304.52 | $712,905 |
| Office | 2.378 | 858 | $2,077.22 | $1,782,262 |
| Warehousing – Standard | 1.020 | 100 | $891.13 | $89,113 |
| Warehousing – High Cube | 0.204 | 2,000 | $178.23 | $356,452 |
| Manufacturing and Assembly | 0.275 | 1,115 | $239.86 | $267,339 |
| Industrial – Other | 2.813 | 36 | $2,457.89 | $89,113 |
| Institutional and Health Care | 0.631 | 2,652 | $551.07 | $1,461,455 |
| Hotel/Motel | 0.163 | 132 | $142.58 | $71,290 |
| | | | **Total** | **$15,951,244** |
| | | | Cost Allocated to Existing Development | $15,004,487 |
| | | | **Total Cost of Fire Facilities** | **$30,955,731** |

Based on the development projections in Section III and Appendix A, the fee amount presented in Table IV-B8 above are expected to finance approximately 51% of the facilities needed. The City will need to fund the remaining costs from other sources of funds.

In compliance with AB 602, DTA has calculated the residential fees on a per-square-foot basis. Table II-2 (Legal Requirements) provides the calculation for the total future residential square footage that is then used in the cost per square foot calculation shown in Table IV-B8 below.

**Table IV-B8: Fire Facilities Fee Summary (per Sq. Ft.)**

| Land Use Type | Costs Financed by Fees [a] | Total Square Footage [b] | Fee per Sq. Ft. [a] / [b] |
|---|---|---|---|
| **Residential Units** | **$9,784,618** | **21,728,000** | **$0.4503** |

DTA has reviewed the available information related to the City's prior impact fee assumptions and has determined that the new fee amounts, which are generally higher than the City's existing impact fees, are needed due to the current facility needs of the City, updated development projections, and updated methodology changes in compliance with AB602.

## C Park Facilities Fees

Public parks play an important part in the overall quality of life for residents in the City of Redlands. The Fee Study includes a component for new parks and trails. Table IV-C1 illustrates how the parks fee will meet the requirements of AB 1600 with regard to use of the fee, the type of development funded or partially funded by the fee revenue, the reasonable relationship to the need for facilities and the proportionality requirements.

**Table IV-C1: Parks Facilities**

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(a)(1) | Identify the purpose of the Fee. | Provide a revenue source that will provide funds to acquire land and construct park and trail facilities that will mitigate the impacts of new residential development to the City's Parks facilities. |
| 66001(a)(2) | Identify the use to which the fee is to be put. | Acquisition of land and development of parks and trails and construction of community centers. |
| 66001(a)(3) | Demonstrate how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. | New residential development in the City will generate additional residents increasing the need for Parks facilities. Park and trail facilities and community centers used to provide these services will have to be expanded or constructed to meet this increased demand. |
| 66001(a)(4) | Demonstrate how there is a reasonable relationship between the need for the public facilities and the type of development project on which the fee is imposed. | The additional residents from new development will impact demand for Parks facilities. New parks and trail facilities and community centers are needed to mitigate the impacts of the additional residents. If additional park and trail facilities are not constructed, then the overall quality of life for residents in the City will suffer. |
| 66001(b) | Demonstrate how there is a reasonable relationship between the amount of the fee and the cost of the public facility. | The Parks Facilities fee is based on the cost to provide park and trail facilities and community centers. |

### *C.1 Existing Facilities*

See Table IV-C2 for a summary of the existing inventory of the City's park facilities.

**Table IV-C2: Existing Parks, Trails, Sports Fields, and Community Center Buildings**

| Park Facility | Units |
|---|---|
| **Existing Parks** | |
| Brookside Park | 9.2 Acres |
| Caroline Park | 16.8 Acres |
| Community Park | 18.2 Acres |
| Crafton Park | 7.5 Acres |
| Ed Hales Park | 0.3 Acres |
| Ford Park | 27.0 Acres |
| Franklin Park | 0.6 Acres |
| Jennie Davis Park | 5.2 Acres |
| Prospect Park | 11.4 Acres |
| Simonds Parkway | 0.9 Acres |
| Smiley Park | 9.2 Acres |
| Sylvan Park | 23.3 Acres |
| Texonia Park | 8.8 Acres |
| The Terrace | 2.5 Acres |
| Isreal Beal Park | 8.1 Acres |
| Oakmont Park | 14.6 Acres |
| Redlands Sports Park | 48.0 Acres |
| Heritage Park | 18.7 Acres |
| Orange Street Alley | 0.1 Acres |
| **Total Park Acreage** | **230.3 Acres** |
| **Existing Trail(s)** | |
| Orange Blossom Trail Phases 1, 2, and 3 | 4.48 Acres [1] |
| **Sports Fields** | |
| Fields | 23 Fields |
| **Existing Community Center Buildings** | |
| Redlands Community Center | 22,900 Sq. Ft. |
| Redlands Community Senior Center | 7,500 Sq. Ft. |
| Joslyn Senior Center | 8,925 Sq. Ft. |
| Redlands Bowl | 3,046 Sq. Ft. |
| Mission Gables | 5,014 Sq. Ft. |
| **Total Buildings** | **47,385 Sq. Ft.** |

Note:

1. Based on a trail length of 3.7 miles and standard width of 10 ft per US Dept. of Transportation.

## *C.2 Proposed Facilities*

In order to determine the proposed facilities, the City must determine the demand upon infrastructure created by new development. It is clear new residential development in the City will impact the City's current park and trail system.

The capacity of the park and trail facilities is finite and will reach practical limits (through park and trail visitors). When capacity is exceeded, the level of service afforded to existing development will be reduced. In other words, if development continues without an increase in the number of park and trail facilities and community center, the existing facilities would be overwhelmed in terms of providing Parks services. Additional demands will be made upon the previously listed assets in Table IV-C2 above and therefore, such assets would need to be expanded.

Table IV-C3 identifies the park and trail facilities and community center proposed to be funded in whole or in part with the collection of Parks fees. Quantity and costs are based on estimates provided by the City. For purposes of complying with AB 602, the Needs List shown below is considered to be the CIP.

**Table IV-C3: Needs List**

| Parks Facilities | Facility Unit | Number | Facility Cost (2023) |
|---|---|---|---|
| Park Acres | Acres | 108.0 | $27,000,000 |
| Trails [2] | Acres | 13.37 | $5,516,000 |
| Sports Fields/Courts | | | |
| Baseball Fields | Fields | 5 | $1,750,000 |
| Multi-Use Fields | Fields | 5 | $1,250,000 |
| Tennis/Pickleball Courts | Courts | 6 | $750,000 |
| **Total** | | **16** | **$3,750,000** |
| | | Total | $36,266,000 |
| | | Less Offsetting Revenues (Existing Fee Balance) | ($383,398) |
| | | Net Facilities Cost | $35,882,602 |

Note:

2. Based on a trail length of 11.03 miles and standard width of 10 ft per US Dept. of Transportation.

The City Facilities and Community Services Department developed the needs list above based on projected population growth and future development in the City as provided in Section III (Demographics) herein. The goal was to maintain an equivalent ratio of facilities in square footage or acreage to projected population. Development costs were based on a combination of previous project

costs and construction estimates from the City's on-call architect to project an average per square foot or per acre cost for acquisition and/or development.

### *C.3 EDUs*

For Parks facilities, the development of property into residential uses generates residents increasing the need for Parks facilities. Developed park acreage, trails, and community center buildings will have to be expanded, constructed or purchased to meet this increased demand.

City records do not indicate a significant link between the business community and park use, therefore, no fee is required from non-residential property. Therefore, the EDUs for existing and future development are based on the residents generated from existing and future residential units. There are no EDUs assigned to Non-Residential Property.

As shown in Section III(D) (Demographics - EDUs), there are 30,086 total existing residential EDUs and 11,200 future residential EDUs, bringing the total residential EDUs in 2035 to 41,286 EDUs.

### *C.4 Allocation of Costs*

The total cost of $35,882,602, as shown in Table IV-C3 above, for Parks facilities needed to serve existing and new development is allocated to existing and new development based on the share of total EDUs in 2035.

C.4.i Park Acres

Table IV-C4 summarizes the allocation of park acreage development costs to existing and new development. The City currently has 230.3 acres of existing parks. Based on the locations of existing and new development, additional park facilities will be needed at various locations. The City has determined 108.0 new park acres are needed to adequately serve both existing and new development, bringing the total to 338.3 acres.

Since the buildout standard of 3.93 (108.0 future acres divided by 27,450 future residents multiplied by 1,000) is greater than the existing standard of 3.12 (230.3 existing acres divided by 73,737 existing residents multiplied by 1,000), the future costs is limited to the existing standard of 3.12.

Therefore, after providing a credit to existing development for the existing 230.3 acres and a reduction to maintain the existing standard, 16% of the costs will be allocated to existing development and 84% will be allocated to new development as shown below.

**Table IV-C4: Allocation of Park Acreage Costs**

| Type of Development | Residential EDUs | Percentage of Total EDUs | Total Park Acres in 2035 | Acres Credit for Existing Development | Reduction to Maintain Existing Standard | Acres Net of Credit and Reduction | Percentage of Costs Allocated | Facility Costs Allocated |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 30,086 | 73% | 246.6 | (230.3) | 0.0 | 16.2 | 16% | $4,243,301 |
| Future Development | 11,200 | 27% | 91.8 | 0.0 | (6.0) | 85.7 | 84% | $22,438,340 |
| **Total** | **41,286** | **100%** | **338.3** | **(230.3)** | **(6.0)** | **102.0** | **100%** | **$26,681,641** |

C.4.ii Sports Fields/Courts

Table IV-C5 summarizes the allocation of the future sports field/court costs to existing and new development. The City currently has 23 existing sports fields/courts. The City has determined 16 new fields/courts are needed to adequately serve both existing and new development, bringing the total to 39 fields/courts.

Since the buildout standard of 0.58 (16 fields/courts divided by 27,450 future residents multiplied by 1,000) is greater than the existing standard of 0.31 (23 existing fields/courts divided by 73,737 existing residents multiplied by 1,000), the future costs is limited to the existing standard of 0.31.

Therefore, after providing a credit to existing development for the existing 23 fields/courts and a reduction to maintain the existing standard, 39% of the costs will be allocated to existing development and 61% will be allocated to new development as shown below.

**Table IV-C5: Allocation of Sports Field/Court Costs**

| Type of Development | Residential EDUs | Percentage of Total EDUs | Total Fields/Courts in 2035 | Fields Credit for Existing Development | Reduction to Maintain Existing Standard | Fields Net of Credit and Reduction | Percentage of Costs Allocated | Facility Costs Allocated |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 30,086 | 73% | 28 | (23.0) | 0.0 | 5 | 39% | $1,453,885 |
| Future Development | 11,200 | 27% | 11 | 0.0 | (2.0) | 9 | 61% | $2,296,115 |
| **Total** | **41,286** | **100%** | **39** | **(23.0)** | **(2.0)** | **14** | **100%** | **$3,750,000** |

C.4.iii Trail Acres

Table IV-C6 summarizes the allocation of trail acreage development costs to existing

and new development. The City currently has 4.48 acres of existing trails. Based on the locations of existing and new development, additional trails will be needed at various locations. The City has determined 13.37 new trail acres are needed to adequately serve both existing and new development, bringing the total to 17.9 acres.

Since the buildout standard of 0.49 (13.37 future acres divided by 27,450 future residents multiplied by 1,000) is greater than the existing standard of 0.06 (4.48 existing acres divided by 73,737 existing residents multiplied by 1,000), the future costs is limited to the existing standard of 0.06.

Therefore, after providing a credit to existing development for the existing 4.48 acres and a reduction to maintain the existing standard, 84% of the costs will be allocated to existing development and 16% will be allocated to new development as shown below.

**Table IV-C6: Allocation of Trail Acreage Costs**

| Type of Development | Residential EDUs | Percentage of Total EDUs | Total Trail Acres in 2035 | Acres Credit for Existing Development | Reduction to Maintain Existing Standard | Acres Net of Credit and Reduction | Percentage of Costs Allocated | Facility Costs Allocated |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 30,086 | 73% | 13.0 | (4.48) | 0.0 | 8.5 | 84% | $4,558,655 |
| Future Development | 11,200 | 27% | 4.8 | 0.0 | (3.2) | 1.7 | 16% | $892,305 |
| **Total** | **41,286** | **100%** | **17.9** | **(4.48)** | **(3.2)** | **10.2** | **100%** | **$5,450,960** |

C.4.iv Total Facilities Costs

See Table IV-C7 for the total facilities costs allocated to new and existing development.

**Table IV-C7: Total Costs**

| New Facility | Cost Allocated to Existing Development | Cost Allocated to Future Development | Total Costs |
|---|---|---|---|
| Park Acres | $4,243,301 | $22,438,340 | $26,681,641 |
| Sports Fields/Courts | $1,453,885 | $2,296,115 | $3,750,000 |
| Trails | $4,558,655 | $892,305 | $5,450,960 |
| **Total** | **$10,255,841** | **$25,626,760** | **$35,882,601** |

### *C.5 Proposed Fee Amount*

The Fee per EDU was calculated by dividing the costs allocated to future development by the number of future EDUs as shown in the table below.

**Table IV-C8: Cost per EDU**

| Type of Development | EDUs | Facility Costs Allocated | Total Cost Per EDU |
|---|---|---|---|
| Future Residential Property | 11,200 | $25,626,760 | $2,288.10 |

See Table IV-C9 for the fee amount for each land use based on the cost per EDU as calculated above.

**Table IV-C9: Proposed Fees**

| Land Use Type | EDUs per Unit | Number of Future Units | DIF per Unit | Cost Financed by Fees |
|---|---|---|---|---|
| **Residential Property** | | | | |
| Residential Property | 1.000 | 11,200 | $2,288.10 | $25,626,761 |
| | | | Cost Allocated to Existing Development | $10,225,841 |
| | | | **Total Cost of Parks Facilities** | **$35,882,602** |

Based on the development projections in Section III and Appendix A, the fee amount presented in Table IV-C9 above are expected to finance approximately 71% of the facilities needed. The City will need to fund the remaining costs from other sources of funds.

In compliance with AB 602, DTA has calculated the residential fees on a per-square-foot basis. Table II-2 (Legal Requirements) provides the calculation for the total future residential square footage that is then used in the cost per square foot calculation shown in Table IV-C10 below.

**Table IV-C10: Parks Facilities Fee Summary (per Sq. Ft.)**

| Land Use Type | Costs Financed by Fees [a] | Total Square Footage [b] | Fee per Sq. Ft. [a] / [b] |
|---|---|---|---|
| **Residential Property** | **$25,626,761** | **21,728,000** | **$1.1794** |

The new fee amount shown above is generally less than the City's existing impact fees.

## D Library Facilities Fees

The Library Facilities will serve the residents of Redlands by promoting literacy and learning, as well as providing an improved quality of life. The Fee Study includes a component for the acquisition/construction of new library facilities as well as remodeling/refurbishing of existing library facilities and acquisition of new library materials. Table IV-D1 illustrates how the library fee will meet the requirements of AB 1600 with regard to use of fees, the type of development on which the fee is imposed, the reasonable relationship to the need for collection items, and proportionality requirements.

**Table IV-D1: Library Facilities**

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(a)(1) | Identify the purpose of the Fee. | Provide a revenue source that will provide funds to acquire/construct new library facilities, remodel/refurbish existing facilities, and acquire various library collection items that will mitigate the impacts of new residential development to the City's Library facilities. |
| 66001(a)(2) | Identify the use to which the fee is to be put. | Construction of new library facilities, remodel/refurbishment of existing facilities, and expansion of library collection items. Collection items include, but are not limited to, books, periodicals, newspapers, DVDs, e-books, etc. |
| 66001(a)(3) | Demonstrate how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. | New residential development in the City will generate additional residents who will become library patrons. New facilities will need to be acquired/constructed, existing facilities will need to be remodeled/refurbished and collections will have to be expanded and additional volumes acquired to meet this increased demand. Fees collected from new residential development will be used for the acquisition/construction of new facilities, remodel/refurbishment of existing facilities, and acquisition of collection items. City records do not indicate a significant link between the business community and library use. Therefore, no fee is required from non-residential property. |

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(a)(4) | Demonstrate how there is a reasonable relationship between the need for the public facilities and the type of development project on which the fee is imposed. | The additional residents from new development will impact demand for library space and collection items. New facility space will need to be acquired/constructed, existing facility space will need to be remodeled/refurbished, and new collection items are needed to mitigate the impacts of the additional residents. If new facilities are not acquired/constructed, existing facilities are not remodeled/refurbished, and additional library collection items are not acquired, then the City's libraries will have insufficient space and materials. |
| 66001(b) | Demonstrate how there is a reasonable relationship between the amount of the fee and the cost of the public facility. | The library fee is based on the cost to provide new materials at the same levels as provided to existing residents. |

### *D.1 Existing Facilities*

The City currently has two library facilities totaling 68,800 building square feet and 274,829 collection items. Collection items include, but are not limited to, books, periodicals, newspapers, DVDs, e-books, etc. See Table IV-D2 for a summary of the existing inventory.

**Table IV-D2: Existing Library Facilities**

| Library Facilities | Facility Unit | Units/Building Size |
|---|---|---|
| **Library Facility** | | |
| A.K. Smiley Library Building | SF | 64,000 |
| Lincoln Memorial Shrine | SF | 4,800 |
| | **Total Library Facilities** | **68,800** |
| **Existing Library Materials** | | |
| Books | Books | 134,808 |
| Non-Book Items | Units | 140,021 |
| | **Total** | **274,829** |

### *D.2 Proposed Facilities*

Table IV-D3 identifies the new library facilities as well as remodeling/refurbishing existing library facilities and acquisition of new library materials proposed to be funded with the collection of Library fees. Quantity and costs are based on estimates provided by the City. For purposes of complying with AB 602, the Needs List shown below is considered to be the CIP.

**Table IV-D3: Needs List**

| Library Facilities | Facility Unit | Number | Facility Cost |
|---|---|---|---|
| **Future Library Facilities** | | | |
| Branch Library | Sq. Ft. | 20,000 | $15,000,000 |
| Main Library Expansion (new bldg.. sq. ft.) | Sq. Ft. | 28,046 | $5,000,000 |
| **Subtotal** | **Sq. Ft.** | **48,046** | **$20,000,000** |
| **Future Library Materials** | | | |
| Books | Books | 52,000 | $1,560,000 |
| Non-Book Items | Units | 180,000 | $54,000 |
| **Subtotal** | **Sq. Ft.** | **232,000** | **$1,614,000** |
| | | Total | $21,614,000 |
| | | Less Offsetting Revenues (Existing Fee Balance) | ($25,616) |
| | | Net Facilities Cost | $21,588,384 |

Regarding the need for a branch library in 2001, the City hired an outside consultant who reported that the population of the city of 63,574[1] fully supported the need for a branch library. In the subsequent 20 years the population of Redlands has grown to 73,168[2].

In 2023 the Library Board of Trustees commissioned Architectural Resources Group to provide an estimate for repurposing the approximately 2,250 sq ft lower level. The cost for this project was projected to be $1,600,000. The DIF estimates for the cost of both a potential branch library and an expansion of Smiley Library were based on these figures. The City also consulted American Library Association standards and the Public Library - Whole Building Design Guide[3] for estimates on needed space and number of books and materials per patron.

1https://www2.census.gov/library/publications/2002/dec/phc-1-6.pdf
2https://www.census.gov/quickfacts/fact/table/redlandscitycalifornia/PST045223
3https://www.wbdg.org/building-types/libraries/public-library

## *D.3 EDUs*

For library facilities, the development of property into residential uses generates residents who increase the demand on the finite amount of library space and collection items.

City records do not indicate a significant link between the business community and library use. Therefore, no fee is required from non-residential property. Therefore, the EDUs for existing and future development are based on the residents generated

from existing and future residential units. There are no EDUs assigned to Non-Residential Property.

As shown in Section III(D) (Demographics - EDUs), there are 30,086 total existing residential EDUs and 11,200 future residential EDUs, bringing the total residential EDUs in 2035 to 41,286 EDUs.

### *D.4 Allocation of Costs*

The total cost of $21,588,384, as shown in Table IV-D3 above, is for new library facilities as well as remodeling/refurbishing existing library facilities and acquisition of new library materials needed to serve existing and new development. Described below is more detail regarding the methodology used to allocate the costs.

D.4.i New Library Facilities

Table IV-D4 summarizes the allocation of library facilities costs to existing and new development. The City has determined the 48,046 building square feet of new library facilities identified in Table IV-D3 will be needed in order to serve both existing and future development.

Since the buildout standard of 1,750 (48,046 building square feet of future buildings divided by 27,450 future residents multiplied by 1,000) is greater than the existing standard of 933 (68,800 existing building square footage divided by 73,737 existing residents multiplied by 1,000), the future costs is limited to the existing standard of 933.

Therefore, after providing a credit to existing development for the existing 68,800 building square feet and a reduction to maintain the existing standard, 39% of the costs will be allocated to existing development and 61% will be allocated to new development as shown below.

**Table IV-D4: Allocation of Library Facility Costs**

| Type of Development | Residential EDUs | Percentage of Total EDUs | Total Sq. Ft. in 2035 | Sq. Ft. Credit for Existing Development | Reduction to Maintain Existing Standard | Sq. Ft. Net of Credit and Reduction | Percentage of Costs Allocated | Facility Costs Allocated |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 30,086 | 73% | 85,148 | (68,800) | 0.0 | 16,348 | 39% | $7,782,934 |
| Future Development | 11,200 | 27% | 31,698 | 0 | (6,086) | 25,612 | 61% | $12,193,363 |
| **Total** | **41,286** | **100%** | **116,846** | **(68,800)** | **(6,086)** | **41,960** | **100%** | **$19,976,297** |

D.4.ii Future Library Materials

The City currently has 134,808 books and 140,021 non-book items in its library system. The City has determined that the 52,000 new books and 180,000 new non-book items identified in Table IV-D3 will be needed to serve new development.

Since the buildout standard of 8,452 (232,000 future library materials divided by 27,450 future residents multiplied by 1,000) is greater than the existing standard of 3,727 (274,829 existing library materials divided by 73,737 existing residents multiplied by 1,000), the future costs is limited to the existing standard of 3,727.

Therefore, after providing a credit to existing development for the existing 274,829 building square feet and a reduction to maintain the existing standard, 48% of the costs will be allocated to existing development and 52% will be allocated to new development as shown below.

**Table IV-D5: Allocation of Library Material Costs**

| Type of Development | Residential EDUs | Percentage of Total EDUs | Total Items in 2035 | Items Credit for Existing Development | Reduction to Maintain Existing Standard | Fields Net of Credit and Reduction | Percentage of Costs Allocated | Facility Costs Allocated |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 30,086 | 73% | 369,336 | (274,829) | 0.0 | 94,507 | 48% | $774,088 |
| Future Development | 11,200 | 27% | 137,493 | 0 | (35,182) | 102,310 | 52% | $837,999 |
| **Total** | **41,286** | **100.00%** | **506,829** | **(274,829)** | **(35,182)** | **196,818** | **100.00%** | **$1,612,087** |

D.4.iii Total Facilities Costs

See Table IV-D6 for the total facilities costs allocated to new and existing development.

**Table IV-D6: Total Costs**

| New Facility | Cost Allocated to Existing Development | Cost Allocated to Future Development | Total Costs |
|---|---|---|---|
| New Library and Remodel/Refurbish Existing | $7,782,934 | $12,193,363 | $19,976,297 |
| Library Materials | $774,088 | $837,999 | $1,612,087 |
| **Total** | **$8,557,022** | **$13,031,362** | **$21,588,384** |

## *D.5 Proposed Fee Amount*

The Fee per EDU was calculated by dividing the costs allocated to future

development by the number of future EDUs as shown in the table below.

**Table IV-D7: Cost per EDU**

| Type of Development | EDUs | Facility Costs Allocated | Total Cost Per EDU |
|---|---|---|---|
| Future Residential Property | 11,200 | $13,031,362 | $1,163.51 |

See Table IV-D8 for the fee amount for each land use based on the cost per EDU as calculated above.

**Table IV-D8: Proposed Fees**

| Land Use Type | EDUs per Unit | Number of Future Units | DIF per Unit | Cost Financed by Fees |
|---|---|---|---|---|
| **Residential Property** | | | | |
| Residential Property | 1.000 | 11,200 | $1,163.51 | $13,031,362 |
| | | | Cost Allocated to Existing Development | $8,557,022 |
| | | | **Total Cost of Library Facilities** | **$21,588,384** |

Based on the development projections in Section III and Appendix A, the fee amount presented in Table IV-D8 above are expected to finance 60% of the facilities needed. The City will need to fund the remaining costs from other sources of funds.

In compliance with AB 602, DTA has calculated the residential fees on a per-square-foot basis. Table II-2 (Legal Requirements) provides the calculation for the total future residential square footage that is then used in the cost per square foot calculation shown in Table IV-D9 below.

**Table IV-D9: Library Facilities Fee Summary (per Unit and per Sq. Ft.)**

| Land Use Type | Costs Financed by Fees [a] | Total Square Footage [b] | Fee per Sq. Ft. [a] / [b] |
|---|---|---|---|
| **Residential Property** | **$13,031,362** | **21,728,000** | **$0.5997** |

DTA has reviewed the available information related to the City's prior impact fee assumptions and has determined that the new fee amounts, which are generally higher than the City's existing impact fees, are needed due to the current facility needs of the City, updated development projections, and updated methodology changes in compliance with AB602.

## E General Government Facilities Fees

The General Government Facilities will serve the residents and employees of Redlands by providing general government services. The Fee Study includes a component for government facilities, senior center and recreation building, field operations facilities, and parking facilities. Table IV-E1 illustrates how the government facilities fee will meet the requirements of AB 1600 with regard to use of the fee, the type of development funded or partially funded by the fee revenue, the reasonable relationship to the need for facilities and the proportionality requirements.

**Table IV-E1: General Government Facilities**

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(a)(1) | Identify the purpose of the Fee. | Provide a revenue source that will provide funds to construct government facilities that will mitigate the impacts of new residential and non-residential development to the City's general government facilities. |
| 66001(a)(2) | Identify the use to which the fee is to be put. | Construction of new government facilities, senior center and recreation buildings, field operations buildings, and parking facilities. |
| 66001(a)(3) | Demonstrate how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. | New residential and non-residential development in the City will generate additional residents and employees increasing the need for general government services. Buildings and parking used to provide these services will have to be expanded, constructed or purchased to meet this increased demand. |
| 66001(a)(4) | Demonstrate how there is a reasonable relationship between the need for the public facilities and the type of development project on which the fee is imposed. | The additional residents and employees from new development will impact demand for general government facilities. New government facilities, senior center and recreation buildings, field operations buildings, and parking facilities are needed to mitigate the impacts of the additional residents and employees. If additional government facilities are not constructed, then overall general government services provided to the residents and employees in the City will suffer. |
| 66001(b) | Demonstrate how there is a reasonable relationship between the amount of the fee and the cost of the public facility. | The General Government Facilities fee is based on the cost to provide new government facilities, senior center/recreation buildings, field operations facilities, and parking facilities. |

### *E.1 Existing City Hall and Safety Hall*

See Table IV-E2 for a summary of the existing inventory of the City's existing government facility and safety hall.

**Table IV-E2: Existing City Hall and Safety Hall**

| Facility | Units |
|---|---|
| Existing City Hall | 50,999 Square Feet |
| Existing Safety Hall | 23,838 Square Feet |

In addition, the City currently has public parking lots and a public parking structure.

### *E.2 Proposed Facilities*

In order to determine the proposed facilities, the City must determine the demand upon infrastructure created by new development. It is clear all new development in the City will impact the City's current ability to provide general government services.

The capacity of the government facilities is finite and will reach practical limits (through various general government requests). When capacity is exceeded, the level of service afforded to existing development will be reduced. In other words, if development continues without an increase in the number of government center facilities, the existing facilities would be overwhelmed in terms of providing general government services. Additional demands will be made upon the previously listed asset in Table IV-E2 above and therefore, such assets would need to be expanded.

Table IV-E3 identifies the government facilities proposed to be funded in whole or in part with the collection of General Government fees. Quantity and costs are based on estimates provided by the City. For purposes of complying with AB 602, the Needs List shown below is considered to be the CIP.

**Table IV-E3: Needs List**

| General Government Facilities | Facility Unit | Number | Facility Cost (2023) |
|---|---|---|---|
| Community / Rec / Senior Center Buildings | Square Feet | 40,000 | $36,000,000 |
| City Government Office and Admin Buildings | Square Feet | 25,000 | $22,500,000 |
| City Field Operations Facilities | Square Feet | 35,000 | $31,500,000 |
| Parking Facilities | Square Feet | 80,000 | $32,000,000 |
| | | Total | $122,000,000 |
| | | Less Offsetting Revenues (Existing Fee Balance) | ($138,580) |
| | | Net Facilities Cost | $121,861,420 |

The City Facilities and Community Services Department developed the needs list above based on projected population growth and future development in the City as provided in Section III (Demographics) herein. The goal was to maintain an

equivalent ratio of facilities in square footage to projected population. Development costs were based on a combination of previous project costs and construction estimates from the City's on-call architect to project an average per square foot.

### *E.3 EDUs*

For general government facilities, the development of property into residential and non-residential uses generates residents and employees increasing the need for general government services. Government facilities used to provide these services will have to be expanded, constructed or purchased to meet this increased demand.

Since the facilities proposed to be financed by the impact fees will serve both residential and non-residential property, DTA projected the number of future EDUs based on the number of residents or employees generated by each land use class.

As shown in Section IV(D) (Demographics - EDUs), there are 44,856 total existing EDUs and 18,259 future EDUs, bringing the total EDUs in 2035 to 63,115 EDUs.

### *E.4 Allocation of Costs*

The total cost of $121,861,420, as shown in Table IV-E3 above, for general government facilities needed to serve existing and new development is allocated to existing and new development based on the share of total EDUs in 2035.

E.4.i Future Government Facilities

Table IV-E4 summarizes the allocation of the future government facility costs to existing and new development.

The City has determined additional government facilities, including community, recreation, senior center buildings, government offices and administration facilities, City field operations facilities, and parking facilities are needed to adequately serve both existing and new development.

Since the buildout standard of 6,557 (180,000 building square feet of future buildings divided by 27,450 future residents divided by 1,000) is greater than the existing standard of 1,015 (74,837 existing building square footage divided by 73,737 existing residents divided by 1,000), the future costs is limited to the existing standard of 1,015.

Therefore, after providing a credit to existing development for the existing 74,837 building square feet and a reduction to maintain the existing standard, 79% of the costs will be allocated to existing development and 21% will be allocated to new development as shown below.

**Table IV-E4: Allocation of Government Facility Costs**

| Type of Development | Residential EDUs | Percentage of Total EDUs | Total Sq. Ft. in 2035 | Sq. Ft. Credit for Existing Development | Reduction to Maintain Existing Standard | Sq. Ft. Net of Credit and Reduction | Percentage of Costs Allocated | Facility Costs Allocated |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 44,856 | 71% | 181,114 | (74,837) | 0 | 106,277 | 79% | $96,551,428 |
| Future Development | 18,259 | 29% | 73,723 | 0 | (45,863) | 27,860 | 21% | $25,309,992 |
| **Total** | **63,115** | **100%** | **254,837** | **(74,837)** | **(45,863)** | **134,137** | **100%** | **$121,861,420** |

E.4.ii Total Facilities Costs

See Table IV-E5 for the total facilities costs allocated to new and existing development.

**Table IV-E5: Total Costs**

| New Facility | Cost Allocated to Existing Development | Cost Allocated to Future Development | Total Costs |
|---|---|---|---|
| Future Building Sq. Ft. | $96,551,428 | $25,309,992 | $121,861,420 |
| **Total** | **$96,551,428** | **$25,309,992** | **$121,861,420** |

## *E.5 Proposed Fee Amount*

The Fee per EDU was calculated by dividing the costs allocated to future development by the number of future EDUs as shown in the table below.

**Table IV-E6: Cost per EDU**

| Type of Development | EDUs | Facility Costs Allocated | Total Cost Per EDU |
|---|---|---|---|
| Future Development | 18,259 | $25,309,992 | $1,386.19 |

See Table IV-E7 for the fee amount for each land use based on the cost per EDU as calculated above.

**Table IV-E7: Proposed Fees**

| Land Use Type | EDUs per Unit / 1,000 Sq. Ft. | Number of Future Units/Rooms/1,000 Sq. Ft. | DIF per Unit/Room/1,000 Sq. Ft. | Cost Financed by Fees |
|---|---|---|---|---|
| **Residential Property** | | | | |
| Residential Property | 1.000 | 11,200 | $1,386.19 | $15,525,347 |
| **Non-Residential Property** | | | | |
| Retail | 0.759 | 1,613 | $1,051.69 | $1,696,759 |
| Commercial | 0.189 | 1,623 | $261.40 | $424,190 |
| Food Service and Entertainment | 3.783 | 216 | $5,243.32 | $1,131,173 |
| Office | 2.378 | 858 | $3,295.94 | $2,827,932 |
| Warehousing – Standard | 1.020 | 100 | $1,413.97 | $141,397 |
| Warehousing – High Cube | 0.204 | 2,000 | $282.79 | $565,586 |
| Manufacturing and Assembly | 0.275 | 1,115 | $380.59 | $424,190 |
| Industrial – Other | 2.813 | 36 | $3,899.95 | $141,397 |
| Institutional and Health Care | 0.631 | 2,652 | $874.38 | $2,318,904 |
| Hotel/Motel | 0.163 | 500 | $226.23 | $113,117 |
| | | | **Total** | **$25,309,992** |
| | | | Cost Allocated to Existing Development | $96,551,428 |
| | | | **Total Cost of General Government Facilities** | **$121,861,420** |

Based on the development projections in Section III and Appendix A, the fee amount presented in Table IV-E7 above are expected to finance approximately 21% of the facilities needed. The City will need to fund the remaining costs from other sources of funds.

In compliance with AB 602, DTA has calculated the residential fees on a per-square-foot basis. Table II-2 (Legal Requirements) provides the calculation for the total future residential square footage that is then used in the cost per square foot calculation shown in Table IV-E7 below.

**Table IV-E7: General Government Facilities Fee Summary (per Sq. Ft.)**

| Land Use Type | Costs Financed by Fees [a] | Total Square Footage [b] | Fee per Sq. Ft. [a] / [b] |
|---|---|---|---|
| **Residential Property** | **$15,525,347** | **21,728,000** | **$0.7145** |

DTA has reviewed the available information related to the City's prior impact fee assumptions and has determined that the new fee amounts, which are generally higher than the City's existing impact fees, are needed due to the current facility needs of the City, updated development projections, and updated methodology changes in compliance with AB602.

## F Transportation Facilities Fees

The planning tool the City uses to identify current and future needs for an effective overall circulation system within the City is the Circulation Element of the General Plan. Mandated by State Law, the Circulation Element must be linked to the Land Use Element of the General Plan. In addition, the Circulation Element must be consistent with, and integrated with, the Riverside-San Bernardino Area Comprehensive Transportation Plan Model (CTP Model). Consistency is a requirement for eligibility for State and local transportation funds.

The Circulation Element of the City's General Plan serves as the City's Transportation Master Plan, which identifies future transportation facilities needed to mitigate the impacts of new development through build out conditions, beyond the year 2035. The City provided a listing of future transportation facilities needed to mitigate the impacts of new development through 2035. The facilities listed included interchanges, railroad grade separations, regional arterials, local arterials, and local streets and signals. Project limits and costs for the first three categories are consistent with San Bernardino County Transportation Authority Development Mitigation Nexus Study and the Congestion Management Plan ("CMP"), with appropriate cost escalators,

City staff uses current traffic and land use data to update their traffic model. Any significant changes to impacts resulting from new development are incorporated into the City's Capital Improvement Program (CIP) at regular intervals. Such changes are also incorporated into the Circulation Element at periodic intervals.

Table IV-F1 illustrates how the transportation fee will meet the requirements of AB 1600 with regard to use of fees, the type of development funded or partially funded by the fee revenue, the reasonable relationship to the need for facilities, and the proportionality requirements.

**Table IV-F1: Transportation Facilities**

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(a)(1) | Identify the purpose of the Fee. | Provide a revenue source that will provide funds to construct various transportation projects that will mitigate the impacts of new development on the City's circulation system. |
| 66001(a)(2) | Identify the use to which the fee is to be put. | Fund or partially fund the construction of new roadways within the City limits. The roadway improvements to be funded or partially funded are summarized in Table 56 and further listed in Appendix B. |
| 66001(a)(3) | Demonstrate how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. | New residential and non-residential development will generate additional traffic on City streets. The fee revenue will be used to construct new transportation projects upon which new residents and employees will travel. A fee imposed on new residential and non-residential development is a reasonable method for mitigating the impacts of such new development. |
| 66001(a)(4) | Demonstrate how there is a reasonable relationship between the need for the public facilities and the type of development project on which the fee is imposed. | The additional traffic volumes generated by new development will impact current levels of congestion. New roadways and supplemental lanes are needed to mitigate the impacts of the increased traffic volumes. If the proposed projects are not constructed in concert with new development the City's circulation system will experience higher traffic volumes and increase the level of congestion to a condition well below City standards. |
| 66001(b) | Demonstrate how there is a reasonable relationship between the amount of the fee and the cost of the public facility. | Project costs are allocated to new development based on the percentage of traffic volume generated by new development to the total traffic volume at buildout . The specific fee imposed on the various land uses are based on the relative trip generation rate as compared to a residential unit (baseline rate or EDU factor). |

### *F.1 Proposed Facilities and Costs*

As mentioned above, City Staff provided a detailed breakdown of the citywide transportation projects needed to mitigate the impacts of new development through the year 2035. While the year 2035 precedes build out conditions, it was chosen as a reasonable planning horizon with respect to the City's circulation system. The projects consist of Citywide roadway improvements totaling over $257 million. The project list includes improvements to interchanges, railroad grade separations, regional arterials, local arterials, local streets and local signals. Roadway projects and intersection projects are part of the City's Circulation Element of the General Plan, the City Traffic Model, and the City's Capital Improvement Program. The interchange projects as well as the grade separations and regional arterial projects are part of the Riverside-San Bernardino Area Comprehensive Transportation Plan Model (CTP Model) by SCAG and San Bernardino County Transportation Authority Nexus Study and CMP. These projects are identified by these models and master plans as being needed solely or partially to mitigate the impacts of new development. Where projects are partially needed to cure existing deficiencies or otherwise benefit existing development, those projects would have to be funded by sources other than impact fees.

Regional and local arterials, local streets and signals will be constructed on existing City streets and will benefit both existing and new development. The allocations to new development are based on the percentage of ADTs generated by new development to the total ADTs of the City's roadway network. ADTs assigned to interchanges and regional arterials are consistent with the San Bernardino County Transportation Authority Nexus Study. The calculation of the ADTs and percentage of total ADTs for local arterials, streets and signals is shown in the discussion of "Methodology" within this Section of the Fee Study. The project categories, costs and allocations are shown in Table IV-F2.

**Table IV-F2: Transportation Cost Summary**

| Component | Total Project Cost | Less Offsetting Revenue (Existing Fee Balance) | Net Project Cost |
|---|---|---|---|
| Interchange Improvements | $153,995,150 | ($181,987) | $153,813,163 |
| Regional Arterials | $90,123,130 | ($18,788) | $90,104,342 |
| Railroad Grade Crossings | $2,521,750 | $0 | $2,521,750 |
| Local Street Improvements | $10,851,100 | ($304,832) | $10,546,268 |
| **Grand Total** | **$257,491,130** | **($304,832)** | **$256,985,523** |

The list of projects to be funded, or partially funded, are shown by components in Tables IV-F3 through IV-F6. The total project cost as well as the costs allocated to new development are also shown in the tables. For purposes of complying with AB 602, the Needs List shown below is considered to be the CIP.

### Table IV-F3: Interchange Improvements

| Location | % Allocation to Existing Development | $ Allocation to Existing Development | % Allocation to New Development | $ Allocation to New Development | 2023 Estimated Cost |
|---|---|---|---|---|---|
| I-10 at Mountain View | 70.37% | $46,888,559 | 29.63% | $19,742,455 | $66,631,014 |
| I-10 at Wabash | 70.37% | $36,830,551 | 29.63% | $15,507,525 | $52,338,075 |
| I-10 at Live Oak | 70.37% | $17,153,829 | 29.63% | $7,222,630 | $24,376,459 |
| I-10 at 5th Street | 70.37% | $7,366,110 | 29.63% | $3,101,505 | $10,467,615 |
| **Total** | | **$108,239,049** | | **$45,574,115** | **$153,813,163** |

### Table IV-F4: Regional Arterials

| Location | Limits | % Allocation to Existing Development | $ Allocation to Existing Development | % Allocation to New Development | $ Allocation to New Development | 2023 Estimated Cost |
|---|---|---|---|---|---|---|
| Alabama St | N City Limit to Palmetto Ave | 70.37% | $9,818,455 | 29.63% | $4,134,066 | $13,952,521 |
| California St | Redlands Blvd to I-10 | 70.37% | $716,131 | 29.63% | $301,527 | $1,017,658 |
| California St | Lugonia Ave to San Bernardino Ave | 70.37% | $869,126 | 29.63% | $365,946 | $1,235,072 |
| Citrus Ave | Auburn Ct to Wabash Ave | 70.37% | $716,131 | 29.63% | $301,527 | $1,017,658 |
| Citrus Ave | Dearborn St to Wabash Ave | 70.37% | $1,091,247 | 29.63% | $459,470 | $1,550,717 |
| Cypress Ave | I-10 to Citrus Ave | 70.37% | $588,020 | 29.63% | $247,586 | $835,606 |
| Ford Ave | 5th Ave to I-10 | 70.37% | $1,896,778 | 29.63% | $798,640 | $2,695,418 |
| Live Oak Canyon Road | San Timoteo Canyon to E City Limits | 70.37% | $5,533,653 | 29.63% | $2,329,948 | $7,863,600 |
| Lugonia Ave | Orange St to Wabash Ave | 70.37% | $6,818,448 | 29.63% | $2,870,912 | $9,689,360 |
| Lugonia Ave | Tennessee St to Orange St | 70.37% | $3,185,260 | 29.63% | $1,341,156 | $4,526,416 |
| Orange St | Lugonia Ave to I-10 | 70.37% | $2,728,117 | 29.63% | $1,148,675 | $3,876,792 |
| Orange St | N City Limit to Pioneer Ave | 70.37% | $8,613,844 | 29.63% | $3,626,864 | $12,240,708 |
| Orange St | San Bernardino Ave to Lugonia Ave | 70.37% | $1,201,846 | 29.63% | $506,038 | $1,707,884 |
| Orange St | San Bernardino Ave to Pioneer Ave | 70.37% | $651,614 | 29.63% | $274,363 | $925,977 |
| San Bernardino Ave | SR 210 to Orange St | 70.37% | $1,817,516 | 29.63% | $765,266 | $2,582,781 |
| San Bernardino Ave | Church St to Wabash Ave | 70.37% | $2,529,038 | 29.63% | $1,064,853 | $3,593,891 |
| SR 38 (Orange St/Lugonia Ave) | W City Limit to E City Limit | 70.37% | $7,364,071 | 29.63% | $3,100,647 | $10,464,718 |
| Wabash Ave | 5th Ave to I-10 | 70.37% | $4,066,368 | 29.63% | $1,712,147 | $5,778,515 |
| Traffic Signal | Wabash Ave at 5th Ave | 70.37% | $457,313 | 29.63% | $192,552 | $649,864 |
| Traffic Signal | Wabash Ave at I-10 | 70.37% | $457,313 | 29.63% | $192,552 | $649,864 |
| Traffic Signal | Ford St at I-10 | 70.37% | $457,313 | 29.63% | $192,552 | $649,864 |

| Location | Limits | % Allocation to Existing Development | $ Allocation to Existing Development | % Allocation to New Development | $ Allocation to New Development | 2023 Estimated Cost |
|---|---|---|---|---|---|---|
| Traffic Signal | Dearborn St at Citrus Ave | 70.37% | $457,313 | 29.63% | $192,552 | $649,864 |
| Traffic Signal | Ford St at I-10 WB | 70.37% | $457,313 | 29.63% | $192,552 | $649,864 |
| Traffic Signal | 6th Street at I-10 WB Off-ramp | 70.37% | $457,313 | 29.63% | $192,552 | $649,864 |
| Traffic Signal | Wabash Ave at Citrus Ave | 70.37% | $457,313 | 29.63% | $192,552 | $649,864 |
| **Total** | | | **$63,406,854** | | **$26,697,495** | **$90,104,342** |

**Table IV-F5: Railroad Grade Crossings**

| Location | % Allocation to Existing Development | $ Allocation to Existing Development | % Allocation to New Development | $ Allocation to New Development | 2023 Estimated Cost |
|---|---|---|---|---|---|
| San Timoteo Canyon Road | 70.37% | $1,774,567 | 29.63% | $747,183 | $2,521,750 |
| **Total** | | **$1,774,567** | | **$747,183** | **$2,521,750** |

**Table IV-F6: Local Street Improvements**

| Location | Limits | % Allocation to Existing Development | $ Allocation to Existing Development | % Allocation to New Development | $ Allocation to New Development | 2023 Estimated Cost |
|---|---|---|---|---|---|---|
| Street Widening (4 Lanes) | Colton Ave (Texas St to Orange St) | 0.00% | $0 | 100.00% | $1,427,900 | $1,387,787 |
| Street Widening (4 Lanes) | Texas St (Colton Ave to Pennsylvania Ave) | 0.00% | $0 | 100.00% | $2,580,700 | $2,508,202 |
| Street Widening | Pioneer Ave (Furlow Dr to Texas St) | 70.37% | $1,343,934 | 29.63% | $582,220 | $565,864 |
| Intersection Improvements | Church St at Colton Ave | 0.00% | $0 | 100.00% | $327,500 | $318,300 |
| Traffic Signal Installation | 6th St at Colton Ave | 0.00% | $0 | 100.00% | $650,000 | $631,740 |
| Traffic Signal Installation | 6th St at Stuart Ave | 0.00% | $0 | 100.00% | $650,000 | $631,740 |
| Traffic Signal Installation | 6th St at Citrus Ave | 0.00% | $0 | 100.00% | $650,000 | $631,740 |
| Traffic Signal Installation | Eareka St at Colton Ave | 0.00% | $0 | 100.00% | $650,000 | $631,740 |
| Traffic Signal Installation | University St at Colton Ave | 0.00% | $0 | 100.00% | $650,000 | $631,740 |

| Location | Limits | % Allocation to Existing Development | $ Allocation to Existing Development | % Allocation to New Development | $ Allocation to New Development | 2023 Estimated Cost |
|---|---|---|---|---|---|---|
| Traffic Signal Installation | San Bernardino Ave at Church St | 70.37% | $444,558 | 29.63% | $192,592 | $187,182 |
| Traffic Signal Installation | Cypress Ave. at Cajon St | 70.37% | $444,558 | 29.63% | $192,592 | $187,182 |
| **Total** | | | **$2,233,050** | | **$8,553,504** | **$8,313,217** |

### *F.2 EDUs*

For the purpose of allocating transportation costs to both existing and new development the demand variable is the average daily trip end. This is a metric that estimates the number of vehicular trips generated by a specific land use within a 1-hour period during that part of the day in which peak traffic volumes are observed. ADT was chosen as the demand variable because it is consistent with the metric used in the regional transportation plans mentioned at the beginning of this section and is an industry standard. Without question the design and cost estimates for new and expanded roadways are based on traffic volumes generated, congestion levels of service and standards adopted by the local agency. ADTs are a fair and reasonable measure of the demand placed on the City's roadway system. The ADTs generated by a residential dwelling, whose value is determined from the ITE[1] manual, is used as the baseline variable. Comparison of ADTs for the other land uses to the baseline ADT produces EDU factors for the various land uses. When these factors are applied to the demographic data for existing and new development, total calculated EDUs for existing and new development as a percentage of total EDUs can be used in the allocation of facility costs to new development.

### *F.3 Trip Rates*

As discussed in Section II, the land uses considered upon which DIFs will be imposed include Residential, Commercial, Industrial, Office and Hotel/Motel, with their various sub-categories. Within the Residential category are single-family, multi-family and transit-oriented subcategories, which were chosen to best fit the type of residential development throughout the City, and for which the ITE manual has data and recommended trip rates. In a similar manner, the ITE Commercial land use designation includes commercial, retail trade and food service sub-categories. Industrial category includes warehousing, manufacturing, general industrial and health care. Weighted average ADTs from the above subcategories are calculated for the purposes of determining existing and future ADTs and the allocation of transportation costs to existing and new development. Table IV-F7 shows the

[1] Institute of Transportation Engineers, Trip Generation, 8th Edition, Volumes 1,2 and 3.

weighted average trip rates, in ADTs, for this Fee Study.

**Table IV-F7: Trip Generation Rates**

| Land Use | City Designation | 2016 City Uses ITE Designation [1] | ITE Code | ITE Ave. Trip Rate [2] | % Reduction for Pass-By Trips | Average Trip Length | Trip Length Factor | Average Daily Trip Rate [4] |
|---|---|---|---|---|---|---|---|---|
| Residential (Dwelling Units) | Single-Family | Single-Family | | 9.94 | | 7.4 | 1.02 | ***10.09*** |
| | Multi-Family | Apartment | | 6.89 | | 7.4 | 1.02 | ***6.99*** |
| | Mobile Home | Transit-Oriented Development [3] | | 7.06 | | 7.4 | 1.02 | ***7.17*** |
| | ADU | Accessory Dwelling Units | | | | | | ***6.99*** |
| Commercial/Retail | Commercial | Commercial | 820 | 42.94 | 30% | 5.39 | 0.74 | ***22.22*** |
| (1,000 s.f.) | | Retail Trade | 814 | 44.32 | 30% | 539 | 0.74 | ***22.94*** |
| | | Food Service and Entertainment | 931 | 89.95 | 30% | 5.39 | 0.74 | ***46.55*** |
| Industrial | Industrial | Warehousing Standard | 150 | 3.89 | | 8.87 | 1.22 | ***4.73*** |
| (1,000 s.f.) | | Warehousing High Cube | 152 | 1.44 | | 8.87 | 1.22 | ***1.75*** |
| | | Manufacturing and Assembly | 140 | 2.13 | | 8.87 | 1.22 | ***2.59*** |
| | | Industrial Other | 110 | 6.97 | | 8.87 | 1.22 | ***8.48*** |
| | | Institutional and Health Care (Hospital) | 610 | 16.5 | | 8.87 | 1.22 | ***20.08*** |
| Office (1,000 s.f.) | Office | General Office Building | 710 | 11.01 | | 8.87 | 1.22 | ***13.40*** |
| Hotel/Motel | Hotel/Motel | Hotel | 310 | 8.92 | | | | |
| (Room) | | Motel | 320 | 9.11 | | | | |
| | | Hotel/Motel | | 9.02 | | 5.66 | 0.78 | ***7.00*** |

Notes:

1. ITE categories were chosen that best fit the intent and purpose of the City subcategories.
2. The land use designations for non-residential uses in this Study differ completely from the 2003 DIF. Therefore, ITE rates are used that most closely fit the descriptions for the new categories.
3. This Fee Study assumes an ADT rate of 4.00 until better information is available. A rate of 4.00 is less than other high-density residential, and is reasonable.
4. Numbers in this column (bold italic) are used in this Fee Study for calculating ADTs and Fee Schedule.

In order to fairly allocate costs between existing and new development, total ADTs must be calculated for both cases. ADTs for existing development for a given land use category are found by multiplying the number of residential units or one thousand square feet ("KSF") of non-residential development in each category, as shown in Section III(A), "Existing Development Within City," by the ADTs per unit or KSF from Table IV-F7, "Trip Generation Rates," shown above.

The total ADTs for existing development as well as the percentage of total ADTs are shown in Table IV-F8.

**Table IV-F8: Existing ADTs**

| Residential Property | Amount | Units | Average Daily Trips per Unit/KSF | ADTs |
|---|---|---|---|---|
| Residential Property | 27,406 | Dwelling Units | 9.25 | 253,568 |
| **Non-Residential Property** | **Amount** | **Units** | **Average Daily Trips per Unit/KSF** | **ADTs** |
| Retail | 3,747,747 | Square Feet | 22.94 | 85,973 |
| Commercial | 1,928,805 | Square Feet | 22.22 | 42,858 |
| Food Service and Entertainment | 378,015 | Square Feet | 46.55 | 17,597 |
| Office | 2,830,658 | Square Feet | 13.40 | 37,931 |
| Warehousing – Standard | 265,250 | Square Feet | 4.73 | 1,255 |
| Warehousing – High Cube | 12,038,333 | Square Feet | 1.75 | 21,067 |
| Manufacturing and Assembly | 2,532,603 | Square Feet | 2.59 | 6,559 |
| Industrial – Other | 73,748 | Square Feet | 8.48 | 625 |
| Institutional and Health Care | 6,522,384 | Square Feet | 20.08 | 130,969 |
| Hotel/Motel | 268 | Rooms | 7.00 | 1,876 |
| | | | **Total** | **600,279** |
| | | | Total Existing and Future ADTs | 853,026 |
| | | | **% of Total ADTs** | **70.37%** |

ADTs for future development for a given land use category are found by multiplying the number of residential units or one thousand square feet ("KSF") of non-residential development in each category, as shown in Section III(B), "Future Development Within City (2022-2035)," by the ADTs per unit or KSF from Table IV-F8, "Trip Generation Rates" shown above.

The total ADTs for future development as well as the percentage of total ADTs are shown in Table IV-F9.

**Table IV-F9: Future ADTs**

| Residential Property | Amount | Units | ADTs per Unit/KSF | ADTs |
|---|---|---|---|---|
| Residential Property | 11,200 | Dwelling Units | 8.41 | 94,220 |
| **Non-Residential Property** | **Amount** | **Units** | **ADTs per Unit/KSF** | **ADTs** |
| Retail Trade | 1,613,362 | Square Feet | 22.94 | 37,011 |
| Commercial | 1,622,735 | Square Feet | 22.22 | 36,057 |
| Food Service and Entertainment | 215,736 | Square Feet | 46.55 | 10,043 |
| Office | 858,004 | Square Feet | 13.4 | 11,497 |
| Warehousing – Standard | 100,000 | Square Feet | 4.73 | 473 |
| Warehousing – High Cube | 2,000,000 | Square Feet | 1.75 | 3,500 |
| Manufacturing and Assembly | 1,114,568 | Square Feet | 2.59 | 2,887 |
| Industrial – Other | 36,256 | Square Feet | 8.48 | 307 |
| Institutional and Health Care | 2,652,045 | Square Feet | 20.08 | 53,253 |
| Hotel/Motel | 500 | Rooms | 7.00 | 3,500 |
| | | | **Total** | 252,748 |
| | | | Total Existing and Future ADTs | 853.026 |
| | | | **% of Total ADTs** | **29.63%** |

The percentage of total ADTs for future development, as shown in the table above, is used in Table IV-F2, "Transportation Cost Summary" to allocate to new development new local street and signal costs that have Citywide benefit.

### *F.4 Allocation of Costs*

The transportation costs allocated to new development are then divided by total new ADTs to determine the cost per ADT. The cost per ADT is then multiplied by the ADT rate for a single-family unit. This is the baseline EDU used in calculating the various fees.

**Table IV-F10: Cost per ADT**

| Total Cost of Transportation Projects | Cost Allocated to New Development | Total New ADTs | Cost per ADT |
|---|---|---|---|
| $256,985,523 | $81,332,005 | 252,748 | $321.79 |

### *F.5 Proposed Fee Amount*

The proposed fee schedule for transportation is shown in Table IV-F11.

**Table IV-F11: Transportation Fee Schedule**

| Residential Property | ADTs | Cost Per ADT | DIF per Unit | Units |
|---|---|---|---|---|
| Residential Property | 8.41 | $321.79 | $2,707.07 | DU |
| **Non-Residential Property** | **ADTs** | **Cost Per ADT** | **DIF per 1,000 SF/Room** | **Units** |
| Retail Trade | 22.94 | $321.79 | $7,381.89 | KSF |
| Commercial | 22.22 | $321.79 | $7,150.20 | KSF |
| Food Service and Entertainment | 46.55 | $321.79 | $14,979.38 | KSF |
| Office | 13.40 | $321.79 | $4,312.00 | KSF |
| Warehousing – Standard | 4.73 | $321.79 | $1,522.07 | KSF |
| Warehousing – High Cube | 1.75 | $321.79 | $563.13 | KSF |
| Manufacturing and Assembly | 2.59 | $321.79 | $833.44 | KSF |
| Industrial – Other | 8.48 | $321.79 | $2,728.79 | KSF |
| Institutional and Health Care | 20.08 | $321.79 | $6,461.57 | KSF |
| Hotel/Motel | 7.00 | $321.79 | $2,252.54 | Room |

For the Transportation Fee calculation using a project specific traffic study, as permitted by City rules, the fee shall be $321.79 per ADT.

### *F.6 Expected Revenue*

Using the demographic data from Table IV-F9, "Future ADTs," the residential units or non-residential square footages or hotel rooms are multiplied by the corresponding proposed fee rates to determine the expected revenues.

As shown in Table IV-F12, the total expected revenue is equal to the transportation costs allocated to new development as shown in Table IV-F2, "Transportation Cost Summary."

**Table IV-F12: Revenue**

| Residential Property | Units | Units | DIF per Unit | Cost Financed by Fees |
|---|---|---|---|---|
| Residential Property | 11,200 | Dwelling Units | $2,707.07 | $30,319,173 |
| **Non-Residential Property** | **SF/Rooms** | **Units** | **DIF per 1,000 SF/Room** | **Cost Financed by Fees** |
| Retail Trade | 1,613,362 | SF | $7,381.89 | $11,909,664 |
| Commercial | 1,622,735 | SF | $7,150.20 | $11,602,883 |
| Food Service and Entertainment | 215,736 | SF | $14,979.38 | $3,231,592 |
| Office | 858,004 | SF | $4,312.00 | $3,699,716 |
| Warehousing – Standard | 100,000 | SF | $1,522.07 | $152,207 |
| Warehousing – High Cube | 2,000,000 | SF | $563.13 | $1,126,269 |
| Manufacturing and Assembly | 1,114,568 | SF | $833.44 | $928,925 |
| Industrial – Other | 36,256 | SF | $2,728.79 | $98,935 |
| Institutional and Health Care | 2,652,045 | SF | $6,461.57 | $17,136,371 |
| Hotel/Motel | 500 | Rooms | $2,252.54 | $1,126,269 |
| | | | **Total** | **$81,332,005** |
| | | | Cost Allocated to Existing Development | $175,653,518 |
| | | | Total Cost of Transportation Facilities | $256,985,523 |

Based on the development projections in Section III and Appendix A, the fee amount presented in Table IV-F12 above are expected to finance approximately 32% of the facilities needed. The City will need to fund the remaining costs from other sources of funds.

In compliance with AB 602, DTA has calculated the residential fees on a per-square-foot basis. Table II-2 (Legal Requirements) provides the calculation for the total future residential square footage that is then used in the cost per square foot calculation shown in Table IV-F13 below.

**Table IV-F13: Transportation Facilities Fee Summary (per Sq. Ft.)**

| Land Use Type | Costs Financed by Fees [a] | Total Square Footage [b] | Fee per Sq. Ft. [a] / [b] |
|---|---|---|---|
| **Residential Property** | **$30,319,173** | **21,728,000** | **$1.3954** |

DTA has reviewed the available information related to the City's prior impact fee assumptions and has determined that the new fee amounts, which are generally higher than the City's existing impact fees, are needed due to the current facility needs of the City,

updated development projections, and updated methodology changes in compliance with AB602.

## G Storm Drain Facilities Fees

The Storm Drain Facilities will serve the residents of City by providing new drainage systems that provide the required level of protection against flooding within the City limits. Storm Drain facilities include pipes, catch basins and appurtenances required to both upgrade and replace existing facilities as well as mitigate the runoff impacts of new development. The planning horizon assumed in this Fee Study is the buildout year of 2035. Section G.1 below identifies the projects needed to meet the City's flood protection objectives in the build out condition.

Table IV-G1 below illustrates how the storm drain fee will meet the requirements of AB 1600 with regard to use of fees, the type of development funded or partially funded by the fee revenue, the reasonable relationship to the need for facilities, and the proportionality requirements.

**Table IV-G1: Storm Drain Facilities Nexus Requirement**

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(a)(1) | Identify the purpose of the Fee. | Provide a revenue source to pay for construction of various projects that will mitigate the impacts of new development on the City's drainage facilities, pipeline and appurtenant structures. |
| 66001(a)(2) | Identify the use to which the fee is to be put. | Fund or partially fund the construction of new storm drain facilities. The improvements to be funded or partially funded are summarized in Table IV-G2 below and further listed in Appendix B. |
| 66001(a)(3) | Demonstrate how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. | The cost of storm drain systems is related to the amount of runoff delivered to City streets. New development will increase the amount of impermeable surface in the City and subsequently the amount of stormwater runoff that needs to be collected in a manner that will prevent flooding. New storm drainage systems and infrastructure are necessary to ensure that adequate facilities are available to serve new residential and non-residential development. Therefore, there is a reasonable relationship between the need for the facilities and new development. Fees collected from new development will be used exclusively for the construction and construction related costs associated with these projects. |

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(a)(4) | Demonstrate how there is a reasonable relationship between the need for the public facilities and the type of development project on which the fee is imposed. | The additional runoff generated by new development will increase the risk of flood damage in proportion to the increase runoff. New storm drainage systems and infrastructure are necessary to mitigate the impacts of the increased runoff. If the proposed projects are not constructed in concert with new development, the City's storm drain system will experience higher risk of flood damage due to runoff in excess of the current levels of protection. |
| 66001(b) | Demonstrate how there is a reasonable relationship between the amount of the fee and the cost of the public facility. | Project costs are allocated to new development based on the relative runoff among land uses. Given the same area, runoff from the various land uses differ by the percentage of impervious area for each land use. Rational Method Hydrology is used in order to determine the relative runoff values for each land use. The project costs can then be allocated to the various land uses and the fee for each land use determined. |

### *G.1 Proposed Facilities and Costs*

In order to determine the proposed improvements, the City must determine the demand upon infrastructure created by new development. It is clear all new development in the City will impact the City's current ability to provide drainage systems and flood protection. The discharge capacity of the existing drainage systems is determined by design and in many cases is at design capacity for the appropriate storm event. When capacity is exceeded due to the runoff impacts of new development, the level of flood protection afforded to existing development will be reduced. In other words, if development continues without new improvements to the drainage systems, the existing facilities would be unable to provide the level of flood protection consistent with City standards. Table IV-G2 below identifies the drainage improvements proposed to be funded in whole or in part with the collection of Drainage Facilities fees. Quantity and costs are based on estimates provided by the City.

The project categories, costs and allocations are shown in Table IV-G2.

Table IV-G2: Storm Drain Cost Summary

| Component | Total Project Cost | Less Offsetting Revenue (Existing Fee Balance) | Net Project Cost |
|---|---|---|---|
| Mill Creek Drainage Area | $3,740,000 | ($10,305) | $3,729,695 |
| Reservoir Canyon Drainage Area | $16,506,000 | ($45,481) | $16,460,519 |
| Downtown Drainage Area | $10,206,000 | ($28,122) | $10,177,878 |
| North City Drainage Area | $20,055,000 | ($55,260) | $19,999,740 |
| South City Drainage Area | $18,100,000 | ($49,873) | $18,050,127 |
| **Grand Total** | **$68,607,000** | **($189,041)** | **$68,417,959** |

The list of projects to be funded, or partially funded, are shown by components in Table IV-G3. The total project cost as well as the costs allocated to new development are also shown in the tables. For purposes of complying with AB 602, the Needs List shown below is considered to be the CIP.

## Table IV-G3: Drainage Needs List

| Facility | Location | Facility Cost | Existng Developemnt | | New Development | |
|---|---|---|---|---|---|---|
| | | | % | Amount | % | Amount |
| Mill Creek Drainage Area | | | | | | |
| 27 | E Colton Ave | $2,808,241 | 74.26% | $2,085,316.60 | 25.74% | $722,924.14 |
| 27-B | 8th St | $921,454 | 74.26% | $684,244.51 | 25.74% | $237,209.48 |
| Reservoir Canyon Drainage Area | | | | | | |
| 22 | Redlands Blvd | $1,219,630 | 74.26% | $905,661.29 | 25.74% | $313,968.83 |
| 22-G | 10 FWY/ Cypress Ave | $1,405,118 | 74.26% | $1,043,398.82 | 25.74% | $361,718.79 |
| 22-J | Garden St | $9,243,460 | 74.26% | $6,863,920.30 | 25.74% | $2,379,539.72 |
| 25-A | 10 FWY/ Cypress Ave | $4,134,576 | 74.26% | $3,070,214.00 | 25.74% | $1,064,362.03 |
| 26-A | 5th Ave | $457,735 | 74.26% | $339,900.68 | 25.74% | $117,834.58 |
| Downtown Drainage Area | | | | | | |
| 21 | Eureka St | $299,173 | 74.26% | $222,157.31 | 25.74% | $77,016.07 |
| 22 | Redlands Blvd | $2,634,720 | 74.26% | $1,956,465.36 | 25.74% | $678,254.82 |
| 22-A | Redlands Blvd | $169,532 | 74.26% | $125,889.14 | 25.74% | $43,642.44 |
| 22-B | Redlands Blvd | $190,474 | 74.26% | $141,440.15 | 25.74% | $49,033.56 |
| 22-D | Redlands Blvd | $74,793 | 74.26% | $55,539.33 | 25.74% | $19,254.02 |
| 22-E | Redlands Blvd | $228,369 | 74.26% | $169,580.08 | 25.74% | $58,788.93 |
| 22-K | Redlands Blvd | $5,935,600 | 74.26% | $4,407,601.00 | 25.74% | $1,527,998.75 |
| 22-L | Redlands Blvd | $645,217 | 74.26% | $479,119.26 | 25.74% | $166,097.98 |
| North City Drainage Area | | | | | | |
| 7 | Western Ave | $3,206,141 | 74.26% | $2,380,785.82 | 25.74% | $825,355.51 |
| 7-A | Lugonia Ave | $1,468,941 | 74.26% | $1,090,792.38 | 25.74% | $378,148.88 |
| 7-B | San Bernardino Ave | $3,156,279 | 74.26% | $2,343,759.60 | 25.74% | $812,519.50 |
| 8 | Orange St | $1,832,936 | 74.26% | $1,361,083.78 | 25.74% | $471,851.76 |
| 9 | Church St | $3,406,587 | 74.26% | $2,529,631.22 | 25.74% | $876,956.27 |
| 10 | Wabash Ave | $4,488,598 | 74.26% | $3,333,100.15 | 25.74% | $1,155,497.71 |
| 10-B | Dearborn St | $2,440,257 | 74.26% | $1,812,063.11 | 25.74% | $628,194.38 |
| South City Drainage | | | | | | |
| 17-B | Redlands Blvd | $264,270 | 74.26% | $196,238.96 | 25.74% | $68,030.86 |
| 17-A | Lugonia Ave | $4,345,992 | 74.26% | $3,227,205.17 | 25.74% | $1,118,786.72 |
| 18-A | New Jersey St | $1,997,481 | 74.26% | $1,483,270.30 | 25.74% | $514,210.60 |
| 18-A1 | New Jersey St | $220,391 | 74.26% | $163,655.88 | 25.74% | $56,735.17 |
| 19 | Alabama St | $1,380,187 | 74.26% | $1,024,885.72 | 25.74% | $355,300.78 |
| 38 | Brookside Ave | $824,721 | 74.26% | $612,413.65 | 25.74% | $212,307.62 |
| 38-B | Brookside Ave | $610,314 | 74.26% | $453,200.91 | 25.74% | $157,112.77 |
| 39 | San Mateo St | $1,086,997 | 74.26% | $807,171.55 | 25.74% | $279,825.04 |
| 39-A | San Mateo St | $1,585,619 | 74.26% | $1,177,433.73 | 25.74% | $408,185.15 |
| 39-C | San Mateo St | $340,060 | 74.26% | $252,518.81 | 25.74% | $87,541.60 |
| 40 | Cypress Ave | $2,074,269 | 74.26% | $1,540,290.67 | 25.74% | $533,978.06 |
| 41 | Buena Vista St | $3,319,827 | 74.26% | $2,465,205.60 | 25.74% | $854,621.61 |
| Total Facilities Costs | | $68,417,959 | | $50,805,155 | | $17,612,804 |

### *G.2 ERUs*

The reasonable relationship used to allocate storm drain costs between existing, converted use and future development is relative runoff contribution. A rational method of computing runoff rates was used in the form of Q = C * I * A where "Q" is equal to runoff volume, "C" is the ratio of impervious area to total area of the subject

lot or parcel, "I" is rainfall intensity and "A" is Area, in acres of the study area. For example, A runoff factor of "C" of 1.00 indicates a totally impervious site, where every drop of rain would find its way to the public streets as run-off.

An impervious area factor of 0.55, known as the value of "C," is used for new single-family residential development. This value is based on assumed values for lot dimensions, lot frontage, house footprints and landscape designs. See Appendix C for calculations supporting the C value for the various land uses. The City has confirmed these assumptions based on their best prediction of future homeowner/consumer trends. Furthermore, the calculations for the residential C was compared to values shown in the County of San Bernardino Hydrology Manual and there is a reasonable correlation. The County of San Bernardino's Hydrology Manual also sets forth average impervious area factors for multi-family (apartment dwelling units), retail/commercial, and industrial, of 0.80, 0.90, and 0.95 respectively.

For the purposes of this nexus study only the relative runoff from each land use needs to be considered. For convenience, a storm intensity value ("I") is chosen as 1. The calculation of runoff per acre for a storm intensity of 1 is equal to C *1*1 based on the equation Q=C*I*A, or simply "C." These per acre runoff values are then compared to the runoff per acre from one residential unit to determine each ERU factor.

The ERU factors are presented in Table IV-G4 below:

**Table IV-G4: Equivalent Runoff Factors**

| Land Use | Units | Residential Density (units/acre) or Non-Residential FAR/Rooms per Acre | Runoff Coefficient "C" | Runoff per unit or ksf; Q=C*I*A |
|---|---|---|---|---|
| Residential Property | Dwelling Units | 7.00 | 0.55 | 0.08 |
| | | | | |
| Retail | Square Feet | 0.5 | 0.90 | 0.04 |
| Commercial | Square Feet | 0.5 | 0.90 | 0.04 |
| Food Service and | Square Feet | 0.5 | 0.90 | 0.04 |
| Office | Square Feet | 0.5 | 0.90 | 0.04 |
| Warehousing - Standard | Square Feet | 0.5 | 0.90 | 0.04 |
| Warehousing - High Cube | Square Feet | 0.5 | 0.90 | 0.04 |
| Manufacturing and | Square Feet | 0.5 | 0.90 | 0.04 |
| Industrial - Other | Square Feet | 0.5 | 0.95 | 0.04 |
| Institutional & Health Care | Square Feet | 0.5 | 0.95 | 0.04 |
| Hotel/Motel Rooms | Rooms | 40.0 | 0.95 | 0.02 |

When these factors are applied to the demographic data for existing and new development, total calculated ERUs for existing and new development as a percentage of total ERUs can be used in the allocation of facility costs to new development.

### *G.3 Methodology*

In order to fairly allocate costs between existing and new development, total ERUs must be calculated for both cases. ERUs for existing and future development for a given land use category are found by multiplying the number of residential units or one thousand square feet ("KSF") of non-residential development in each category by the ERU factors shown in the table below.

The total ERUs for existing development as well as the percentage of total ERUs are shown in Table IV-G5 below:

**Table IV-G5: Existing Equivalent Runoff Units**

| Land Use | Units | Residential Units/Non-Residential SF | ERU Factor | Total ERUs |
|---|---|---|---|---|
| Residential Property | Dwelling Units | 27,406 | 1.18 | 32,234 |
| | | | | |
| Retail | Square Feet | 3,747,747 | 0.62 | 2,307 |
| Commercial | Square Feet | 1,928,805 | 0.62 | 1,187 |
| Food Service and | Square Feet | 378,015 | 0.62 | 233 |
| Office | Square Feet | 2,830,658 | 0.62 | 1,742 |
| Warehousing - Standard | Square Feet | 265,250 | 0.62 | 163 |
| Warehousing - High Cube | Square Feet | 12,038,333 | 0.62 | 7,410 |
| Manufacturing and Assembly | Square Feet | 2,532,603 | 0.62 | 1,559 |
| Industrial - Other | Square Feet | 73,748 | 0.65 | 48 |
| Institutional & Health Care | Square Feet | 6,522,384 | 0.65 | 4,238 |
| Hotel/Motel Rooms | Rooms | 268 | 0.35 | 95 |
| | | | Total Existing Development ERUs | 51,216 |
| | | | % of Total ERUs | 74.26% |
| | | | Total ERUs | 68,971 |

ERUs for future development for a given land use category are found in a manner similar to that for existing development by multiplying the number of residential units or one thousand square feet ("KSF") of non-residential development in each category by the applicable ERUs per unit or KSF.

The total ERUs for future development as well as the percentage of total ERUs are shown in Table IV-G6 below:

**Table IV-G6: Future Equivalent Runoff Units**

| Land Use | Units | Residential Units/Non-Residential SF | ERU Factor | Total ERUs |
|---|---|---|---|---|
| Residential Property | Dwelling Units | 11,200 | 1.00 | 11,200 |
| | | | | |
| Retail | Square Feet | 1,613,362 | 0.62 | 993 |
| Commercial | Square Feet | 1,622,735 | 0.62 | 999 |
| Food Service and Entertainment | Square Feet | 215,736 | 0.62 | 133 |
| Office | Square Feet | 858,004 | 0.62 | 528 |
| Warehousing - Standard | Square Feet | 100,000 | 0.62 | 62 |
| Warehousing - High Cube | Square Feet | 2,000,000 | 0.62 | 1,231 |
| Manufacturing and Assembly | Square Feet | 1,114,568 | 0.62 | 686 |
| Industrial - Other | Square Feet | 36,256 | 0.65 | 24 |
| Institutional & Health Care | Square Feet | 2,652,045 | 0.65 | 1,723 |
| Hotel/Motel Rooms | Rooms | 500 | 0.35 | 177 |
| | | | Total Future Development ERUs | 17,755 |
| | | | % of Total ERUs | 25.74% |
| | | | Total ERUs | 68,971 |

The percentage of total ERUs for future development, as shown in Table IV-G6 above, is used in Table IV-G2, "Drainage Needs List," to allocate to costs to new development for new storm drain facilities that have Citywide benefit.

### *G.4 Allocation of Costs*

The storm drain costs allocated to new development are then divided by total new ERUs to determine the cost per ERU. This is the baseline ERU used in calculating the fees for the various land use categories.

**Table IV-G7: Cost per ERU**

| Total Cost of Storm Drain Projects | % Allocated to New Development | Cost Allocated to New Development | Total New ERUs | Cost per ERU |
|---|---|---|---|---|
| $68,417,959 | 25.74% | $17,612,804 | 17,755 | $991.98 |

### *G.5 Proposed Fee Amount*

The ERU factors for the various land uses shown in Table IV-G4 are then multiplied by the cost per ERU to determine the proposed fee for each land use category. The proposed fee schedule for storm drainage facilities is shown in Table IV-G8 below:

Table IV-G8: Storm Drain Fee Schedule

| Residential Property | ERU Factor | Cost Per ERU | DIF per Unit | Units |
|---|---|---|---|---|
| Residential | 1.00 | $991.98 | $991.98 | Units |
| **Non-Residential Property** | **ERU Factor** | **Cost Per ERU** | **DIF per 1,000 SF/Room** | **Units** |
| Retail Trade | 0.62 | $991.98 | $610.61 | KSF |
| Commercial | 0.62 | $991.98 | $610.61 | KSF |
| Food Service and Entertainment | 0.62 | $991.98 | $610.61 | KSF |
| Office | 0.62 | $991.98 | $610.61 | KSF |
| Warehousing – Standard | 0.62 | $991.98 | $610.61 | KSF |
| Warehousing – High Cube | 0.62 | $991.98 | $610.61 | KSF |
| Manufacturing and Assembly | 0.62 | $991.98 | $610.61 | KSF |
| Industrial – Other | 0.65 | $991.98 | $644.53 | KSF |
| Institutional and Health Care | 0.65 | $991.98 | $644.53 | KSF |
| Hotel/Motel | 0.35 | $991.98 | $350.95 | Room |

## *G.6 Expected Revenue*

Using the demographic data from Table IV-G6, "Future Equivalent Runoff Units," the residential units or non-residential square footages or hotel rooms are multiplied by the corresponding proposed fee rates to determine the expected revenues.

As shown in Table IV-G9, the total expected revenue is equal to the drainage costs allocated to new development as shown in Table IV-G2, "Drainage Needs List."

**Table IV-G9: Expected Revenue**

| Residential Property | Units | Units | DIF per Unit | Cost Financed by Fees |
|---|---|---|---|---|
| Residential Property | 11,200 | Dwelling Units | $991.98 | $11,110,208 |
| **Non-Residential Property** | **SF/Rooms** | **Units** | **DIF per 1,000 SF/Room** | **Cost Financed by Fees** |
| Retail Trade | 1,613,362 | SF | $610.61 | $985,127 |
| Commercial | 1,622,735 | SF | $610.61 | $990,850 |
| Food Service and Entertainment | 215,736 | SF | $610.61 | $131,729 |
| Office | 858,004 | SF | $610.61 | $523,902 |
| Warehousing – Standard | 100,000 | SF | $610.61 | $61,061 |
| Warehousing – High Cube | 2,000,000 | SF | $610.61 | $1,221,210 |
| Manufacturing and Assembly | 1,114,568 | SF | $610.61 | $680,561 |
| Industrial – Other | 36,256 | SF | $644.53 | $23,368 |
| Institutional and Health Care | 2,652,045 | SF | $644.53 | $1,709,316 |
| Hotel/Motel | 500 | Rooms | $350.95 | $175,473 |
| | | | **Total** | **$17,612,804** |
| | | | Cost Allocated to Existing Development | $50,805,155 |
| | | | Total Cost of Storm Drain Facilities | $68,417,959 |

Based on the development projections in Section III and Appendix A, the fee revenue presented in Table IV-G9 above is expected to finance approximately 26% of the facilities needed. The City will need to fund the remaining costs from other sources.

In compliance with AB 602, DTA has calculated the residential fees on a per-square-foot basis. Table II-2 (Legal Requirements) provides the calculation for the total future residential square footage that is then used in the cost per square foot calculation shown in Table IV-G10 below.

**Table IV-G10: Storm Drain Facilities Fee Summary (per Sq. Ft.)**

| Land Use Type | Costs Financed by Fees [a] | Total Square Footage [b] | Fee per Sq. Ft. [a] / [b] |
|---|---|---|---|
| **Residential Property** | **$11,110,208** | **21,728,000** | **$0.5113** |

DTA has reviewed the available information related to the City's prior impact fee assumptions and has determined that the new fee amounts, which are generally higher

than the City's existing impact fees, are needed due to the current facility needs of the City, updated development projections, and updated methodology changes in compliance with AB602.

## H Water Facilities Fees

The City of Redlands provides potable water service to customers within the City's Water Service Area. A map depicting the Water Service Area is included in Exhibit D herein. Information and data used in the calculations herein for development impact fees for potable water were taken from the 2022 City of Redlands Water Systems Master Plan ("Water Master Plan"), and the 2015 San Bernardino Valley Regional Urban Water Management Plan ("UWMP"). A map of the City's water service area is included in Appendix D herein.

Table IV-H1 below illustrates how the water facilities fee will meet the requirements of AB 1600 with regard to use of fees, the type of development funded or partially funded by the fee revenue, the reasonable relationship to the need for facilities, and the proportionality requirements.

**Table IV-H1: Water Facilities Nexus Requirement**

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(a)(1) | Identify the purpose of the Fee. | Provide a revenue source to pay for construction of water projects that will mitigate the impacts of new development on the City's water facilities. |
| 66001(a)(2) | Identify the use to which the fee is to be put. | Finance the construction of water facilities used to provide general water delivery at the current levels of service. |
| 66001(a)(3) | Demonstrate how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. | New residential and non-residential development in the City's Water Service Area will generate additional residents and employees who will increase the demand for water facilities. New water distribution mains and storage facilities are needed to deliver water to new residents and employees. Fees collected from new development will be used exclusively for the construction and construction related costs associated with the distribution and storage projects. |
| 66001(a)(4) | Demonstrate how there is a reasonable relationship between the need for the public facilities and the type of development project on which the fee is imposed. | Residential and non-residential growth within the City's Water Service Area will increase the demand for potable water. In order to meet this demand at the current levels of service, the City will need to expand their potable water system to mitigate the impacts of new development in the Water Service Area. |

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(b) | Demonstrate how there is a reasonable relationship between the amount of the fee and the cost of the public facility. | The cost of the proposed potable water facilities is based on increased demand for potable water from new development. Project costs are allocated to new development based on the percentage of relative water demand from new development as compared to total service area demand. The fees for each land use is based on the relative potable water demands among the various land uses for new development. |

### *H.1 Existing Water Facilities*

The water sources for the City's potable water system include two water treatment plants that treat surface water from Santa Ana River and Mill Creek. The potable water system also includes seventeen groundwater wells, 18 reservoirs, 38 booster pumps, and approximately 450 miles of distribution pipeline systems. Annual surface water supply and groundwater supply are split approximately 50/50 by volume in their contribution to the City's potable water production. The total production can be supplemented by State Water Project ("SWP") through the local SWP contractor, San Bernardino Valley Municipal Water District.

### *H.2 Proposed Water Facilities*

The City provided a list of capital improvement projects that will serve the needs of both new and existing development through buildout development conditions. It is assumed that the percentage allocation of the total costs assigned to new development represents the fair share costs needed to provide the necessary capacity in the system that can provide the current level of service to new development as development occurs. The list of improvements and costs is shown in Table IV-H2 below. For purposes of complying with AB 602, the Needs List shown below is considered to be the CIP.

**Table IV-H2: Potable Water Needs List**

| Facility | Location | Facility Cost | Less Offsetting Revenue (Existing Fee Balance) | Net Project Cost |
|---|---|---|---|---|
| Water Distribution System | Citywide | $126,300,000 | ($308,620) | $125,991,380 |
| Hinckley Treatment Plant Improvements | Hinckley Treatment Plant | $2,200,000 | ($5,376) | $2,194,624 |
| Tate Treatment Plant Improvements | Tate Treatment Plant | $9,285,549 | ($22,690) | $9,262,859 |
| Booster Stations (Potable) | Citywide | $8,743,690 | ($21,366) | $8,722,324 |
| Reservoirs (Potable) | Citywide | $55,922,400 | ($136,649) | $55,785,751 |
| Ground Wells | Citywide | $28,720,000 | ($70,179) | $28,649,821 |
| Laboratory | Wastewater Treatment Plant | $4,000,000 | ($9,774) | $3,990,226 |
| | **Total Facilities Costs** | **$235,171,639** | **($574,654)** | **$234,596,985** |

The need for additional facilities is highlighted in the City's Water Master Plan. Through simulated scenarios using hydraulic modeling, the Water Master Plan identified infrastructure vulnerabilities caused by projected development and anticipated population growth. The deficiencies in the water system caused by new development were identified as future projects. The proposed project costs were determined based on the costs associated with projects currently in construction, thus providing an estimate that reflects current market conditions and industry standards. This data-driven approach was used to develop the needs list, aligning the current level of service with future projections.

### *H.3. Water Demand and Water Use Factors*

The average annual delivery for potable water by the City for customers within its service area between 2016 and 2020 was 20,770 Acre-feet. Of this total approximately 73% was delivered to residential customers. The average per capita usage was approximately 222.9 gallons per capita per day ("gpcd").

For future residential and non-residential potable water usage, the usage data by customer class is based on average usage data as confirmed by the City.

### *H.4. EDUs*

For the purposes of this Fee Study an equivalent development unit ("EDU") methodology is used to allocate costs to the various land uses. The average potable water usage for each land use category, in gpd, is compared to the average usage for a single-family unit. These factors, when multiplied by the existing and new

development residential units and the non-residential buildings thousand square feet (KSF) provide the total EDUs in the potable water system.

The percentage of total EDUs contributed by new development is multiplied by the total cost of the potable water capital program to determine the amount assigned to new development. This amount is further divided by the total EDUs for new development in order to determine the cost per EDU assigned to new development. The demographic data used for the EDU calculation is consistent with the data in Section III, "Demographics."

Table IV-H3: Existing Development EDUs

| Land Use | Residential Units | Non-Residential SF | Water Use Factor (gpd per unit or ksf) | EDU Factor | Total EDUs |
|---|---|---|---|---|---|
| Residential Property | 27,406 | NA | 261.08 | 1.08 | 29,659 |
| | | | | | |
| Retail | NA | 3,747,747 | 23.00 | 0.10 | 357 |
| Commercial | NA | 1,928,805 | 50.00 | 0.21 | 400 |
| Food Service and Entertainment | NA | 378,015 | 50.00 | 0.21 | 78 |
| Office | NA | 2,830,658 | 60.00 | 0.25 | 704 |
| Warehousing - Standard | NA | 265,250 | 10.00 | 0.04 | 11 |
| Warehousing - High Cube | NA | 12,038,333 | 10.00 | 0.04 | 499 |
| Manufacturing and Assembly | NA | 2,532,603 | 50.00 | 0.21 | 525 |
| Industrial - Other | NA | 73,748 | 50.00 | 0.21 | 15 |
| Institutional & Health Care | NA | 6,522,384 | 165.00 | 0.68 | 4,461 |
| Hotel/Motel Rooms | NA | 268 | 100.00 | 0.41 | 111 |
| | | | | Total Existing Development EDUs | 36,821 |
| | | | | % of Total EDUs | 72.03% |
| | | | | Total EDUs | 51,116 |

As mentioned earlier, the City also provides public services to the unincorporated area, or "Donut Hole" and the City's SOI. The Donut Hole consists mainly of existing commercial and industrial development. Customers within the sphere of influence are located within the eastern portions of the Cities of San Bernardino and Loma Linda, western portions of the City of Yucaipa and certain unincorporated areas of the County near Mentone and Crafton. The City-wide demographic data used herein does not include data within the Donut Hole or the SOI. Demographic data for the Donut Hole and SOI is not available from the City at this time. It is assumed that the inclusion of development data from the Donut Hole and SOI will have a negligible impact on the calculation of the amount of the fees for the various land uses.

See Table IV-H4 below for the calculation of future EDUs:

Table IV-H4: Future EDUs

| Land Use | Residential Units | Non-Residential SF | Water Use Factor (gpd per unit or ksf) | EDU Factor | Total EDUs |
|---|---|---|---|---|---|
| Residential Property | 11,200 | NA | 241.25 | 1.00 | 11,200 |
| | | | | | |
| Retail | NA | 1,613,362 | 23.00 | 0.10 | 154 |
| Commercial | NA | 1,622,735 | 50.00 | 0.21 | 336 |
| Food Service and Entertainment | NA | 215,736 | 50.00 | 0.21 | 45 |
| Office | NA | 858,004 | 60.00 | 0.25 | 213 |
| Warehousing - Standard | NA | 100,000 | 10.00 | 0.04 | 4 |
| Warehousing - High Cube | NA | 2,000,000 | 10.00 | 0.04 | 83 |
| Manufacturing and Assembly | NA | 1,114,568 | 50.00 | 0.21 | 231 |
| Industrial - Other | NA | 36,256 | 50.00 | 0.21 | 8 |
| Institutional & Health Care | NA | 2,652,045 | 165.00 | 0.68 | 1,814 |
| Hotel/Motel Rooms | NA | 500 | 100.00 | 0.41 | 207 |
| | | | | Total Future Development EDUs | 14,295 |
| | | | | % of Total EDUs | 27.97% |
| | | | | Total EDUs | 51,116 |

### *H.5. Proposed Fee Amount*

The total facility cost of $234,596,986 as shown in Table IV-H2 is multiplied by the percentage allocation to new development of 27.97% from Table IV-H4 as shown above to determine the total cost allocated to new development.

The resulting cost of approximately $65.6 million allocated to new development is then divided by 14,295 EDUs for future development, or a cost per EDU of $4,589.54 as shown in Table IV-H5 below:

**Table IV-H5: Cost Per EDU**

| Total Cost | % Allocated to New Development | Cost Allocated to New Development | Total New EDUs | Cost per EDU |
|---|---|---|---|---|
| $234,596,986 | 27.97% | $65,606,964 | 14,295 | $4,589.54 |

See Table IV-H6 below for the fee amount for each land use based on the cost per EDU as calculated above and the EDU factors from Table IV-H4.

**Table IV-H6: Fee Schedule**

| Residential Property | EDU Factor | Cost Per EDU | DIF per Unit | Units |
|---|---|---|---|---|
| Residential Property | 1.00 | $4,589.54 | $4,589.54 | DU |
| **Non-Residential Property** | **EDU Factor** | **Cost Per EDU** | **DIF per 1,000 SF/Room** | **Units** |
| Retail Trade | 0.10 | $4,589.54 | $437.55 | KSF |
| Commercial | 0.21 | $4,589.54 | $951.20 | KSF |
| Food Service and Entertainment | 0.21 | $4,589.54 | $951.20 | KSF |
| Office | 0.25 | $4,589.54 | $1,141.44 | KSF |
| Warehousing – Standard | 0.04 | $4,589.54 | $190.24 | KSF |
| Warehousing – High Cube | 0.04 | $4,589.54 | $190.24 | KSF |
| Manufacturing and Assembly | 0.21 | $4,589.54 | $951.20 | KSF |
| Industrial – Other | 0.21 | $4,589.54 | $951.20 | KSF |
| Institutional and Health Care | 0.68 | $4,589.54 | $3,138.96 | KSF |
| Hotel/Motel | 0.41 | $4,589.54 | $1,902.40 | Room |

As shown in Table IV-H7 below, the total expected revenue is equal to the water facilities costs allocated to new development as shown in Table IV-H5.

**Table IV-H7: Expected Revenue**

| Residential Property | Units | Units | DIF per Unit | Cost Financed by Fees |
|---|---|---|---|---|
| Residential Property | 11,200 | Dwelling Units | $4,589.54 | $51,402,881 |
| **Non-Residential Property** | **SF/Rooms** | **Units** | **DIF per 1,000 SF/Room** | **Cost Financed by Fees** |
| Retail Trade | 1,613,362 | SF | $437.55 | $705,930 |
| Commercial | 1,622,735 | SF | $951.20 | $1,543,547 |
| Food Service and Entertainment | 215,736 | SF | $951.20 | $205,208 |
| Office | 858,004 | SF | $1,141.44 | $979,361 |
| Warehousing – Standard | 100,000 | SF | $190.24 | $19,024 |
| Warehousing – High Cube | 2,000,000 | SF | $190.24 | $380,480 |
| Manufacturing and Assembly | 1,114,568 | SF | $951.20 | $1,060,178 |
| Industrial – Other | 36,256 | SF | $951.20 | $34,487 |
| Institutional and Health Care | 2,652,045 | SF | $3,138.96 | $8,324,668 |
| Hotel/Motel | 500 | Rooms | $1,902.40 | $951,201 |
| | | | **Total** | **$65,606,964** |
| | | | Cost Allocated to Existing Development | $168,990,022 |
| | | | Total Cost of Storm Drain Facilities | $234,596,986 |

Based on the development projections in Section III and Appendix A, the fee amount presented in Table IV-H7 above are expected to finance approximately 28% of the facilities needed. The City will need to fund the remaining costs from other funding sources.

In compliance with AB 602, DTA has calculated the residential fees on a per-square-foot basis. Table II-2 (Legal Requirements) provides the calculation for the total future residential square footage that is then used in the cost per square foot calculation shown in Table IV-H7 below.

**Table IV-H7: Water Facilities Fee Summary (per Sq. Ft.)**

| Land Use Type | Costs Financed by Fees [a] | Total Square Footage [b] | Fee per Sq. Ft. [a] / [b] |
|---|---|---|---|
| **Residential Property** | **$51,402,881** | **21,728,000** | **$2.3657** |

DTA has reviewed the available information related to the City's prior impact fee assumptions and has determined that the new fee amounts, which are generally

higher than the City's existing impact fees, are needed due to the current facility needs of the City, updated development projections, and updated methodology changes in compliance with AB602.

## I Water Supply Fees

The City of Redlands provides basic water supply service to customers within the City's Water Service Area. A map depicting the Sewer Service Area is included in Exhibit D herein.

Table IV-I1 below illustrates how the water supply fee will meet the requirements of AB 1600 with regard to use of the fee, the type of development funded or partially funded by the fee revenue, the reasonable relationship to the need for new water rights and the proportionality requirements.

To ensure that the City can meet the demands of future development and provide a reliable source of water needed to meet current levels of service, the City intends to purchase shares in nearby water agencies ("water rights") which will entitle the City to make future water commodity purchases. The fees calculated in this section of the report provide a funding source needed to purchase water rights only. The actual purchase of water on an annual basis is paid through water commodity rates charged to water customers. The water facilities fee discussed in Section H of this report provides a funding source needed to pay for expanded facilities needed to mitigate the impacts of new development.

**Table IV-I1: Water Supply Justification**

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(a)(1) | Identify the purpose of the Fee. | To provide a revenue source that will pay for the purchase of additional water rights that will increase the water supply to the City that will be used to mitigate the impacts of new development in the Water Service Area. |
| 66001(a)(2) | Identify the use to which the fee is to be put. | Revenue from this fee will be used to purchase new water rights. |
| 66001(a)(3) | Demonstrate how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. | New residential and non-residential development will generate new residents and employees within the water service area. This will increase demand for potable water. New sources of raw water will be needed. The fee imposed on new development for the purchase water rights will ensure that the City will be able to provide potable water to future development at the current levels of service. |

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(a)(4) | Demonstrate how there is a reasonable relationship between the need for the public facilities and the type of development project on which the fee is imposed. | Residential and non-residential growth within the City's Water Service Area will increase the demand for new water sources. In order to meet this demand at the current levels of service, the City will need to purchase additional water supply to mitigate the impacts of new development in the City's Water Service Area. |
| 66001(b) | Demonstrate how there is a reasonable relationship between the amount of the fee and the cost of the public facility. | The amount of the fee calculated for each land use category is based on the relative water demand and the cost of new water rights. The fee charged to new development, based on the number of residential units and the amount of non-residential square feet will provide the necessary revenue to purchase the required new water rights. |

### IV-I-1 Water Rights Purchases

The City has indicated that it will need to purchase new water rights to meet the needs of new development. The City has previously purchased water rights in the form of shares in private water companies. Table IV-I2 below lists the private sellers of water rights and the number of shares sold to the City.

**Table IV-I2: Historical Water Rights Purchases**

| Company | Shares |
|---|---|
| Bear Valley Mutual Water Company | 90,952.0 |
| Happe Mutual Well Company | 12.0 |
| Crafton Water Company | 408.8 |
| Lugonia Park Water Company | 48.5 |
| Lugonia Water Company | 837.5 |
| Redlands Heights Water Company | 982.5 |
| Redlands Water Company | 1,234.8 |
| West Redlands Water Company | 448.0 |
| Total | 94,924.1 |

It is assumed, for the purposes of estimating the amount of new water rights shares that will need to be purchased by the City in order to mitigate the impacts of new development in the City's Water Service Area, that the number of new shares is proportional to the increase in potable water usage through buildout. The percentage of usage for both existing and new development is determined by calculating EDUs for both existing and expected new development, based on typical potable water demands from the various land uses. The EDU calculations for future water rights purchases will be the same as was shown for new development in Section H of this Fee Study, "Water Facility Fee" (see Table IV-H3, "Existing Development EDUs" and Table IV-H4, "Future EDUs" in Section H).

Based on the EDU percentages shown in Tables IV-H3 and IV-H4 herein, and the historical water rights purchases to date, the number of shares expected to be purchased through buildout is estimated at 36,852 shares. The City also provided an assumed cost of future shares at $500 per share and deducted any existing fee balances on hand with the City. Table IV-I5 below shows the expected cost of new shares through buildout.

**Table IV-I3: Expected Cost of New Water Shares**

| Item | Existing Developemnt | Expected New Developemnt | Expected Total |
|---|---|---|---|
| % Allocation from Usage | 72.03% | 27.97% | 100.00% |
| Number of Shares | 94,924.1 | 36,852.4 | 131,776.4 |
| Assumed Cost per Share | | $500.00 | |
| Less Offsetting Revenues (Existing Fee Balance) | | ($31,178) | |
| **Cost Allocated to New Development** | | **$ 18,395,002** | |

DTA assumes that the volumetric ratio of current potable water capacity from City water facilities to the capacity from currently owned shares in local water agencies remains unchanged with regard to future water share purchases.

## IV-I-2 Cost Per EDU

The cost per EDU is determined by dividing the total expected cost of new water rights by the total number of future EDUs to estimate the cost per EDU as shown in Table IV-I4 below:

**Table IV-I4: Cost per EDU**

| Cost Allocated to New Development | Future EDUs | Cost per EDU |
|---|---|---|
| $18,395,002 | 14,295 | $1,286.82 |

The cost per EDU determined from Table IV-I4 above is multiplied by the EDU factors from Table IV-H3 above to determine the fee for each land use and is shown in Table IV-I5 below.

As shown in Table IV-I5 below, the total expected revenue is equal to the water facilities costs allocated to new development as shown in Table IV-I3 above.

**Table IV-I5: Fee Schedule**

| Residential Property | Units | Units | DIF per Unit | Cost Financed by Fees |
|---|---|---|---|---|
| Residential Property | 11,200 | Dwelling Units | $1,286.82 | $14,412,435 |
| **Non-Residential Property** | **SF/Rooms** | **Units** | **DIF per 1,000 SF/Room** | **Cost Financed by Fees** |
| Retail Trade | 1,613,362 | SF | $122.68 | $197,930 |
| Commercial | 1,622,735 | SF | $266.70 | $432,782 |
| Food Service and Entertainment | 215,736 | SF | $266.70 | $57,537 |
| Office | 858,004 | SF | $320.04 | $274,595 |
| Warehousing – Standard | 100,000 | SF | $53.34 | $5,334 |
| Warehousing – High Cube | 2,000,000 | SF | $53.34 | $106,680 |
| Manufacturing and Assembly | 1,114,568 | SF | $266.70 | $297,255 |
| Industrial – Other | 36,256 | SF | $266.70 | $9,669 |
| Institutional and Health Care | 2,652,045 | SF | $880.11 | $2,334,086 |
| Hotel/Motel | 500 | Rooms | $533.40 | $266,699 |
| | | | **Total** | **$18,395,002** |

In compliance with AB 602, DTA has calculated the residential fees on a per-square-foot basis. Table II-2 (Legal Requirements) provides the calculation for the total future residential square footage that is then used in the cost per square foot calculation shown in Table IV-I6 below.

**Table IV-I6: Water Supply Fee Summary (per Sq. Ft.)**

| Land Use Type | Costs Financed by Fees [a] | Total Square Footage [b] | Fee per Sq. Ft. [a] / [b] |
|---|---|---|---|
| **Residential Property** | **$14,412,435** | **21,728,000** | **$0.6633** |

DTA has reviewed the available information related to the City's prior impact fee assumptions and has determined that the new fee amounts, which are generally higher than the City's existing impact fees, are needed due to the current facility needs of the City, updated development projections, and updated methodology changes in compliance with AB602.

## J Sewer Facilities Fees

The City of Redlands provides sewer service to customers within the City's Sewer Service Area. A map depicting the Sewer Service Area is included in Exhibit D herein.

Information and data used in the calculations herein were taken from the 2021 City of Redlands City-wide Wastewater Master Plan ("Sewer Master Plan"), prepared by Dudek.

Table IV-J1 below illustrates how the sewer facilities fee will meet the requirements of AB1600 with regard to the use of the fee, the type of development funded, or partially funded by the fee revenue, the reasonable relationship to the need for the facilities and the proportionality requirements.

**Table IV-J1: Sewer Facilities**

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(a)(1) | Identify the purpose of the Fee. | To provide a revenue source that will pay for the construction of sewer projects that will be used to mitigate the impacts of new development in the City's Sewer Service Area. |
| 66001(a)(2) | Identify the use to which the fee is to be put. | Revenue from this fee will be used to construct new sewer facilities that will be used to provide general sewer collection and treatment services |
| 66001(a)(3) | Demonstrate how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. | New residential and non-residential development will generate additional residents and employees that will increase the demand for sewer facilities. Sewer fees collected from new development will be used exclusively for construction-related costs associated with these projects. |
| 66001(a)(4) | Demonstrate how there is a reasonable relationship between the need for the public facilities and the type of development project on which the fee is imposed. | New residential and non-residential development City's Sewer Service Area will generate additional residents and employees that will increase the need to collect and treat sewage generated by such new development. New sewer pipelines and treatment facilities are needed to collect and treat sewer generated from new development in the City's Sewer Service Area. |
| 66001(b) | Demonstrate how there is a reasonable relationship between the amount of the fee and the cost of the public facility. | The cost of the proposed facilities are based on projected sewer generation from the various land uses. The amount of the fee for each land use is calculated based on the relative contribution of City-wide sewer flow from each land use. |

### IV.J.1 Existing Facilities

The City's sewer system includes approximately 245 miles of gravity sewer lines, one pump station (San Bernardino/Mountain View Pump Station), and one 9.5 MGD treatment plant (Redlands Wastewater Treatment Facility.) The gravity sewer collection system includes gravity sewer pipelines ranging from 3 inches in diameter to 48 inches in diameter and also includes six inverted siphons and two diversion manholes.

### IV.J.2 Proposed Facilities

Expected future development within the City will generate impacts to the City's sewer system in terms of sewage collection and sewage treatment capacity. Because future development will occur throughout the City, the improvements that are necessary to mitigate the impacts of new development will be the upsizing of existing gravity sewer pipes. These improvements will benefit both existing and future development. The City provided a list of capital improvement projects that will serve the needs of both new and existing development through buildout development conditions. Section J.3 of this Fee Study will allocate these costs to existing and future development based on sewer flows.

#### Gravity Sewer Collection System

As described in the Sewer Master Plan, Dudek conducted a sewer capacity analysis of the existing collection system at existing flows (2020), Near-Term projected flows (2030), Long-Term flows (2045) and build-out flows (2070). The City provided a list of ten projects needed to provide the flow capacity to meet the needs of new development, based on the findings of the Sewer Master Plan. Projects identified as "Existing (2020)" in the Sewer Master Plan were included in the City's list of projects, as these projects were not constructed and operational as of this Report. These projects and costs are listed in Table ES.4 and Table 6.4 "Project Cost Summary" in the Sewer Master Plan.

This list of upsizing projects provide additional capacity to meet the needs of future development. However, without the impacts of future development the City would need to slip line the existing sewer lines. In order to determine the net impact of future development, the cost of slip lining that would normally be borne by the City must be subtracted from the cost of the new upsized sewer line. The slip lining prices per lineal foot for 8 inch through 12 inch were provided by the City and were based on recent contracts within the

City limits. Prices per lineal foot for larger sizes were extrapolated from this data. See Table IV-J2 below for the sewer upsizing costs. For purposes of complying with AB 602, the Needs List shown below is considered to be the CIP.

**Table IV-J2: Gravity Sewer Upsizing Costs**

| Facility | Location | Lineal Feet | Facility Cost | Slip Lining cost per L.F. | Slip Lining Cost | Cost Allocated to New Development |
|---|---|---|---|---|---|---|
| Gravity Sewer - Sewer Pipe Upsize | | | | | | |
| 10" to 12" | Cajon St | 1350 | $827,000 | $36 | $48,600 | $778,400 |
| 12" to 15" | Cajon St | 100 | $141,000 | $50 | $5,000 | $136,000 |
| 30" to 36" | Alabama St | 2700 | $4,967,000 | $162 | $437,400 | $4,529,600 |
| 8" to 10" | Brockton Ave | 700 | $445,000 | $32 | $22,400 | $422,600 |
| 24" to 27" | Citrus Plaza | 350 | $671,000 | $120 | $42,000 | $629,000 |
| 27" to 30" | Nevada St | 1900 | $2,452,000 | $141 | $267,900 | $2,184,100 |
| 8" to 10" | South Ave | 300 | $233,000 | $32 | $9,600 | $223,400 |
| 10" to 12" | Cajon St | 2180 | $1,136,000 | $36 | $78,480 | $1,057,520 |
| 8' to 10" | South Ave | 300 | $233,000 | $32 | $9,600 | $223,400 |
| 12" to 15" | Cajon St | 300 | $346,000 | $50 | $15,000 | $331,000 |
| Totals | | | $11,451,000 | | $935,980 | $10,515,020 |
| | | | | | Less Offsetting Revenues (Existing Fee Balance) | ($566,205) |
| | | | | | Net Cost Allocated to New Development | $9,948,815 |

The total net cost allocated to future development for upsizing sewer lines in the sewer collection system is $9,948,815.

The need for additional facilities is highlighted in the City's Sewer Master Plan. Through simulated scenarios using hydraulic modeling, the Sewer Master Plan identified infrastructure vulnerabilities caused by projected development and anticipated population growth. The deficiencies in the wastewater system caused by new development were identified as future projects. The proposed project costs were determined based on the costs associated with projects currently in construction, thus providing an estimate that reflects current market conditions and industry standards. This data-driven approach was used to develop the needs list, aligning the current level of service with future projections.

### IV.J.3 Sewer Flows And Sewer Generation Factors

Tables ES.1 and 4.9 from the Sewer Master Plan lists total flows to the WWTP from the sewer service area for years 2020, 2030, 2045, and 2070. Flows are measured by Average Dry Weather Flow ("ADWF") in terms of million gallons per day ("MGD"). The City-wide flow to the WWTP for 2024 is prorated from 2020 and the percentage of

existing flows and future flows to ultimate projected flow to the WWTP is shown in the Table IV-J3 below:

**Table IV-J3: Existing and Future Sewer Flows to the WWTP**

| Year | 2020 | 2024 | 2030 | 2045 | 2070 |
|---|---|---|---|---|---|
| ADWF (MGD) | 5.8 | 6.2 | 6.9 | 7.7 | 8.0 |
| % of Buildout | 72.5% | 78.0% | 86.3% | 96.3% | 100.0% |
| Existing % = | 78.0% | | | Future %= | 22.0% |
| | | | | | |
| ADWF = Average Dry Weather Flow | | | | | |
| MGD = Million Gallons per Day | | | | | |

Table 3.2 of the Sewer Master Plan lists the unit sewage flow factors for City-wide land uses, including the proposed Transit Village Specific Plan land uses. These values are used to allocate costs to the various land uses and calculate the related DIF fees. These unit sewage flow factors were assigned to the various land uses used in this report, as best that can be correlated. See Table IV-J4 below:

**Table IV-J4: Unit Sewage Flow Factors**

| Land Use Type | Residential gpd per unit | Non-Residential gpd per acre |
|---|---|---|
| Single-Family | 160.18 | NA |
| | | |
| Retail | NA | 3,000.00 |
| Commercial | NA | 3,000.00 |
| Food Service & Entertainment | NA | 3,000.00 |
| Office | NA | 3,000.00 |
| Warehousing - Standard | NA | 3,200.00 |
| Warehousing - High Cube | NA | 3,200.00 |
| Manufacturing & Assembly | NA | 3,200.00 |
| Industrial - Other | NA | 3,200.00 |
| Institutional & Health Care | NA | 1,000.00 |
| Hotel Motel Rooms | NA | 3,000.00 |

gpd = gallons per day

### IV.J.4 Analysis

The total costs listed in the City's Needs List and costs allocated to future development are shown in Table IV-J5. Costs that are shared between existing and new development are allocated in proportion to the average dry weather flows

("ADWFs") to the WWTP. From Table IV-J2 the total costs allocated to future development is $9,948,815.

Demographic data for City-wide future development provided by the City in Section III of this report is consistent with the demographic data used in the Sewer Master Plan to determine future flows and project cost required to mitigate the impacts of new development on the City-wide sewer system.

For the purposes of this Sewer Study an equivalent development unit ("EDU") methodology is used in order to calculate the fee for each of the various land uses. The average sewage generation for each land use category, in gpd, is compared to the average sewage generation for a single-family unit. These factors, when multiplied by the future development residential units and the non-residential thousand square feet (KSF), provide the total future EDUs that contribute flows in the sewage system. Because the unit flow rates for non-residential land uses provided in the Sewer Master Plan and given in Table IV-J4 above are in terms of gpd per acre, these factors must be converted to gpd per thousand square feet of building area. See Table IV-J5 below for the future EDUs and EDU factor calculation.

**Table IV-J5: Future EDUs**

| Land Use | Residential Units | Non-Residential SF | Sewer Use Factor (gpd per unit or acre) | EDU Factor | Total EDUs |
|---|---|---|---|---|---|
| Residential Property | 11,200 | NA | 160.18 | 1.00 | 11,200 |
| | | | | | |
| Retail | NA | 1,613,362 | 3,000.00 | 0.86 | 1,387 |
| Commercial | NA | 1,622,735 | 3,000.00 | 0.86 | 1,395 |
| Food Service and Entertainment | NA | 215,736 | 3,000.00 | 0.86 | 186 |
| Office | NA | 858,004 | 3,000.00 | 0.86 | 738 |
| Warehousing - Standard | NA | 100,000 | 3,200.00 | 0.92 | 92 |
| Warehousing - High Cube | NA | 2,000,000 | 3,200.00 | 0.92 | 1,834 |
| Manufacturing and Assembly | NA | 1,114,568 | 3,200.00 | 0.92 | 1,022 |
| Industrial - Other | NA | 36,256 | 3,200.00 | 0.92 | 33 |
| Institutional & Health Care | NA | 2,652,045 | 1,000.00 | 0.29 | 760 |
| Hotel/Motel Rooms | NA | 500 | 3,000.00 | 0.75 | 375 |
| | | | | Total Future Development EDUs | 19,023 |
| | | | | % of Total EDUs | 25.64% |
| | | | | Total EDUs | 74,179 |

The cost per EDU allocated to future development is determined by dividing the total

cost allocated to new development shown in Table IV-J2 by the total new EDUs shown in Table IV-J5 above. See Table IV-J6 below:

**Table IV-J6: Cost per Future EDU**

| Total Cost | Less Slip Lining Cost | Less Offsetting Revenue (Existing Fee Balance) | Net Cost Allocated to New Development | Total Future EDUs | Cost per EDU |
|---|---|---|---|---|---|
| $11,451,000 | ($935,980) | ($566,205) | $9,948,815 | 19,023 | $523.00 |

The maximum fee charged to new development to mitigate the impacts on the sewer system is determined for each land use by multiplying the cost per EDU by the EDU factor for each land use, as shown in Table IV-J7 below:

**Table IV-J7: Fee Schedule**

| Residential Property | EDU Factor | Cost Per EDU | DIF per Unit | Units |
|---|---|---|---|---|
| Residential Property | 1.00 | $523.00 | $523.00 | DU |
| **Non-Residential Property** | **EDU Factor** | **Cost Per EDU** | **DIF per 1,000 SF/Room** | **Units** |
| Retail Trade | 0.86 | $523.00 | $449.74 | KSF |
| Commercial | 0.86 | $523.00 | $449.74 | KSF |
| Food Service and Entertainment | 0.86 | $523.00 | $449.74 | KSF |
| Office | 0.86 | $523.00 | $449.74 | KSF |
| Warehousing – Standard | 0.92 | $523.00 | $479.72 | KSF |
| Warehousing – High Cube | 0.92 | $523.00 | $479.72 | KSF |
| Manufacturing and Assembly | 0.92 | $523.00 | $479.72 | KSF |
| Industrial – Other | 0.92 | $523.00 | $479.72 | KSF |
| Institutional and Health Care | 0.29 | $523.00 | $149.91 | KSF |
| Hotel/Motel | 0.75 | $523.00 | $391.81 | Room |

The proposed sewer fee schedule shown above is intended to fund the costs required to mitigate the impacts of new development to the sewer system. See the table below for the expected costs financed by fees for each land use.

Table IV-J8: Proposed Sewer Fees

| Land Use Type | EDUs per Unit / Room / / 1,000 Sq. Ft. | Number of Future Units/Rooms/1,000 Sq. Ft. | DIF per Unit/Room/1,000 Sq. Ft. | Cost Financed by Fees |
|---|---|---|---|---|
| **Residential Property** | | | | |
| Residential Property | 1.00 | 11,200 | $523.00 | $5,857,564 |
| **Non-Residential Property** | | | | |
| Retail | 0.86 | 1,613 | $449.74 | $725,588 |
| Commercial | 0.86 | 1,623 | $449.74 | $729,803 |
| Food Service and Entertainment | 0.86 | 216 | $449.74 | $97,024 |
| Office | 0.86 | 858 | $449.74 | $385,876 |
| Warehousing – Standard | 0.92 | 100 | $479.72 | $47,972 |
| Warehousing – High Cube | 0.92 | 2,000 | $479.72 | $959,438 |
| Manufacturing and Assembly | 0.92 | 1,115 | $479.72 | $534,679 |
| Industrial – Other | 0.92 | 36 | $479.72 | $17,393 |
| Institutional and Health Care | 0.29 | 2,652 | $149.91 | $397,574 |
| Hotel/Motel | 0.75 | 500 | $391.81 | $195,905 |
| | | | **Total** | **$9,948,815** |

### IV.J.6 AB 602 Compliance

In compliance with AB 602, DTA has calculated the residential fees on a per-square-foot basis. Table II-2 (Legal Requirements) provides the calculation for the total future residential square footage that is then used in the cost per square foot calculation shown in Table IV-J10 below.

Table IV-J10: Sewer Facilities Fee Summary (per Sq. Ft.)

| Land Use Type | Costs Financed by Fees [a] | Total Square Footage [b] | Fee per Sq. Ft. [a] / [b] |
|---|---|---|---|
| **Single-Family** | **$5,857,564** | **21,728,000** | **$0.2696** |

The new fee amounts shown above are generally less than the City's existing impact fees.

## K Solid Waste Facilities Fees

The Solid Waste Facilities element includes those facilities to be used by the City to provide basic solid waste services to serve future development through the year 2035. The solid waste service area includes customers within the City limits. The current demand is based on the number of carts and bins (dumpsters) for refuse assigned to customers. This data was provided by the City.

In order to ensure that each future land use category pays its proportionate share of the cost to provide new and expanded facilities, the metric used to allocate costs is the volume of trash generated by each land use. The volumes are relative volumes based on a typical collection cycle, such as 1 week.

Table IV-K1 below illustrates how the solid waste facilities fee will meet the requirements of AB 1600 with regard to use of the fee, the type of development funded or partially funded by the fee revenue, the reasonable relationship to the need for facilities and the proportionality requirements.

**Table IV-K1: Solid Waste Facilities**

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(a)(1) | Identify the purpose of the Fee. | Provide a revenue source to pay for construction of solid waste facilities that will mitigate the impacts of new development on the City's trash facilities. |
| 66001(a)(2) | Identify the use to which the fee is to be put. | Acquisition of facilities used to provide solid waste services to new development. |
| 66001(a)(3) | Demonstrate how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. | New residential and non-residential development in the City will generate additional residents and employees who will increase the demand for City services including solid waste facilities. An increase in trash volume has a direct impact on the need for solid waste facilities, thus a reasonable relationship exists between new development and the solid waste facilities, which will have to be acquired to meet the increased demand. Fees collected from new development will be used exclusively for Solid Waste Facilities on the Needs List. |
| 66001(a)(4) | Demonstrate how there is a reasonable relationship between the need for the public facilities and the type of development project on which the fee is imposed. | Additional residents and employees that accompany new residential and non-residential development will generate additional trash volume. This new volume will require expanded City facilities for pick up and disposal. |

| AB 1600 Code Section | Description | Justification |
|---|---|---|
| 66001(b) | Demonstrate how there is a reasonable relationship between the amount of the fee and the cost of the public facility. | The fee for dwelling units within the residential land use category or for each thousand square feet in the non-residential category is based on the proportionate share of waste volume contributed. |

### IV.K.1 Facilities

The City's solid waste system includes vehicles, vehicle maintenance facilities, and solid waste transfer station and disposal facilities. The City will need additional vehicles and will need to expand the existing facilities to handle the increased volume of solid waste.

### IV.K.2 Existing Demand

The City provided trash container data for residential and non-residential customers as summarized in Table IV-K2 below:

**Table IV-K2: Existing Demand**

| Land Use Type | Refuse Carts | Recycle Carts | Green Waste Carts | Total Carts | Refuse Bins | Recycle Bins | Total Bins |
|---|---|---|---|---|---|---|---|
| Residential Property | 22,345 | 17,965 | 20,359 | 60,669 | 222 | 91 | 313 |
| Non-Residential Property | 458 | 194 | 161 | 813 | 986 | 578 | 1,564 |
| **Total** | **22,803** | **18,159** | **20,520** | **61,482** | **1,208** | **669** | **1,877** |

The metric for trash collected is based on the volume of the type of trash container used. The capacity of a cart is assumed to be 96 gallons (0.475 cubic yards) and the capacity of a bin is assumed to be 2 cubic yards. Based on the total carts and bins shown in Table IV-K2 above, for the purposes of this report, the total relative volume assigned to existing development is shown in Table IV-K3 below:

**Table IV-K3: Existing Volume**

| Unit | Item Count | Unit Volume (Cubic Yards) | Volume (calendar year, "c.y.") |
|---|---|---|---|
| Carts | 61,482 | 0.475 | 29,225 |
| Bins | 1,877 | 2.000 | 3,754 |
| | | Total Existing Volume | 32,979 |
| | | **% of Total Volume** | **66.64%** |

## IV.K.3 Future Volume

In order to calculate future demand for bins, existing demand and existing demographics were used to estimate the number of bins per thousand square feet for non-residential development. This factor, number of bins per one thousand square feet ("KSF"), can then be applied to future data to determine future volume.

**Table IV-K4: Existing Bins per KSF**

| Existing Non-Residential KSF | Existing Bins | Existing carts | Equivalent Bins | KSF per bin | Number of bins per KSF |
|---|---|---|---|---|---|
| 30,318 | 1564 | 813 | 1757 | 17.25 | 0.0580 |

Future demographics, as described in Section III of this report, along with individual cart and bin capacities (in cubic yards) and an assumed ratio of six (6) units per bin were used to estimate the total volume of solid waste generated by new development. As shown in Table IV-K5 below, future development contributes 33.30% of the total relative solid waste volume in a typical collection cycle.

Future ADU demand, for the purposes of this report, is assumed to be negligible. The addition of an ADU unit of limited square feet of living area, will not prompt the need for additional receptacles on the shared residential lot.

Table IV-K5: Future Volume

| Land Use | Residential Units / KSF / Rooms | Number of Carts | Volume per Cart (c.y.) | Total Cart Volume (c.y.) | Number of units per bin / per KSF | Number of bins | Volume per bin (c.y.) | Total bin volume (c.y.) | Total Volume (c.y.) |
|---|---|---|---|---|---|---|---|---|---|
| Residential | 10,400 | 15,000 | 0.475 | 7,130 | 12 | 2,300 | 2.00 | 4,600 | 11,730 |
| | | | | | | | | | |
| Non-Residential | 1,613 | | | | 0.058 | 374 | 2.00 | 748 | 748 |
| Retail | 1,623 | | | | 0.058 | 376 | 2.00 | 752 | 752 |
| Commercial | 216 | | | | 0.058 | 50 | 2.00 | 100 | 100 |
| Food Service | 858 | | | | 0.058 | 199 | 2.00 | 398 | 398 |
| Office | 100 | | | | 0.058 | 23 | 2.00 | 46 | 46 |
| Warehousing - Standard | 2,000 | | | | 0.058 | 464 | 2.00 | 927 | 927 |
| Warehousing – High Cube | 1,115 | | | | 0.058 | 258 | 2.00 | 517 | 517 |
| Industrial | 36 | | | | 0.058 | 8 | 2.00 | 17 | 17 |
| Institutional & Health Care | 2,652 | | | | 0.058 | 615 | 2.00 | 1,230 | 1,230 |
| Hotel/Motel Rooms | 500 | | | | 0.058 | 20 | 2.00 | 40 | 40 |
| **Total** | **NA** | **15,000** | **NA** | **7,130** | **NA** | **NA** | **NA** | **9,375** | **16,506** |

## V.K.4 Facility Cost

The City provided a list of capital improvement projects that will serve the needs of both new and existing development through buildout development conditions. It is assumed that the percentage allocation of the total costs assigned to new development represents the fair share costs needed to provide the necessary capacity in the system that can provide the current level of service to new development as development occurs. The list of improvements and costs is shown in Table IV-K6 below. For purposes of complying with AB 602, the Needs List shown below is considered to be the CIP.

Table IV-K6: Solid Waste Needs List

| Facility | Number of Units | Total Cost |
|---|---|---|
| Solid Waste Trucks | 9 | $4,500,000 |
| Bulldozer | 1 | $1,100,000 |
| Compactor | 1 | $1,100,000 |
| Total | | $6,700,000 |
| Less Offsetting Revenue (Existing Fee Balance) | | ($266,670) |
| **Net Costs** | | **$6,433,330** |

The City Facilities and Community Services Department developed the needs list above based on projected population growth and future development in the City as provided in Section III (Demographics) herein. The goal was to maintain an equivalent ratio of facilities in vehicles to projected population. Development costs were based on a combination of previous project costs from the City's on-call architect to project an average future cost.

The allocation to new development is based on the percentage of volume of solid waste generated by new development from Table IV-K5 above. The cost per cubic yard of solid waste generated by future development is estimated by multiplying the total facility cost by the percentage of solid waste generated, by volume, by future development. The percentage is taken from Table IV-K5 above. See Table IV-K7 below for the estimated facility cost allocated to future development.

**Table IV-K7: Facility Cost per Cubic Yard**

| Total Cost | Less Offsetting Revenues (Existing Fee Balance) | Net Cost | % Allocated to New Development | Cost Allocated to New Development | Total Volume from New Development | Cost per Cubic Yard |
|---|---|---|---|---|---|---|
| $6,700,000 | ($266,670) | $6,433,330 | 33.36% | $2,145,842 | 16,506 | $130.01 |

## IV.K. Fee Calculation and Fee Schedule

The relative volume of each land use category is determined by multiplying the capacity of each container by the number of containers (combination of refuse, recycled, green waste). See Table IV-K7 below for the estimated container capacities:

**Table IV-K7: Container Capacities**

| Land Use Category | Item | Capacity c.y. | Number of Items | Units per Bin | Non residential Bins per KSF | Volume (c.y.) |
|---|---|---|---|---|---|---|
| Single Family | Carts | 0.475 | 3 | | | 1.426 |
| Multi Family | bins | 2.000 | 3 | 6 | | 1.000 |
| Non Residential | bins | 2.000 | 2 | | 0.058 | 0.232 |

Based on the container capacities, in cubic yards of solid waste, as shown in Table IV-K7 above, and the cost per cubic yard allocated to future development from Table IV-K6, the fee for each land use category is determined as shown in Table IV-K8 below:

**Table IV-K8: Fee by Land Use Category**

| Use Category | Cost per c.y. | Avg. Volume | Fee | units |
|---|---|---|---|---|
| Residential Property | $ 130.01 | 1.128 | $ 146.63 | D.U. |
| Non Residential | $ 130.01 | 0.464 | $ 60.28 | KSF |
| Hotel Rooms | $ 130.01 | 0.080 | $ 10.40 | Rooms |

The fee for each land use category within the land use categories shown in Table IV-K8 above can then be used to provide a complete Fee Schedule with respect to the land use categories used throughout this report. This fee schedule can then be multiplied by the future land use demographics used throughout this report to validate that the expected revenues will match the estimated costs allocated to future development. See Table IV-K9 below for the complete fee schedule and the revenue/cost validation:

**Table IV-K9: Proposed Solid Waste Fees**

| Land Use Type | Number of Future Units/Rooms/1,000 Sq. Ft. | DIF per Unit/Room/1,000 Sq. Ft. | Cost Financed by Fees |
|---|---|---|---|
| **Residential Property** | | | |
| Residential Property | 10,400 | $146.63 | $1,524,996 |
| **Non-Residential Property** | | | |
| Retail | 1,613 | $60.28 | $97,257 |
| Commercial | 1,623 | $60.28 | $97,822 |
| Food Service and Entertainment | 216 | $60.28 | $13,005 |
| Office | 858 | $60.28 | $51,722 |
| Warehousing – Standard | 100 | $60.28 | $6,028 |
| Warehousing – High Cube | 2,000 | $60.28 | $120,565 |
| Manufacturing and Assembly | 1,115 | $60.28 | $67,189 |
| Industrial – Other | 36 | $60.28 | $2,186 |
| Institutional and Health Care | 2,652 | $60.28 | $159,871 |
| Hotel/Motel | 500 | $10.40 | $5,200 |
| | | **Total** | **$2,145,842** |
| | | Cost Allocated to Existing Development | $4,287,488 |
| | | **Total Cost of Sewer Facilities** | **$6,433,330** |

In compliance with AB 602, DTA has calculated the residential fees on a per-square-foot

basis. Table II-2 (Legal Requirements) provides the calculation for the total future residential square footage that is then used in the cost per square foot calculation shown in Table IV-K10 below.

**Table IV-K10: Solid Waste Facilities Fee Summary (per Sq. Ft.)**

| Land Use Type | Costs Financed by Fees [a] | Total Square Footage [b] | Fee per Sq. Ft. [a] / [b] |
|---|---|---|---|
| Residential Property | $1,524,996 | 21,728,000 | $0.0702 |

The new fee amounts shown above are generally less than the City's existing impact fees.

# V IMPLEMENTATION OF FEE SCHEDULE

In addition to the legal requirements covered in Section II, there are a number of recommendations for the adoption and administration of the DIFs presented in this report. All recommendations presented in this section are based on the Mitigation Fee Act (Government Code §66000 *et seq.*), also referred to as the "Act," which provides specific requirements for establishing and administering DIF programs. The Act also mandates procedures for administering impact fee programs, such as the collection and accounting of impact fees, refunds, mandatory updates, and reporting requirements.

At the time the City imposes an impact fee, Government Code 66020 requires a written statement of the amount of the fee and a written notice of a 90-day period during which the imposition of the fee can be protested. Prior to the enactment of Section 66020, a developer could not challenge the validity of fees imposed on a residential development without refusing to pay them. Under these circumstances, developers were required to pay disputed fees before they could be challenged. Section 66020 was drafted to correct that problem.

The various subparts of Section 66020 allow for a procedure that permits a developer to pay the fees under protest, obtain the relevant building permit, and then proceed with the project while pursuing an action to challenge the fees. If the action is successful, the fees will be refunded with interest. However, failure to protest imposition of the fee during the allowed period may deprive the fee payer of the right to any subsequent legal challenges. Any challenges to be filed must be submitted within 90 days of enactment. The subsequent sections provide specific guidelines in implementing DIFs.

## A The Collection of DIFs

According to Government Code Section 66007, any local agency that imposes any fees or charges on a residential development for the construction of public improvements or facilities shall not require the payment of those fees or charges, notwithstanding any other provision of law, until the date of the final inspection or the date the Certificate of Occupancy is issued, whichever occurs first.

However, utility service fees may be collected at the time an application for utility service is received. If the residential development contains more than one dwelling, the local agency may determine whether the fees or charges shall be paid on a pro rata basis for each dwelling when it receives its final inspection or Certificate of Occupancy, on a pro rata basis when a certain percentage of the dwellings have received their final inspection or Certificate of Occupancy, or on a lump sum basis when the first dwelling in the development receives its final inspection or Certificate of Occupancy, whichever of the three occur first.

An exception allows DIFs to be collected at an earlier time if they will be used to reimburse the agency for expenditures previously made or for public improvements or facilities for which money has already been appropriated. If any fee or charge specified is not fully paid prior to the issuance of a building permit for construction, the local agency issuing the

building permit may require the property owner, or lessee if the lessee's interest appears of record, as a condition of issuance of the building permit, to execute a contract to pay the fee or charge, or applicable portion.

Statutory restrictions in place for residential development at the time at which fees may be collected do not apply to non-residential development. In cases where the fees are not collected upon the issuance of building permits, Sections 6607(c)(1) and (2) provide that the City may require the property owner of a non-residential development to execute a contract to pay the fee, and subsequently record that contract as a lien against the property owner.

In addition, pursuant to Government Code Section 65852.2(f), ADUs are exempt from incurring impact fees from local agencies, special districts, and water corporations if such unit is less than 750 square feet. If an ADU is 750 square feet or larger, impact fees shall be charged proportionately in relation to the square footage of the ADU to the square footage of the primary dwelling unit. Furthermore, the water capital improvement fee, water supply fee, and sewer capital improvement fee shall not be applicable to any ADU created within the existing space of a single family residence or accessory structure, including, but not limited to, a studio, pool house, or other similar structure. Please note that for purposes of this Fee Study, future ADUs are included in the buildout projections, but some of these units may not be required to pay an impact fee. As a result, the City may not collect the full amount of costs as shown in the Needs Lists included herein.

Lastly, where the service areas include the "Donut Hole" or other unincorporated areas of the County, the City may enter into an agreement with the County regarding procedures for collecting the applicable DIF. For example, the County may agree to collect the City's sewer or water impact fees from the developer seeking a building permit within unincorporated areas of the City's service area. This revenue would then be transferred to the City to be deposited in the various DIF fund accounts. Alternatively, the County might issue a building permit to the developer upon the developer providing documentation from the City confirming that all appropriate DIF fees have been paid to the City.

### B The Assignment and Expenditure of Fee Revenue

According to Section 66006, if a local agency requires the payment of a fee specified in connection with the approval of a development project, the local agency receiving the fee shall deposit it with the other fees for the improvement to be funded in a separate capital facilities account or fund in a manner to avoid any commingling of the fees with other revenues and funds of the local agency, except for temporary investments, and expend those fees solely for the purpose for which the fee was collected. Any interest income earned in the capital facilities account or fund shall also be deposited in that account or fund and shall be expended only for the purpose for which the fee was originally collected. Common practice is to maintain separate funds or accounts for impact fee revenues by facility category (i.e., street and park improvements, but not for individual projects). DTA recommends the continuation of that approach.

## C Exemptions, Reductions and Waivers.

If a project has characteristics that indicate its impact on a particular public facility or infrastructure system will be significantly and permanently smaller than the average impact used to calculate impact fees in this Fee Study, the fees should be reduced accordingly. The City may decide to voluntarily waive or reduce the fees that would otherwise apply to a project to promote goals such as affordable housing or economic development. However, the implementation of this policy may not result in increased costs for other development projects and are allowed only if such costs are offset from other revenue sources.

## D Developer Improvement Credits

If the City maintains a policy that requires a developer, as a condition of project approval, to construct facilities for which impact fees have been or will be charged, the impact fee imposed on that development project for that type of facility must be adjusted to reflect a credit for such dedication or construction. Furthermore, the impact fee imposed on that development project for that type of facility must be adjusted to reflect a credit for the cost of the facilities or improvements constructed by the developer. If circumstances allow a developer to dedicate land, buildings, or other valuable considerations in lieu of paying fees, the City maintains the discretion to accept or reject such offers and may negotiate the terms under which an offer would be accepted.

## E Existing Development Credit

If a project involves the replacement, redevelopment, or intensification of previously existing development, impact fees should be applied only to the portion of the project which represents a net increase in demand for relevant facilities, applying the measure of demand used in this study to calculate that particular fee. Since residential service demand is normally estimated on the basis of demand per dwelling unit, an addition to a single-family dwelling unit typically would not be subject to an impact fee if it does not increase the number of dwelling units in the structure. In any project that results in a net increase in the number of dwelling units, the added units would normally be subjected to impact fees. A similar analysis can be applied to non-residential development using a measure of demand on which impact fees are based.

## F Annual Reporting and Accounting of Fees

AB 1600 requires that both general law and charter cities account for every fee that they collect under its terms. Funds collected for each capital facility or service shall be deposited in separate accounts and not commingled with any other funds for other impact fees. While funds are accruing for individual capital facilities, the City must keep track of each fund and provide an annual report. Section 66006 requires that for each separate account or fund established, the local agency shall, within 180 days after the last day of each fiscal year, make available to the public the following information for the fiscal year:

1. A brief description of the type of fee in the account or fund;

2. The amount of the fee;
3. The beginning and ending balance of the account or fund;
4. The amount of the fees collected and interest earned;
5. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees;
6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in Paragraph (2) of Subdivision (a) of Section 66001, and the public improvement remains incomplete;
7. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan; and
8. The amount of refunds made pursuant To Subdivision (e) of Section 66001 and any allocations pursuant to Subdivision (f) of Section 66001.

The City must review the information made available at the next regularly scheduled public meeting not less than 15 days after this information is made available to the public. Notice of the time and place of the meeting, including the address where this information may be reviewed, shall be mailed at least 15 days prior to the meeting to any interested party who files a written request with the local agency for mailed notice of the meeting.

## G Refunding Policy

Under the Mitigation Fee Act, Govt. Code §66000 *et seq.*, each development fee must be deposited in a separate capital facilities account and may be expended only for the purposes for which it was collected. For all unexpended fees, the agency must make findings every 5 years that:

1. Identify the purpose to which the fee will be put;
2. Demonstrate a reasonable relationship between the unexpended balance and the purpose for which the fee was charged;
3. Ascertain the sources and funding for any as-yet-incomplete public improvements; and
4. Designate the approximate date the agency expects the funding for uncompleted improvements to be deposited in the account [§66001(d)(1)]. The Act provides that "if the findings are not made as required by [the Act], the local agency shall refund

the moneys in the account" to the current owners of the properties for which the fees were paid [§66001(d)(2)].

Failure to make the findings specified in Mitigation Fee Act requires a refund of all unexpended DIFs. When sufficient funds have been collected to complete financing of the public improvements contained in the CIP, the public agency shall identify "an approximate date by which the construction of the public improvement will be commenced" within 180 days of collection of the required funds (Gov. Code §66001(e)]. Failure to comply with this requirement also mandates the return of the collected funds, as stated above.

Furthermore, pursuant to Gov. Code §66008.1, otherwise known as AB 516, any fees for improvements that are collected and that are not expended within a reasonable time of deposit of such fees shall be returned to the qualified applicant that originally deposited the fees.

## H Annual Update of the Capital Improvement Plan ("CIP")

It is common for jurisdictions to prepare a CIP in conjunction with a fee program. In fact, AB 1600 encourages the use of a CIP to assist in scheduling and implementing the services and improvements funded through impact fees (Gov. Code §66002). A good CIP establishes a schedule of improvements necessary to accommodate the projected growth. The CIP must indicate the approximate size, location, time of availability, and estimated costs of all improvements to be financed through fees [Gov. Code §66002(a)]. In order to create a usable CIP, a municipality must have an accurate understanding of its current service baseline and its projected growth. This requires an understanding of when, where, and how growth may occur within the area. The more information collected about future growth, the more comprehensive and accurate the CIP will be. A CIP can also help a municipality determine when new public improvements or the expansion of existing public improvements is needed in relation to the timing of new development.

If the public agency adopts a CIP, it must be updated annually [Gov. Code §66002(b)]. 10 days' published notice is provided pursuant to Government Code §65090 and is also provided to any city or county that may be significantly affected by the CIP. If a CIP is adopted and is used as a basis for identifying the use of impact fees, the CIP must be adopted and updated annually by a resolution of the governing body at a public hearing. In the absence of a CIP, an alternative is to identify improvements in other public documents, such as General Plans, land studies, and other documents.

## I Administration Costs of Fee Implementation

The cost of implementing the DIFs is not included in the fees themselves and must be determined by the City. To recover the periodic costs of updating the fees studies, implementing the program, ongoing staff costs, managing the updates, and preparing annual and five-year updates required by the Act, an administration fee may be added to the impact fees calculated in this Fee Study. DTA recommends that these fee expenses are handled administratively and pass the costs on to user fees charged to applicants for

processing fee applications. The calculation of the administrative cost for each fee in this Fee Study is presented in each respective fee section and in the Executive Summary.

## J Indexing of Impact Fee Rates

The DIFs presented in this report are based on current facility costs provided by the City and should be adjusted annually to account for inflation. The purpose of the adjustment is to account for future escalation in costs for land, equipment, vehicles, and construction. DTA recommends that after adoption, the fee should be reviewed each year and adjusted by a reliable index such as ENR's BCI generally used as the primary basis for indexing construction costs. Ordinarily, land costs make up a significant portion of the costs covered by the fees and do not lend themselves to traditional cost indexes. As such, land costs should be adjusted to changes in local land prices.

## K Updating the Impact Fee Study

As stated in Section II, AB 602 was signed into law in September of 2021 by the Governor of California, and it provides new Statewide requirements for local jurisdictions seeking to impose DIFs on development projects. Among these requirements are that nexus studies shall be updated at least every 8 years as of January 1, 2023. However, DTA concurs with the generally accepted policy that 5 years is a good rule-of-thumb time period for impact fee updates, particularly because the required 5-year findings (see above) can be approved at that same time. In some instances, fees may remain valid for a longer period of time if the City's land use and facility plans do not change. A case in point is a municipality at or near full build-out capacity. However, a dynamic, growing municipality facing significant changes in land use would do itself a disservice if it maintained the current fee structure for too long without a Fee Study to update the current rates.

## L Administering an Impact Fee Program

Creating and administering an impact fee program can be a labor-intensive process requiring considerable preparation and training that should not be undertaken more often than necessary. A well-planned fee program can generate sufficient funds to allow the City to adequately mitigate impacts created by future development. Conversely, a poorly planned fee can result in either collecting too little money and being forced to pay for public facilities required as a result of future development through its General Fund or collecting too much money based on an unsupported fee program, thus exposing the City to a fee challenge or a requirement to refund unexpected proceeds.

All personnel involved in the process, including accounting, capital budgeting, and project management of any other area, must be made fully aware of the difference between impact fees and other fees, such as user fees, and of the guidelines and restrictions placed on the expenditure of impact fee revenues. The building impact fees generated in this report are tied to specific facility improvements and cost estimates provided by the City. The fees must be expended accordingly and must be able to withstand any challenges and show that the funds have been properly directed in accordance with proper AB 1600 guidelines.

# VI SUMMARY OF FEES

Table VI-1 is a summary of the proposed fees for the various land uses within the eleven facility categories. These fees represent the maximum fee that can be charged to any land use.

In order to recover administrative costs incurred by the City in the administration of the Fee program, an administrative component equal to 2.0% of the total fee is added on to the proposed fees. Table VI-1 summarizes the total fees, including the administrative component.

In addition, pursuant to Government Code Section 65852.2(f), ADUs are exempt from incurring impact fees from local agencies, special districts, and water corporations if such unit is less than 750 square feet. If an ADU is 750 square feet or larger, impact fees shall be charged proportionately in relation to the square footage of the ADU to the square footage of the primary dwelling unit. Furthermore, as mentioned earlier, the water capital improvement fee, water supply fee, and sewer fee shall not be applicable to any accessory dwelling unit created within the existing space of a single-family residence or accessory structure, including, but not limited to, a studio, pool house, or other similar structure.

This report does not address, nor has DTA been asked to determine, whether any current or proposed development impact fees are valid under the U.S. Constitution's Fifth Amendment Takings Clause. In Sheetz v. County of El Dorado (2024) ___U.S.___, the U.S. Supreme Court held that its decisions in Nollan v. California Coastal Comm'n (1987) 483 U.S. 825 and Dolan v. City of Tigard (1994) 512 U.S. 374 apply to legislatively imposed conditions on land-use permits. But the Supreme Court left it to the California appellate court on remand to address the validity of the traffic impact fee at issue in the case and determine how to apply Nollan/Dolan in this context. DTA cannot predict how courts will resolve such issues in the future and is providing no services or guarantees of any kind concerning the validity of any impact fees under the U.S. Constitution's Fifth Amendment Takings Clause.

## Table VI-1: DIF Summary

| Land Use | Residential Property (Fee per Building Sq. Ft.) | Non-Residential (Fee per 1,000 Sq. Ft.) | | | | | | | | | Fee per Room |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Retail | Commercial | Food Service and Entertainment | Office | Warehousing – Standard | Warehousing – High Cube | Manufacturing and Assembly | Industrial/Other | Institutional and Health Care | Hotel/Motel |
| Police | $0.5197 | $765 | $190 | $3,814 | $2,397 | $1,029 | $206 | $277 | $2,837 | $636 | $165 |
| Fire | $0.4503 | $663 | $165 | $3,305 | $2,077 | $891 | $178 | $240 | $2,458 | $551 | $143 |
| Parks | $1.1794 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Library | $0.5997 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Government | $0.7145 | $1,052 | $261 | $5,243 | $3,296 | $1,414 | $283 | $381 | $3,900 | $874 | $226 |
| Transportation | $1.3954 | $7,382 | $7,150 | $14,979 | $4,312 | $1,522 | $563 | $833 | $2,729 | $6,462 | $2,253 |
| Storm Drain | $0.5113 | $611 | $611 | $611 | $611 | $611 | $611 | $611 | $645 | $645 | $351 |
| Water | $2.3657 | $438 | $951 | $951 | $1,141 | $190 | $190 | $951 | $951 | $3,139 | $1,902 |
| Water Supply | $0.6633 | $123 | $267 | $267 | $320 | $53 | $53 | $267 | $267 | $880 | $533 |
| Sewer | $0.2696 | $450 | $450 | $450 | $450 | $480 | $480 | $480 | $480 | $150 | $392 |
| Solid Waste | $0.0702 | $60 | $60 | $60 | $60 | $60 | $60 | $60 | $60 | $60 | $10 |
| ***Subtotal*** | ***$8.7393*** | ***$11,542*** | ***$10,105*** | ***$29,680*** | ***$14,665*** | ***$6,250*** | ***$2,624*** | ***$4,099*** | ***$14,326*** | ***$13,397*** | ***$5,975*** |
| Administration (2%) | $0.1891 | $231 | $202 | $594 | $293 | $125 | $52 | $82 | $287 | $268 | $119 |
| ***Grand Totals*** | ***$8.9141*** | ***$11,773*** | ***$10,307*** | ***$30,273*** | ***$14,958*** | ***$6,375*** | ***$2,677*** | ***$4,181*** | ***$14,612*** | ***$13,665*** | ***$6,094*** |

New development, at the time of permit issuance, or as proscribed by the Redlands Municipal Code, shall pay the appropriate fee for each facility category and the City shall deposit the funds in a separate account dedicated to the construction of the respective facilities proposed, in accordance with Government Code Section 66006(a).

Every 5 years, the City shall report the status of the funds in accordance with Government Code Section 66001(d) and shall i) identify the purpose to which the fee is put; ii) demonstrate a reasonable relationship between the fee and the purpose for which it is charge, iii) identify the sources and amounts of funding needed to complete the program, iv) list the facilities not yet completed, and v) identify, to the extent possible, the timing of when the remaining funds are expected to be received.

It is further recommended that the City update its Capital Improvement Plan annually, by resolution of the City Council, in accordance with Government Code Section 66002.

Finally, it is recommended that the City include in its Council Resolution to adopt the fees recommended in this Fee Study, a provision to automatically increase the fees annually tied to an inflation index, such as the Engineering News Record Construction Price Index, or some other reasonable measure of inflation.

# APPENDIX A

City of Redlands
Development Impact Fee Justification Study

## DEMOGRAPHICS SUMMARY

**CITY OF REDLANDS**
**DEMOGRAPHICS INFORMATION & EDU CALCULATION**

**EDU BACKUP**

| Residential Property | Existing Development (2022) Number of Residents [1] | Number of Residential Units [1] | Residents per Residential Unit | EDUS per Residential Unit | Total Existing EDUs |
|---|---|---|---|---|---|
| Residential Property | 73,737 | 27,406 | 2.69 | 1.098 | **30,086** |
| **Non-Residential Property** | **Number of Employees [1]** | **Number of Non-Residential SF / Rooms [1]** | **Employees per Non-Res. SF / Room** | **EDUs per 1,000 Non-Res. SF / Room** | **Total Existing EDUs** |
| Retail | 3,500 | 3,747,747 | 0.93 | 0.381 | **1,428** |
| Commercial | 1,000 | 1,928,805 | 0.52 | 0.212 | **408** |
| Food Service & Entertainment | 3,200 | 378,015 | 8.47 | 3.454 | **1,306** |
| Office | 10,000 | 2,830,658 | 3.53 | 1.441 | **4,080** |
| Warehousing - Standard | 500 | 265,250 | 1.89 | 0.769 | **204** |
| Warehousing - High Cube | 3,000 | 12,038,333 | 0.25 | 0.102 | **1,224** |
| Manufacturing & Assembly | 2,400 | 2,532,603 | 0.95 | 0.387 | **979** |
| Industrial - Other | 500 | 73,748 | 6.78 | 2.766 | **204** |
| Institutional & Health Care | 12,000 | 6,522,384 | 1.84 | 0.751 | **4,896** |
| Subtotal | 36,100 | 30,317,543 | 1.19 | | **14,729** |
| Hotel/Motel Rooms | 100 | 268 | 0.37 | 0.152 | **41** |
| Grand Total | 36,200 | | | | **44,856** |

| Residential Property | Future Development (2022 - 2035) Number of Residents [1] | Number of Residential Units [1] | Residents per Residential Unit | EDUS per Residential Unit | Total Future EDUs |
|---|---|---|---|---|---|
| Residential Property | 27,450 | 11,200 | 2.45 | 1.000 | **11,200** |
| **Non-Residential Property** | **Number of Employees [1]** | **Number of Non-Residential SF / Rooms [1]** | **Employees per Non-Res. SF / Room** | **EDUs per 1,000 Non-Res. SF / Room** | **Total Future EDUs** |
| Retail | 3,000 | 1,613,362 | 1.86 | 0.759 | **1,224** |
| Commercial | 750 | 1,622,735 | 0.46 | 0.189 | **306** |
| Food Service & Entertainment | 2,000 | 215,736 | 9.27 | 3.783 | **816** |
| Office | 5,000 | 858,004 | 5.83 | 2.378 | **2,040** |
| Warehousing - Standard | 250 | 100,000 | 2.50 | 1.020 | **102** |
| Warehousing - High Cube | 1,000 | 2,000,000 | 0.50 | 0.204 | **408** |
| Manufacturing & Assembly | 750 | 1,114,568 | 0.67 | 0.275 | **306** |
| Industrial - Other | 250 | 36,256 | 6.90 | 2.813 | **102** |
| Institutional & Health Care | 4,100 | 2,652,045 | 1.55 | 0.631 | **1,673** |
| Subtotal | 17,100 | 10,212,706 | 1.67 | | **6,977** |
| Hotel/Motel Rooms | 200 | 500 | 0.40 | 0.163 | **82** |
| Grand Total | 17,300 | | | | **18,259** |

| Residential Property | Total Development (2035) Number of Residents | Number of Residential Units | Residents per Residential Unit | | Total Future EDUs |
|---|---|---|---|---|---|
| Residential Property | 101,187 | 38,606 | 2.62 | | **41,286** |
| **Non-Residential Property** | **Number of Employees** | **Number of Non-Residential SF / Rooms [1]** | **Employees per Non-Res. SF / Room** | | **Total Future EDUs** |
| Retail | 6,500 | 5,361,109 | 1.21 | | **2,652** |
| Commercial | 1,750 | 3,551,540 | 0.49 | | **714** |
| Food Service & Entertainment | 5,200 | 593,751 | 8.76 | | **2,122** |
| Office | 15,000 | 3,688,662 | 4.07 | | **6,120** |
| Warehousing - Standard | 750 | 365,250 | 2.05 | | **306** |
| Warehousing - High Cube | 4,000 | 14,038,333 | 0.28 | | **1,632** |
| Manufacturing & Assembly | 3,150 | 3,647,171 | 0.86 | | **1,285** |
| Industrial - Other | 750 | 110,004 | 6.82 | | **306** |
| Institutional & Health Care | 16,100 | 9,174,429 | 1.75 | | **6,569** |
| Subtotal | 53,200 | 40,530,249 | 1.31 | | **21,706** |
| Hotel/Motel Rooms | 300 | 768 | 0.39 | | **122** |
| Grand Total | 53,500 | | | | **63,115** |

[1] Data provided by City 10/19/22.

# APPENDIX B

City of Redlands
Development Impact Fee Justification Study

## FEE MODELS

- Police Fee
- Fire Fee
- Parks Fee
- Library Fee
- General Government Facilities Fee

**City of Redlands**
**Police Facilities**
**Fee Calculation**

**Table 1**
Inventory of Existing Facilities

| Facility | | Facility Unit | Units |
|---|---|---|---|
| Existing Police Facilities | Location | | |
| Annex - Admin, Detectives, MET | 30 Cajon Street | Square Feet | 21,231 |
| EOC - Patrol, Dispatch, Reords | 1270 W. Park Avenue | Square Feet | 8,237 |
| Office Space | San Mateo/Brookside | Square Feet | 1,979 |
| City Hall Basement - Property and Evidence | 35 Cajon Street | Square Feet | 3,233 |
| Total Stations | | | 34,680 |
| Existing Police Vehicles | | | |
| Marked Police Units | | Vehicles | 48 |
| Motorcycles | | Vehicles | 7 |
| Off-Road Vehicles | | Vehicles | 5 |
| Unmarked/Undercover/Cold Units | | Vehicles | 38 |
| Crime Scene/Evidence Vehicles | | Vehicles | 2 |
| CSO/Pkg Control/CVP/Explorer/CVP Vehicles | | Vehicles | 15 |
| Custody/Transport | | Vehicles | 2 |
| Mobile Command Center | | Vehicles | 1 |
| Total Vehicles | | | 118 |
| Existing Police Equipment | | | |
| Cameras | | | 200 |
| Body-worn cameras | | | 112 |
| Radios | | | 130 |
| Iphones | | | 100 |
| Ipads | | | 10 |
| Total Equipment | | | 552 |

**Table 2**
Existing Standards

| | Existing Units | Existing Residents | Standard per 1,000 Residents |
|---|---|---|---|
| Existing Police Station Building Square Feet | 34,680 | 73,737 | 470.32 |
| Exising Police Vehicles | 118 | 73,737 | 1.60 |
| Exising Police Equipment | 552 | 73,737 | 7.49 |

**City of Redlands**
**Police Facilities**
**Fee Calculation**

**Table 3**
Proposed Facilities

| Facility | Location | Facility Unit | Number | Facility Cost |
|---|---|---|---|---|
| Future Police Facilities | | | | |
| Police Station | 1625 W RB | SF | 109,850 | $85,000,000 |
| Police Substations (2) | North & East | SF | 1,200 | $1,000,000 |
| Total Facilities | | | 111,050 | $86,000,000 |
| | | | | |
| Future Police Vehicles | | | | |
| Police Vehicles | 1625 W RB | Vehicles | 45 | $2,250,000 |
| Outfitting | 1625 W RB | Vehicles | 45 | $1,575,000 |
| Rescue Vehicles | 1625 W RB | Vehicles | 2 | $700,000 |
| Total Vehicles | | | 92 | $4,525,000 |
| | | | | |
| Future Police Equipment | | | | |
| Cameras | 1625 W RB | Cameras | 300 | $1,500,000 |
| Body-worn Cameras | NA | Body-worn Cameras | 30 | $150,000 |
| Miscellaneous Technical Hardware | 1625 W RB | IT | 1 | $1,000,000 |
| Handheld radios, In-car & Desktop radios | 1625 W RB | Radio Equipment | 250 | $2,125,000 |
| Iphones, Ipads, Cell Service | 1625 W RB | Cellular | 150 | $500,000 |
| Guns | 1625 W RB | Guns | 30 | $60,000 |
| Electric Charging Stations | 1625 W RB | Charging Stations | 8 | $1,000,000 |
| Total Equipment | | | 769 | $6,335,000 |
| | | | | |
| | | | | |
| Total Facilities Cost | | | | $96,860,000 |
| Less Offsetting Revenues (Existing Fee Balance) | | | | ($22,322) |
| Net Facilities Cost | | | | $96,837,678 |

**Table 4**
Allocation of Facilities to Existing and New Development

Police Station Facilities - All new stations allocated to new development

| Type of Development | EDUs | Percentage of Total EDUs | Total Station SF in 2035 | Station Credit | Reduction to Maintain Existing Standard | Allocated Stations | Percentage of Costs Allocated | Total Cost |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 44,856 | 71% | 103,571 | (34,680) | 0 | 68,891 | 84% | $72,408,316 |
| Future Development | 18,259 | 29% | 42,159 | 0 | (29,249) | 12,910 | 16% | $13,569,362 |
| Total | 63,115 | 100% | 145,730 | (34,680) | (29,249) | 81,802 | 100% | $85,977,678 |

Vehicles - Based on Total EDUs - Credit given to existing development

| Type of Development | EDUs | Percentage of Total EDUs | Total Vehicles in 2035 | Vehicle Credit | Reduction to Maintain Existing Standard | Allocated Vehicles | Percentage of Costs Allocated | Total Cost |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 44,856 | 71% | 149 | (118) | 0 | 31 | 42% | $1,882,803 |
| Future Development | 18,259 | 29% | 61 | 0 | (17) | 44 | 58% | $2,642,197 |
| Total | 63,115 | 100% | 210 | (118) | (17) | 75 | 100% | $4,525,000 |

Equipment - Based on Total EDUs - Credit given to existing development

| Type of Development | EDUs | Percentage of Total EDUs | Total Equipment in 2035 | Equipment Credit | Reduction to Maintain Existing Standard | Allocated Equipment | | Total Cost |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 44,856 | 71% | 939 | (552) | 0 | 387 | 65% | $4,136,117 |
| Future Development | 18,259 | 29% | 382 | 0 | (177) | 206 | 35% | $2,198,883 |
| Total | 63,115 | 100% | 1,321 | (552) | (177) | 593 | 100% | $6,335,000 |

**City of Redlands**
**Police Facilities**
**Fee Calculation**

**Table 5**
Future Standards

| | Future Units Allocated to New Development | Future Residents | Future Standard per 1,000 Residents | Existing Standard | Resulting Status |
|---|---|---|---|---|---|
| Future Police Station Building Square Feet | 12,910 | 27,450 | 470.32 | 470.32 | Future Standard Equal to Existing Standard |
| Future Police Vehicles | 44 | 27,450 | 1.60 | 1.60 | Future Standard Equal to Existing Standard |
| Future Police Equipment | 206 | 27,450 | 7.49 | 7.49 | Future Standard Equal to Existing Standard |

**Table 6**
Proposed Facilities and Cost Per EDU

| Facility | Cost | Number of Future EDUs | Cost Per EDU |
|---|---|---|---|
| Buildings | $13,569,362 | 18,259 | $743.17 |
| Vehicles | $2,642,197 | 18,259 | $144.71 |
| Equipment | $2,198,883 | 18,259 | $120.43 |
| Total | $18,410,443 | NA | $1,008.31 |

**Table 7**
Development Impact Fee per Unit or 1,000 SF

| Land Use Type | EDUs per Unit | EDUs per 1,000 SF / Room | Units / 1,000 SF / Room | Fees per Unit | Fees per 1,000 SF / Room | Cost Financed by DIF |
|---|---|---|---|---|---|---|
| Residential Property | 1.000 | NA | 11,200 | $1,008.31 | NA | $11,293,109 |
| Non-Residential Property | | | | | | |
| Retail | NA | 0.759 | 1,613 | NA | $765.00 | $1,234,220 |
| Commercial | NA | 0.189 | 1,623 | NA | $190.14 | $308,555 |
| Food Service & Entertainment | NA | 3.783 | 216 | NA | $3,813.98 | $822,813 |
| Office | NA | 2.378 | 858 | NA | $2,397.46 | $2,057,033 |
| Warehousing - Standard | NA | 1.020 | 100 | NA | $1,028.52 | $102,852 |
| Warehousing - High Cube | NA | 0.204 | 2,000 | NA | $205.70 | $411,407 |
| Manufacturing & Assembly | NA | 0.275 | 1,115 | NA | $276.84 | $308,555 |
| Industrial - Other | NA | 2.813 | 36 | NA | $2,836.82 | $102,852 |
| Institutional & Health Care | NA | 0.631 | 2,652 | NA | $636.02 | $1,686,767 |
| Hotel/Motel Rooms | NA | 0.163 | 500 | NA | $164.56 | $82,281 |
| Total | | | | | | $18,410,443 |
| Cost Allocated to Existing Development | | | | | | $78,427,235 |
| Total Cost of Police Facilities | | | | | | $96,837,678 |

**City of Redlands**
**Fire Facilities**
**Fee Calculation**

**Table 1**
Inventory of Existing Facilities

| Facility | Facility Unit | Units |
|---|---|---|
| Fire Station 261 | Square Feet | 11,912 |
| Fire Station 262 | Square Feet | 4,339 |
| Fire Station 263 | Square Feet | 7,142 |
| Fire Station 264 | Square Feet | 4,250 |
| Total Fire Stations | | 27,643 |
| | | |
| Existing Primary Fire Vehicles | | |
| Type 1 Engine E-261 | Vehicles | 1 |
| Type 1 Engine E-262 | Vehicles | 1 |
| Type 1 Engine E-263 | Vehicles | 1 |
| Type 1 Engine E-264 | Vehicles | 1 |
| Tractor Drawn Aerial Ladder T-261 | Vehicles | 1 |
| Type 3 Engine BE-261 | Vehicles | 1 |
| Type 3 Engine BE-262 | Vehicles | 1 |
| Type 3 Engine BE-264 | Vehicles | 1 |
| Water Tender WT-263 | Vehicles | 1 |
| Squad MS-261 | Vehicles | 1 |
| Command C-700 | Vehicles | 1 |
| Command BC-704 | Vehicles | 1 |
| Command BC-705 | Vehicles | 1 |
| Command BC-706 | Vehicles | 1 |
| Command BC-707 | Vehicles | 1 |
| Command DC-701 | Vehicles | 1 |
| Total | | 16 |
| | | |
| Existing Support Staff Vehicles | | |
| Staff Vehicle P-751 | Vehicles | 1 |
| Staff Vehicle 903 | Vehicles | 1 |
| Utility Vehicle UT-261 | Vehicles | 1 |
| Incident Support IS-263 | Vehicles | 1 |
| Rescue Trailer 952 | Vehicles | 1 |
| Lt Support Trailer 953 | Vehicles | 1 |
| Repair Vehicle 925 | Vehicles | 1 |
| Safety Trailer 952 with ARV | Vehicles | 1 |
| Rehab Trailer 954 | Vehicles | 1 |
| Arson Vehicle 938 | Vehicles | 1 |
| Staff-CRR 909 Ford Escape | Vehicles | 1 |
| Staff-CRR 906 Ford Escape | Vehicles | 1 |
| Staff-CRR 882 Toyota Rav4 | Vehicles | 1 |
| Staff-EMS 912 | Vehicles | 1 |
| Total | | 14 |
| | | |
| Existing Secondary Units | | |
| Type 1 Engine E-261R | Vehicles | 1 |
| Type 1 Engine E-263R | Vehicles | 1 |
| Aerial Ladder T-261R | Vehicles | 1 |
| Tractor Drawn Aerial Ladder Reserve | Vehicles | 1 |
| Reserve BC 911 | Vehicles | 1 |
| Squad MS-261R | Vehicles | 1 |
| Total | | 6 |
| | | |
| Existing Initial Personal Protective Equipment (PPE) | Items | 60 |

**Table 2**
Existing Standards

| | Existing Units | Existing Residents | Standard per 1,000 Residents |
|---|---|---|---|
| Existing Fire Station Building Square Feet | 27,643 | 73,737 | 374.89 |
| Exising Support Staff Vehicles & Secondary Unit | 20 | 73,737 | 0.27 |
| Existing Personal Protective Equipment | 60 | 73,737 | 0.81 |

**City of Redlands**
**Fire Facilities**
**Fee Calculation**

**Table 3**
Proposed Facilities

| Facility | Facility Unit | Number | Facility Cost (2022) | Facility Cost (2023) |
|---|---|---|---|---|
| Future Fire Facilities | | | | |
| Fire Station 264 Replacement | SF | 9,000 | $9,000,000 | $9,742,723 |
| NE Fire Station | SF | 9,000 | $9,000,000 | $9,742,723 |
| NW Fire Station | SF | 9,000 | $9,000,000 | $9,742,723 |
| Total | | 27,000 | $27,000,000 | $29,228,169 |
| | | | | |
| Future Apparatus and Support Staff Vehicles | | | | |
| Staff Vehicle (BC) | Vehicles | 1 | $80,000 | $86,602 |
| Staff Vehicle (Community Risk Reduction) | Vehicles | 1 | $30,000 | $32,476 |
| Staff Vehicle (Emergency Management) | Vehicles | 1 | $30,000 | $32,476 |
| Type 1 Engine | Vehicles | 2 | NA | $1,900,000 |
| Total Vehicles | | 5 | $140,000 | $2,051,553 |
| | | | | |
| Future Staff Initial Personal Protective Equipment (PPE) | | | | |
| Initial Start Up PPE Cost | | 18 | NA | $103,554 |
| | | | | |
| Total Facilities Cost | | | | $31,383,276 |
| Less Offsetting Revenues (Existing Fee Balance) | | | | ($427,545) |
| Net Facilities Cost | | | | $30,955,731 |

**Table 4**
Allocation of Facilities to Existing and New Development

Stations - Based on Total EDUs - Credit given to existing development

| Type of Development | EDUs | Percentage of Total EDUs | Total SF in 2035 | SF Credit | Reduction to Maintain Existing Standard | Allocated SF | Percentage of Costs Allocated | Total Cost |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 44,856 | 71.07% | 38,835 | (27,643) | 0 | 11,192 | 52% | $15,004,487 |
| Future Development | 18,259 | 28.93% | 15,808 | 0 | (5,517) | 10,291 | 48% | $13,796,136 |
| Total | 63,115 | 100.00% | 54,643 | (27,643) | (5,517) | 21,483 | 100% | $28,800,624 |

Fire Apparatus and Support Staff Vehicles - All new vehicles allocated to new development

| Type of Development | EDUs | Percentage of Total EDUs | Total Support Staff Vehicles in 2035 | Vehicle Credit | Reduction to Maintain Existing Standard | Allocated Vehicles | Percentage of Costs Allocated | Total Cost |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 44,856 | 71.07% | 18 | (18) | 0 | 0 | 0% | $0 |
| Future Development | 18,259 | 28.93% | 7 | 0 | 0 | 7 | 100% | $2,051,553 |
| Total | 63,115 | 100.00% | 25 | (18) | 0 | 7 | 100% | $2,051,553 |

Future PPE - Based on Total EDUs - Credit given to existing development

| Type of Development | EDUs | Percentage of Total EDUs | Total PPE Units in 2035 | PPE Credit | Reduction to Maintain Existing Standard | Allocated PPE Units | Percentage of Costs Allocated | Total Cost |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 44,856 | 71.07% | 56 | (56) | 0 | 0 | 0% | $0 |
| Future Development | 18,259 | 28.93% | 22 | 0 | 0 | 22 | 100% | $103,554 |
| Total | 63,115 | 100.00% | 78 | (56) | 0 | 22 | 100% | $103,554 |

**City of Redlands**
**Fire Facilities**
**Fee Calculation**

**Table 5**
Future Standards

| | Future Units Allocated to New Development | Future Residents | Future Standard per 1,000 Residents | Existing Standard | Resulting Status |
|---|---|---|---|---|---|
| Future Fire Station Building Square Feet | 10,291 | 27,450 | 374.89 | 374.89 | Future Standard Equal to Existing Standard |
| Future Support Staff Vehicles | 7 | 27,450 | 0.26 | 0.27 | Future Standard Less Than Existing Standard |
| Future Personal Protective Equipment | 22 | 27,450 | 0.81 | 0.81 | Future Standard Equal to Existing Standard |

**Table 6**
Proposed Facilities and Cost Per EDU

| Facility | Cost | Number of Future EDUs | Cost Per EDU |
|---|---|---|---|
| Stations | $13,796,136 | 18,259 | $755.59 |
| Future Apparatus & Support Staff Vehicles | $2,051,553 | 18,259 | $112.36 |
| Personal Protective Equipment | $103,554 | 18,259 | $5.67 |
| Total | $15,951,244 | NA | $873.63 |

**Table 7**
Development Impact Fee per Unit or 1,000 SF

| Land Use Type | EDUs per Unit | EDUs per 1,000 SF / Room | Units / 1,000 SF / Room | Fees per Unit | Fees per 1,000 SF / Room | Cost Financed by DIF |
|---|---|---|---|---|---|---|
| Residential Property | 1.000 | NA | 11,200 | $873.63 | NA | $9,784,618 |
| Non-Residential Property | | | | | | |
| Retail | NA | 0.759 | 1,613 | NA | $662.81 | $1,069,357 |
| Commercial | NA | 0.189 | 1,623 | NA | $164.75 | $267,339 |
| Food Service & Entertainment | NA | 3.783 | 216 | NA | $3,304.52 | $712,905 |
| Office | NA | 2.378 | 858 | NA | $2,077.22 | $1,782,262 |
| Warehousing - Standard | NA | 1.020 | 100 | NA | $891.13 | $89,113 |
| Warehousing - High Cube | NA | 0.204 | 2,000 | NA | $178.23 | $356,452 |
| Manufacturing & Assembly | NA | 0.275 | 1,115 | NA | $239.86 | $267,339 |
| Industrial - Other | NA | 2.813 | 36 | NA | $2,457.89 | $89,113 |
| Institutional & Health Care | NA | 0.631 | 2,652 | NA | $551.07 | $1,461,455 |
| Hotel/Motel Rooms | NA | 0.163 | 500 | NA | $142.58 | $71,290 |
| Total | | | | | | $15,951,244 |
| Cost Allocated to Existing Development | | | | | | $15,004,487 |
| Total Cost of Fire Facilities | | | | | | $30,955,731 |

**City of Redlands**
**Parks Facilities**
**Fee Calculation**

**Table 1**

Inventory of Existing Facilities

| Facility | Facility Unit | Units | |
|---|---|---|---|
| Existing Parks | | | |
| Brookside Park | Acres | 9.2 | |
| Caroline Park | Acres | 16.8 | |
| Community Park | Acres | 18.2 | |
| Crafton Park | Acres | 7.5 | |
| Ed Hales Park | Acres | 0.3 | |
| Ford Park | Acres | 27.0 | |
| Franklin Park | Acres | 0.6 | |
| Jennie Davis Park | Acres | 5.2 | |
| Prospect Park | Acres | 11.4 | |
| Simonds Parkway | Acres | 0.9 | |
| Smiley Park | Acres | 9.2 | |
| Sylvan Park | Acres | 23.3 | |
| Texonia Park | Acres | 8.8 | |
| The Terrace | Acres | 2.5 | |
| Isreal Beal Park | Acres | 8.1 | |
| Oakmont Park | Acres | 14.6 | |
| Redlands Sports Park | Acres | 48.0 | |
| Heritage Park | Acres | 18.7 | |
| Orange Street Alley | Acres | 0.1 | |
| Total Park Facilities | | 230.3 | |
| Orange Blossam Trail Park Phases 1, 2, & 3 | Acres | 4.48 | [1] |
| Sports Fields | Fields | 23 | |
| Existing Community Center Buildings | | | |
| Redlands Community Center | Square Feet | 22,900 | |
| Redlands Community Senior Center | Square Feet | 7,500 | |
| Joslyn Senior Center | Square Feet | 8,925 | |
| Redlands Bowl | Square Feet | 3,046 | |
| Mission Gables | Square Feet | 5,014 | |
| Total Buildings | | 47,385 | |

**Table 2**

Existing Standards

| | Existing Units | Existing Residents | Standard per 1,000 Residents |
|---|---|---|---|
| Existing Parks Acres | 230.3 | 73,737 | 3.12 |
| Exising Sports Fields | 23.00 | 73,737 | 0.31 |
| Exising Parks Trails | 4.48 | 73,737 | 0.06 |

**City of Redlands**
**Parks Facilities**
**Fee Calculation**

**Table 3**
Proposed Facilities

| Facility | Facility Unit | Number | Cost per Acre/Field/Court or Sq. Ft. | | Facility Cost |
|---|---|---|---|---|---|
| Future Park Facilities | Acres | 108.0 | $250,000 | per Acre | $27,000,000 |
| Sports Fields (Baseball) | Field | 5 | $350,000 | per Field | $1,750,000 |
| Sports Fields (Multi-use) | Field | 5 | $250,000 | per Field | $1,250,000 |
| Sports Fields (Tennis/Pickleball) | Court | 6 | $125,000 | per Court | $750,000 |
| Total | | 16 | | | $3,750,000 |
| Additional Projects | | | | | |
| Trails | Acres | 13.37 [2] | $412,500 | per Acre | $5,516,000 |
| Subtotal | | 13.37 | | | $5,516,000 |
| Total Facilities Cost | | | | | $36,266,000 |
| Less Offsetting Revenues (Existing Fee Balance) | | | | | ($383,398) |
| Net Facilities Cost | | | | | $35,882,602 |

**Table 4**
Allocation of Facilities to Existing and New Development

Future Park Acres - Based on Total EDUs - Credit given to existing development

| Type of Development | Residential EDUs | Percentage of Total EDUs | Total Acres in 2035 | Acres Credit | Reduction to Maintain Existing Standard | Allocated Acres | Percentage of Costs Allocated | Total Cost |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 30,086 | 73% | 246.6 | (230.3) | 0.0 | 16.2 | 16% | $4,243,301 |
| Future Development | 11,200 | 27% | 91.8 | 0.0 | (6.0) | 85.7 | 84% | $22,438,340 |
| Total | 41,286 | 100% | 338.3 | (230.3) | (6.0) | 102.0 | 100% | $26,681,641 |

Future Sports Fields - Based on Total EDUs - Credit given to existing development

| Type of Development | Residential EDUs | Percentage of Total EDUs | Total Fields in 2035 | Field Credit | Reduction to Maintain Existing Standard | Allocated Fields | Percentage of Costs Allocated | Total Cost |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 30,086 | 73% | 28 | (23.0) | 0.0 | 5 | 39% | $1,453,885 |
| Future Development | 11,200 | 27% | 11 | 0 | (2.0) | 9 | 61% | $2,296,115 |
| Total | 41,286 | 100% | 39 | (23.0) | (2.0) | 14 | 100% | $3,750,000 |

Future Park Trails Acres - Based on Total EDUs - Credit given to existing development

| Type of Development | Residential EDUs | Percentage of Total EDUs | Total Acres in 2035 | Acres Credit | Reduction to Maintain Existing Standard | Allocated Acres | Percentage of Costs Allocated | Total Cost |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 30,086 | 73% | 13.0 | (4.48) | 0.0 | 8.5 | 84% | $4,558,655 |
| Future Development | 11,200 | 27% | 4.8 | 0.00 | (3.2) | 1.7 | 16% | $892,305 |
| Total | 41,286 | 100% | 17.9 | (4.48) | (3.2) | 10.2 | 100% | $5,450,961 |

**City of Redlands**
**Parks Facilities**
**Fee Calculation**

**Table 5**
Future Standards

| | Future Units | Future Residents | Future Standard per 1,000 Residents | Existing Standard | Resulting Status |
|---|---|---|---|---|---|
| Future Parks Acres | 85.7 | 27,450 | 3.12 | 3.12 | Future Standard Equal to Existing Standard |
| Fuiture Sports Fields | 9 | 27,450 | 0.31 | 0.31 | Future Standard Equal to Existing Standard |
| Future Parks Trails | 1.7 | 27,450 | 0.06 | 0.06 | Future Standard Equal to Existing Standard |

**Table 6**
Proposed Facilities and Cost Per EDU

| Facility | Cost | Number of Future EDUs | Cost Per EDU |
|---|---|---|---|
| Park Acres | $22,438,340 | 11,200 | $2,003.42 |
| Park Buildings | $2,296,115 | 11,200 | $205.01 |
| Park Trails | $892,305 | 11,200 | $79.67 |
| Total | $25,626,761 | NA | $2,288.10 |

**Table 7**
Development Impact Fee per Unit or 1,000 SF

| Land Use Type | EDUs per Unit | EDUs per 1,000 SF | Units / 1,000 SF | Fees per Unit | Cost Financed by DIF |
|---|---|---|---|---|---|
| Residential Property | 1.000 | NA | 11,200 | $2,288.10 | $25,626,761 |
| Non-Residential Property | NA | NA | NA | NA | $0 |
| Total | | | | | $25,626,761 |
| Cost Allocated to Existing Development | | | | | $10,255,841 |
| Total Cost of Park Facilities | | | | | $35,882,602 |

[1] Based on trail length of 3.7 miles and standard width of 10 ft per US Dept. of Transportation.
[2] Based on trail length of 11.03 miles and standard width of 10 ft per US Dept. of Transportation.
[3] Based on cost information from prior fee study escalated by ENR to 2016.

**City of Redlands**
**Library Facilities**
**Fee Calculation**

**Table 1**
Inventory of Existing Facilities

| Facility | Facility Unit | Units |
|---|---|---|
| Existing Libraries | | |
| A. K. Smiley Library Building | Square Feet | 64,000 |
| Lincoln Memorial Shrine | Square Feet | 4,800 |
| Total Library Facilities | | 68,800 |
| | | |
| Existing Library Materials | | |
| Books | Books | 134,808 |
| Non-Book Items | Units | 140,021 |
| Total | | 274,829 |

**Table 2**
Existing Standards

| | Existing Units | Existing Residents | Standard per 1,000 Residents |
|---|---|---|---|
| Existing Library Sq. Ft. | 68,800 | 73,737 | 933.05 |
| Exising Library Materials | 274,829 | 73,737 | 3,727.15 |

**Table 3**
Proposed Facilities

| Facility | Location | Facility Unit | Number | Facility Cost |
|---|---|---|---|---|
| Future Library Facilities | | | | |
| Branch Library | TBD | Square Feet | 20,000 | $15,000,000 |
| Main Library Expansion (new building sq. ft.) | 125 W Vine. St. | Square Feet | 28,046 | $5,000,000 |
| Total | | | 48,046 | $20,000,000 |
| | | | | |
| Future Library Materials | | | | |
| Books | | Books | 52,000 | $1,560,000 |
| Non-Book Items | | Units | 180,000 | $54,000 |
| Subtotal | | | 232,000 | $1,614,000 |
| | | | | |
| Total Facilities Cost | | | | $21,614,000 |
| Less Offsetting Revenues (Existing Fee Balance) | | | | ($25,616) |
| Net Facilities Cost | | | | $21,588,384 |

**City of Redlands**
**Library Facilities**
**Fee Calculation**

**Table 4**
Allocation of Facilities to Existing and New Development

Future Library Facilities - Based on Total EDUs - Credit given to existing development

| Type of Development | Residential EDUs | Percentage of Total EDUs | Total Sq. Ft. in 2035 | Sq. Ft. Credit | Reduction to Maintain Existing Standard | Allocated Sq. Ft. | Percentage of Costs Allocated | Total Cost |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 30,086 | 73% | 85,148 | (68,800) | 0 | 16,348 | 39% | $7,782,934 |
| Future Development | 11,200 | 27% | 31,698 | 0 | (6,086) | 25,612 | 61% | $12,193,363 |
| Total | 41,286 | 100% | 116,846 | (68,800) | (6,086) | 41,960 | 100% | $19,976,297 |

Future Library Materials - Based on Total EDUs - Credit given to existing development

| Type of Development | Residential EDUs | Percentage of Total EDUs | Total Items in 2035 | Materials Credit | Reduction to Maintain Existing Standard | Allocated Materials | Percentage of Costs Allocated | Total Cost |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 30,086 | 73% | 369,336 | (274,829) | 0 | 94,507 | 48% | $774,088 |
| Future Development | 11,200 | 27% | 137,493 | 0 | (35,182) | 102,310 | 52% | $837,999 |
| Total | 41,286 | 100% | 506,829 | (274,829) | (35,182) | 196,818 | 100% | $1,612,087 |

**Table 5**
Future Standards

| | Future Units | Future Residents | Future Standard per 1,000 Residents | Existing Standard | Resulting Status |
|---|---|---|---|---|---|
| Future Library Sq. Ft. | 25,612 | 27,450 | 933.05 | 933.05 | Future Standard Equal to Existing Standard |
| Future Library Materials | 102,310 | 27,450 | 3,727.15 | 3,727.15 | Future Standard Equal to Existing Standard |

**Table 6**
Proposed Facilities and Cost Per EDU

| Facility | Cost | Number of Future EDUs | Cost Per EDU |
|---|---|---|---|
| Facilities | $12,193,363 | 11,200 | $1,088.69 |
| Materials | $837,999 | 11,200 | $74.82 |
| Total | $13,031,362 | NA | $1,163.51 |

**Table 7**
Development Impact Fee per Unit or 1,000 SF

| Land Use Type | EDUs per Unit [2] | EDUs per 1,000 SF [2] | Units / 1,000 SF | Fees per Unit / 1,000 SF / Room | Cost Financed by DIF |
|---|---|---|---|---|---|
| Residential Property | 1.000 | NA | 11,200 | $1,163.51 | $13,031,362 |
| Non-Residential Property | NA | NA | NA | NA | $0 |
| Total | | | | | $13,031,362 |
| Cost Allocated to Existing Development | | | | | $8,557,022 |
| Total Cost of Library Facilities | | | | | $21,588,384 |

**City of Redlands**
**Government Facilities**
**Fee Calculation**

**Table 1**
Inventory of Existing Facilities

| Facility | Facility Unit | Units |
|---|---|---|
| Buildings | | |
| Government Center | SF | 50,999 |
| Safety Hall | SF | 23,838 |
| Total | SF | 74,837 |

**Table 2**
Existing Standards

| | Existing Units | Existing Residents | Standard per 1,000 Residents |
|---|---|---|---|
| Existing Building Sq. Ft. | 74,837 | 73,737 | 1,014.92 |

**Table 3**
Proposed Facilities

| Facility | Facility Unit | Number | Facility Cost ($2023) |
|---|---|---|---|
| Future Facilities | | | |
| Community / Recreation / Senior Center Buildings | SF | 40,000 | $36,000,000 |
| City Government Office and Administration Facilities | SF | 25,000 | $22,500,000 |
| City Field Operations Facilities | SF | 35,000 | $31,500,000 |
| Parking Facilities | SF | 80,000 | $32,000,000 |
| Subtotal | | 180,000 | $122,000,000 |
| Total Facilities Costs | | | $122,000,000 |
| Less Offsetting Revenues (Existing Fee Balance) | | | ($138,580) |
| Net Facilities Cost | | | $121,861,420 |

**Table 4**
Allocation of Facilities to Existing and New Development

Future Facilities Costs - Based on Total EDUs - Credit given to existing development

| Type of Development | EDUs | Percentage of Total EDUs | Total SF in 2035 | Unit Credit | Reduction to Maintain Existing Standard | Allocated SF | Percentage of Costs Allocated | Total Cost |
|---|---|---|---|---|---|---|---|---|
| Existing Development | 44,856 | 71% | 181,114 | (74,837) | 0 | 106,277 | 79% | $96,551,428 |
| Future Development | 18,259 | 29% | 73,723 | 0 | (45,863) | 27,860 | 21% | $25,309,992 |
| Total | 63,115 | 100% | 254,837 | (74,837) | (45,863) | 134,137 | 100% | $121,861,420 |

**City of Redlands**
**Government Facilities**
**Fee Calculation**

**Table 5**
Future Standards

| | Future Units | Future Residents | Future Standard per 1,000 Residents | Existing Standard | Resulting Status |
|---|---|---|---|---|---|
| Future Building Sq. Ft. | 27,860 | 27,450 | 1,014.92 | 1,014.92 | Future Standard Equal to Existing Standard |

**Table 6**
Proposed Facilities and Cost Per EDU

| Facility | Cost | Number of Future EDUs | Cost Per EDU |
|---|---|---|---|
| Buidings | $25,309,992 | 18,259 | $1,386.19 |
| Total | $25,309,992 | NA | $1,386.19 |

**Table 7**
Development Impact Fee per Unit or 1,000 SF

| Land Use Type | EDUs per Unit [2] | EDUs per 1,000 SF / Room | Units / 1,000 SF / Room | Fees per Unit | Fees per 1,000 SF / Room | Cost Financed by DIF |
|---|---|---|---|---|---|---|
| Residential Property | 1.000 | NA | 11,200 | $1,386.19 | NA | $15,525,347 |
| Non-Residential Property | | | | | | |
| Retail | NA | 0.759 | 1,613 | NA | $1,051.69 | $1,696,759 |
| Commercial | NA | 0.189 | 1,623 | NA | $261.40 | $424,190 |
| Food Service & Entertainment | NA | 3.783 | 216 | NA | $5,243.32 | $1,131,173 |
| Office | NA | 2.378 | 858 | NA | $3,295.94 | $2,827,932 |
| Warehousing - Standard | NA | 1.020 | 100 | NA | $1,413.97 | $141,397 |
| Warehousing - High Cube | NA | 0.204 | 2,000 | NA | $282.79 | $565,586 |
| Manufacturing & Assembly | NA | 0.275 | 1,115 | NA | $380.59 | $424,190 |
| Industrial - Other | NA | 2.813 | 36 | NA | $3,899.95 | $141,397 |
| Institutional & Health Care | NA | 0.631 | 2,652 | NA | $874.38 | $2,318,904 |
| Hotel/Motel Rooms | NA | 0.163 | 500 | NA | $226.23 | $113,117 |
| Total | | | | | | $25,309,992 |
| Cost Allocated to Existing Development | | | | | | $96,551,428 |
| Total Cost of Government Facilities | | | | | | $121,861,420 |

# APPENDIX C

City of Redlands
Development Impact Fee Justification Study



# STORM DRAIN ERU FACTORS

The residential ERU factors and the weighted average residential ERU factor calculation is presented in the table below:

**Residential Weighted Average Equivalent Runoff Factor**

| Land Use | Units | Residential Units | Res. density (units/acre) or ADU s.f. per unit | Acres, "A" | Runoff Coefficient, "C" | Runoff per unit or ksf; Q=C*I*A | ERU Factor | Total ERUs |
|---|---|---|---|---|---|---|---|---|
| Single Family Residential | D.U. | 5,000 | 7.00 | 714.3 | 0.55 | 0.08 | 1.00 | 5,000 |
| Accessory Dwelling Unit | D.U. | 800 | 600.00 | 11.0 | 1.00 | 0.01 | 0.18 | 140 |
| Multi Family Residential | D.U. | 3,000 | 10.00 | 300.0 | 0.8 | 0.08 | 1.02 | 3,055 |
| Transit Oriented | D.U. | 2,400 | 20.00 | 120.0 | 0.90 | 0.05 | 0.57 | 1,375 |
| | Subtotal | 11,200 | | 1,145.3 | | | | 9,569 |
| | Weighted Average | | | | | | 0.85 | |

For residential ERU factors, an average density of seven units per acre is assumed for single-family residential property, while multi-family residential density is assumed to be ten units per acre. Transit oriented land uses are assumed to be at a higher density equal to 20 units per acre. For accessory dwelling units, it is assumed that an average 600 square foot structure is constructed outside of the footprint of the associated single-family residence and is 100% impervious ("C" factor is equal to 1.00).

The runoff per acre for single-family, multi-family and transit-oriented uses is simply the C value for each land use, as described above and shown in the table below. The runoff per unit for each land use is determined by dividing the per acre runoff by the density for that land use. For example, the runoff per acre for a single-family unit is 0.55 cfs (Q= 0.55*1*1). The runoff per single-family unit would then be determined by dividing the runoff per acre by the single-family density of seven units per acre. The runoff per unit for each of the other residential land uses is divided by the runoff per unit of a single-family land use to determine the ERU factors.

Calculation of Single Family Residential Runoff Factor, **"C"**

| Line Number | Description | Source | Amount | Units |
|---|---|---|---|---|
| 1 | Density (units per acre) | City Provided | 7 | DU per Acre |
| 2 | 1 Acre | | 43,560 | Square Feet |
| 3 | Lot Frontage | Assumed or City Provided | 50 | Lineal Feet |
| 4 | Street half width | City Standard | 25 | Lineal Feet |
| 5 | House footprint | Ave. Single Family (City) | 1,200 | Square Feet |
| 6 | hardscape (Percent of available surface a | Assumed | 25% | % |
| | Analysis | | | |
| 7 | Frontage Street Area | Line 3 x Line 4 | 1,250 | Square Feet |
| 8 | Lot depth to Centerline | (Line 2 / Line 1)/Line 3 | 124 | feet |
| 9 | Lot Depth | Line 8 - Line 4 | 99 | Square Feet |
| 10 | Lot net area | Line 3 x Line 9 | 4,973 | Square Feet |
| 11 | House footprint | Line 5 | 1,200 | Square Feet |
| 12 | hardscape (Percent of available surface a | Assumed | 25% | Square Feet |
| 13 | hardscape | (Line 10 - Line 11) x Line 12 | 943 | Square Feet |
| 14 | Impervious area per lot | Line 11 + Line 13 | 2,143 | Square Feet |
| 15 | Impervious Area (lot + street) | Line 14 + Line 7 | 3,393 | Square Feet |
| 16 | Gross acreage per lot | Line 2 / Line 1 | 6,223 | Square Feet |
| 17 | % impervious area - **C Factor** | (Line 11 x Line 12 ) | **0.55** | "Runoff Ratio" |

For the special case of ADU units, the total acres for ADU units is determined by multiplying the 800 total future units by 600 square feet per unit, and then dividing this total square feet by 43,560 square feet per acre.

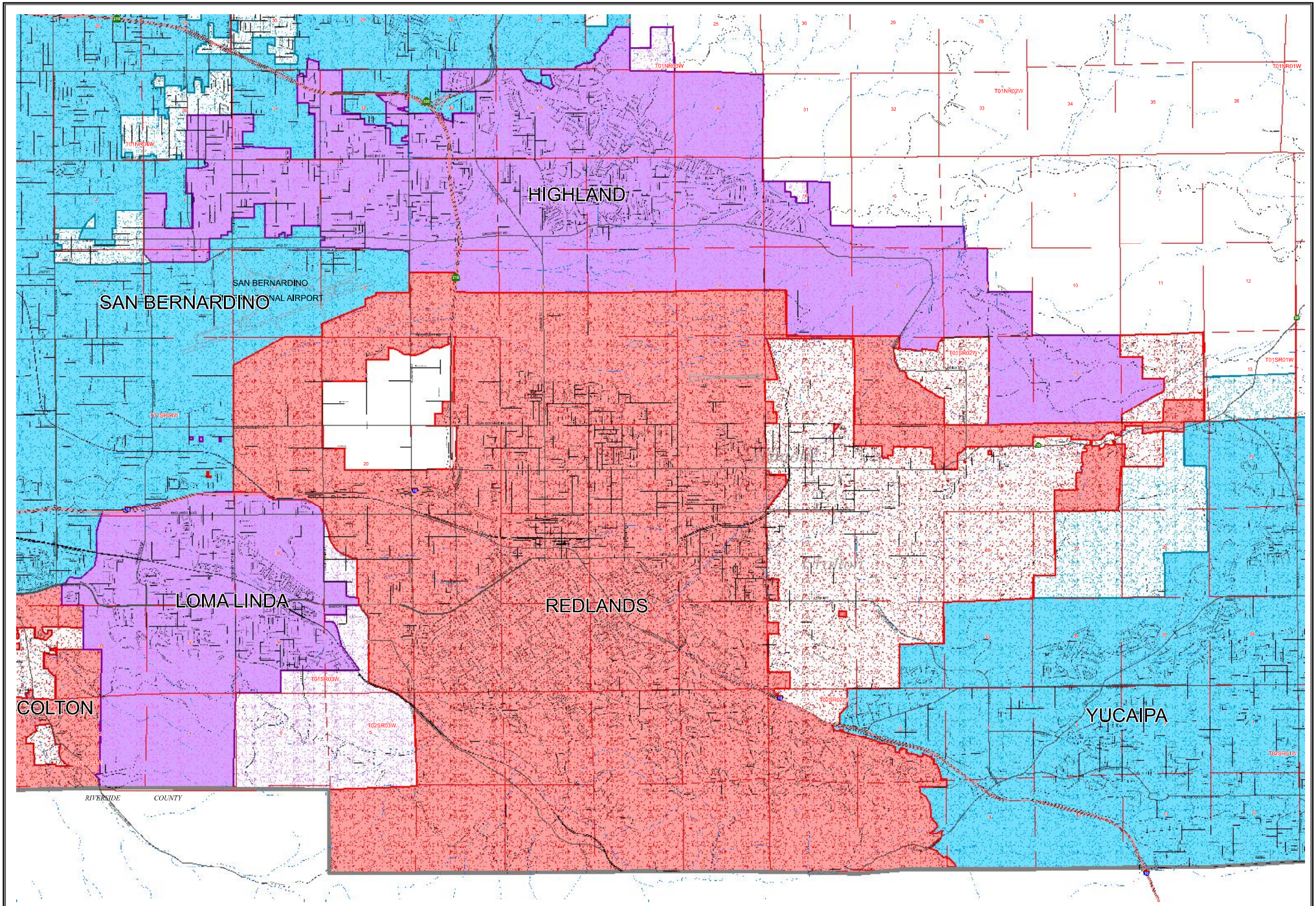
Finally, the total ERUs (9,569) for the residential category is divided by the total residential units (11,200) to determine the weighted average ERUs for the combined residential category. This weighted average of 0.85 is used to calculate the residential fee per square foot in compliance with AB602.

For non-residential ERU factors, in order to calculate the runoff per thousand square feet ("KSF") of building footprint, an average floor area ratio ("FAR") of 0.50 is assumed. The runoff per acre is adjusted by the FAR and the conversion factor of 43.56 KSF per acre to determine the runoff per KSF of building area. These runoff factors are then divided by the runoff per dwelling unit for a single-family dwelling unit to determine the ERU factor for each non-residential land use category.

# APPENDIX D

City of Redlands
Development Impact Fee Justification Study

# SOI AND SERVICE AREA MAPS

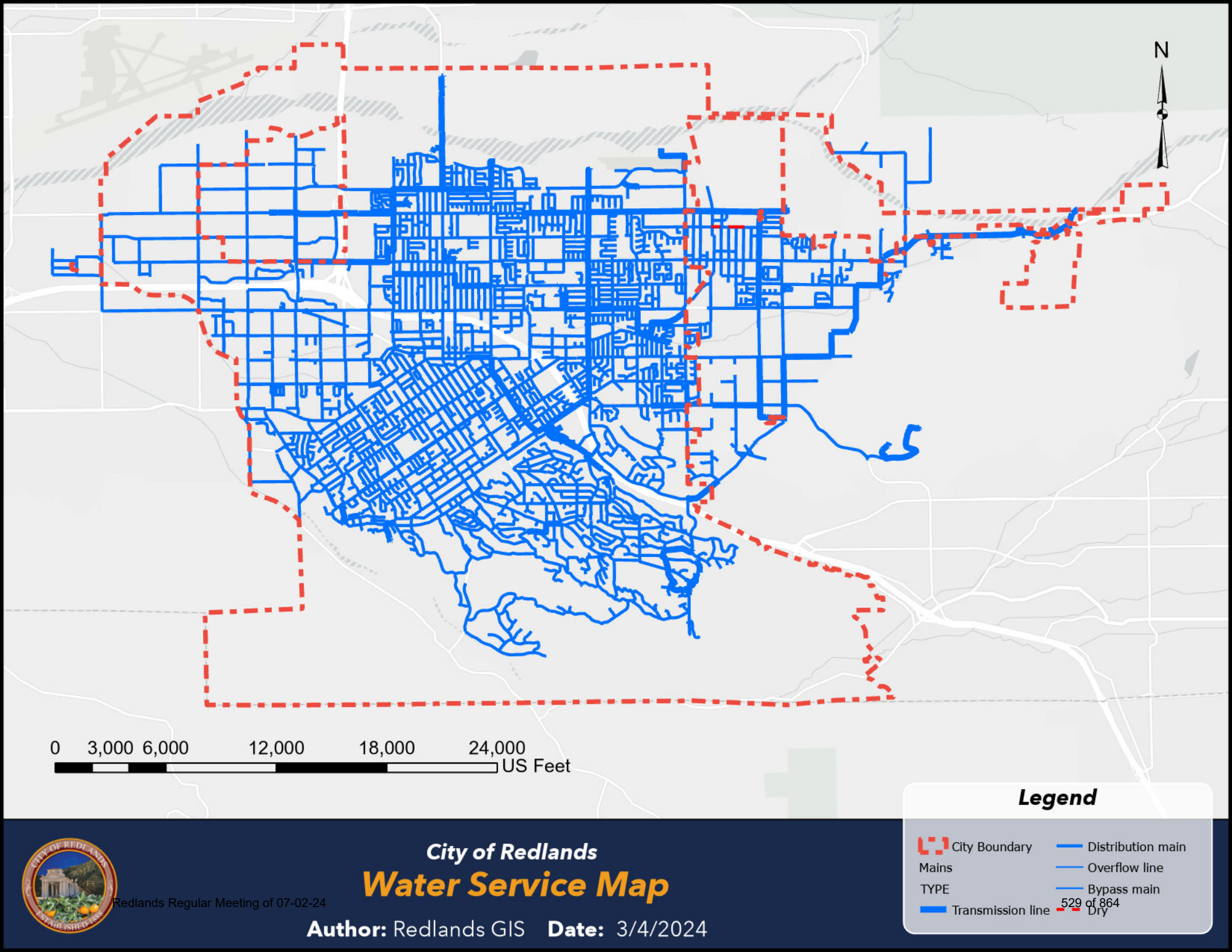



CITY OF REDLANDS
City and Sphere of Influence Boundaries

City and sphere of influence boundaries are current as of the last LAFCO action on 11/21/2008

Map Printed On: May 4, 2009

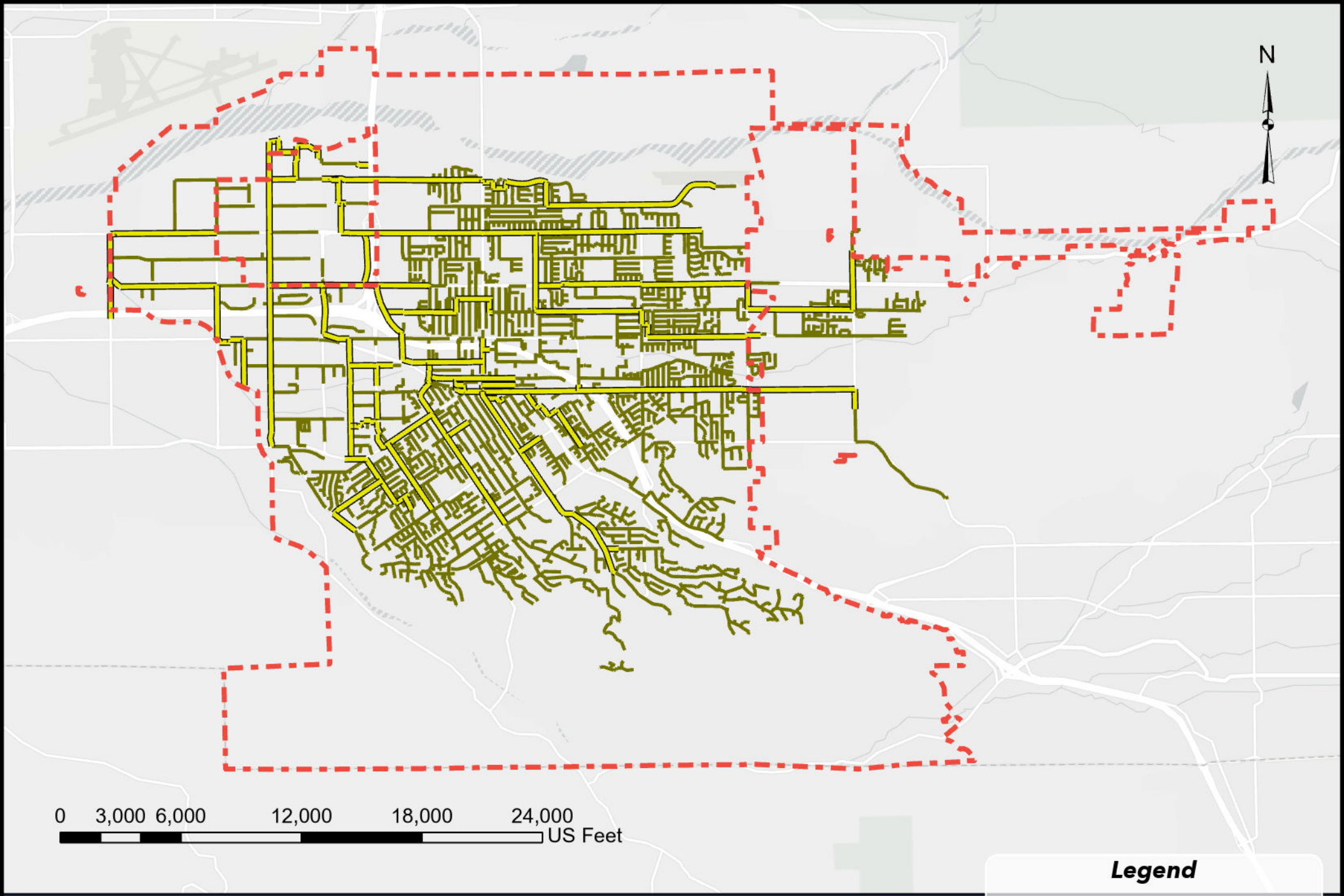
This map is not a legal representation of city boundaries. For additional information call the Local Agency Formation Commission (909) 383-9900




*City of Redlands*

# Water Service Map

**Author:** Redlands GIS **Date:** 3/4/2024




# City of Redlands
# Sewer Service Map

**Author:** Redlands GIS **Date:** 3/4/2024



www.FinanceDTA.com

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RESOLUTION NO. 7951

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS ESTABLISHING DEVELOPMENT IMPACT FEES FOR ACCESSORY DWELLING UNITS WITH RESPECT TO SEWER, WATER, SOLID WASTE, ACQUISITION OF WATER STOCK AND WATER RIGHTS, OPEN SPACE AND PARKS, TRANSPORTATION, AND PUBLIC FACILITIES, RESTATING SUCH DEVELOPMENT IMPACT FEES FOR ALL OTHER TYPES OF DEVELOPMENT, AND RESCINDING RESOLUTION NO. 7907

WHEREAS, Chapters 3.32, 3.44, 3.48, 3.54, 3.56, 3.60, 3.70 and 13.40 of the Redlands Municipal Code establish, respectively, Open Space and Parks, Sewer Capital Improvement, Water Capital Improvement, Transportation Improvements, Storm Drain Facilities, Public Facilities Fees, Solid Waste Improvement, and the Acquisition of Water Stock And Water Rights, to implement the City's General Plan to ensure that public facilities improvements which meet City standards are available concurrent with the need caused for such facilities by new development in the City; and

WHEREAS, it is now the desire of the City Council of the City of Redlands ("this City Council") to establish development impact fees for Accessory Dwelling Units; and

WHEREAS, on August 31, 2018, DTA, formally known as David Taussig and Associates, prepared a study in accordance with Government code section 66000 et seq. for the City recommending the amounts of development impact fees which may be imposed for Accessory Dwelling Units; and

WHEREAS, the development impact fee provisions of the Redlands Municipal Code provide that the specific amounts of fees shall be established by resolution of this City Council; and

WHEREAS, by purposes of efficiency, it is further the desire of this City Council to establish the development impact fees for Accessory Dwelling Units and restate the development impact fees for all other categories of development within this one resolution;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Redlands as follows:

Section 1. The Open Space and Parks Fee is hereby established in the following amounts:

| | Residential Development | Fee per dwelling unit |
|---|---|---|
| 1. | Accessory Dwelling Unit (more than 700 sq. ft.) | $2,454.85 |
| | Accessory Dwelling Unit (less than or equal to 700 sq. ft.) | $1,841.14 |
| 2. | Single Family | $3,959.94 |
| 3. | Multi-Family | $3,624.62 |
| 4. | Transit Oriented | $2,454.85 |

Section 2. The Library Fee is hereby established in the following amounts:

| | Residential Development | Fee per dwelling unit |
|---|---|---|
| 1. | Accessory Dwelling Unit (more than 700 sq. ft.) | $164.02 |

| | | |
|---|---|---|
| | Accessory Dwelling Unit (less than or equal to 700 sq. ft.) | $123.01 |
| 2. | Single Family | $264.58 |
| 3. | Multi-Family | $242.18 |
| 4. | Transit Oriented | $164.02 |

Section 3. The Storm Drain Facilities Fee is hereby established in the following amounts:

| | Residential | Fee per dwelling unit |
|---|---|---|
| 1. | Single Family | $700.00 |
| 2. | Multi-Family | $343.00 |
| 3. | Transit Oriented | $343.00 |

| | Non-Residential | Fee per 1,000 square feet of building area |
|---|---|---|
| 1. | Retail | $170.00 |
| 2. | Commercial | $170.00 |
| 3. | Food Service and Entertainment | $170.00 |
| 4. | Office | $170.00 |
| 5. | Warehousing – Standard | $150.00 |
| 6. | Warehousing – High Cube | $150.00 |
| 7. | Manufacturing and Assembly | $150.00 |
| 8. | Industrial/Other | $150.00 |
| 9. | Institutional and Health Care | $150.00 |

| | Non-Residential | Fee per room (single guest room or suite) |
|---|---|---|
| 1. | Hotel / Motel | $170.00 |

Section 4. The Public Facilities Fee is hereby established in the following amounts:

| | Residential Development | Fee per dwelling unit |
|---|---|---|
| 1. | Accessory Dwelling Unit (more than 700 sq. ft.) | $425.55 |
| | Accessory Dwelling Unit (less than or equal to 700 sq. ft.) | $319.16 |
| 2. | Single Family | $686.45 |
| 3. | Multi-Family | $628.33 |
| 4. | Transit Oriented | $425.55 |

| | Non-Residential | Fee per 1,000 square feet of building area |
|---|---|---|
| 1. | Retail | $197.03 |
| 2. | Commercial | $83.13 |
| 3. | Food Service and Entertainment | $1,068.13 |
| 4. | Office | $852.83 |
| 5. | Warehousing – Standard | $266.06 |
| 6. | Warehousing – High Cube | $44.83 |

| | | |
|---|---|---|
| 7. | Manufacturing and Assembly | $230.16 |
| 8. | Industrial/Other | $217.54 |
| 9. | Institutional and Health Care | $ 439.10 |

| | Non-Residential | Fee per room (single guest room or suite) |
|---|---|---|
| 1. | Hotel / Motel | $198.70 |

Section 5. The Fire Protection Facilities Fee is hereby established in the following amounts:

| | Residential Development | Fee per dwelling unit |
|---|---|---|
| 1. | Accessory Dwelling Unit (more than 700 sq. ft.) | $357.74 |
| | Accessory Dwelling Unit (less than or equal to 700 sq. ft.) | $268.31 |
| 2. | Single Family | $577.08 |
| 3. | Multi-Family | $528.21 |
| 4. | Transit Oriented | $357.74 |

| | Non-Residential | Fee per 1,000 square feet of building area |
|---|---|---|
| 1. | Retail | $165.64 |
| 2. | Commercial | $69.89 |
| 3. | Food Service and Entertainment | $897.94 |
| 4. | Office | $716.94 |
| 5. | Warehousing – Standard | $223.67 |
| 6. | Warehousing – High Cube | $37.69 |
| 7. | Manufacturing and Assembly | $193.49 |
| 8. | Industrial/Other | $182.88 |
| 9. | Institutional and Health Care | $369.14 |

| | Non-Residential | Fee per room (single guest room or suite) |
|---|---|---|
| 1. | Hotel / Motel | $167.04 |

Section 6. The Police Facilities Fee is hereby established in the following amounts:

| | Residential Development | Fee per dwelling unit |
|---|---|---|
| 1. | Accessory Dwelling Unit (more than 700 sq. ft.) | $18.67 |
| | Accessory Dwelling Unit (less than or equal to 700 sq. ft.) | $14.00 |
| 2. | Single Family | $30.11 |
| 3. | Multi-Family | $27.56 |
| 4. | Transit Oriented | $18.66 |

| | Non-Residential | Fee per 1,000 square feet of building area |
|---|---|---|
| 1. | Retail | $8.64 |
| 2. | Commercial | $3.65 |
| 3. | Food Service and Entertainment | $46.85 |
| 4. | Office | $37.40 |

| | | |
|---|---|---|
| 5. | Warehousing – Standard | $11.67 |
| 6. | Warehousing – High Cube | $1.97 |
| 7. | Manufacturing and Assembly | $10.09 |
| 8. | Industrial/Other | $9.54 |
| 9. | Institutional and Health Care | $19.26 |

| | Non-Residential | Fee per room (single guest room or suite) |
|---|---|---|
| 1. | Hotel / Motel | $8.71 |

Section 7. The Transportation System Improvements Fee is hereby established in the following amounts:

| | Residential Development | Fee per dwelling unit |
|---|---|---|
| 1. | Accessory Dwelling Unit (more than 700 sq. ft.) | $937.54 |
| | Accessory Dwelling Unit (less than or equal to 700 sq. ft.) | $703.16 |
| 2. | Single Family | $1,512.36 |
| 3. | Multi-Family | $1,048.32 |
| 4. | Transit Oriented | $1,074.63 |

| | Non-Residential | Fee per 1,000 square feet of building area |
|---|---|---|
| 1. | Retail | $3,438.17 |
| 2. | Commercial | $3,331.11 |
| 3. | Food Service and Entertainment | $6,977.94 |
| 4. | Office | $2,007.94 |
| 5. | Warehousing – Standard | $709.44 |
| 6. | Warehousing – High Cube | $262.62 |
| 7. | Manufacturing and Assembly | $388.46 |
| 8. | Industrial/Other | $1,271.14 |
| 9. | Institutional and Health Care | $3,009.17 |

| | Non-Residential | Fee per room (single guest room or suite) |
|---|---|---|
| 1. | Hotel / Motel | $1,049.11 |

In lieu of using the San Bernardino County Congestion Management Program manual, the transportation system improvements fee for a non-residential project may be determined, at the discretion of the Municipal Utilities and Engineering Director, by use of an approved engineering traffic study to establish a more precise number of trips generated by that specific non-residential project to determine Transportation fees at the fee rate of $334.29 per trip which is the same per trip rate used in the establishment of the specific transportation rates listed above.

Section 8. The Sewer Capital Improvement Fee is hereby established in the following amounts

| | Residential | Fee per dwelling unit |
|---|---|---|
| 1. | Accessory Dwelling Unit (more than 700 sq. ft.) | $824.65 |
| | Accessory Dwelling Unit (less than or equal to 700 sq. ft.) | $618.49 |

| | | |
|---|---|---|
| 2. | Single Family | $3,130.00 |
| 3. | Multi-Family | $2,295.00 |
| 4. | Building Permit issued prior To November 1, 1961 | $366.00 |
| 5. | Senior Restricted dwelling unit | $1,774.00 |

| | Non-Residential | Fee per 100 gallons per day estimated flow |
|---|---|---|
| 1. | Retail/Commercial | $1,482.00 |

Note, the Sewer Capital Improvement Fee shall not be applicable to any accessory dwelling unit created within the existing space of a single family residence or accessory structure, including but not limited to, a studio, pool house, or other similar structure.

Section 9. The Water Capital Improvement Fee is hereby established in the following amounts

| | Residential | Fee per dwelling unit |
|---|---|---|
| 1. | Accessory Dwelling Unit (more than 700 sq. ft.) | $1,146.08 |
| | Accessory Dwelling Unit (less than or equal to 700 sq. ft.) | $859.56 |
| 2. | Single Family (more than 1 acre) | $9,431.00 |
| | Single Family (more than 21,000 sq. ft.) | $6,896.00 |
| | Single Family (11,000 - 21,000 sq. ft.) | $5,623.00 |
| | Single Family (less than 11,000 sq. ft.) | $4,350.00 |
| 3. | Multi-Family | $2,181.00 |
| 4. | Senior Restricted dwelling unit | $1,096.00 |

| | Non-Residential | Fee per 100 cubic ft. per month estimated demand |
|---|---|---|
| 1. | Retail/Commercial | $188.00 |

Note, the Water Capital Improvement Fee shall not be applicable to any accessory dwelling unit created within the existing space of a single family residence or accessory structure, including but not limited to, a studio, pool house, or other similar structure.

Section 10. The Solid Waste Capital Improvement Fee is hereby established in the following amounts

| | Residential | Fee per dwelling unit |
|---|---|---|
| 1. | Accessory Dwelling Unit (more than 700 sq. ft.) | $325.00 |
| | Accessory Dwelling Unit (less than or equal to 700 sq. ft.) | $325.00 |
| 2. | Single Family | $650.00 |
| 3. | Multi-Family | $325.00 |

| | Non-Residential | Fee PPD estimated waste stream |
|---|---|---|
| 1. | Retail/Commercial | $52.00 |

Section 11. The Acquisition of Water Stocks and Water Rights Fee is hereby established in the following amounts

| | Residential | Fee per dwelling unit |
|---|---|---|
| 1. | Accessory Dwelling Unit (more than 700 sq. ft.) | $206.29 |
| | Accessory Dwelling Unit (less than or equal to 700 sq. ft.) | $154.72 |
| 2. | Single Family (more than 1 acre) | $1,701.00 |
| | Single Family (more than 21,000 sq. ft.) | $1,242.00 |
| | Single Family (11,000 - 21,000 sq. ft.) | $1,023.00 |
| | Single Family (less than 11,000 sq. ft.) | $783.00 |
| 3. | Multi-Family | $397.00 |
| 4. | Senior Restricted dwelling unit | $167.00 |

| | Non-Residential | Fee per 100 cubic ft. per month estimated demand |
|---|---|---|
| 1. | Retail/Commercial | $33.00 |

Note, the Water Stocks and Water Rights Fee shall not be applicable to any accessory dwelling unit created within the existing space of a single family residence or accessory structure, including but not limited to, a studio, pool house, or other similar structure.

Section 12. Notwithstanding any other section of this resolution, the development impact fees for Accessory Dwelling Units established herein shall take effect thirty (30) days after the effective date of City of Redlands Ordinance No. 2880.

Section 13. This resolution shall take effect on April 2, 2019.

ADOPTED, SIGNED AND APPROVED this 2nd day of April, 2019.

Paul W. Foster, 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 2nd day of April, 2019, by the following vote:

| | |
|---|---|
| AYES: | Councilmembers Barich, Tejeda, Momberger, Davis; Mayor Foster |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

Jeanne Donaldson, City Clerk

**City Council Meeting** **K. 3.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Public Hearing to Hear Protest Pertaining to the Adoption of Ordinance No. 2964 and Ordinance No. 2965 Amending Chapters 3.52 and 3.62 of the Redlands Municipal Code relating to Water Utility and Wastewater Utility Rate Adjustments (Municipal Utilities and Engineering Director Harris)

---

## 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 written 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 motions are provided:

I move to adopt Ordinance No. 2964 and Ordinance No. 2965.

## RECOMMENDATION:

Staff recommends City Council adopt Ordinance No. 2964 and Ordinance No. 2965 to amend Redlands Municipal Code Chapters 3.52 and 3.62 relating to Water Utility and Wastewater Utility rate adjustments.

**DISCUSSION:**

Chapter 2.70 of the Redlands Municipal Code establishes a framework for a citizen committee, the Utility Advisory Committee (UAC), to develop fair and equitable rate adjustments to cover costs of services for the City's water and wastewater utilities. The seven (7) member UAC was appointed by City Council on January 16, 2024, and worked with Municipal Utilities and Engineering (MUED) staff and the City's Utility Rate Consultant, Raftelis, to develop rate recommendations that provide adequate revenue to recover costs for services, are equitable to all customer classes, comply with state and federal laws, and are easily explained to customers. The UAC serves in an advisory capacity to the City Council.

The rate review process began by introducing the UAC to the MUED structure, water and wastewater utilities, and 6-year Capital Improvement Program (CIP). The UAC reviewed historic and projected operating, maintenance, and CIP costs necessary to provide high-quality services for Redlands' utility customers. Raftelis presented a financial analysis including multi-year revenue projections, target reserve balances, and annual labor and material cost escalations. Several rate scenarios were modeled and considered by the UAC which ultimately recommended the following revenue adjustments:

Potable Water Utility:

- 2% increase in FY 24/25
- 2% increase in FY 25/26

Non-Potable Water Utility:

- 0% increase in FY 24/25
- 0% increase in FY 25/26

Wastewater Utility:

- 10% increase in FY 24/25
- 10% increase in FY 25/26

These increases will be applied to customer classifications proportionally based on the demands placed on each utility, and will generate the additional revenue necessary to continue providing water and wastewater utility services for all Redlands customers.

On May 7, 2024, City Council adopted Resolution No. 8583, a notice of intent to

increase water utility and wastewater utility rates, and directed staff to issue a Public Hearing Proposition 218 notice and protest procedures detailed in Resolution No. 7128. The Proposition 218 notice and Resolution No. 7128 were mailed to each Redlands property owner and each water utility and wastewater utility customer on May 10, 2024.The notice provides rate increase protest directions. One (1) written protest per identified parcel or property will be counted for determining whether a majority protest exists.

If City Council adopts Ordinance No. 2964 and Ordinance No. 2965 as proposed, the new rates will be implemented no sooner than thirty (30) days after the adoption of the ordinances. Staff anticipates this rate implementation date will be August 5, 2024. If City Council directs staff to revise either Ordinance, a new Proposition 218 notice must be sent to property owners and customers, and a new public hearing date must be scheduled no sooner than forty-five (45) days after the notices are sent.

Adoption of Ordinance No. 2964 and Ordinance No. 2965 is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act since it will not result in a direct or reasonably foreseeable indirect physical change in the environment.

**ALTERNATIVES:**

City Council may deny the staff recommendation and provide alternate direction. If City Council recommends an alternative rate structure, a new Proposition 218 notice must be sent to property owners and customers, and a new public hearing date must be scheduled no sooner than forty-five (45) days after the notices are sent.

**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

**PREPARED BY:**
John R. Harris, Municipal Utilities and Engineering Director

## Fiscal Impact

**Fiscal Year:** FY 24/25

**Revenue Generating:** Y

**Appropriation Required Y/N:** N

**Discussion:**

Adoption of the recommended Water Utility and Wastewater Utility rates will generate revenues necessary to offset operating, maintenance, and capital improvement costs for each utility.

## Attachments

Ordinance No. 2964
Ordinance No. 2965
Proposition 218 Notice
Resolution No. 7128
Raftelis Rate Study
Resolution No. 8583

ORDINANCE NO. 2964

AN ORDINANCE OF THE CITY OF REDLANDS AMENDING CHAPTER 3.52 OF THE REDLANDS MUNICIPAL CODE RELATING TO WATER FUND

Section 1. Chapter 3.52 of the Redlands Municipal Code, titled "Water Fund," is hereby amended to read as follows:

"CHAPTER 3.52
WATER FUND

SECTION:

3.52.010: Establishment
3.52.040: Water Service Rate Schedule

3.52.010: ESTABLISHMENT:

There is established a water fund to provide for administration, operation and maintenance of the Redlands domestic water system and its capacity to serve its existing users. The following rules shall apply:

A. All service charges and all miscellaneous charges not otherwise designated shall be credited to the water fund. The water fund shall be operated as an enterprise fund. All interest on the cash balance of the fund shall accrue to the water fund.

B. Established within the water fund are a reserve for capital and a reserve for legal.
   1. The reserve for capital shall be in addition to the annual capital replacement budget, to establish a fund for capital expenditures necessary due to unforeseen or unusual capital costs in any year, necessary to maintain the existing system and its capacity.
   2. The reserve for legal shall be in addition to the annual budget for legal costs, to establish a fund for legal expenditures due to unforeseen or unusual legal costs in any one year.

3.62.040: WATER SERVICE RATE SCHEDULE:

Amounts of charges are set out in table 3.52.040 of this section.

**TABLE 3.52.040**

**WATER SERVICE RATE SCHEDULE**

**BIMONTHLY RATES**

A. Potable water rates effective August 5, 2024:
   1. Water Usage Charge:
      a. Building water use:

| Tiers | Units[1] | Rate |
|---|---|---|
| Tier 1 | 1 to 16 hcf | $1.57 |

| | | |
|---|---|---|
| Tier 2 | 17 to 27 hcf | $1.86 |
| Tier 3 | > 27 hcf | $2.79 |

Note: 1 unit equals 100 cubic feet (hcf).

b. Nonbuilding water use:

| Tiers | Units[1] | Rate |
|---|---|---|
| Tier 1 | 1 to 27 hcf | $1.77 |
| Tier 2 | > 27 hcf | $2.49 |

Note: 1 unit equals 100 cubic feet (hcf)

2. Bimonthly Water Service Charge:

| Meter Size (inches) | Total Water Service Charge[1] | Customer Service Component[1] |
|---|---|---|
| 5/8 | $32.94 | $6.85 |
| ¾ | $44.01 | $6.85 |
| 1 | $65.50 | $6.85 |
| 1 ½ | $117.60 | $6.85 |
| 2 | $173.62 | $6.85 |
| 3 | $299.97 | $6.85 |
| 4 | $462.79 | $6.85 |
| 6 | $853.56 | $6.85 |
| 8 | $1,257.36 | $6.85 |
| 10 | $2,976.76 | $6.85 |
| 12 | $3,914.61 | $6.85 |

Note: Prior agriculture irrigation customers are charged the customer service component of the water service charge only.

3. Fire Protection Water Service Charge:

| Meter Size (inches) | Total Fire Protection Water Service Charge (Bimonthly) |
|---|---|
| 2 | $11.81 |
| 3 | $21.20 |
| 4 | $37.39 |
| 6 | $95.48 |
| 8 | $195.69 |
| 10 | $346.42 |
| 12 | $555.33 |

4. Fire Hydrant Construction Water Service:

| | |
|---|---|
| Water Usage Charge | $2.79/100 cubic feet |
| Monthly water service charge[1] | $299.97 |
| Fire hydrant construction meter prepayment[1,2] | $1,200.00 |

Notes: 1. Minimum water service charge (if less than 30 days) will be $299.97. Repairs to damaged fire hydrant construction meters shall be charged at prevailing time and material rates to repair the meter.

2. Lost or stolen fire hydrant construction meters shall be charged a $1,200.00 replacement charge.

5. Water Meter Installation Charge:

| **Meter Size (inches)** | **Installation Charge** |
|---|---|
| ¾ | $175.00 |
| 1 | $225.00 |
| 1 ½ | $430.00 |
| 2 | $595.00 |

6. Outside City Service Review:
$50.00/unit, $500.00 maximum

7. Miscellaneous Fees:

| | |
|---|---|
| After hours request for turn on service (standby call) | $60.00 |
| Broken angle meter stop | $75.00 |
| Broken lock | $15.00 |
| Remove meter after illegal turn on | $50.00 |
| Remove straight connection | $75.00 |
| Cut service at main | Time and Materials |
| Water meter test charge | $40.00, plus cost of new meter |
| Turn off for nonpayment | $46.00 |
| Recheck after turn off for nonpayment | $20.00 |
| Returned check | $35.00 |
| Check by phone | $6.00 |
| Establish new municipal services account | $15.00 |
| Failure to notify change of ownership | $35.00 |
| Request for same day water turn on after 3:00 P.M. | $26.00 |

| | |
|---|---|
| Obstructed meter resulting in an estimated read or reread trip | $15.00 |
| Jumper fee (for use on buildings under construction – prelandscape) | $50.00 |
| Submittal to collection agency | 40% of outstanding balance submitted for collection action |
| Unauthorized fire protection water usage | $40.00, plus full nonfire protection meter service charge and any applicable wastewater charge at the prevailing rate |
| Unauthorized fire hydrant connection | $150.00, plus estimated water usage charge at the prevailing usage rate |

B. Potable water rates effective July 1, 2025:

1. Water Usage Charge:

a. Building water use:

| **Tiers** | **Units[1]** | **Rate** |
|---|---|---|
| Tier 1 | 1 to 16 hcf | $1.61 |
| Tier 2 | 17 to 27 hcf | $1.90 |
| Tier 3 | > 27 hcf | $2.85 |

Note: 1 unit equals 100 cubic feet (hcf).

b. Nonbuilding water use:

| **Tiers** | **Units[1]** | **Rate** |
|---|---|---|
| Tier 1 | 1 to 27 hcf | $1.81 |
| Tier 2 | > 27 hcf | $2.54 |

Note: 1 unit equals 100 cubic feet (hcf)

2. Bimonthly Water Service Charge:

| **Meter Size (inches)** | **Total Water Service Charge[1]** | **Customer Service Component[1]** |
|---|---|---|
| 5/8 | $33.60 | $6.99 |
| ¾ | $44.90 | $6.99 |
| 1 | $66.81 | $6.99 |
| 1 ½ | $119.96 | $6.99 |
| 2 | $177.10 | $6.99 |
| 3 | $305.97 | $6.99 |
| 4 | $472.05 | $6.99 |

| | | |
|---|---|---|
| 6 | $870.64 | $6.99 |
| 8 | $1,282.51 | $6.99 |
| 10 | $3,036.30 | $6.99 |
| 12 | $3,992.91 | $6.99 |

Note: Prior agriculture irrigation customers are charged the customer service component of the water service charge only.

3. Fire Protection Water Service Charge:

| **Meter Size (inches)** | **Total Fire Protection Water Service Charge (Bimonthly)** |
|---|---|
| 2 | $12.05 |
| 3 | $21.63 |
| 4 | $38.14 |
| 6 | $97.39 |
| 8 | $199.61 |
| 10 | $353.35 |
| 12 | $566.44 |

4. Fire Hydrant Construction Water Service:

| | |
|---|---|
| Water Usage Charge | $2.85/100 cubic feet |
| Monthly water service charge[1] | $305.97 |
| Fire hydrant construction meter prepayment[1,2] | $1,200.00 |

Notes: 1. Minimum water service charge (if less than 30 days) will be $305.97. Repairs to damaged fire hydrant construction meters shall be charged at prevailing time and material rates to repair the meter.

2. Lost or stolen fire hydrant construction meters shall be charged a $1,200.00 replacement charge.

5. Water Meter Installation Charge:

| **Meter Size (inches)** | **Installation Charge** |
|---|---|
| ¾ | $175.00 |
| 1 | $225.00 |
| 1 ½ | $430.00 |
| 2 | $595.00 |

6. Outside City Service Review:
   $50.00/unit, $500.00 maximum
7. Miscellaneous Fees:

| | |
|---|---|
| After hours request for turn on service (standby call) | $60.00 |
| Broken angle meter stop | $75.00 |
| Broken lock | $15.00 |
| Remove meter after illegal turn on | $50.00 |
| Remove straight connection | $75.00 |
| Cut service at main | Time and Materials |
| Water meter test charge | $40.00, plus cost of new meter |
| Turn off for nonpayment | $46.00 |
| Recheck after turn off for nonpayment | $20.00 |
| Returned check | $35.00 |
| Check by phone | $6.00 |
| Establish new municipal services account | $15.00 |
| Failure to notify change of ownership | $35.00 |
| Request for same day water turn on after 3:00 P.M. | $26.00 |
| Obstructed meter resulting in an estimated read or reread trip | $15.00 |
| Jumper fee (for use on buildings under construction – prelandscape) | $50.00 |
| Submittal to collection agency | 40% of outstanding balance submitted for collection action |
| Unauthorized fire protection water usage | $40.00, plus full nonfire protection meter service charge and any applicable wastewater charge at the prevailing rate |
| Unauthorized fire hydrant connection | $150.00, plus estimated water usage charge at the prevailing usage rate |

Section 2. 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 3. Resolution No. 2830 is rescinded effective August 5, 2024.

Section 4. 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.

_____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk, City of Redlands, hereby certify that the foregoing Ordinance was duly adopted by the City Council at the regular meeting thereof, held on the 2nd day of July, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

ORDINANCE NO. 2965

AN ORDINANCE OF THE CITY OF REDLANDS AMENDING CHAPTER 3.62 OF THE REDLANDS MUNICIPAL CODE RELATING TO SEWER SERVICE FUND

Section 1. Chapter 3.62 of the Redlands Municipal Code, titled "Sewer Service Fund," is hereby amended to read as follows:

"CHAPTER 3.62
SEWER SERVICE FUND

SECTION:

3.62.010: Establishment
3.62.020: Definitions
3.62.030: Charges
3.62.040: Amount of Charges

3.62.010: ESTABLISHMENT:

There is established the sewer service fund to provide for administration, operation and maintenance of the Redlands domestic sewerage system and its capacity to serve its existing users. All interest on the cash balance of the fund shall accrue to the sewer service fund. The following rules shall apply:

A. All service charges and all miscellaneous charges not otherwise designated shall be credited to the sewer service fund.

B. Established within the sewer service fund is a reserve for capital. The reserve for capital shall be in addition to annual capital replacement budget, to establish a fund for capital expenditures necessary due to unforeseen or unusual capital costs in any year, necessary to maintain the existing system and its capacity.

3.62.020: DEFINITIONS:

For the purpose of carrying out the intent of this chapter, the following definitions shall apply:

MULTIPLE-FAMILY DWELLING UNIT: A structure designed and used for occupancy of two (2) or more families, but does not include motels, hotels, or rest homes, nursing homes, with common cooking facilities.

PREMISES: A lot, parcel of land, building or establishment.

SEWER CONNECTION OR CONNECTION: Physically tapping into sewer mains or their laterals for the purpose of serving a private sewer line or building sewer from a property or premises.

SEWER RATES: The sewer rates, rate structures and rate classes to be established by the city council to be used as a basis for charging users for service from the sewerage system.

SEWER SERVICE CHARGE: Service charges for the use of the sewerage system based on sewer rates.

SEWERAGE SYSTEM: Those pipelines and appurtenances maintained and operated by the city for the collection and conveyance of sewage to the plant owned and operated by the city, wastewater treatment, and treatment and discharge of such wastewater to required standards.

SINGLE-FAMILY DWELLING UNIT: A structure or portion thereof used exclusively for the occupancy of one family.

3.62.030: CHARGES:

The wastewater service charges for the following categories shall be paid for wastewater service.

Every person whose premises in the city is served by a connection with the wastewater system of the city, whereby the sewage or industrial wastes, or either or both, are disposed of by the city, either through the facilities of the wastewater treatment and sewage disposal works owned by the city, or otherwise, shall pay a sewer service charge which shall be as specified in section 3.62.040 of this chapter.

A. Residential Rates: For all residential dwelling units, including single-family and multiple-family dwelling units, there shall be a bimonthly charge.

B. Nonresidential Rates: For all nonresidential users there shall be a bimonthly charge based upon the strength of the wastewater discharged for each one hundred (100) cubic feet or fraction thereof. Wastewater strength data is adapted from state water resources control board's "Revenue Program Guidelines for Wastewater Agencies".

    1. Large volume users are classified as users with greater than twenty-five thousand (25,000) gallons per day discharge.

    2. A minimum bimonthly charge equivalent to the multiple-family dwelling unit rate shall apply to any nonresidential user whose wastewater discharge per one hundred (100) cubic feet or fraction thereof results in a total charge less than the equivalent of the multiple-family dwelling unit rate.

C. School Rates: Each school shall pay a bimonthly charge for each one hundred (100) average daily attendance or part thereof.

3.62.040: AMOUNT OF CHARGES:

Amounts of bimonthly charges are as follows:

Wastewater rates effective August 5, 2024:

| | | City Customers |
|---|---|---|
| A. | Residential: | |
| | Single-family dwelling unit | $66.04 |
| | Multiple-family dwelling unit | $52.40 |
| B. | Nonresidential: | |
| | Low strength I | $2.82/100 cubic feet |
| | Low strength II | $3.41/100 cubic feet |
| | Low strength III | $3.99/100 cubic feet |
| | Medium strength I | $4.58/100 cubic feet |
| | Medium strength II | $5.16/100 cubic feet |
| | Medium strength III | $5.75/100 cubic feet |
| | High strength I | $6.34/100 cubic feet |
| | High strength II | $6.92/100 cubic feet |
| | 1. Large volume user: | |
| | >25,000 gallons per day | $3.99/100 cubic feet |
| | 2. Nonresidential minimum charge: | |
| | All strengths | $52.40 |
| C. | Schools: | |
| | Elementary | $143.11/100 ADA[1] |
| | Secondary and high school | $238.52/100 ADA[1] |
| D. | Septage: | |
| | Tank dumping | $0.10/gallon<br>$15.00 minimum |

Note:
[1] ADA: Average Daily Attendance

Wastewater rates effective July 1, 2025:

| | | City Customers |
|---|---|---|
| A. | Residential: | |
| | Single-family dwelling unit | $72.65 |
| | Multiple-family dwelling unit | $57.64 |
| B. | Nonresidential: | |
| | Low strength I | $3.11/100 cubic feet |
| | Low strength II | $3.76/100 cubic feet |
| | Low strength III | $4.39/100 cubic feet |
| | Medium strength I | $5.04/100 cubic feet |
| | Medium strength II | $5.68/100 cubic feet |
| | Medium strength III | $6.33/100 cubic feet |
| | High strength I | $6.98/100 cubic feet |

| | | |
|---|---|---|
| | High strength II | $7.62/100 cubic feet |
| | 1. Large volume user: | |
| | >25,000 gallons per day | $4.39/100 cubic feet |
| | 2. Nonresidential minimum charge: | |
| | All strengths | $57.64 |
| C. | Schools: | |
| | Elementary | $157.43/100 ADA[1] |
| | Secondary and high school | $262.38/100 ADA[1] |
| D. | Septage: | |
| | Tank dumping | $0.11/gallon<br>$16.50 minimum |

Note:
[1] ADA: Average Daily Attendance

Section 2. 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 3. Resolution No. 8335 is rescinded effective August 5, 2024.

Section 4. 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.

_____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk, City of Redlands, hereby certify that the foregoing Ordinance was duly adopted by the City Council at the regular meeting thereof, held on the 2nd day of July, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

# CITY OF REDLANDS

MAY 2024

## NOTICE OF PUBLIC HEARING REGARDING PROPOSED ADOPTION OF WATER AND WASTEWATER UTILITY RATE INCREASES

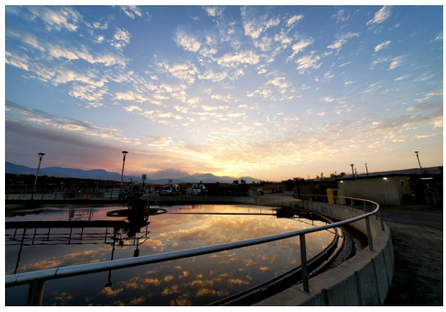
The City Council of the City of Redlands is currently considering an increase to its water and wastewater utility rates. You are receiving this notice because you are a City water and/or wastewater utility customer, or an owner of property receiving water and/or wastewater utility services from the City. This notice describes the proposed rate increases and explains how you may participate in a public hearing and the rate setting process.

On July 2, 2024, at 6:00 p.m., or as soon thereafter as the matter may be heard, pursuant to Article XIIID of the California Constitution (Proposition 218), a public hearing on the proposed water and wastewater rate increases will be held by the City Council in the Council Chambers, located at 35 Cajon Street, Redlands, CA 92373. The purpose of the hearing is to consider verbal and written testimony, and any written protests, relating to the proposed increases to water

## REDLANDS RATE SETTING BACKGROUND

Wastewater rates were last increased in July 2022 and water rates were last increased in July 2018. Periodic rate increases are necessary to (i) ensure that each water and wastewater service customer bears a fair and proportionate share of the costs of providing services (consistent with Proposition 218 legal requirements); (ii) recoup the rising cost of providing services, including operation and maintenance costs, debt service and capital program needs; and (iii) meet financial, regulatory, and service obligations. Water and wastewater system costs include energy, fuel, and chemical costs; distribution and collection costs; treatment and disposal costs; administrative and customer service account costs, and costs related to facilities replacement, rehabilitation, and upgrades. The City has made significant improvements to its utility infrastructure to ensure continued functionality and reliability, and to meet State and Federal regulatory agency requirements. The City recently expended more than $14,000,000, and will expend an additional $45,000,000 to upgrade its Wastewater Treatment Plant during the next five years. Additionally, antiquated pipelines have been and will continue to be replaced to avoid leaks, overflows, and related potential regulatory penalties. The City recently completed water utility and wastewater utility master plans that identify necessary capital improvements for the efficient and effective operation of the City's water and wastewater utility infrastructure. These plans serve as a guide for the efficient and timely replacement, rehabilitation, and/or maintenance of water and wastewater infrastructure.

*The proposed increases are scheduled to go into effect on August 5, 2024, and on July 1, 2025*



*Redlands Wastewater Treatment Plant as it stands today.*

The table shows the current and the proposed wastewater rates which, if approved, will become effective in 2024 and 2025. While modest rate increases are proposed to reflect the increased costs to the City of providing service and meeting financial obligations, the basic wastewater rate structure for all customer classes remains unchanged.

## PROPOSED BI-MONTHLY SEWER SERVICE CHARGES

| CUSTOMER CLASS | CURRENT RATE | PROPOSED RATE | |
|---|---|---|---|
| | | August 5, 2024 | July 1, 2025 |
| **Residential** | | | |
| **Single Family Dwelling Unit** | $62.43 | $66.04 | $72.65 |
| **Multi-Family Dwelling Unit** | $48.08 | $52.40 | $57.64 |
| | | | |
| **NON-RESIDENTIAL BASED ON WATER USE IN CCF** | | | |
| **Low Strength I** | $2.42 | $2.82 | $3.11 |
| **Low Strength II** | $2.87 | $3.41 | $3.76 |
| **Low Strength III** | $3.32 | $3.99 | $4.39 |
| **Medium Strength I** | $3.77 | $4.58 | $5.04 |
| **Medium Strength II** | $4.22 | $5.16 | $5.68 |
| **Medium Strength III** | $4.67 | $5.75 | $6.33 |
| **High Strength I** | $5.12 | $6.34 | $6.98 |
| **High Strength II** | $5.56 | $6.92 | $7.62 |
| **Large Volume User** | $3.32 | $3.99 | $4.39 |
| | | | |
| **Schools ($/100 students)** | | | |
| **Elementary School** | $134.38 | $143.11 | $157.43 |
| **Secondary & High School** | $215.02 | $238.52 | $262.38 |
| | | | |
| **Septage** | $0.11 | $0.10 | $0.11 |

# CITY OF REDLANDS

MAY 2024

## NOTICE OF PUBLIC HEARING REGARDING PROPOSED ADOPTION OF SEWER SERVICE

The table shows the current and the proposed water service rate which, if approved, will become effective in 2024 and 2025. The Water Service rate is a fixed charge that does not fluctuate with increasing and/or decreasing water usage. While modest rate increases are proposed to reflect the increased costs to the City of providing service and meeting financial obligations, the basic water service rate structures for all customer classes remains unchanged.

### PROPOSED BI-MONTHLY WATER SERVICE CHARGES

| WATER SERVICE | CURRENT RATE | PROPOSED RATE | |
|---|---|---|---|
| | | August 5, 2024 | July 1, 2025 |
| 5/8” | $32.10 | $32.94 | $33.60 |
| 3/4” | $43.17 | $44.01 | $44.90 |
| 1” | $64.67 | $65.50 | $66.81 |
| 1 1/2” | $116.79 | $117.60 | $119.96 |
| 2” | $172.83 | $173.62 | $177.10 |
| 3” | $299.23 | $299.97 | $305.97 |
| 4” | $462.10 | $462.79 | $472.05 |
| 6” | $853.02 | $853.56 | $870.64 |
| 8” | $1,256.97 | $1,257.36 | $1,282.51 |
| 10” | $2,977.00 | $2,976.76 | $3,036.30 |
| 12” | $3,915.20 | $3,914.61 | $3,992.91 |
| FIRE PROTECTION SERVICE | | | |
| 2” | $10.19 | $11.81 | $12.05 |
| 3” | $18.10 | $21.20 | $21.63 |
| 4” | $31.75 | $37.39 | $38.14 |
| 6” | $80.73 | $95.48 | $97.39 |
| 8” | $165.22 | $195.69 | $199.61 |
| 10” | $292.32 | $346.42 | $353.35 |
| 12” | $468.46 | $555.33 | $566.44 |
| FIRE HYDRANT SERVICE | $73.60 | $299.97 | $305.97 |

The table shows the current and the proposed water usage rate which, if approved, will become effective in 2024 and 2025. The Water Usage rate varies with increasing and/or decreasing water usage. While modest rate increases are proposed to reflect the increased costs to the City of providing service and meeting financial obligations, the basic water usage rate structures for all customer classes remains unchanged. Water use is measured in one hundred cubic feet increments (CCF). One (1) CCF equals 748 gallons.

### PROPOSED BI-MONTHLY WATER USAGE CHARGES

| BUILDING WATER USAGE | CURRENT RATE | PROPOSED RATE | |
|---|---|---|---|
| | | August 5, 2024 | July 1, 2025 |
| TIER I (≤ 16 ccf) | $1.46 | $1.57 | $1.61 |
| TIER II (17 ccf - 27 ccf) | $1.78 | $1.86 | $1.90 |
| TIER III (> 27 ccf) | $2.69 | $2.79 | $2.85 |
| | | | |
| NON-BUILDING WATER USAGE | | | |
| | | | |
| TIER I (≤ 27 ccf) | $1.78 | $1.77 | $1.81 |
| TIER II (> 27 ccf) | $2.69 | $2.49 | $2.54 |
| | | | |
| FIRE PROTECTION WATER | | | |
| | | | |
| ALL UNITS | $2.69 | $2.79 | $2.85 |

**City of Redlands**
**Municipal Utilities & Engineering Department**
P.O. Box 3005
Redlands, CA 92373

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U.S. POSTAGE PAID
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## UTILITIES ADVISORY COMMITTEE

In accordance with Chapter 2.70 of the Redlands Municipal Code, every two years the City Council appoints seven utility customers of the City to be members of its Utilities Advisory Committee (UAC). Members of the UAC provide oversight and guidance for the process to assist the City's financial consultant and staff in establishing water, wastewater and non-potable water rates, charges and revenue requirements. The UAC provides recommendations to the City Council to ensure that water, wastewater, and non-potable water rates and charges (1) recover costs reasonably borne in providing water, wastewater and non-potable water services; (2) are equitable to all customer classes; (3) are in compliance with all state and federal law; and (4) are easily explained to customers. The UAC was formed by the City Council on January 16, 2024, and the UAC provided its recommendations for City Council consideration on May 7, 2024.

## HOW DO I PROTEST THE RATE CHANGES?

If you wish to oppose the proposed water and wastewater rate increases, you must submit a written protest pursuant to the Resolution No. 7128 which establishes a policy for the submission and tabulation of protests with respect to the public hearings for utility rate adjustments. The written protest must contain the printed name and original wet signature of the property owner or customer, and must include the street address, or the county of San Bernardino Assessor's parcel number of the property served. During the public hearing, the City Council will consider all public testimony and all written protests. At the conclusion of the public hearing, the City Council will decide whether to adopt the proposed rate increases. Only one written protest per identified parcel or property will be counted for determining whether a majority protest exists. If valid written protests are received from a majority of the affected property owners, the City Council will not approve the proposed rate increases. Your written protest must be received (not postmarked) by the City Clerk prior to the close of the public hearing on July 2, 2024. Protests should be addressed and mailed to: City Clerk, Redlands City Hall, 35 Cajon Street, Suite 4, Redlands, CA 92373. Written protests may also be presented in-person to the City Clerk prior to the July 2, 2024 meeting. Written protests may also be submitted during the public hearing. Protests may not be submitted via email or by other electronic means.

Additional information regarding the proposed water and wastewater rate increases is presented in the City of Redlands 2024 Water, Wastewater, and Non-Potable Water Financial Plan & Rate Study which is available for review during business hours at the City Clerk's Office or you may review the report on the City's website at www.cityofredlands.org. For questions or additional information regarding the proposed rate increases, you may also contact the City's Municipal Utilities and Engineering Department at (909) 798-7698.

RESOLUTION NO. 7128

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS ESTABLISHING A POLICY FOR THE SUBMISSION AND TABULATION OF PROTESTS WITH RESPECT TO PUBLIC HEARINGS FOR PROPOSED UTILITY RATE ADJUSTMENTS

WHEREAS, Article XIIID, section 6 of the California Constitution requires the City to consider written protests to certain proposed increases to utility rates; and

WHEREAS, the California Constitution does not offer specific guidance as to who is allowed to submit protests, how written protests are submitted, or how the city is to tabulate the protests;

BE IT RESOLVED by the City Council of the City of Redlands as follows:

Section 1. When notice of a public hearing with respect to a utility or other rate adjustments has been given by the City pursuant to Article XIIID, Section 6 of the California Constitution, the following guidelines shall apply:

A. Submission of Protests

1. Any property owner or utility customer may submit a written protest to the City Clerk, either by mail or delivery to the City Clerk's Office, 35 Cajon Street, Suite #4, Redlands, CA 92373 or by submitting the protest at the public hearing. Protests must be received by the end of the public hearing.

2. Each protest must state that it is a protest (or indicate opposition to the proposed rates). If the City has given notices for the public hearings regarding rates for both sewer and water service, and those hearings are to be held on the same date, then the protest may indicate whether it is made (i) with respect only to water rates, (ii) with respect only to sewer rates, or (iii) with respect to both water and sewer rates. If no limitation is indicated, the City will interpret the protest as covering all rates to be considered on the hearing date. Email or facsimile protests cannot be accepted. Although oral comments at the public hearing will not qualify as a formal protest unless accompanied by a written protest, the City Council welcomes input from the community during the public hearing on proposed fees.

3. A protest by a property owner that is a trust must be signed by the Trustee and identified as such with the signature (i.e., John Smith, Trustee for Smith Family trust). Protests by property owners that are corporations, partnerships, or similar entitles must be signed by a person authorized to execute documents on behalf of the property owner.

4. If a parcel served by the City is owned by more than a single record owner, or more than one name appears on the City's records as the customer for the property, or the customer is not the record owner, each owner or customer may

submit a protest, but only one protest will be counted per parcel and any one protest submitted in accordance with these rules will be sufficient to count as a protest for that property.

5. In order to be valid, a protest must bear date, designation of parcel address or parcel number, printed name, and original signature of the record owner or customer of record with respect to the property identified on the protest. The customer of record is the name of the person whose name is printed on the utility bills for the parcel. Except as set forth in paragraph 3 above, protests not bearing the original signature of a record owner or customer of record shall not be counted. Protests which have been altered by someone other than the person who signed them shall not be counted.

6. Any person who submits a protest may withdraw it by submitting to the City Clerk a dated, written request that the protest be withdrawn. The withdrawal of a protest shall contain sufficient information to identify the affected parcel and the name of the record owner or record customer who submitted both the protest and the request that it be withdrawn.

7. A fee protest proceeding is not an election.

8. To ensure transparency and accountability in the fee protest tabulation, protests shall constitute disclosable public records from and after the close of the public hearing.

B. Tabulation of Protests

1. The City Clerk shall determine the validity of all protests. The City Clerk shall not accept as valid any protest if the City Clerk determines that any of the following conditions exist:

    a. The protest does not identify a property that will be subject to proposed fees.
    b. The protest does not bear an original signature of a record owner or identified as trustee of the parcel identified on the protest or of a record customer of that parcel.
    c. The protest does not state its opposition to the proposed fees or is illegible.
    d. The protest has been altered in any way by someone other than the person who is signed to it.
    e. The protest was not received by the City Clerk before close of the public hearing on the proposed fees.
    f. A request to withdraw the protest was received by the City Clerk prior to the close of the public hearing on the proposed fees.

2. The City Clerk's decision that a protest is not valid shall constitute a final action of the City and shall not be subjected to any internal appeal.

3. A majority protest exists (50% plus one) if written protests are timely submitted and not withdrawn by the record owners, trustee, or customers with respect to, a majority of the properties subject to the proposed fee. If both water and sewer rates are being considered, a separate determination will be made for with respect to each of these two types of fees.

4. At the conclusion of the public hearing, the City Clerk shall count all protests received, including those received during the public hearing, and shall report the results to the City Council upon completion. If review of the protests received demonstrates that the number received is manifestly less than one-half of the parcels served by the City with respect to the fee which is the subject of the protest, then the City Clerk may advise the City Council of the absence of a majority protest without determining the validity of all protests.

5. If, at the conclusion of the public hearing, the City Clerk determines that the City Clerk will require additional time to count the protests, the City Clerk shall so advise the City Council, which may adjourn the meeting to allow the count to be completed on another day or days. If so, the City Council shall declare the time and place of the count, which shall be conducted in a place where interested members of the public may observe the counting, and the City Council shall declare the time at which its meeting shall be resumed to receive an act in the report of the City Clerk.

Section 2. The City Council hereby directs City staff to include the requirements described in Section 1.A of this Resolution, which govern the submission of written protests, within all notices of protest hearings that are mailed to property owners and customers of City utility services.

ADOPTED, SIGNED AND APPROVED this 6th day of March, 2012.

Pete Aguilar, Mayor

ATTEST:

Sam Irwin, City Clerk

I, Sam Irwin, 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 6th day of March 2012, by the following vote:

AYES: Councilmembers Harrison, Bean, Gardner; Mayor Aguilar
NOES: Councilmember Foster
ABSTAIN: None
ABSENT: None

Sam Irwin, City Clerk



CITY OF REDLANDS

# Water, Wastewater, and Non-Potable Water Financial Plan and Rate Study

**FINAL REPORT / MARCH 27, 2024**

RAFTELIS

RAFTELIS

March 27, 2024

John R. Harris
Municipal Utilities & Engineering Director
City of Redlands
Municipal Utilities and Engineering
35 Cajon Street
Redlands, CA 92373

**Subject: Water, Wastewater, and Non-Potable Water Financial Plan and Rate Study Report**

Dear Mr. Harris:

Raftelis is pleased to provide this Water, Wastewater, and Non-Potable Water Financial Plan Study Report (Report) for the City of Redlands (City). This report presents the analyses, rationales, and methodologies utilized in the study to determine utility rates that align with the requirements of Proposition 218. The study was developed with feedback and input from City staff.

The study involved a comprehensive review of the City's current water, wastewater, and non-potable water cost requirements to determine rates that meet the City's objectives. The main objectives that informed the study include:

- Adequately recovering all costs to ensure the financial sufficiency of the City's utilities
- Determining feasible capital financing plans for all three utilities
- Developing long-term financial plans for all three utilities
- Calculating cost of service-based rates for all three utilities
- Minimizing customer impacts from rate adjustments

We are confident that the proposed rates developed during this study are fair and equitable for the City's customers and are in alignment with the requirements of Proposition 218. We appreciate the input provided by City staff which helped guide the final recommendations of the financial plan and resulting rates. It was a pleasure working with you and your team, and we wish to express our gratitude for the support you and other City staff provided during the study.

Sincerely,

**Sudhir Pardiwala**
*Executive Vice President*

**Lindsay Roth**
*Consultant*

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# Appendices

Appendix A: Alternative Wastewater Rate Scenario

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# 1. Executive Summary

## 1.1. Study Background

In 2022, the City of Redlands (City) contracted Raftelis to conduct a Water, Wastewater, and Non-Potable Water Rate Study, which included developing long-term financial plans and cost of service rates.

This report presents the three financial plans and resulting rates for the water, wastewater, and non-potable water utilities for a five-year period to ensure fairness and equity for its customers and the financial stability of the three enterprises.

This Executive Summary outlines the proposed financial plans and resulting rates and contains a description of the rate study process, methodology, and recommendations for the City's rates. The main objectives that informed the Study include:

- Adequately recovering all costs to ensure the financial sufficiency of the City's utilities
- Determining feasible capital financing plans for all three utilities
- Developing long-term financial plans for all three utilities
- Calculating cost of service-based rates for the three utilities
- Minimizing customer impacts from changes to the rate structures

## 1.2. Current Rates

The City's current water rates were adopted on July 1, 2018, and include a bi-monthly service charge based on meter size for water service, fire protection service, fire hydrant service, and tiered water usage rates per hundred cubic feet (ccf) of water by customer class. **Table 1-1** shows current bi-monthly service charges and fire protection and hydrant service charges, and **Table 1-2** shows the water usage rates by customer class.

**Table 1-1: Current Bi-Monthly Water Service Charges ($/meter size)**

| | A | B | C | D |
|---|---|---|---|---|
| Line | Meter Size | Water Service Charge | Fire Protection Water Service Charge | Fire Hydrant Service Charge |
| 1 | 5/8" | $32.10 | | |
| 2 | 3/4" | $43.17 | | |
| 3 | 1" | $64.67 | | |
| 4 | 1 1/2" | $116.79 | | |
| 5 | 2" | $172.83 | $10.19 | $73.60 |
| 6 | 3" | $299.23 | $18.10 | $73.60 |
| 7 | 4" | $462.10 | $31.75 | $73.60 |
| 8 | 6" | $853.02 | $80.73 | $73.60 |
| 9 | 8" | $1,256.97 | $165.22 | $73.60 |
| 10 | 10" | $2,977.00 | $292.32 | $73.60 |
| 11 | 12" | $3,915.20 | $468.46 | $73.60 |

### Table 1-2: Current Water Usage rates ($/ccf of water)

| | A | B |
|---|---|---|
| Line | Customer Class | Water Usage Rate |
| 1 | Building Water Usage | |
| 2 | Tier 1 | $1.46 |
| 3 | Tier 2 | $1.78 |
| 4 | Tier 3 | $2.69 |
| 5 | | |
| 6 | Non-Building Water Usage | |
| 7 | Tier 1 | $1.78 |
| 8 | Tier 2 | $2.69 |
| 9 | | |
| 10 | Other Water Usage | |
| 11 | B Contract | $100.46 |
| 12 | Recycled | $110.00 |
| 13 | | |
| 14 | Fire Protection Water Usage | |
| 15 | All Units | $2.69 |

The current wastewater rates were implemented on July 1, 2018, and include a bi-monthly service charge for residential customers and schools and non-residential wastewater usage rates per ccf of water usage. **Table 1-3** shows the current bi-monthly residential service charges, **Table 1-4** shows the non-residential wastewater usage rates for all non-residential customer classes, and **Table 1-5** shows the bi-monthly schools service charge by school type.

### Table 1-3: Current Bi-Monthly Residential Wastewater Service Chargers ($/dwelling unit)

| | A | B |
|---|---|---|
| Line | Residential Customer Class | Wastewater Service Rate |
| 1 | Single Family | $62.43 |
| 2 | Multiple Family | $48.08 |

### Table 1-4: Current Non-Residential Wastewater Usage Rates ($/ccf of water)

| | A | B |
|---|---|---|
| Line | Non-Residential Customer Class | Wastewater Usage Rate |
| 1 | Low Strength I | $2.42 |
| 2 | Low Strength II | $2.87 |
| 3 | Low Strength III | $3.32 |
| 4 | Medium Strength I | $3.77 |
| 5 | Medium Strength II | $4.22 |
| 6 | Medium Strength III | $4.67 |
| 7 | High Strength I | $5.12 |
| 8 | High Strength II | $5.56 |
| 9 | Large Volume User | $3.32 |
| 10 | Minimum Charge ($) | $48.08 |
| 11 | | |
| 12 | Septage Charge ($/gal) | $0.11 |

### Table 1-5: Current Bi-Monthly Schools Wastewater Service Charge ($/100 students)

| | A | B |
|---|---|---|
| Line | Schools Customer Class | Wastewater Service Rate |
| 1 | Elementary | $134.38 |
| 2 | Secondary & High | $215.02 |

The current non-potable water rates include a bi-monthly service charge and a usage rate per ccf of non-potable water usage. **Table 1-6** and **Table 1-7** show the bi-monthly non-potable water service charges and non-potable water usage rates, respectively.

### Table 1-6: Current Bi-Monthly Non-Potable Water Service Charges ($/meter size)

| | A | B |
|---|---|---|
| Line | Meter Size | Non-Potable Water Service Charge |
| 1 | 3/4" | $13.81 |
| 2 | 1" | $20.65 |
| 3 | 1 1/2" | $37.29 |
| 4 | 2" | $55.16 |
| 5 | 3" | $95.50 |
| 6 | 4" | $147.45 |
| 7 | 6" | $272.16 |
| 8 | 8" | $401.04 |

**Table 1-7: Current Non-Potable Water Usage Rates ($/ccf of water)**

| | A | B |
|---|---|---|
| Line | Non-Potable Customer Class | Non-Potable Water Usage Rate |
| 1 | Non-Potable Water | $0.99 |
| 2 | Conversion Customer | $0.64 |

## 1.3. Process and Approach

The City's rate-setting process involves participation and feedback from City staff. During the study, Raftelis met with City staff to discuss and understand the challenges the City's three utilities face and to provide guidance to finalize the rate recommendations, which are detailed in this report.

During these meetings, Raftelis presented the various assumptions, inputs, and scenario analyses that were utilized to determine the water, wastewater, and non-potable water financial plans. City staff discussed the upcoming capital project requirements, which are some of the main drivers for the revenue adjustments in the final recommendations presented in this report. Raftelis designed and presented the financial plan and rate models to analyze various scenarios, such as those related to debt issuances, revenue adjustments, and capital funding.

The proposed financial plans detailed in this report followed industry standard practices for long-term financial planning and utilized commonly accepted assumptions in the absence of specified assumptions from the City, such as general inflation based on the Consumer Price Index (CPI). Raftelis worked closely with City staff to determine the most accurate methodology to project future revenues and expenses to reinforce sound fiscal management practices.

The City opted for no revenue adjustments for non-potable water. The cost of service analysis utilized to develop the water rates followed the guidelines for allocating costs outlined in the American Water Works Association's (AWWA) "Principles of Water Rates, Fees, and Charges: Manual of Water Supply Practices M1, 6th edition" (M1 Manual). Wastewater rates followed the guidelines for allocating costs outlined in the Water Environment Federation (WEF) *Manual of Practice No. 27, Financing and Charges for Wastewater (2018)*. The cost of service analysis and rate design process consists of seven major steps, as outlined below:

1. Determine the revenue requirement, equal to the revenue to be recovered from rates.
2. Functionalize operations and maintenance (O&M) expenses and capital assets into functional categories such as supply, distribution, treatment, laboratory, collection, engineering, etc.
3. Allocate each functional category into cost components such as supply, base delivery, peaking, meter and customer service for water, and wastewater flow and strength, which includes biochemical oxygen demand (BOD) and total suspended solids (TSS) for wastewater.
4. Develop customer class characteristics and units of service by cost component.
5. Calculate the unit cost component rates by dividing the total cost in each component by the total units of service for that component. For example, wastewater service units include flow which is measured in ccf and BOD and TSS which are measured in pounds (lbs) per year.
6. Calculate the cost for each customer class by multiplying the unit cost by the units of service for each customer class.

7. Design rates to meet the City's objectives.

The financial plans for the three utilities include the five-year Study period from fiscal year (FY) 2025[1] to FY 2029. The proposed rates were developed for implementation on July 1, 2024 (beginning of FY 2025) and in July of every year thereafter until 2029.

## 1.4. Legal Framework

California Constitution Article XIII D, Section 6, commonly referred to as Proposition 218, was enacted in 1996 to ensure that rates and fees are reasonable and proportionate to the cost of providing service. The principal requirements for the fairness of the fees, as they relate to public wastewater service are as follows:

1. A property-related charge (such as water and wastewater rates) imposed by a public agency on a parcel shall not exceed the costs required to provide the property-related service.
2. Revenues derived by the charge shall not be used for any other purpose other than that for which the charge was imposed.
3. The amount of the charge imposed upon any parcel shall not exceed the proportional cost of service attributable to the parcel.
4. No charge may be imposed for a service unless that service is actually used or immediately available to the owner of the property.
5. A written notice of the proposed charge shall be mailed to the record owner of each parcel at least 45 days prior to the public hearing, when the agency considers all written protests against the charge.

Proposition 218 requires that rates cannot be "arbitrary and capricious," meaning that the rate-setting methodology must be sound and there must be a nexus between the costs and the rates charged. Raftelis follows industry standard rate setting methodologies to perform the cost of service analysis for the water utility based on the M1 Manual and for the wastewater utility based on WEF's Manual No. 27.

## 1.5. Results and Recommendations

Raftelis worked closely with City staff to define the final results and recommendations of the water, wastewater, and non-potable water rate Study. The recommendations presented in this report will ensure the financial sufficiency and stability of the City's three utilities to fund all necessary operating costs, capital costs, and to maintain sufficient cash balances. To minimize customer impacts due to changes in rate structure, which is a key objective that informed the Study approach, Raftelis recommends that the City maintain the same rate structure for the water, wastewater, and non-potable water systems.

### 1.5.1. Water Utility

- The water O&M expenses are expected to increase, on average, by 3.6 percent each year of the Study based on the City's FY 2024 budget and inflationary assumptions.
- The City plans to spend approximately $52.8 million on capital projects from FY 2025 to FY 2029.
- Raftelis recommends 2.0 percent revenue adjustments per year in FY 2025 through FY 2029 to fund its capital project spending and to maintain a sufficient cash balance.

[1] FY 2025 is the period from July 1, 2024 to June 30, 2025.

### 1.5.2. Wastewater Utility

- The wastewater O&M expenses are expected to increase, on average, by 3.7 percent each year of the Study based on the City's FY 2024 budget and inflationary assumptions.
- The City plans to spend $66.3 million in capital projects from FY 2025 to FY 2029, the majority of which is to refurbish and modify the City's current wastewater treatment plant.
- The City plans to obtain an SRF loan of $45 million in FY 2026 to fund most of the wastewater treatment plant project costs.
- Raftelis recommends 10 percent revenue adjustments per year in FY 2025 through FY 2028 and 8 percent revenue adjustment in FY 2029 to fund capital projects and debt service and to meet debt coverage requirements. The wastewater financial plan will be reviewed again in the next rate cycle.

### 1.5.3. Non-Potable Water Utility

- The non-potable O&M expenses are expected to increase, on average, by 3 percent each year of the Study based on the City's FY 2024 budget and inflationary assumptions.
- The City plans to spend $1.5 million in capital projects for the non-potable water utility from FY 2025 to FY 2029.
- Raftelis recommends no revenue adjustments for FY 2025 through FY 2029 as the utility has sufficient cash balance to fund capital project costs and operating expenses.

## 1.6. Proposed Rates

**Table 1-8** and **Table 1-9** show the proposed bi-monthly water service charges and water usage rates for the City's water utility, respectively, based on the above recommendations. The proposed water rates for FY 2025 are determined by the cost of service analysis, and rates for the following years are increased from those rates based on the proposed revenue adjustments.

## Table 1-8: Proposed Bi-Monthly Water Service Charges ($/meter size)

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Bi-Monthly Water Service Charges | Current Rates | July 2024 | July 2025 | July 2026 | July 2027 | July 2028 |
| 1 | **Water Service** | | | | | | |
| 2 | 5/8" | $32.10 | $32.94 | $33.60 | $34.28 | $34.97 | $35.67 |
| 3 | 3/4" | $43.17 | $44.01 | $44.90 | $45.80 | $46.72 | $47.66 |
| 4 | 1" | $64.67 | $65.50 | $66.81 | $68.15 | $69.52 | $70.92 |
| 5 | 1 1/2" | $116.79 | $117.60 | $119.96 | $122.36 | $124.81 | $127.31 |
| 6 | 2" | $172.83 | $173.62 | $177.10 | $180.65 | $184.27 | $187.96 |
| 7 | 3" | $299.23 | $299.97 | $305.97 | $312.09 | $318.34 | $324.71 |
| 8 | 4" | $462.10 | $462.79 | $472.05 | $481.50 | $491.13 | $500.96 |
| 9 | 6" | $853.02 | $853.56 | $870.64 | $888.06 | $905.83 | $923.95 |
| 10 | 8" | $1,256.97 | $1,257.36 | $1,282.51 | $1,308.17 | $1,334.34 | $1,361.03 |
| 11 | 10" | $2,977.00 | $2,976.76 | $3,036.30 | $3,097.03 | $3,158.98 | $3,222.16 |
| 12 | 12" | $3,915.20 | $3,914.61 | $3,992.91 | $4,072.77 | $4,154.23 | $4,237.32 |
| 13 | | | | | | | |
| 14 | **Fire Protection Service** | | | | | | |
| 15 | 2" | $10.19 | $11.81 | $12.05 | $12.30 | $12.55 | $12.81 |
| 16 | 3" | $18.10 | $21.20 | $21.63 | $22.07 | $22.52 | $22.98 |
| 17 | 4" | $31.75 | $37.39 | $38.14 | $38.91 | $39.69 | $40.49 |
| 18 | 6" | $80.73 | $95.48 | $97.39 | $99.34 | $101.33 | $103.36 |
| 19 | 8" | $165.22 | $195.69 | $199.61 | $203.61 | $207.69 | $211.85 |
| 20 | 10" | $292.32 | $346.42 | $353.35 | $360.42 | $367.63 | $374.99 |
| 21 | 12" | $468.46 | $555.33 | $566.44 | $577.77 | $589.33 | $601.12 |
| 22 | | | | | | | |
| 23 | **Fire Hydrant Service** | | | | | | |
| 24 | All Meters | $73.60 | $299.97 | $305.97 | $312.09 | $318.34 | $324.71 |

## Table 1-9: Proposed Water Usage Rates ($/ccf of water)

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| Line | Water Usage Rates | Bi-Monthly Tiers | Current Rates | July 2024 | July 2025 | July 2026 | July 2027 | July 2028 |
| 1 | **Building Water Usage** | | | | | | | |
| 2 | Tier 1 | 16 | $1.46 | $1.57 | $1.61 | $1.65 | $1.69 | $1.73 |
| 3 | Tier 2 | 27 | $1.78 | $1.86 | $1.90 | $1.94 | $1.98 | $2.02 |
| 4 | Tier 3 | Over 27 | $2.69 | $2.79 | $2.85 | $2.91 | $2.97 | $3.03 |
| 5 | | | | | | | | |
| 6 | **Non-Building Water Usage** | | | | | | | |
| 7 | Tier 1 | 27 | $1.78 | $1.77 | $1.81 | $1.85 | $1.89 | $1.93 |
| 8 | Tier 2 | Over 27 | $2.69 | $2.49 | $2.54 | $2.60 | $2.66 | $2.72 |
| 9 | | | | | | | | |
| 10 | **Fire Protection Water Usage** | | | | | | | |
| 11 | All Units | | $2.69 | $2.79 | $2.85 | $2.91 | $2.97 | $3.03 |

**Table 1-10** and **Table 1-11** show the proposed bi-monthly residential and schools wastewater service charges and non-residential water usage rates for the wastewater utility, respectively. The proposed wastewater rates are based on the cost of service analysis.

### Table 1-10: Proposed Bi-Monthly Residential and Schools Wastewater Service Charges

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Bi-Monthly Wastewater Service Charges | Current Rates | July 2024 | July 2025 | July 2026 | July 2027 | July 2028 |
| 1 | Residential ($/dwelling unit) | | | | | | |
| 2 | Single Family | $62.43 | $66.04 | $72.65 | $79.92 | $87.92 | $94.96 |
| 3 | Multiple Family | $48.08 | $52.40 | $57.64 | $63.41 | $69.76 | $75.35 |
| 4 | | | | | | | |
| 5 | Schools ($/100 students) | | | | | | |
| 6 | Elementary | $134.38 | $143.11 | $157.43 | $173.18 | $190.50 | $205.74 |
| 7 | Secondary & High | $215.02 | $238.52 | $262.38 | $288.62 | $317.49 | $342.89 |

### Table 1-11: Proposed Non-Residential Wastewater Usage Rates ($/ccf of water)

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Wastewater Usage Rates | Current Rates | July 2024 | July 2025 | July 2026 | July 2027 | July 2028 |
| 1 | Non-Residential Usage ($/ccf) | | | | | | |
| 2 | Low Strength I | $2.42 | $2.82 | $3.11 | $3.43 | $3.78 | $4.09 |
| 3 | Low Strength II | $2.87 | $3.41 | $3.76 | $4.14 | $4.56 | $4.93 |
| 4 | Low Strength III | $3.32 | $3.99 | $4.39 | $4.83 | $5.32 | $5.75 |
| 5 | Medium Strength I | $3.77 | $4.58 | $5.04 | $5.55 | $6.11 | $6.60 |
| 6 | Medium Strength II | $4.22 | $5.16 | $5.68 | $6.25 | $6.88 | $7.44 |
| 7 | Medium Strength III | $4.67 | $5.75 | $6.33 | $6.97 | $7.67 | $8.29 |
| 8 | High Strength I | $5.12 | $6.34 | $6.98 | $7.68 | $8.45 | $9.13 |
| 9 | High Strength II | $5.56 | $6.92 | $7.62 | $8.39 | $9.23 | $9.97 |
| 10 | Large Volume User | $3.32 | $3.99 | $4.39 | $4.83 | $5.32 | $5.75 |
| 11 | Minimum Charge ($) | $48.08 | $52.40 | $57.64 | $63.41 | $69.76 | $75.35 |
| 12 | | | | | | | |
| 13 | Septage Charge ($/gal) * | $0.11 | $0.10 | $0.11 | $0.13 | $0.15 | $0.17 |
| 14 | Minimum Septage Charge | | $15.00 | $16.50 | $18.15 | $19.97 | $21.57 |

**Table 1-12** and **Table 1-13** show the bi-monthly non-potable water service charges and non-potable water usage rates, respectively. Raftelis recommends no revenue adjustments for the study period. The proposed rates for FY 2025 are based on the cost of service analysis and remain the same through FY 2029.

### Table 1-12: Proposed Bi-Monthly Non-Potable Water Service Charges ($/meter size)

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Bi-Monthly Non-Potable Water Service Charges | Current Rates | July 2024 | July 2025 | July 2026 | July 2027 | July 2028 |
| 1 | Non-Potable Water Service | | | | | | |
| 2 | 3/4" | $13.81 | $13.81 | $13.81 | $13.81 | $13.81 | $13.81 |
| 3 | 1" | $20.65 | $20.65 | $20.65 | $20.65 | $20.65 | $20.65 |
| 4 | 1 1/2" | $37.29 | $37.29 | $37.29 | $37.29 | $37.29 | $37.29 |
| 5 | 2" | $55.16 | $55.16 | $55.16 | $55.16 | $55.16 | $55.16 |
| 6 | 3" | $95.50 | $95.50 | $95.50 | $95.50 | $95.50 | $95.50 |
| 7 | 4" | $147.45 | $147.45 | $147.45 | $147.45 | $147.45 | $147.45 |
| 8 | 6" | $272.16 | $272.16 | $272.16 | $272.16 | $272.16 | $272.16 |
| 9 | 8" | $401.04 | $401.04 | $401.04 | $401.04 | $401.04 | $401.04 |

### Table 1-13: Proposed Non-Potable Water Usage Rates ($/ccf of water)

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Non-Potable Water Usage Rates | Current Rates | July 2024 | July 2025 | July 2026 | July 2027 | July 2028 |
| 1 | **Non-Potable Water Usage** | | | | | | |
| 2 | Non-Potable Water | $0.99 | $0.99 | $0.99 | $0.99 | $0.99 | $0.99 |
| 3 | Conversion Customer | $0.64 | $0.64 | $0.64 | $0.64 | $0.64 | $0.64 |

## 1.7. Combined Customer Impacts

**Table 1-14** outlines the proposed customer bi-monthly impacts for a Single Family customer with a ¾" meter using 40 ccf of water each billing period. The customer impacts show the water, wastewater, non-potable water, and combined bill impacts. A typical Single Family customer will have water and wastewater service, and the total impact for this typical customer does not exceed $8 per bi-monthly billing period in the first year (Column B, Line 15).

### Table 1-14: Proposed Single Family Customer Bi-Monthly Impacts (3/4" meter, 40 ccf)

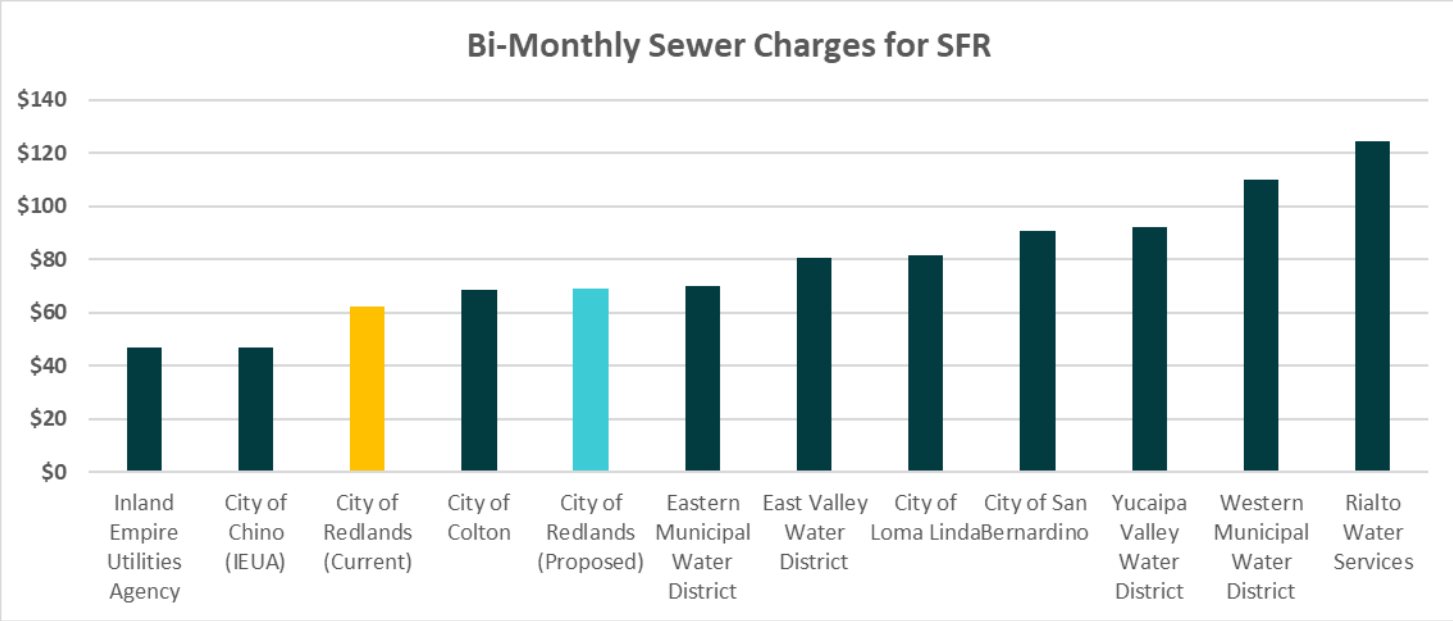
| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| **Line** | **Bi-Monthly Impacts** | **Proposed July 2024** | **Proposed July 2025** | **Proposed July 2026** | **Proposed July 2027** | **Proposed July 2028** |
| 1 | Current Water Bill | $121.08 | $121.08 | $121.08 | $121.08 | $121.08 |
| 2 | Proposed Water Bill | $125.86 | $128.61 | $131.37 | $134.15 | $136.95 |
| 3 | *Difference ($)* | *$4.78* | *$7.53* | *$10.29* | *$13.07* | *$15.87* |
| 4 | | | | | | |
| 5 | Current Wastewater Bill | $62.43 | $62.43 | $62.43 | $62.43 | $62.43 |
| 6 | Proposed Wastewater Bill | $66.04 | $72.65 | $79.92 | $87.92 | $94.96 |
| 7 | *Difference ($)* | *$3.61* | *$10.22* | *$17.49* | *$25.49* | *$32.53* |
| 8 | | | | | | |
| 9 | Current Non-Potable Water Bill | $53.41 | $53.41 | $53.41 | $53.41 | $53.41 |
| 10 | Proposed Non-Potable Water Bill | $53.41 | $53.41 | $53.41 | $53.41 | $53.41 |
| 11 | *Difference ($)* | *$0.00* | *$0.00* | *$0.00* | *$0.00* | *$0.00* |
| 12 | | | | | | |
| 13 | Current Water and Wastewater Bill | $183.51 | $183.51 | $183.51 | $183.51 | $183.51 |
| 14 | Proposed Water and Wastewater Bill | $191.90 | $201.26 | $211.29 | $222.07 | $231.91 |
| 15 | *Difference ($)* | *$8.39* | *$17.75* | *$27.78* | *$38.56* | *$48.40* |
| 16 | | | | | | |
| 17 | Current Combined Bill | $236.92 | $236.92 | $236.92 | $236.92 | $236.92 |
| 18 | Proposed Combined Bill | $245.31 | $254.67 | $264.70 | $275.48 | $285.32 |
| 19 | *Difference ($)* | *$8.39* | *$17.75* | *$27.78* | *$38.56* | *$48.40* |

## 1.8. Regional Rate Survey

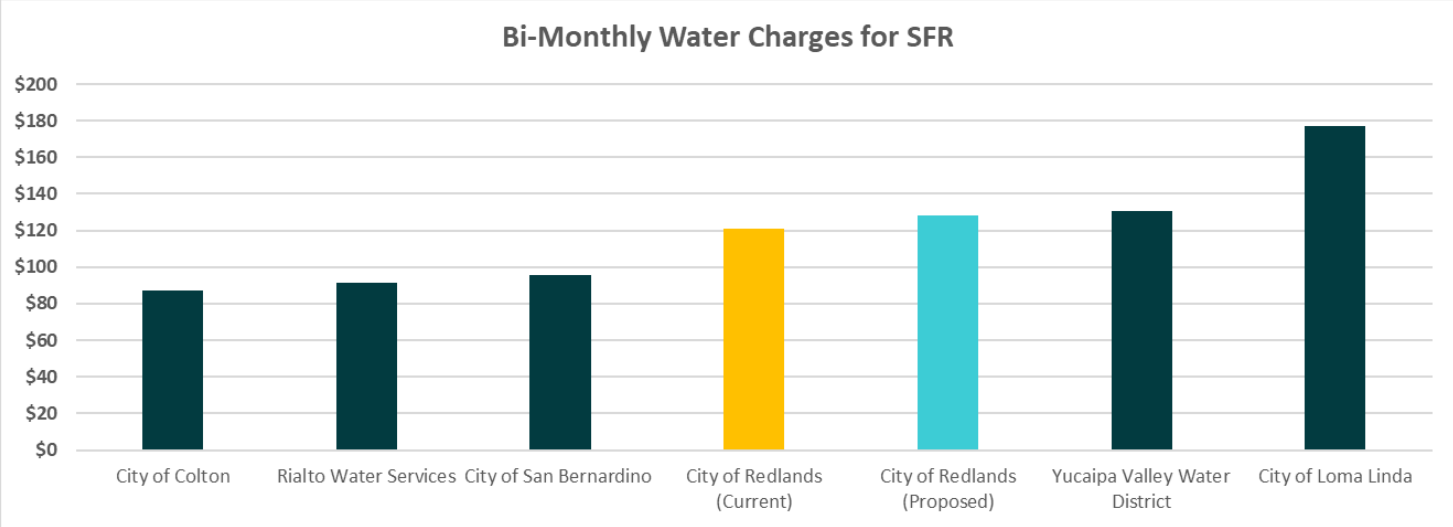
**Figure 1-1** shows the bi-monthly sewer bill comparison for a Single Family Dwelling Unit customer. The graph shows the City's proposed wastewater charge to be implemented in July of 2024.

**Figure 1-2** shows the bi-monthly water bill comparison for a Single Family Dwelling Unit customer using a 3/4" meter and 40 ccf of water use per bi-monthly billing period. The graph shows the City's proposed water rates to be implemented in July of 2024.

## Figure 1-1: Regional Single Family Customer Bi-Monthly Sewer Bill Comparison




## Figure 1-2: Regional Single Family Customer Bi-Monthly Water Bill Comparison



# 2. Key Assumptions

The key assumptions outlined in this section of the report represent the global assumptions utilized in the Study to project the number of customer accounts, revenues, and expenses for future years. City staff provided data on customer accounts, usage, and actual revenues and expenses for FY 2022 and budgeted revenues and expenses for FY 2023 and FY 2024. The remaining years of the Study, from FY 2025 to FY 2029, were projected based on this information and the key assumptions shown in this section.

## 2.1. Customer Account Growth

**Table 2-1** shows the customer account growth projections for each customer class based on recommendations from City staff. The values from the 2015 Urban Water Management Plan (UWMP) were maintained for this rate study cycle. This conservative value was used as a prudent fiscal practice to ensure that adequate revenues are collected to fund the City's utilities in the event that large growth does not occur.

**Table 2-1: Customer Account Growth Projections**

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Customer Account Growth | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | Single Family | 0.5% | 0.5% | 0.5% | 0.5% | 0.5% | 0.5% |
| 2 | Multiple Family | 0.5% | 0.5% | 0.5% | 0.5% | 0.5% | 0.5% |
| 3 | Commercial | 0.5% | 0.5% | 0.5% | 0.5% | 0.5% | 0.5% |
| 4 | Municipal | 0.5% | 0.5% | 0.5% | 0.5% | 0.5% | 0.5% |
| 5 | Non-Building | 0.6% | 0.6% | 0.5% | 0.5% | 0.5% | 0.5% |
| 6 | Fire Service | 0.5% | 0.5% | 0.5% | 0.5% | 0.5% | 0.5% |
| 7 | School | 0.5% | 0.5% | 0.5% | 0.5% | 0.5% | 0.5% |
| 8 | Non-Potable | 0.5% | 0.5% | 0.5% | 0.5% | 0.5% | 0.5% |

## 2.2. Revenue Inflation Factors

**Table 2-2** shows the revenue inflation factors utilized to project future revenues and calculate investment income. Projections assume no increase in miscellaneous, non-rate revenues throughout the study period. The reserve interest rate is used to calculate the investment income based on projected fund balances and is based on conservative estimates.

**Table 2-2: Revenue Inflation Factors**

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Revenue Inflation Factors | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | Non-Rate Revenues | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| 2 | Reserve Interest Rate | 1.0% | 1.0% | 1.0% | 1.0% | 1.0% | 1.0% |

## 2.3. Expense Inflation Factors

Table 2-3 shows the expense inflation factors, which are used to project future operating and capital project expenses for the study period. These factors were determined with input from City staff and reference industry standard escalations and commonly used price indices. The general inflation factor is based on the long-term change in the CPI. Water supply, utilities, power, and chemical costs are based on industry averages. The capital inflation factor is based on the Engineering News Record Construction Cost Index (CCI).

**Table 2-3: Expense Inflation Factors**

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Expense Inflation Factors | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | General | 3.0% | 3.0% | 3.0% | 3.0% | 3.0% | 3.0% |
| 2 | Salary/Benefits | 4.0% | 4.0% | 4.0% | 4.0% | 4.0% | 4.0% |
| 3 | Water Supply | 5.0% | 5.0% | 5.0% | 5.0% | 5.0% | 5.0% |
| 4 | Utilities/Power | 5.0% | 5.0% | 5.0% | 5.0% | 5.0% | 5.0% |
| 5 | Chemicals | 5.0% | 5.0% | 5.0% | 5.0% | 5.0% | 5.0% |
| 6 | Supplies/Materials | 3.0% | 3.0% | 3.0% | 3.0% | 3.0% | 3.0% |
| 7 | Capital | 3.0% | 3.0% | 3.0% | 3.0% | 3.0% | 3.0% |

# 3. Water – Financial Plan

This section of the report details the water enterprise's long-term financial plan, based on the projected revenues, expenses, debt service, and capital project costs. Raftelis modeled the financial plan without revenue (status quo) and with proposed revenue adjustments to ensure the financial sustainability and solvency of the water utility. The results of the water financial plan are the proposed rates for five years based on the proposed revenue adjustments.

## 3.1. Projected Revenues

City staff provided the actual FY 2022 revenues and budgeted FY 2023 and FY 2024 revenues for the water utility, which were used to project revenues for the remainder of the study period. **Table 3-1** shows the projected water revenues for each of the water funds.

The water rate revenues (Lines 4, 6, 8-10) are calculated for future years based on the weighted customer account growth assumptions for each customer class (**Table 2-1**). The City expects modest increases in water rate revenues for all years of the study. The investment income (Lines 13, 27) is calculated using the reserve interest rate (**Table 2-2** , Line 2). The remaining revenues are inflated using the non-rate revenue inflation factor (**Table 2-2**, Line 1).

### Table 3-1: Projected Water Revenues

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Projected Revenues | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **Water Service (501)** | | | | | | |
| 2 | Cost Recover/Reimb Expenditure | $25 | $25 | $25 | $25 | $25 | $25 |
| 3 | Plan Check | $21,000 | $21,000 | $21,000 | $21,000 | $21,000 | $21,000 |
| 4 | Water Usage | $26,337,835 | $26,482,428 | $26,624,274 | $26,766,879 | $26,910,248 | $27,054,385 |
| 5 | Fire Flow Testing | $3,000 | $3,000 | $3,000 | $3,000 | $3,000 | $3,000 |
| 6 | "B" Contract Water Usage | $105,000 | $82,423 | $82,860 | $83,299 | $83,741 | $84,185 |
| 7 | Water Meter Install | $30,000 | $30,000 | $30,000 | $30,000 | $30,000 | $30,000 |
| 8 | Irrigation Water Usage | $3,100,000 | $3,146,152 | $3,162,826 | $3,179,589 | $3,196,441 | $3,213,382 |
| 9 | Fire Hydrant Water Usage | $155,000 | $140,931 | $141,689 | $142,451 | $143,218 | $143,988 |
| 10 | Fire Protection Water Usage | $420,000 | $541,627 | $544,541 | $547,470 | $550,415 | $553,376 |
| 11 | Conservation Violation Penalty | $525 | $525 | $525 | $525 | $525 | $525 |
| 12 | Frontage Charge | $45,000 | $45,000 | $45,000 | $45,000 | $45,000 | $45,000 |
| 13 | Investment Income | $510,297 | $286,933 | $227,614 | $215,110 | $202,470 | $201,514 |
| 14 | Returned Check Charge | $50 | $50 | $50 | $50 | $50 | $50 |
| 15 | Rental Income | $130,000 | $130,000 | $130,000 | $130,000 | $130,000 | $130,000 |
| 16 | Miscellaneous Receipts | $105,000 | $105,000 | $105,000 | $105,000 | $105,000 | $105,000 |
| 17 | **Total - Water Service (501)** | **$32,917,731** | **$32,970,095** | **$33,073,404** | **$33,224,399** | **$33,376,133** | **$33,540,430** |
| 18 | | | | | | | |
| 19 | **Source Acquisition (508)** | | | | | | |
| 20 | Water Source Acq Residential | $437,000 | $437,000 | $437,000 | $437,000 | $437,000 | $437,000 |
| 21 | Water Source Acquisition Non-Resident | $46,000 | $46,000 | $46,000 | $46,000 | $46,000 | $46,000 |
| 22 | **Total - Source Acquisition (508)** | **$500,297** | **$505,300** | **$510,353** | **$515,457** | **$520,611** | **$525,818** |
| 23 | | | | | | | |
| 24 | **Water CIP (509)** | | | | | | |
| 25 | Capital Improv Chrg Non-Res | $345,000 | $345,000 | $345,000 | $345,000 | $345,000 | $345,000 |
| 26 | Capital Improv Chrg Resident | $1,610,000 | $1,610,000 | $1,610,000 | $1,610,000 | $1,610,000 | $1,610,000 |
| 27 | Investment Income | $0 | $0 | $0 | $0 | $0 | $0 |
| 28 | **Total - Water CIP (509)** | **$1,955,000** | **$1,955,000** | **$1,955,000** | **$1,955,000** | **$1,955,000** | **$1,955,000** |
| 29 | | | | | | | |
| 30 | **Total - Revenues** | **$35,373,029** | **$35,430,395** | **$35,538,757** | **$35,694,856** | **$35,851,745** | **$36,021,248** |

## 3.2. Projected O&M Expenses

City staff provided the actual FY 2022 and budgeted FY 2023 and FY 2024 O&M expenses for the water utility based on expense function. **Table 3-2** shows the projected O&M expenses for the study period, inflated for FY 2025 and beyond using the expense inflation factors (**Table 2-3**).

### Table 3-2: Projected Water O&M Expenses

| Line | A<br>Projected O&M Expenses | B<br>FY 2024 | C<br>FY 2025 | D<br>FY 2026 | E<br>FY 2027 | F<br>FY 2028 | G<br>FY 2029 |
|---|---|---|---|---|---|---|---|
| 1 | **Water Service (501)** | | | | | | |
| 2 | Salaries and Benefits | $7,678,736 | $7,985,885 | $8,305,321 | $8,637,534 | $8,983,035 | $9,342,356 |
| 3 | Services - Power | $2,330,125 | $2,459,708 | $2,596,497 | $2,740,467 | $2,892,419 | $3,052,796 |
| 4 | Services | $11,441,234 | $11,784,471 | $12,138,005 | $12,502,145 | $12,877,210 | $13,263,526 |
| 5 | Supplies - Purchased Water | $0 | $0 | $0 | $0 | $0 | $0 |
| 6 | Supplies - Treatment | $475,500 | $501,944 | $529,858 | $559,237 | $590,245 | $622,973 |
| 7 | Supplies | $3,179,750 | $3,275,143 | $3,373,397 | $3,474,599 | $3,578,837 | $3,686,202 |
| 8 | Debt Service | $0 | $0 | $0 | $0 | $0 | $0 |
| 9 | **Total - Water Service (501)** | **$25,105,345** | **$26,007,150** | **$26,943,078** | **$27,913,981** | **$28,921,745** | **$29,967,853** |
| 10 | | | | | | | |
| 11 | **Water Project (503)** | | | | | | |
| 12 | Salaries and Benefits | $7,035 | $7,316 | $7,609 | $7,913 | $8,230 | $8,559 |
| 13 | Services - Power | $0 | $0 | $0 | $0 | $0 | $0 |
| 14 | Services | $500,000 | $515,000 | $530,450 | $546,364 | $562,754 | $579,637 |
| 15 | Supplies - Purchased Water | $0 | $0 | $0 | $0 | $0 | $0 |
| 16 | Supplies - Treatment | $0 | $0 | $0 | $0 | $0 | $0 |
| 17 | Supplies | $0 | $0 | $0 | $0 | $0 | $0 |
| 18 | Fixed Assets | $0 | $0 | $0 | $0 | $0 | $0 |
| 19 | Debt Service | $0 | $0 | $0 | $0 | $0 | $0 |
| 20 | **Total - Water Project (503)** | **$507,035** | **$522,316** | **$538,059** | **$554,277** | **$570,984** | **$588,196** |
| 21 | | | | | | | |
| 22 | **Source Acquisition (508)** | | | | | | |
| 23 | Fixed Assets | $0 | $0 | $0 | $0 | $0 | $0 |
| 24 | **Total - Water Project (503)** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** |
| 25 | | | | | | | |
| 26 | **Total - O&M Expenses** | **$25,612,380** | **$26,529,467** | **$27,481,137** | **$28,468,258** | **$29,492,730** | **$30,556,049** |

## 3.3. Debt Service

The City currently has two existing debt issues for the water utility. **Table 3-3** shows the annual principal and interest payments for the existing debts.

**Table 3-3: Existing Water Debt Service**

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Existing Debt Service | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **Safe Drinking Water (Tate)** | | | | | | |
| 2 | Principal | $355,782 | $364,156 | $926,522 | $0 | $0 | $0 |
| 3 | Interest | $27,937 | $19,563 | $32,773 | $0 | $0 | $0 |
| 4 | **Total - Safe Drinking Water (Tate)** | **$383,719** | **$383,719** | **$959,295** | **$0** | **$0** | **$0** |
| 5 | | | | | | | |
| 6 | **Hinkley SRF Loan** | | | | | | |
| 7 | Principal | $499,951 | $512,536 | $525,439 | $538,666 | $552,226 | $566,127 |
| 8 | Interest | $153,165 | $146,912 | $134,169 | $121,105 | $107,713 | $93,983 |
| 9 | **Total - Hinkley SRF Loan** | **$653,116** | **$659,448** | **$659,607** | **$659,771** | **$659,938** | **$660,110** |
| 10 | | | | | | | |
| 11 | **Total - Existing Debt Service** | **$1,036,834** | **$1,043,167** | **$1,618,902** | **$659,771** | **$659,938** | **$660,110** |

## 3.4. Capital Projects

City staff provided the capital improvement plan (CIP) for the water utility for the study period.

**Table** 3-4 shows the CIP costs for the study period, escalated by the capital expense inflation factor (**Table 2-3**, Line 7) to determine CIP costs in future years' dollars. Replacement projects are funded through a combination of water rate revenues, cash reserves, and bond proceeds, and expansion projects are funded entirely through Development Impact Fee (DIF) revenues.

## Table 3-4: Inflated Water Capital Projects

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Capital Projects (Inflated) | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **Replacement** | | | | | | |
| 2 | Annual Citywide Water Pipeline Replacement | $4,635,000 | $4,774,050 | $4,917,272 | $5,064,790 | $5,216,733 | $5,373,235 |
| 3 | Highline Replacement Project - Final Phase | $206,000 | $3,182,700 | $0 | $0 | $0 | $0 |
| 4 | Citywide Pavement Repair for Water | $309,000 | $318,270 | $327,818 | $0 | $0 | $0 |
| 5 | Water System SCADA Design & Integration (14 sites) | $0 | $0 | $0 | $0 | $0 | $0 |
| 6 | Water System SCADA Design & Integration (18 sites fy 21/22; 13 sites fy 22/23) | $0 | $0 | $0 | $0 | $0 | $0 |
| 7 | Annual Citywide Potable Water Meter Replacements | $0 | $0 | $0 | $0 | $0 | $0 |
| 8 | Water Infrastructure Seismic Assessment | $0 | $0 | $0 | $0 | $0 | $0 |
| 9 | HAWC Booster Pump Rehab | $515,000 | $0 | $0 | $0 | $0 | $0 |
| 10 | 1750 Blend Manifold Replacement | $0 | $0 | $0 | $0 | $0 | $0 |
| 11 | Booster #2310 Replacement | $0 | $0 | $0 | $0 | $0 | $0 |
| 12 | Booster #2311 Replacement | $0 | $0 | $0 | $0 | $0 | $0 |
| 13 | Booster Stations & MCC Upgrade Master Plan - Tesco | $0 | $318,270 | $546,364 | $844,132 | $869,456 | $895,539 |
| 14 | Booster Pump Replacement (Booster Pump Repl Order TBD) | $0 | $530,450 | $546,364 | $337,653 | $347,782 | $358,216 |
| 15 | Sunset Reservoir Rehab / Repl to meet current seismic standards | $0 | $6,365,400 | $0 | $0 | $0 | $0 |
| 16 | Margarita, Sand Cyn., Smiley, 5th Ave. Tank Mixers Installation | $0 | $0 | $0 | $0 | $0 | $0 |
| 17 | Texas Grove Reservoir stair installation & mixer | $0 | $0 | $0 | $0 | $0 | $0 |
| 18 | AWIA Reservoir Risk Mitigation (R3 Thru R7) | $0 | $0 | $0 | $1,042,221 | $0 | $0 |
| 19 | AWIA Reservoir Risk Mitigation (R8 Thru R13) | $0 | $0 | $0 | $0 | $585,433 | $0 |
| 20 | Agate Reservoir curtin anchor replacement | $0 | $0 | $0 | $0 | $98,538 | $298,513 |
| 21 | Hinckley WTP Transmission Line Repl (Cost shared with B.V.) | $2,060,000 | $0 | $0 | $0 | $0 | $0 |
| 22 | Hinckley/Tate Roof Repair | $0 | $0 | $0 | $0 | $0 | $0 |
| 23 | Hinckley WTP Safety Fencing | $0 | $0 | $0 | $0 | $0 | $0 |
| 24 | Hinckley Sludge Press | $0 | $0 | $0 | $0 | $0 | $0 |
| 25 | Hinckley Generator Replacement | $0 | $0 | $0 | $0 | $0 | $0 |
| 26 | Hinckley WTP Paving | $0 | $0 | $0 | $0 | $0 | $0 |
| 27 | AWIA HWTP Resilience Improvements (R1) | $0 | $0 | $0 | $272,373 | $0 | $0 |
| 28 | Tate WTP Transmission Line Assessment | $4,120,000 | $0 | $0 | $0 | $0 | $0 |
| 29 | Tate ACH Tank Replacement | $0 | $0 | $0 | $0 | $0 | $0 |
| 30 | Tate WTP Clarifier Recoating & Cover Installation | $0 | $0 | $0 | $0 | $0 | $0 |
| 31 | Tate Influent Static Mixer | $0 | $0 | $163,909 | $0 | $0 | $0 |
| 32 | Tate PLC Replacement (End of Life Hardware) | $0 | $0 | $0 | $0 | $0 | $0 |

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Capital Projects (Inflated) | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 33 | PRV Station Replacement (Redlands Blvd. & New Jersey) | $257,500 | $0 | $0 | $0 | $0 | $0 |
| 34 | AWIA TWTP Resilience Improvements (R2) | $257,500 | $0 | $0 | $160,948 | $0 | $0 |
| 35 | Tate Disinfection System Upgrade Cl2 Gas to NaOCl | $257,500 | $0 | $163,909 | $1,688,263 | $0 | $0 |
| 36 | Maint. - Airport 1 | $0 | $0 | $0 | $168,826 | $0 | $0 |
| 37 | Maint. - S.B. MUNI | $0 | $0 | $0 | $258,867 | $0 | $0 |
| 38 | Maint. - E.L. 3 | $0 | $0 | $0 | $47,271 | $0 | $0 |
| 39 | Maint. - E.L. 6 | $0 | $0 | $0 | $92,292 | $0 | $0 |
| 40 | Maint. - N. Orange 1 | $0 | $0 | $0 | $174,454 | $0 | $0 |
| 41 | Maint. - Madeira | $0 | $0 | $0 | $0 | $165,776 | $0 |
| 42 | Maint. - Mentone 2 | $0 | $0 | $0 | $0 | $192,439 | $0 |
| 43 | Maint. - Well 38 | $0 | $0 | $0 | $0 | $173,891 | $0 |
| 44 | Maint. - Well 39 | $0 | $0 | $0 | $0 | $185,484 | $0 |
| 45 | Maint. - Airport 2 | $137,773 | $0 | $0 | $0 | $0 | $191,048 |
| 46 | Maint. - Mill Creek 2A | $69,216 | $0 | $0 | $0 | $0 | $95,524 |
| 47 | Maint. - Rees | $116,019 | $0 | $0 | $0 | $0 | $161,197 |
| 48 | Maint. - Church St. | $143,483 | $0 | $0 | $0 | $0 | $202,989 |
| 49 | Maint. - Crafton | $0 | $196,267 | $0 | $0 | $0 | $0 |
| 50 | Maint. - Orange ST | $0 | $201,571 | $0 | $0 | $0 | $0 |
| 51 | Maint. - N. Orange 2 | $0 | $212,180 | $0 | $0 | $0 | $0 |
| 52 | Maint. - Well 10 | $0 | $0 | $218,545 | $0 | $0 | $0 |
| 53 | Maint. - Well 13 | $0 | $0 | $218,545 | $0 | $0 | $0 |
| 54 | Maint. - Mill Creek 2 | $0 | $0 | $147,518 | $0 | $0 | $0 |
| 55 | Agate 2 Liner | $0 | $249,312 | $0 | $0 | $0 | $0 |
| 56 | E.L. 6 Liner | $0 | $201,571 | $0 | $196,964 | $0 | $0 |
| 57 | E.L.3 Drill New Well | $103,000 | $2,652,250 | $0 | $0 | $0 | $0 |
| 58 | AWIA Resilience Improvements (R18) | $0 | $58,350 | $0 | $0 | $0 | $0 |
| 59 | Wellhead Perchlorate Treatment Evaluation - Church Street/Orange/Well #38/Well #39 | $0 | $0 | $0 | $0 | $0 | $0 |
| 60 | Wellhead Perchlorate Treatment Evaluation - Well #10/Well #13/Agate #1/Agate #2/Crafton | $0 | $0 | $0 | $0 | $0 | $0 |
| 61 | Entrained Air Treatment System Assessment | $0 | $530,450 | $0 | $0 | $0 | $0 |
| 62 | **Total - Replacement** | **$13,186,991** | **$19,791,090** | **$7,250,244** | **$10,349,054** | **$7,835,533** | **$7,576,262** |

**Table 3-5** shows the proposed capital financing plan for the water utility. The City plans to fully fund its water CIP for all years of the study (Line 1). The inflated project costs (Line 3) are the total project costs (

**Table** 3-4, Line 13). The CIP expenditures will be funded through rate revenue and reserves.

**Table 3-5: Proposed Water Capital Financing Plan**

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Capital Financing Plan | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **CIP to Spend** | 100% | 100% | 100% | 100% | 100% | 100% |
| 2 | | | | | | | |
| 3 | **Inflated Project Costs** | $13,186,991 | $19,791,090 | $7,250,244 | $10,349,054 | $7,835,533 | $7,576,262 |
| 4 | | | | | | | |
| 5 | Bond Proceeds | $0 | $0 | $0 | $0 | $0 | $0 |
| 6 | Balance | $0 | $0 | $0 | $0 | $0 | $0 |
| 7 | | | | | | | |
| 8 | **Capital Financing** | | | | | | |
| 9 | Rate Funded | $13,186,991 | $19,791,090 | $7,250,244 | $10,349,054 | $7,835,533 | $7,576,262 |
| 10 | Bond Funded | $0 | $0 | $0 | $0 | $0 | $0 |
| 11 | Loan Funded | $0 | $0 | $0 | $0 | $0 | $0 |
| 12 | | | | | | | |
| 13 | **Total - Capital Financing** | **$13,186,991** | **$19,791,090** | **$7,250,244** | **$10,349,054** | **$7,835,533** | **$7,576,262** |

## 3.5. Current Financial Plan – Status Quo

**Table 3-6** shows the projected water financial plan without revenue adjustments (also referred to as status quo). Rate revenues and other revenues are derived from projected revenues (**Table 3-1**). O&M expenses are derived from projected O&M expenses (**Table 3-2**); existing debt service is from the annual debt service payments for outstanding debt (**Table 3-3**); rate funded capital projects (Line 22) are from the capital financing plan (**Table 3-5**, Line 9).

The net cash flow (Line 26) is calculated by subtracting O&M expenses (Line 17) and debt and capital costs (Line 24) from the total revenues (Line 6). Net operating revenue (Line 27) is equal to total revenues (Line 6) less O&M expenses (Line 17). Debt coverage (Line 29) is calculated by dividing the net operating revenue (Line 27) by the total debt service (Lines 20 and 21) and is well over the required debt coverage (Line 30).

Net cash flow is negative for all years of the rate study, which means that the water utility does not have enough revenue from rates to fund its operating expenses, debt, and capital costs. If there are no revenue adjustments for the water utility, the fund cash balance (Line 33) will be depleted by FY 2030.

**Table 3-6: Projected Water Financial Plan (Status Quo)**

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|

| Line | Water Financial Plan | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
|---|---|---|---|---|---|---|---|
| 1 | **Revenues** | | | | | | |
| 2 | Rate Revenues | $30,012,835 | $30,311,138 | $30,473,330 | $30,636,390 | $30,800,322 | $30,965,132 |
| 3 | Revenue Adjustments | $0 | $0 | $0 | $0 | $0 | $0 |
| 4 | Investment Income | $510,297 | $283,902 | $215,366 | $187,208 | $152,218 | $121,950 |
| 5 | Other Revenues | $4,702,600 | $4,680,023 | $4,680,460 | $4,680,899 | $4,681,341 | $4,681,785 |
| 6 | **Total - Revenues** | **$35,225,731** | **$35,275,063** | **$35,369,156** | **$35,504,497** | **$35,633,881** | **$35,768,867** |
| 7 | | | | | | | |
| 8 | **O&M Expenses** | | | | | | |
| 9 | Salaries and Benefits | $7,685,771 | $7,993,202 | $8,312,930 | $8,645,447 | $8,991,265 | $9,350,916 |
| 10 | Services - Power | $2,330,125 | $2,459,708 | $2,596,497 | $2,740,467 | $2,892,419 | $3,052,796 |
| 11 | Services | $11,941,234 | $12,299,471 | $12,668,455 | $13,048,509 | $13,439,964 | $13,843,163 |
| 12 | Supplies - Purchased Water | $0 | $0 | $0 | $0 | $0 | $0 |
| 13 | Supplies - Treatment | $475,500 | $501,944 | $529,858 | $559,237 | $590,245 | $622,973 |
| 14 | Supplies | $3,179,750 | $3,275,143 | $3,373,397 | $3,474,599 | $3,578,837 | $3,686,202 |
| 15 | Fixed Assets | $0 | $0 | $0 | $0 | $0 | $0 |
| 16 | Debt Service | $0 | $0 | $0 | $0 | $0 | $0 |
| 17 | **Total - O&M Expenses** | **$25,612,380** | **$26,529,467** | **$27,481,137** | **$28,468,258** | **$29,492,730** | **$30,556,049** |
| 18 | | | | | | | |
| 19 | **Debt and Capital** | | | | | | |
| 20 | Existing Debt Service | $1,036,834 | $1,043,167 | $1,618,902 | $659,771 | $659,938 | $660,110 |
| 21 | Proposed Debt Service | $0 | $0 | $0 | $0 | $0 | $0 |
| 22 | Rate Funded Capital Projects | $13,186,991 | $19,791,090 | $7,250,244 | $10,349,054 | $7,835,533 | $7,576,262 |
| 23 | DIF Funded Capital Projects | $0 | $0 | $0 | $0 | $0 | $0 |
| 24 | **Total - Debt and Capital** | **$14,223,825** | **$20,834,256** | **$8,869,146** | **$11,008,824** | **$8,495,472** | **$8,236,372** |
| 25 | | | | | | | |
| 26 | **Net Cash Flow** | **($4,480,474)** | **($11,958,659)** | **($851,127)** | **($3,842,585)** | **($2,224,320)** | **($2,893,554)** |
| 27 | Net Operating Revenue | $9,743,351 | $8,875,597 | $8,018,019 | $7,166,239 | $6,271,152 | $5,342,818 |
| 28 | | | | | | | |
| 29 | **Calculated Debt Coverage** | **9.40** | **8.51** | **4.95** | **10.86** | **9.50** | **8.09** |
| 30 | Required Debt Coverage | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 |
| 31 | | | | | | | |
| 32 | Beginning Balances | $55,254,771 | $36,741,518 | $24,805,159 | $23,981,386 | $20,171,257 | $17,984,549 |
| 33 | Ending Balances | $36,741,518 | $24,805,159 | $23,981,386 | $20,171,257 | $17,984,549 | $15,133,812 |

**Figure 3-1** shows the proposed water capital financing plan in graphical format, based on the capital projects shown in

**Table** 3-4 and with no debt issuances. The dark teal bars represent the rate funded CIP costs.

**Figure 3-1: Proposed Water Capital Financing Plan (Status Quo)**

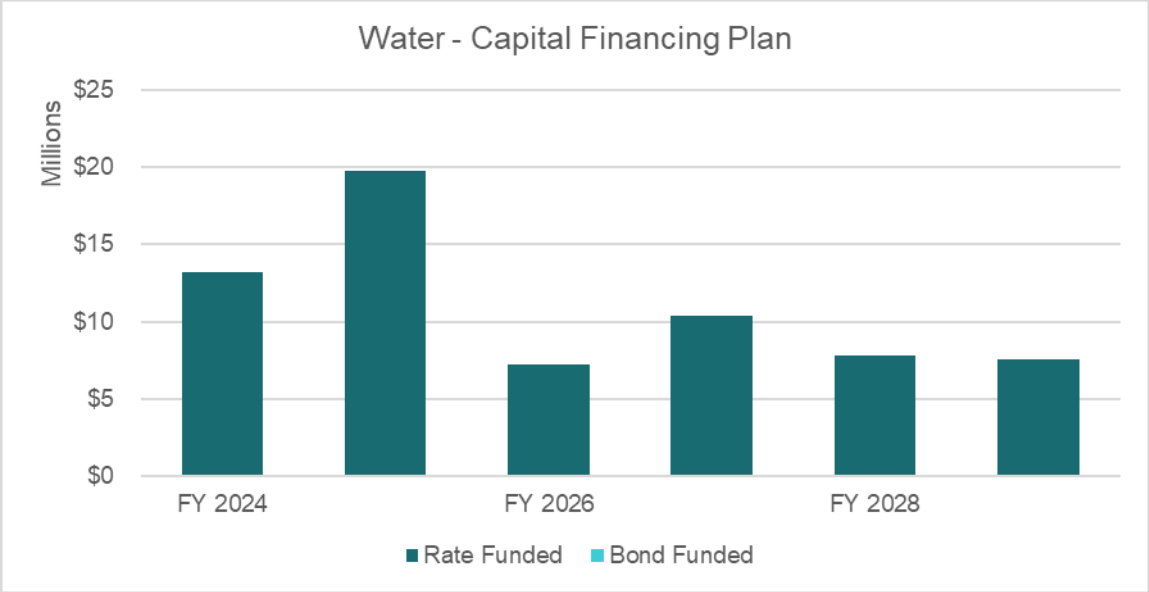



Figure 3-2 shows the projected water financial plan under the status quo scenario in graphical format. The stacked bars represent the O&M expenses (light gray), supply, treatment, and power (dark teal), debt service (yellow), and capital projects (dark gray). The green bars show the changes to cash balances: if the green bars are below the stacked bars, then the City will be drawing from cash reserves, and vice versa. The current and proposed revenue lines overlap since there is no revenue adjustment. Since the line, which represents current revenues, is below the stacked bars, this means that the City's current water revenues are not sufficient to fund its costs.

**Figure 3-2: Projected Water Financial Plan (Status Quo)**

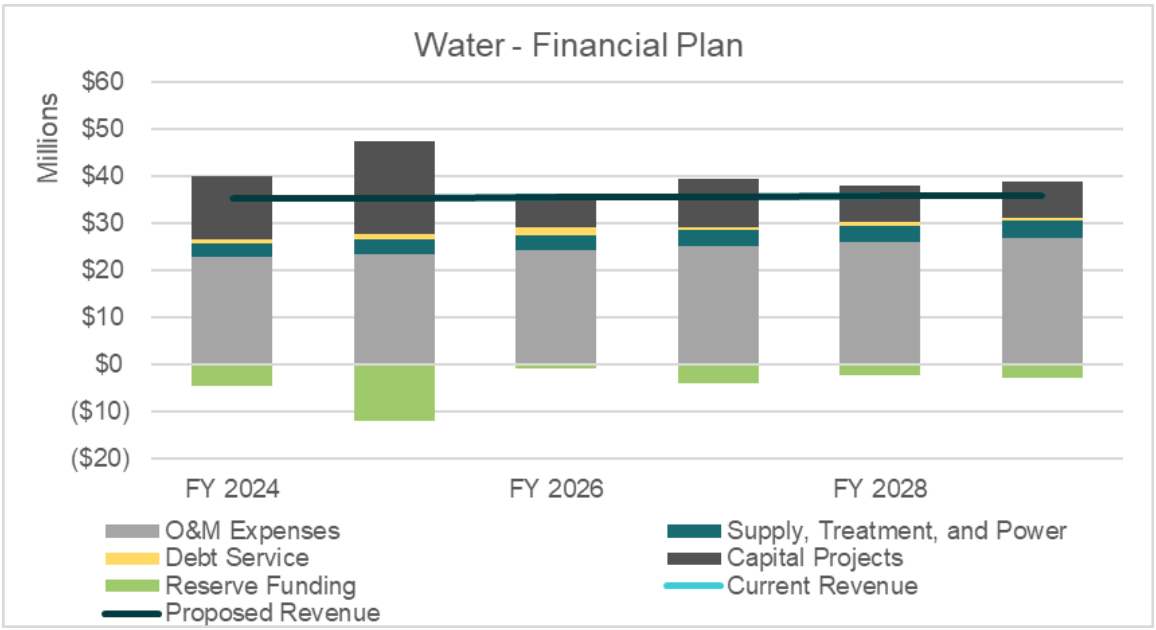
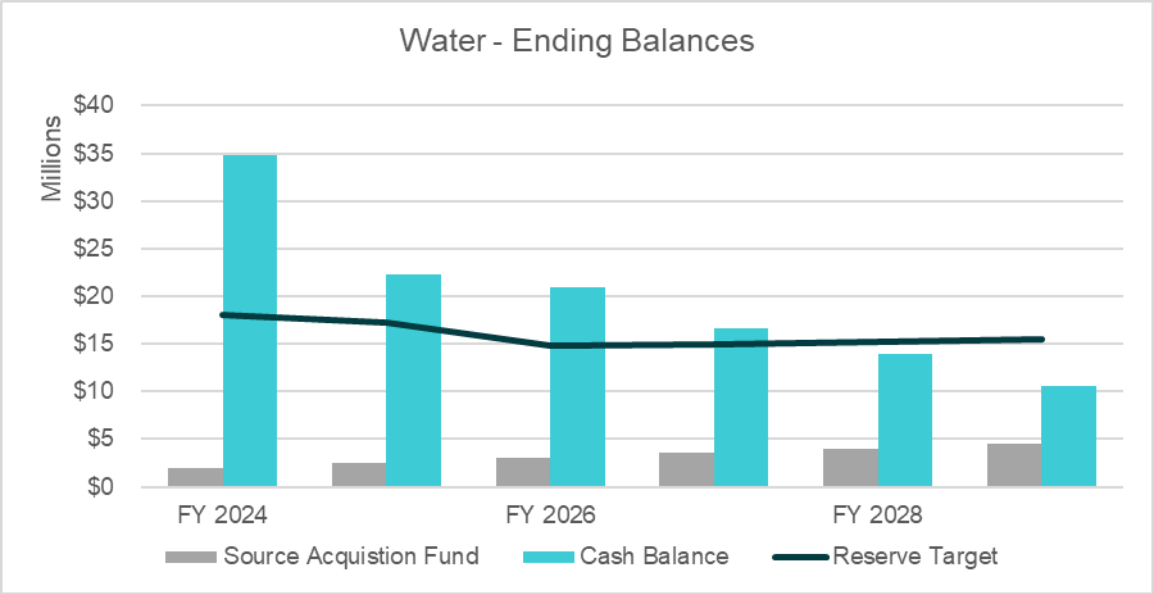


**Figure 3-3** shows the projected water fund cash balance under the status quo scenario in graphical format. Without revenue adjustments, the cash balances (shown as turquoise bars) will be significantly drawn down over the Study period and will be depleted by FY 2030.

**Figure 3-3: Projected Water Fund balances (Status Quo)**




## 3.6. Proposed Financial Plan

The projected financial plan under the status quo scenario in **Table 3-6** shows that the City's current water rate revenues are not sufficient to sustain financial sufficiency for the water utility beginning in FY 2027. **Table 3-7** shows the proposed revenue adjustments for the study period, effective in July of each fiscal year, which will allow the City to fund all necessary operating and capital costs.

**Table 3-7: Proposed Water Revenue Adjustments**

| | A | B | C |
|---|---|---|---|
| Line | Fiscal Year | Revenue Adjustment | Month Effective |
| 1 | FY 2025 | 2.0% | July |
| 2 | FY 2026 | 2.0% | July |
| 3 | FY 2027 | 2.0% | July |
| 4 | FY 2028 | 2.0% | July |
| 5 | FY 2029 | 2.0% | July |

**Table 3-8** shows the projected water financial plan with the proposed revenue adjustments from FY 2025 through FY 2029. The net cash flow (Line 26) is negative for all years as the water utility draws down cash reserves to minimize rate impacts. The ending cash balance (Line 33) is positive throughout the study period.

## Table 3-8: Projected Water Financial Plan (Proposed Revenue Adjustments)

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Water Financial Plan | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **Revenues** | | | | | | |
| 2 | Rate Revenues | $30,012,835 | $30,311,138 | $30,473,330 | $30,636,390 | $30,800,322 | $30,965,132 |
| 3 | Revenue Adjustments | $0 | $606,223 | $1,231,123 | $1,875,192 | $2,538,937 | $3,222,876 |
| 4 | Investment Income | $510,297 | $286,933 | $227,614 | $215,110 | $202,470 | $201,514 |
| 5 | Other Revenues | $4,702,600 | $4,680,023 | $4,680,460 | $4,680,899 | $4,681,341 | $4,681,785 |
| 6 | **Total - Revenues** | **$35,225,731** | **$35,884,317** | **$36,612,527** | **$37,407,592** | **$38,223,070** | **$39,071,306** |
| 7 | | | | | | | |
| 8 | **O&M Expenses** | | | | | | |
| 9 | Salaries and Benefits | $7,685,771 | $7,993,202 | $8,312,930 | $8,645,447 | $8,991,265 | $9,350,916 |
| 10 | Services - Power | $2,330,125 | $2,459,708 | $2,596,497 | $2,740,467 | $2,892,419 | $3,052,796 |
| 11 | Services | $11,941,234 | $12,299,471 | $12,668,455 | $13,048,509 | $13,439,964 | $13,843,163 |
| 12 | Supplies - Purchased Water | $0 | $0 | $0 | $0 | $0 | $0 |
| 13 | Supplies - Treatment | $475,500 | $501,944 | $529,858 | $559,237 | $590,245 | $622,973 |
| 14 | Supplies | $3,179,750 | $3,275,143 | $3,373,397 | $3,474,599 | $3,578,837 | $3,686,202 |
| 15 | Fixed Assets | $0 | $0 | $0 | $0 | $0 | $0 |
| 16 | Debt Service | $0 | $0 | $0 | $0 | $0 | $0 |
| 17 | **Total - O&M Expenses** | **$25,612,380** | **$26,529,467** | **$27,481,137** | **$28,468,258** | **$29,492,730** | **$30,556,049** |
| 18 | | | | | | | |
| 19 | **Debt and Capital** | | | | | | |
| 20 | Existing Debt Service | $1,036,834 | $1,043,167 | $1,618,902 | $659,771 | $659,938 | $660,110 |
| 21 | Proposed Debt Service | $0 | $0 | $0 | $0 | $0 | $0 |
| 22 | Rate Funded Capital Projects | $13,186,991 | $19,791,090 | $7,250,244 | $10,349,054 | $7,835,533 | $7,576,262 |
| 23 | DIF Funded Capital Projects | $0 | $0 | $0 | $0 | $0 | $0 |
| 24 | **Total - Debt and Capital** | **$14,223,825** | **$20,834,256** | **$8,869,146** | **$11,008,824** | **$8,495,472** | **$8,236,372** |
| 25 | | | | | | | |
| 26 | **Net Cash Flow** | **($4,480,474)** | **($11,349,406)** | **$392,244** | **($1,939,491)** | **$364,869** | **$408,885** |
| 27 | Net Operating Revenue | $9,743,351 | $9,484,850 | $9,261,390 | $9,069,333 | $8,860,341 | $8,645,257 |
| 28 | | | | | | | |
| 29 | **Calculated Debt Coverage** | **9.40** | **9.09** | **5.72** | **13.75** | **13.43** | **13.10** |
| 30 | Required Debt Coverage | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 |
| 31 | | | | | | | |
| 32 | Beginning Balances | $55,254,771 | $36,741,518 | $25,414,413 | $25,834,010 | $23,926,976 | $24,329,457 |
| 33 | Ending Balances | $36,741,518 | $25,414,413 | $25,834,010 | $23,926,976 | $24,329,457 | $24,781,159 |

**Figure 3-4** shows the proposed water capital financing plan in graphical format, based on the capital financial plan shown in **Table 3-5**. The dark teal bars show that all CIP is funded by rates and reserves.

**Figure 3-4: Proposed Water Capital Financing Plan**

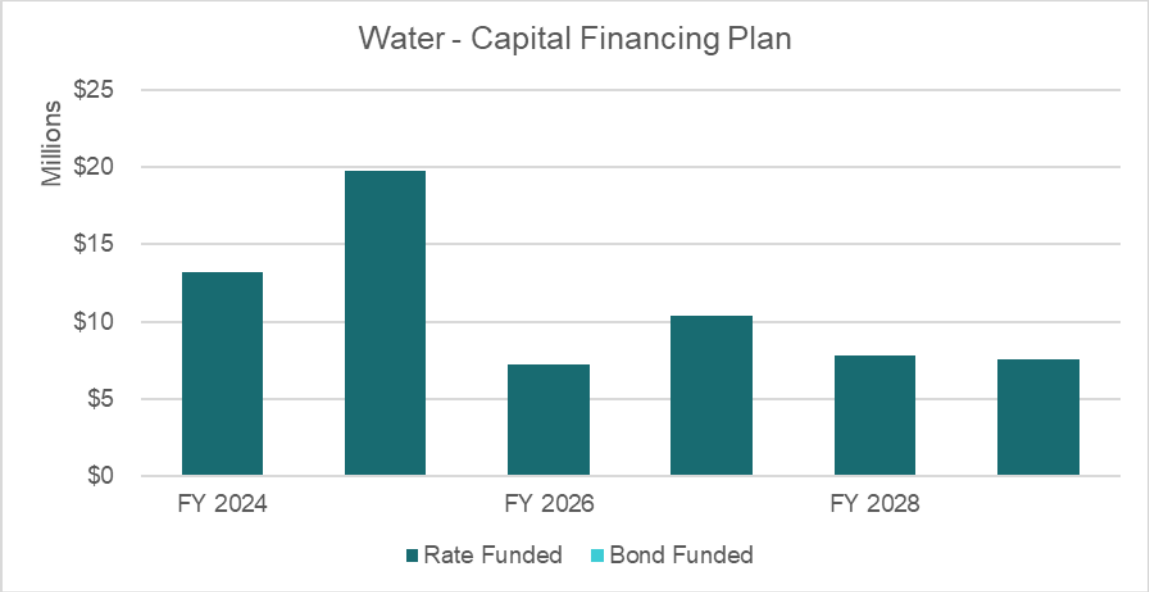



**Figure 3-5** shows the proposed financial plan in graphical format with the revenue adjustments in **Table 3-7**. The proposed revenues shown as the dark teal line, along with the drawdown of the reserves (green bars), allow the City to fund its operating and capital costs for the study period.

**Figure 3-5: Projected Water Financial Plan (Proposed Revenue Adjustments)**

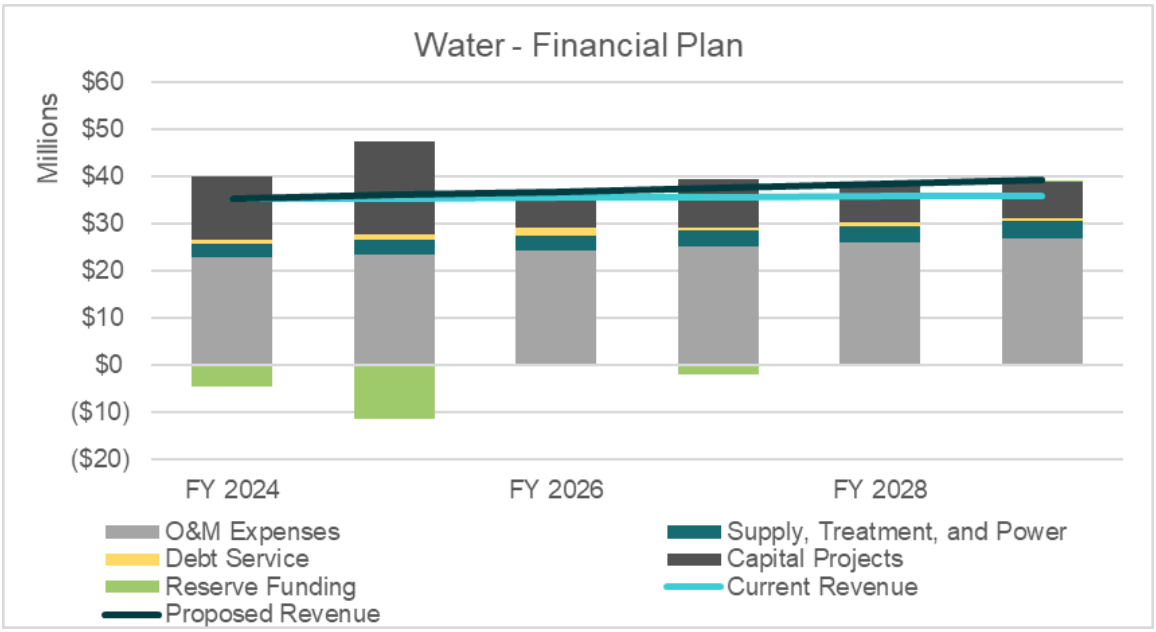
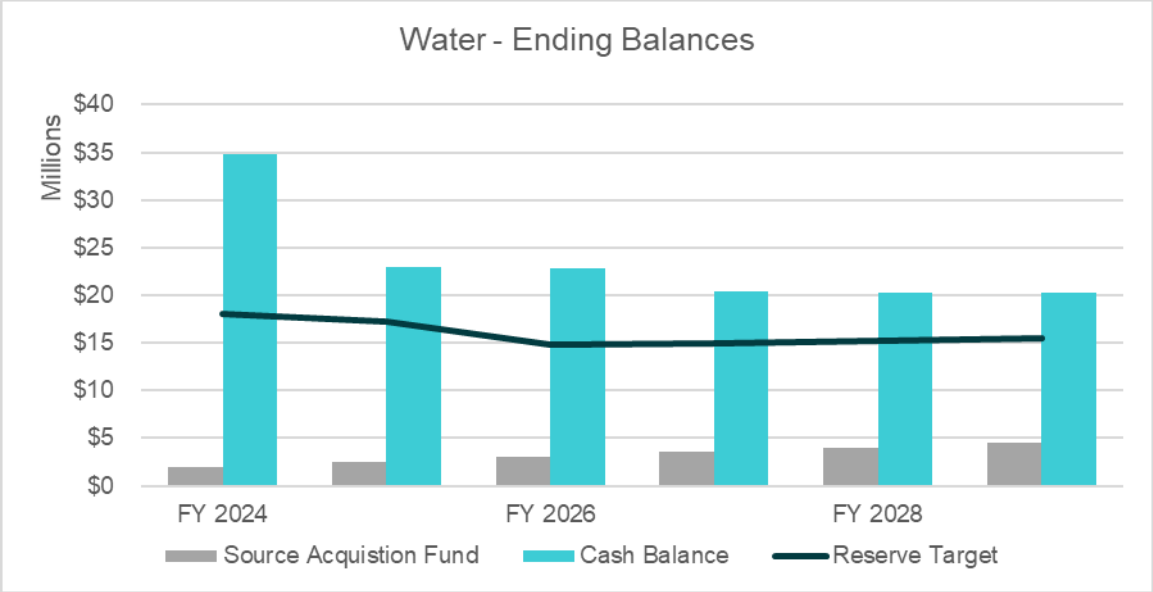



**Figure 3-6** shows the projected water fund balances with the proposed revenue adjustments in **Table 3-7**. The City's restricted reserves are for the source acquisition fund and are represented by the gray bars. The unrestricted reserves or cash balance is comprised of operating and capital reserves. The blue bars represent the unrestricted cash balance available to finance operating expenses and capital projects. While the

unrestricted reserves are being drawn down through the study period, the ending balance remains at or above target through FY 2029.

**Figure 3-6: Projected Water Fund Balances (Proposed Revenue Adjustments)**



# 4. Water – Cost-of-Service Analysis and Rates

This section of the report details the cost-of-service analysis and rate calculation process to determine the proposed water rates. The goal of this process is to determine the cost of providing water service to each of the City's water customer classes and to ensure equity and fairness among the various classes.

## 4.1. Process and Approach

The cost-of-service analysis utilized to develop the water rates followed the guidelines for allocating costs outlined in the AWWA M1 manual. The cost of service analysis and rate design process consists of seven major steps, as outlined below:

1. Determine the revenue requirement, equal to the revenue to be recovered from rates
2. Functionalize O&M expenses and capital assets into functional categories such as supply, pumping, transmission & distribution, customer service & billing, etc.
3. Allocate each functional category into cost components such as supply, meters, customer service, conservation, base delivery, etc.
4. Develop customer class characteristics and units of service by cost component
5. Calculate the cost component unit rates by dividing the total cost in each cost component by the total units of service for that component. For example, base delivery costs are divided by the annual water demand and customer billing costs are divided by the annual number of bills.
6. Calculate the cost for each customer class by multiplying the unit cost by the units of service for each customer class.
7. Design rates to meet City's objectives.

## 4.2. Revenue Requirement

The first step of the cost-of-service analysis is to determine the revenue requirement for the test year, or rate-making year. The test year of this study is FY 2025.
**Table** 4-1 shows the revenue requirement calculations for the water utility.

The revenue requirements (Lines 2-3) are equal to the O&M expense and debt and capital costs for FY 2025 (**Table 3-8**, Column C, Lines 17 and 24). The revenues from other sources (Lines 7-10), also known as non-rate revenues or revenue offsets, are equal to all non-rate revenues (**Table 3-8**, Column C, Lines 4-5). The adjustment for cash from/(to) reserves (Line 14) is equal to the negative value of net cash flow (**Table 3-8**, Column C, Line 26) excluding the source acquisition fund revenue of $437,000.

The revenue to be recovered from rates excluding interest income (Line 19) is divided between operating (Column B) and capital (Column C) based on the function of each line item. For example, debt and capital costs (Line 3) are allocated to capital, while O&M expenses (Line 2) are allocated to operating. Note that the total revenue requirement (Column D, Line 18) is equal to rate revenues increased by a full year of the revenue adjustment for FY 2025. Interest income is excluded in Line 19 to be used as an offset for the Tier 1 building variable rate and therefore is excluded from the total rate revenue requirement for FY 2025.

### Table 4-1: Water Revenue Requirement Calculation

| | A | B | C | D |
|---|---|---|---|---|
| Line | Revenue Requirement Calculation | Operating | Capital | Total |
| 1 | **Revenue Requirements** | | | |
| 2 | O&M Expenses | $26,529,467 | $0 | $26,529,467 |
| 3 | Debt and Capital | $0 | $20,834,256 | $20,834,256 |
| 4 | **Total - Revenue Requirements** | **$26,529,467** | **$20,834,256** | **$47,363,723** |
| 5 | | | | |
| 6 | **Revenue from Other Sources** | | | |
| 7 | Investment Income | $0 | $286,933 | $286,933 |
| 8 | Water Service (501) | $2,242,023 | $0 | $2,242,023 |
| 9 | Water Capital Improvement (509) | $0 | $1,955,000 | $1,955,000 |
| 10 | B Contract Water Revenue | $130,000 | $0 | $130,000 |
| 11 | **Total - Revenue from Other Sources** | **$2,372,023** | **$2,241,933** | **$4,613,957** |
| 12 | | | | |
| 13 | **Adjustments** | | | |
| 14 | Cash from Reserves | $0 | $11,832,406 | $11,832,406 |
| 15 | Midyear Increase | $0 | $0 | $0 |
| 16 | **Subtotal - Adjustments** | **$0** | **$11,832,406** | **$11,832,406** |
| 17 | | | | |
| 18 | **Revenue to be Recovered from Rates** | **$24,157,443** | **$6,759,917** | **$30,917,361** |
| 19 | **Revenue to be recovered Excluding Interest Income** | **$24,157,443** | **$7,046,850** | **$31,204,294** |

## 4.3. Peaking Factors

One of the major factors in cost allocation is allocation of peaking costs. To do so, we must identify system-wide peaking factors. The maximum day demand is the maximum amount of water used in a single day in a year. The maximum hour demand is the maximum usage in an hour on the maximum usage day. Different facilities, such as distribution and storage facilities and infrastructure, and the capital and O&M costs associated with those facilities, are designed to meet the peak demands placed on the system by customers. Therefore, extra capacity costs include the O&M and capital costs associated with meeting peak customer demand in excess of average rate of use, or base use, requirements. The system-wide factors for maximum day and maximum hour were provided by the City's UWMP. Maximum day and maximum hour factors are shown in **Table 4-2** relative to the base factor. Base, or average daily demand, is represented by the factor of 1.00.

### Table 4-2: System Peaking

| | A | B |
|---|---|---|
| Line | Allocation Factor | System Peaking Factor |
| 1 | Base | 1.00 |
| 2 | Max Day | 1.70 |
| 3 | Max Hour | 2.75 |

Calculated water system peaking factors from Table 4-2 are shown in Column B of **Table 4-3**. The system-wide peaking factors are used to derive the cost causation component allocation base (i.e., percentages) shown

in Columns of **Table 4-3**. The numbers and calculations outlined in the following sections are rounded and may not be equal to the exact amounts shown.

Line 1 "Base" represents the average day demand throughout the year and is, therefore assigned a factor of 1.00.

- Base = 1.00 / 1.00 = 100%

Line 2 "Max Day" is the ratio of maximum day demand relative to base demand, or 1.33. The percentage allocated to maximum day is the incremental responsibility above base demand.

- Base = 1.00 / 1.70 = 59%
- Max Day = (1.70 – 1.00) / 1.70 = 41%

Similarly, Line 3, "Max Hour" is the ratio of maximum hour demand, on the maximum day, relative to base demand. The max hour factor is 1.65.

- Base = 1.00 / 2.75 = 36%
- Max Day = (1.70 – 1.00) / 2.75 = 26%
- Max Hour = (2.75 – 1.70) / 2.75 = 38%

These factors indicate how much additional capacity is required to meet demand above average daily use. As demand, and therefore capacity, increases, so must the sizing of facilities and pipelines, which incur greater costs to construct, maintain, and replace. To understand the interpretation of the percentages shown in columns C through E, "Base" is established as the average daily demand during the year. These allocation bases are used to assign certain functionalized costs to the cost causation components including reservoir, transmission, treatment, and distribution functions.

**Table 4-3: System-Wide Peaking Factors**

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| Line | Allocation Factor | System Peaking Factor | Base | Max Day | Max Hour | Total |
| 1 | Base | 1.00 | 100% | 0% | 0% | 100% |
| 2 | Max Day | 1.70 | 59% | 41% | 0% | 100% |
| 3 | Max Hour | 2.75 | 36% | 26% | 38% | 100% |
| 4 | Average Max Day/Max Hour | | 48% | 33% | 19% | 100% |

## 4.4. Operating and Capital Cost Allocation

The next step in the cost-of-service analysis is to determine the operating and capital cost allocations by cost component. The cost components for water include Base, Max Day, Max Hour, Meters, Customer, Fire Protection, Conservation and General.

**Table** 4-4 shows the water operating cost allocation. The allocation basis for each function is listed in Column B. For the purpose of allocating operating costs, City staff provided the O&M expense budget estimates by function (Column A, Lines 14-25). This is representative of the distribution of operating costs shown in **Table 3-2**. Functions include General and Administration, Engineering, Production & Operations, Production Maintenance, Water Treatment, Water Quality, Water Distribution, Water Conservation Program, B Contract (Reimbursable and City), and South Mountain Water. The operating costs are allocated to each cost component based on the percentage allocation (Lines 1-12) for each component. The final O&M expense allocation (Line 27) is determined by taking the weighted proportion of total operating costs by cost component based on the percentage allocations.

## Table 4-4: Water Operating Cost Allocation

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Line | O&M Allocation | Allocation Basis | Base | Max Day | Max Hour | Meters | Customer | Fire Protection | Conservation | General | Total |
| 1 | Water Admin & General | General | 0% | 0% | 0% | 0% | 11% | 0% | 0% | 89% | 100% |
| 2 | Water Engineering | Max Hour Fire | 25% | 18% | 27% | 15% | 0% | 15% | 0% | 0% | 100% |
| 3 | Water Production & Operations - General | Max Day | 59% | 41% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 4 | Water Production Maintenance | Max Day | 59% | 41% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 5 | Water Treatment - HTWTP | Max Day | 59% | 41% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 6 | Water Treatment - HHWTP | Max Day | 59% | 41% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 7 | Water Quality - General | Base | 95% | 0% | 0% | 5% | 0% | 0% | 0% | 0% | 100% |
| 8 | Water Distribution - General | Max Hour Fire | 25% | 18% | 27% | 15% | 0% | 15% | 0% | 0% | 100% |
| 9 | Water Conservation Program | Conservation | 0% | 0% | 0% | 0% | 0% | 0% | 100% | 0% | 100% |
| 10 | B' Contract (Reimbursable) | Base | 95% | 0% | 0% | 5% | 0% | 0% | 0% | 0% | 100% |
| 11 | B' Contract (City) | Base | 95% | 0% | 0% | 5% | 0% | 0% | 0% | 0% | 100% |
| 12 | South Mountain Water (Reimbursable) | Base | 95% | 0% | 0% | 5% | 0% | 0% | 0% | 0% | 100% |
| 13 | | | | | | | | | | | |
| 14 | Water Admin & General | General | $0 | $0 | $0 | $0 | $925,279 | $0 | $0 | $7,486,349 | $8,411,628 |
| 15 | Water Engineering | Max Hour Fire | $302,904 | $212,852 | $317,640 | $178,585 | $0 | $178,585 | $0 | $0 | $1,190,566 |
| 16 | Water Production & Operations - General | Max Day | $3,019,621 | $2,121,896 | $0 | $0 | $0 | $0 | $0 | $0 | $5,141,518 |
| 17 | Water Production Maintenance | Max Day | $1,859,120 | $1,306,409 | $0 | $0 | $0 | $0 | $0 | $0 | $3,165,529 |
| 18 | Water Treatment - HTWTP | Max Day | $493,743 | $346,954 | $0 | $0 | $0 | $0 | $0 | $0 | $840,697 |
| 19 | Water Treatment - HHWTP | Max Day | $681,909 | $479,179 | $0 | $0 | $0 | $0 | $0 | $0 | $1,161,088 |
| 20 | Water Quality - General | Base | $458,256 | $0 | $0 | $24,119 | $0 | $0 | $0 | $0 | $482,375 |
| 21 | Water Distribution - General | Max Hour Fire | $1,416,314 | $995,248 | $1,485,216 | $835,024 | $0 | $835,024 | $0 | $0 | $5,566,826 |
| 22 | Water Conservation Program | Conservation | $0 | $0 | $0 | $0 | $0 | $0 | $452,935 | $0 | $452,935 |
| 23 | B' Contract (Reimbursable) | Base | $93,653 | $0 | $0 | $4,929 | $0 | $0 | $0 | $0 | $98,582 |
| 24 | B' Contract (City) | Base | $12,412 | $0 | $0 | $653 | $0 | $0 | $0 | $0 | $13,066 |
| 25 | South Mountain Water (Reimbursable) | Base | $4,425 | $0 | $0 | $233 | $0 | $0 | $0 | $0 | $4,658 |
| 26 | **Total O&M Expenses** | | **$8,342,358** | **$5,462,538** | **$1,802,856** | **$1,043,543** | **$925,279** | **$1,013,609** | **$452,935** | **$7,486,349** | **$26,529,467** |
| 27 | *O&M Allocation* | | *31%* | *21%* | *7%* | *4%* | *3%* | *4%* | *2%* | *28%* | *100%* |

**Table** 4-5 shows the water capital cost allocation. To minimize fluctuations in the capital cost allocation as capital projects change from year to year, capital costs are allocated on the basis of capital assets. For the purpose of allocating capital costs, City staff provided the water capital assets listed by function (Column A, Lines 16-29). This is representative of the distribution of capital costs shown in **Table 3-5**. Functions include Source of Supply, Wells, Pumping, Treatment, Transmission, Distribution, Storage, Meters, Fire Protection, Customer Billing, Land, Building Improvements, Rolling Stock (Vehicles), and General Plant. The capital asset costs are allocated into each cost component based on the percentage allocation (Lines 1-14) for each component. The final capital expense allocation (Line 31) is determined by taking the weighted proportion of total capital asset costs by cost component.

## Table 4-5: Water Asset Allocation

| Line | A<br>Assets Allocation | B<br>Allocation Basis | C<br>Base | D<br>Max Day | E<br>Max Hour | F<br>Meters | G<br>Customer | H<br>Fire Protection | I<br>Conservation | J<br>General | K<br>Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Source of Supply | Base | 95% | 0% | 0% | 5% | 0% | 0% | 0% | 0% | 100% |
| 2 | Wells | Max Day | 59% | 41% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 3 | Pumping | Max Day | 59% | 41% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 4 | Treatment | Max Day | 59% | 41% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 5 | Transmission | Max Day Fire | 47% | 33% | 0% | 5% | 0% | 15% | 0% | 0% | 100% |
| 6 | Distribution | Max Hour Fire | 25% | 18% | 27% | 15% | 0% | 15% | 0% | 0% | 100% |
| 7 | Storage | Max Day Fire | 47% | 33% | 0% | 5% | 0% | 15% | 0% | 0% | 100% |
| 8 | Meters | Meters | 0% | 0% | 0% | 100% | 0% | 0% | 0% | 0% | 100% |
| 9 | Fire Protection | Fire Service | 0% | 0% | 0% | 0% | 0% | 100% | 0% | 0% | 100% |
| 10 | Customer Billing | Billing & Customer Service | 0% | 0% | 0% | 0% | 100% | 0% | 0% | 0% | 100% |
| 11 | Land | Max Day Fire | 47% | 33% | 0% | 5% | 0% | 15% | 0% | 0% | 100% |
| 12 | Building and Improvements | General | 0% | 0% | 0% | 0% | 11% | 0% | 0% | 89% | 100% |
| 13 | Rolling Stock (Vehicles) | Base | 95% | 0% | 0% | 5% | 0% | 0% | 0% | 0% | 100% |
| 14 | General Plant | Max Day | 59% | 41% | 0% | 0% | 0% | 0% | 0% | 0% | 100% |
| 15 | | | | | | | | | | | |
| 16 | Source of Supply | Base | $9,387,387 | $0 | $0 | $494,073 | $0 | $0 | $0 | $0 | $9,881,460 |
| 17 | Wells | Max Day | $1,504,123 | $1,056,951 | $0 | $0 | $0 | $0 | $0 | $0 | $2,561,074 |
| 18 | Pumping | Max Day | $329,162 | $231,303 | $0 | $0 | $0 | $0 | $0 | $0 | $560,466 |
| 19 | Treatment | Max Day | $42,208 | $29,660 | $0 | $0 | $0 | $0 | $0 | $0 | $71,867 |
| 20 | Transmission | Max Day Fire | $29,223,535 | $20,535,457 | $0 | $3,109,937 | $0 | $9,329,811 | $0 | $0 | $62,198,740 |
| 21 | Distribution | Max Hour Fire | $2,240,016 | $1,574,065 | $2,348,990 | $1,320,658 | $0 | $1,320,658 | $0 | $0 | $8,804,388 |
| 22 | Storage | Max Day Fire | $2,815,532 | $1,978,482 | $0 | $299,626 | $0 | $898,878 | $0 | $0 | $5,992,518 |
| 23 | Meters | Meters | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 24 | Fire Protection | Fire Service | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 25 | Customer Billing | Billing & Customer Service | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 26 | Land | Max Day Fire | $3,307,469 | $2,324,167 | $0 | $351,977 | $0 | $1,055,932 | $0 | $0 | $7,039,545 |
| 27 | Building and Improvements | General | $0 | $0 | $0 | $0 | $1,562,036 | $0 | $0 | $12,638,289 | $14,200,325 |
| 28 | Rolling Stock (Vehicles) | Base | $383,718 | $0 | $0 | $20,196 | $0 | $0 | $0 | $0 | $403,913 |
| 29 | General Plant | Max Day | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 30 | **Total Assets** | | **$49,233,150** | **$27,730,086** | **$2,348,990** | **$5,596,467** | **$1,562,036** | **$12,605,279** | **$0** | **$12,638,289** | **$111,714,296** |
| 31 | *Asset Allocation* | | *44%* | *25%* | *2%* | *5%* | *1%* | *11%* | *0%* | *11%* | *100%* |

## 4.5. Allocation of Fire Protection Costs – Public vs. Private

Water systems provide two types of fire protection: public fire protection for firefighting, which is generally visible as hydrants on a street, and private fire protection which provides fire flow to building and other structure sprinkler systems for fire suppression within private improvements. To determine the share of total fire costs responsible to each, Raftelis performs an analysis of the public hydrants and private fire lines.

**Table 4-6** shows the steps of allocating costs between public and private fire service Each fire connection size has a fire flow demand factor similar to a hydraulic capacity factor of a water meter. The diameter of the connection is raised to the 2.63 power to determine the fire flow demand factor[2]. The number of connections of a specific size is multiplied by the fire flow demand factor to derive total equivalent fire connections. Total fire costs are allocated based on the percentage share of total equivalent fire connections between public and private. The analysis estimates that 75 percent of fire costs relate to public fire and will be included and recovered on the monthly fixed charges. The remaining 25 percent is attributable to private fire service and will be recovered through private fire service charges.

**Table 4-6: Fire Analysis**

| | A | B | C | D |
|---|---|---|---|---|
| Line | Fire Line/Hydrant Size | Fire Ratio | Number of Lines/Hydrants | Equivalent Demand |
| 1 | **Private Fire Line Size** | | | |
| 2 | 2" | 6.19 | 10 | 64 |
| 3 | 3" | 17.98 | 0 | 0 |
| 4 | 4" | 38.32 | 153 | 5,868 |
| 5 | 6" | 111.31 | 151 | 16,817 |
| 6 | 8" | 237.21 | 183 | 43,394 |
| 7 | 10" | 426.58 | 127 | 54,363 |
| 8 | 12" | 689.04 | 0 | 0 |
| 9 | **Total Fire Lines** | **0.00** | **625** | **120,505** |
| 10 | | | | 25% |
| 11 | **Public Fire Hydrant Size** | | | |
| 12 | **6"** | **111.31** | **3,236** | **360,202** |
| 13 | | | | 75% |

## 4.6. Final Cost Allocation of Revenue Requirement

The total revenue recoverable from each cost causation component through water rates is shown in

[2] Hazen-Williams equation via AWWA M1 Manual

**Table** 4-7 using the revenue requirement from **Table** 4-1, the O&M and Capital allocations in

**Table** 4-4 and

**Table** 4-5, and the fire cost analysis in **Table 4-6**. Since public fire protection costs are a function of system capacity, they are reallocated to the Meter component. Interest earnings, shown separately, will be used to offset some rates. Five percent of Base costs and 33 percent of Peaking costs (Max Day plus Max Hour) are allocated to the meter charge to preserve the utility's current fixed revenue recovery of 30 percent.

## Table 4-7: Revenue Requirement by Cost Component

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Line | Cost Allocation | Base | Max Day | Max Hour | Meters | Customer | Fire Protection | Conservation | General | Offset | Total |
| 1 | Operating Revenue Requirement | $7,596,460 | $4,974,127 | $1,641,661 | $950,239 | $842,549 | $922,981 | $412,437 | $6,816,988 | $0 | $24,157,443 |
| 2 | Capital Revenue Requirement | $3,105,589 | $1,749,192 | $148,172 | $353,021 | $98,532 | $795,131 | $0 | $797,213 | $0 | $7,046,850 |
| 3 | Revenue Offset | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | -$286,933 | -$286,933 |
| 4 | **Total Cost of Service** | **$10,702,049** | **$6,723,320** | **$1,789,834** | **$1,303,259** | **$941,081** | **$1,718,112** | **$412,437** | **$7,614,201** | **-$286,933** | **$30,917,361** |
| 5 | Allocation of General Cost | $3,597,842 | $2,260,262 | $601,711 | $438,133 | $0 | $577,599 | $138,654 | -$7,614,201 | $0 | $0 |
| 6 | Allocation to Public Fire | $0 | $0 | $0 | $1,720,216 | $0 | -$1,720,216 | $0 | $0 | $0 | $0 |
| 7 | Allocation of Base to Meter | -$714,995 | $0 | $0 | $714,995 | $0 | $0 | $0 | $0 | $0 | $0 |
| 8 | Allocation of Peak to Meter | $0 | -$2,964,582 | -$789,210 | $3,753,792 | $0 | $0 | $0 | $0 | $0 | $0 |
| 9 | **Total Adjusted Cost of Service** | **$13,584,896** | **$6,019,000** | **$1,602,335** | **$7,930,394** | **$941,081** | **$575,496** | **$551,092** | **$0** | **-$286,933** | **$30,917,361** |

## 4.7. Unit Cost Components

Unit costs for each component must be calculated, which starts by assessing the total water demand (or equivalent service units) for each cost component. Projected water use (base units of service) for FY 2025 is shown in **Table 4-8**. Daily use is calculated as annual use is divided by 365 days. Demand is detailed by rate class. Values are rounded to the nearest ccf and may not be equal to the exact values shown.

### Table 4-8: FY 2025 Projected Water Usage by Class

| | A | B | C |
|---|---|---|---|
| Line | Customer Class | Annual Use (ccf) | Average Daily Use (ccf/day) |
| 1 | Building Water Usage | | |
| 2 | Tier 1 | 3,215,034 | 8,808 |
| 3 | Tier 2 | 282,597 | 774 |
| 4 | Tier 3 | 4,665,284 | 12,782 |
| 5 | Non-Building Water Usage | | |
| 6 | Tier 1 | 76,156 | 209 |
| 7 | Tier 2 | 1,119,180 | 3,066 |
| 8 | **Total** | **9,358,251** | **25,639** |

**Table 4-9** shows the total equivalent meters and annual number of bills. **Table 4-10** shows the total equivalent fire line connections. These totals are used as the denominator in developing unit costs for the rate components of the monthly fixed service charges and private fire service charges.

### Table 4-9: Derivation of Equivalent Meters

| | A | B | C | D | E |
|---|---|---|---|---|---|
| Line | Meter Size | Meter Count | Hydraulic Capacity Factor | Equivalent Meters | Annual Bi-monthly Bills |
| 1 | 5/8" | 179 | 1.00 | 179 | 1,073 |
| 2 | 3/4" | 8,284 | 1.43 | 11,804 | 49,703 |
| 3 | 1" | 11,981 | 2.25 | 26,957 | 71,884 |
| 4 | 1 1/2" | 778 | 4.25 | 3,307 | 4,668 |
| 5 | 2" | 775 | 6.40 | 4,960 | 4,650 |
| 6 | 3" | 78 | 11.25 | 879 | 469 |
| 7 | 4" | 54 | 17.50 | 953 | 327 |
| 8 | 6" | 28 | 32.50 | 902 | 166 |
| 9 | 8" | 13 | 48.00 | 641 | 80 |
| 10 | 10" | 0 | 114.00 | 0 | 0 |
| 11 | 12" | 1 | 150.00 | 154 | 6 |
| 12 | **Total** | **22,171** | | **50,735** | **133,026** |

## Table 4-10: Derivation of Equivalent Fire Lines

| | A | B | C | D | E |
|---|---|---|---|---|---|
| Line | Fire Line Size | Fire Line Count | Demand Factor | Equivalent Fire Lines | Annual Bi-monthly Bills |
| 1 | 2" | 10 | 6.19 | 64 | 62 |
| 2 | 3" | 0 | 17.98 | 0 | 0 |
| 3 | 4" | 153 | 38.32 | 5,868 | 919 |
| 4 | 6" | 151 | 111.31 | 16,817 | 906 |
| 5 | 8" | 183 | 237.21 | 43,394 | 1,098 |
| 6 | 10" | 127 | 426.58 | 54,363 | 765 |
| 7 | 12" | 0 | 689.04 | 0 | 0 |
| 8 | **Total** | **625** | | **120,505** | **3,749** |

**Table** 4-11 shows the total and extra capacity calculation by class and tier for maximum day and maximum hour demand. The class and tier specific maximum day peaking factors were calculated by dividing the maximum billing period usage by the average billing period usage. The class and tier specific maximum hour peaking factors were calculated by multiplying the maximum day peaking factors by the ratio of the system-wide maximum hour to maximum day peaking factors shown in **Table 4-3**.

## Table 4-11: Calculation of Peak Capacity

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Max Day | | | Max Hour | | |
| Line | Customer Class | Annual Use (ccf) | Average Daily Use (ccf/day) | Capacity Factor | Total Capacity (ccf/day) | Extra Capacity (ccf/day) | Capacity Factor | Total Capacity (ccf/day) | Extra Capacity (ccf/day) |
| 1 | **Building Water Usage** | | | | | | | | |
| 2 | Tier 1 | 3,215,034 | 8,808 | 1.33 | 11,683 | 2,875 | 2.14 | 18,879 | 7,195 |
| 3 | Tier 2 | 282,597 | 774 | 1.48 | 1,149 | 375 | 2.40 | 1,856 | 708 |
| 4 | Tier 3 | 4,665,284 | 12,782 | 2.41 | 30,742 | 17,961 | 3.89 | 49,676 | 18,933 |
| 5 | **Non-Building Water Usage** | | | | | | | | |
| 6 | Tier 1 | 76,156 | 209 | 1.55 | 322 | 114 | 2.50 | 521 | 199 |
| 7 | Tier 2 | 1,119,180 | 3,066 | 2.26 | 6,923 | 3,857 | 3.65 | 11,187 | 4,264 |

Utilizing the final cost of service from

**Table** 4-7 as the numerator and **Table 4-8**, **Table 4-9**, **Table 4-10**, and

**Table** 4-11 as the denominators allows us to derive the unit costs of service in

**Table** 4-12. The total cost of service is divided by the respective units of service to calculate the unit cost of each cost component.

Meter costs are divided by the total meter equivalencies from **Table 4-9** multiplied by 6 bi-monthly bills to determine a cost per equivalent meter and annual customer costs are divided by the estimated number of annual monthly bills, also from **Table 4-9**. Fire protection costs are divided by total fire line equivalencies from **Table 4-10** to determine a cost per equivalent inch of fire line. Base delivery costs are divided by total annual water demand from **Table 4-8** to determine a cost per unit of water usage. Similarly, Conservation costs are divided by annual Tier 3 water demand and Offset savings are divided by Building Tier 1 usage as those are the units from **Table 4-8** over which those costs and savings, respectively, are being recovered. The unit costs are used to distribute the cost components to the meter classes and commodity classes and tiers.

## Table 4-12: Cost Causation Component Unit Cost Calculation

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| Line | Cost of Service | Base | Max Day | Max Hour | Meters | Customer | Fire Protection | Conservation | Offset |
| 1 | Cost of Service | $13,584,896 | $6,019,000 | $1,602,335 | $7,930,394 | $941,081 | $575,496 | $551,092 | ($286,933) |
| 2 | Units of Service | 9,358,251 | 25,181 | 31,299 | 304,412 | 136,775 | 723,031 | 4,665,284 | 3,215,034 |
| 3 | Unit of Measure | ccf | ccf/day | ccf/day | equiv. meter/yr | bills/yr | equiv. line/yr | ccf | |
| 4 | **Unit Cost** | **$1.45** | **$239.03** | **$51.19** | **$26.05** | **$6.88** | **$0.80** | **$0.12** | **($0.09)** |

## 4.8. Distribution of Cost Components to Customer Classes

The final step in a cost-of-service analysis is to distribute the cost components to the customer classes using the unit costs derived in

**Table** 4-12. This is the end goal of a cost-of-service analysis and yields the cost to serve each class.

**Table** 4-13 shows the derivation of the costs to serve each class. The supply, base, max day, max hour, conservation, and offset cost components are collected through the commodity charges ($/ccf). Fire protection, meters, and customer cost components are collected through the City's bi-monthly fixed service charge ($/2 months) and private fire service charge ($/2 months). The interest revenue, which is a non-rate revenue and over which the City Council has discretion, is applied as an offset to Tier 1 rate for building usage to provide affordability for low volume customers. All building users will benefit from the lower rate in Tier 1.

To derive the cost to serve each class, the unit costs from

**Table** 4-12 are multiplied by the respective units of service for each class (**Table 4-8**, **Table 4-9**, **Table 4-10**, and

**Table** 4-11). With the cost to serve each user class calculated, we can proceed to derive rates to collect the cost to serve each commodity class, tier, and meter size.

## Table 4-13: Derivation of Costs to Serve Each Class

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| Line | Customer Class | Base | Max Day | Max Hour | Meters | Customer | Fire Protection | Conservation | Offset | Total |
| 1 | Building Water Usage | | | | $7,930,394 | $915,285 | | | | $8,845,679 |
| 2 | Tier 1 | $4,667,102 | $687,190 | $368,367 | | | | | ($286,933) | $5,435,726 |
| 3 | Tier 2 | $410,232 | $89,549 | $36,224 | | | | | | $536,005 |
| 4 | Tier 3 | $6,772,354 | $4,293,149 | $969,294 | | | | $551,092 | | $12,585,888 |
| 5 | Non-Building Water Usage | | | | | | | | | |
| 6 | Tier 1 | $110,551 | $27,213 | $10,168 | | | | | | $147,933 |
| 7 | Tier 2 | $1,624,657 | $921,899 | $218,282 | | | | | | $2,764,838 |
| 8 | Fire Protection | $0 | $0 | $0 | | $25,796 | $575,496 | | | $601,292 |
| 9 | **Total Cost of Service** | **$13,584,896** | **$6,019,000** | **$1,602,335** | **$7,930,394** | **$941,081** | **$575,496** | **$551,092** | **($286,933)** | **$30,917,361** |

# 4.9. Rate Calculation

## 4.9.1. Proposed Bi-Monthly Fixed Charges

**Table 4-14** shows the bi-monthly service charge calculation, which consists of the Meter and Customer cost components. The Meter cost component is derived based on total equivalent meters. Therefore, the meter unit cost (**Table 4-12**, Column E, Line 4) is multiplied by the capacity ratio for each meter size (Column B) to appropriately reflect the share of cost by meter size (Column C). The Customer cost does not vary with meter size, and therefore the Customer unit cost (**Table 4-12**, Column F, Line 4) is applied uniformly across all meter sizes (Column D). These components added together determine the proposed bi-monthly service charge (Column E).

**Table 4-14: Proposed Bi-Monthly Service Charge (FY 2025)**

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| Line | Bi-Monthly Service Charge | Capacity Ratio | Meter | Customer | Proposed Charge | Current Charge |
| 1 | 5/8" | 1.00 | $26.05 | $6.88 | $32.94 | $32.10 |
| 2 | 3/4" | 1.43 | $37.12 | $6.88 | $44.01 | $43.17 |
| 3 | 1" | 2.25 | $58.62 | $6.88 | $65.50 | $64.67 |
| 4 | 1 1/2" | 4.25 | $110.72 | $6.88 | $117.60 | $116.79 |
| 5 | 2" | 6.40 | $166.73 | $6.88 | $173.62 | $172.83 |
| 6 | 3" | 11.25 | $293.08 | $6.88 | $299.97 | $299.23 |
| 7 | 4" | 17.50 | $455.90 | $6.88 | $462.79 | $462.10 |
| 8 | 6" | 32.50 | $846.67 | $6.88 | $853.56 | $853.02 |
| 9 | 8" | 48.00 | $1,250.47 | $6.88 | $1,257.36 | $1,256.97 |
| 10 | 10" | 114.00 | $2,969.87 | $6.88 | $2,976.76 | $2,977.00 |
| 11 | 12" | 150.00 | $3,907.73 | $6.88 | $3,914.61 | $3,915.20 |

## 4.9.2. Proposed Bi-Monthly Fire Service Charges

**Table 4-15** shows the bi-monthly service charge calculation, which consists of the Private Fire and Customer cost components. The Private Fire unit cost (**Table 4-12**, Column G, Line 4) is multiplied by the fire ratio for each fire line diameter (Column B) to appropriately reflect the share of cost by fire line (Column C). A connection's share of the Customer cost does not vary with fire line size, and therefore the Customer unit cost (**Table 4-12**, Column F, Line 4) is applied uniformly across all meter sizes (Column D). These components added together arrive at the proposed bi-monthly fire service charge (Column E).

**Table 4-15: Proposed Bi-Monthly Fire Service Charge (FY 2025)**

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| Line | Bi-Monthly Fire Service Charge | Capacity Ratio | Fire | Customer | Proposed Charge | Current Charge |
| 1 | 2" | 6.19 | $4.93 | $6.88 | $11.81 | $10.19 |
| 2 | 3" | 17.98 | $14.31 | $6.88 | $21.20 | $18.10 |
| 3 | 4" | 38.32 | $30.50 | $6.88 | $37.39 | $31.75 |
| 4 | 6" | 111.31 | $88.60 | $6.88 | $95.48 | $80.73 |
| 5 | 8" | 237.21 | $188.80 | $6.88 | $195.69 | $165.22 |
| 6 | 10" | 426.58 | $339.54 | $6.88 | $346.42 | $292.32 |
| 7 | 12" | 689.04 | $548.44 | $6.88 | $555.33 | $468.46 |

## 4.9.3. Proposed Water Usage Rates

The City's water usage rates consist of five components: Base, Peaking, Supply, Conservation, and Offset. The following subsections will present the calculations for each of the components.

### 4.9.3.1. Base Component

The Base component is applied uniformly across all units of water and is equal to the Base unit cost (**Table 4-12**, Column B, Line 4).

### 4.9.3.2. Peaking Component

**Table 4-16** shows the Peaking unit cost calculation for each customer class and tier. Peaking costs (Column C) are the sum of Max Day and Max Hour costs for each class and tier (**Table 4-13**, Columns C and D). Peaking costs are divided by annual use (Column B) to determine the Peaking unit cost for each class and tier (Column D).

**Table 4-16: Peaking Unit Cost Calculation**

| | A | B | C | D |
|---|---|---|---|---|
| Line | Customer Class | Annual Use (ccf) | Peaking Costs | Unit Cost |
| 1 | **Building Water Usage** | | | |
| 2 | Tier 1 | 3,215,034 | $1,055,557 | $0.33 |
| 3 | Tier 2 | 282,597 | $125,773 | $0.45 |
| 4 | Tier 3 | 4,665,284 | $5,262,443 | $1.13 |
| 5 | **Non-Building Water Usage** | | | |
| 6 | Tier 1 | 76,156 | $37,381 | $0.49 |
| 7 | Tier 2 | 1,119,180 | $1,140,181 | $1.02 |

### 4.9.3.3. Supply Component

Table 4-17 shows the calculation of the unit cost for each source of water (Line 6). The percentage from each source (Line 2) is determined by the proportion of volume purchased from each source in Line 1. These proportions are used to determine the proportion of demand from each source (Line 3). The direct water

purchase costs (provided by City staff) on Line 4 are divided by the estimated potable demand (Line 3) to calculate the unit costs in Line 6.

**Table** 4-18 shows supply component unit cost calculation for each customer class and tier. The lowest cost water source is used for Tier 1, if that source does not meet the demand, then water from the next lowest source is used and so on. Once the Tier 1 demand is met then Tier 2 is allocated the remaining lowest cost water and so on. The uses for each class and tier from each source (Columns E through H) are multiplied by their respective unit costs (**Table 4-17**, Line 6) to calculate the total supply cost for each class and tier in Column J. The total costs (Column J) are divided by the total use (Column I) to calculate the supply unit cost for each class and tier (Column K).

### Table 4-17: Potable Water Supply Cost

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| Line | Potable Water Supply Cost | MC Surface | SAR Surface (BV) | Groundwater | SWP Water | Total |
| 1 | Volume (AF) | 5,700 | 5,466 | 10,767 | 1,342 | 23,275 |
| 2 | % from Source | 24% | 23% | 46% | 6% | 100% |
| 3 | Estimated Potable Demand | 2,291,939 | 2,197,531 | 4,329,091 | 539,690 | 9,358,251 |
| 4 | Direct Water Purchase Costs | $148,209 | $431,779 | $1,453,551 | $200,000 | $2,233,539 |
| 5 | % of Water Purchase Costs | 7% | 19% | 65% | 9% | 100% |
| 6 | Unit Cost ($/ccf) | $0.06 | $0.20 | $0.34 | $0.37 | $0.24 |

## Table 4-18: Supply Component Calculation

| Line | A<br>Customer Class | B<br>Tier Definitions | C<br>Annual Use (ccf) | D<br>% of Annual Use | E<br>MC Surface | F<br>SAR Surface (BV) | G<br>Groundwater | H<br>SWP Water | I<br>Total Use (ccf) | J<br>Total Cost | K<br>Supply Unit Cost |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Building Water Usage** | | | | | | | | | | |
| 2 | Tier 1 | 16 | 3,215,034 | 34% | 1,999,188 | 1,215,847 | 0 | 0 | 3,215,034 | $368,173 | $0.11 |
| 3 | Tier 2 | 27 | 282,597 | 3% | 0 | 282,597 | 0 | 0 | 282,597 | $55,526 | $0.20 |
| 4 | Tier 3 | Over 27 | 4,665,284 | 50% | 0 | 418,395 | 3,776,134 | 470,755 | 4,665,284 | $1,524,549 | $0.33 |
| 5 | **Non-Building Water Usage** | | | | | | | | | | |
| 6 | Tier 1 | 27 | 76,156 | 1% | 76,156 | 0 | 0 | 0 | 76,156 | $4,925 | $0.06 |
| 7 | Tier 2 | Over 27 | 1,119,180 | 12% | 216,595 | 280,692 | 552,958 | 68,935 | 1,119,180 | $280,367 | $0.25 |
| 8 | **Total Potable Use** | | **9,358,251** | **100%** | **2,291,939** | **2,197,531** | **4,329,091** | **539,690** | **9,358,251** | **$2,233,539** | |

### 4.9.3.4. Conservation Component

The Conservation component is applied to Building Tier 3 use and is equal to the Conservation unit cost (**Table 4-12**, Column H, Line 4) for that class and tier only.

### 4.9.3.5. Offset Component

The Offset component is applied to Building Tier 1 use and is equal to the Offset unit cost (**Table 4-12**, Column I, Line 4) for that class and tier only. The offset helps to provide affordability in Tier 1 and benefits all building customers.

### 4.9.3.6. Water Usage Rates

**Table 4-19** shows the calculation of proposed water usage rates (Column H) for each customer class and tier based on the five rate components (Columns C through G) described previously.

**Table 4-19: Proposed Water Usage Rates (FY 2025)**

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| Line | Customer Class | Bi-monthly Tiers, ccf | Supply | Base Delivery | Peaking | Conservation | Offset | Proposed Rate |
| 1 | **Building Water Usage** | | | | | | | |
| 2 | Tier 1 | 16 | $0.11 | $1.21 | $0.33 | $0.00 | ($0.09) | $1.57 |
| 3 | Tier 2 | 27 | $0.20 | $1.21 | $0.45 | $0.00 | $0.00 | $1.86 |
| 4 | Tier 3 | Over 27 | $0.33 | $1.21 | $1.13 | $0.12 | $0.00 | $2.79 |
| 5 | **Non-Building Water Usage** | | | | | | | |
| 6 | Tier 1 | 27 | $0.06 | $1.21 | $0.49 | $0.00 | $0.00 | $1.77 |
| 7 | Tier 2 | Over 27 | $0.25 | $1.21 | $1.02 | $0.00 | $0.00 | $2.49 |

### 4.9.3.7. Proposed Rate Schedule

**Table 4-20** and **Table 4-21** show the proposed bi-monthly water service charges, private fire service charges, and water usage rates, respectively. The proposed water rates after the FY 2025 test year are increased across the board by the revenue adjustments in **Table 3-7**.

## Table 4-20: Proposed Bi-Monthly Service Charges

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Bi-Monthly Water Service Charges | Current Rates | July 2024 | July 2025 | July 2026 | July 2027 | July 2028 |
| 1 | **Water Service** | | | | | | |
| 2 | 5/8" | $32.10 | $32.94 | $33.60 | $34.28 | $34.97 | $35.67 |
| 3 | 3/4" | $43.17 | $44.01 | $44.90 | $45.80 | $46.72 | $47.66 |
| 4 | 1" | $64.67 | $65.50 | $66.81 | $68.15 | $69.52 | $70.92 |
| 5 | 1 1/2" | $116.79 | $117.60 | $119.96 | $122.36 | $124.81 | $127.31 |
| 6 | 2" | $172.83 | $173.62 | $177.10 | $180.65 | $184.27 | $187.96 |
| 7 | 3" | $299.23 | $299.97 | $305.97 | $312.09 | $318.34 | $324.71 |
| 8 | 4" | $462.10 | $462.79 | $472.05 | $481.50 | $491.13 | $500.96 |
| 9 | 6" | $853.02 | $853.56 | $870.64 | $888.06 | $905.83 | $923.95 |
| 10 | 8" | $1,256.97 | $1,257.36 | $1,282.51 | $1,308.17 | $1,334.34 | $1,361.03 |
| 11 | 10" | $2,977.00 | $2,976.76 | $3,036.30 | $3,097.03 | $3,158.98 | $3,222.16 |
| 12 | 12" | $3,915.20 | $3,914.61 | $3,992.91 | $4,072.77 | $4,154.23 | $4,237.32 |
| 13 | | | | | | | |
| 14 | **Fire Protection Service** | | | | | | |
| 15 | 2" | $10.19 | $11.81 | $12.05 | $12.30 | $12.55 | $12.81 |
| 16 | 3" | $18.10 | $21.20 | $21.63 | $22.07 | $22.52 | $22.98 |
| 17 | 4" | $31.75 | $37.39 | $38.14 | $38.91 | $39.69 | $40.49 |
| 18 | 6" | $80.73 | $95.48 | $97.39 | $99.34 | $101.33 | $103.36 |
| 19 | 8" | $165.22 | $195.69 | $199.61 | $203.61 | $207.69 | $211.85 |
| 20 | 10" | $292.32 | $346.42 | $353.35 | $360.42 | $367.63 | $374.99 |
| 21 | 12" | $468.46 | $555.33 | $566.44 | $577.77 | $589.33 | $601.12 |
| 22 | | | | | | | |
| 23 | **Fire Hydrant Service** | | | | | | |
| 24 | All Meters | $73.60 | $299.97 | $305.97 | $312.09 | $318.34 | $324.71 |

## Table 4-21: Proposed Water Usage Rates

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| Line | Water Usage Rates | Bi-Monthly Tiers | Current Rates | July 2024 | July 2025 | July 2026 | July 2027 | July 2028 |
| 1 | **Building Water Usage** | | | | | | | |
| 2 | Tier 1 | 16 | $1.46 | $1.57 | $1.61 | $1.65 | $1.69 | $1.73 |
| 3 | Tier 2 | 27 | $1.78 | $1.86 | $1.90 | $1.94 | $1.98 | $2.02 |
| 4 | Tier 3 | Over 27 | $2.69 | $2.79 | $2.85 | $2.91 | $2.97 | $3.03 |
| 5 | | | | | | | | |
| 6 | **Non-Building Water Usage** | | | | | | | |
| 7 | Tier 1 | 27 | $1.78 | $1.77 | $1.81 | $1.85 | $1.89 | $1.93 |
| 8 | Tier 2 | Over 27 | $2.69 | $2.49 | $2.54 | $2.60 | $2.66 | $2.72 |
| 9 | | | | | | | | |
| 10 | **Fire Protection Water Usage** | | | | | | | |
| 11 | All Units | | $2.69 | $2.79 | $2.85 | $2.91 | $2.97 | $3.03 |

# 5. Wastewater – Financial Plan

This section of the report details the wastewater enterprise's long-term financial plan, based on the projected revenues, expenses, debt service, and capital project costs. Raftelis modeled the financial plan without revenue adjustments (status quo) and with proposed revenue adjustments to ensure the financial sustainability and solvency of the wastewater utility. The result of the wastewater financial plan is the total revenue requirement utilized as the basis for the cost-of-service analysis and resulting rates in the next section of the report.

## 5.1. Customer Accounts and Usage

**Table 5-1** shows the projected wastewater customer accounts and water usage for the study period. City staff provided wastewater customer accounts and usage data for FY 2022, which are then projected based on the customer account growth rates from **Table 2-1**. Typical types of users that fall within the non-residential classes include:

- Low Strength I – Car Wash
- Low Strength II – Office Building
- Low Strength III – Hotel (rooms only, no restaurant)
- Medium Strength I – Laundromat (linen & general)
- Medium Strength II – Mini-Mall
- Medium Strength III – Hotel (with restaurant)
- High Strength I – Laundry (industrial)
- High Strength II - Bakery

### Table 5-1: Projected Wastewater Customer Accounts and Usage

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Wastewater Customer Data | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **Residential (dwelling units)** | | | | | | |
| 2 | Single Family | 16,661 | 16,752 | 16,842 | 16,932 | 17,022 | 17,113 |
| 3 | Multiple Family | 10,017 | 10,072 | 10,126 | 10,180 | 10,234 | 10,289 |
| 4 | **Total - Residential** | **26,678** | **26,824** | **26,967** | **27,111** | **27,256** | **27,402** |
| 5 | | | | | | | |
| 6 | **Non-Residential (ccf)** | | | | | | |
| 7 | Low Strength I | 43,850 | 44,091 | 44,328 | 44,567 | 44,806 | 45,047 |
| 8 | Low Strength II | 411,018 | 413,274 | 415,497 | 417,732 | 419,979 | 422,239 |
| 9 | Low Strength III | 89,331 | 89,821 | 90,305 | 90,790 | 91,279 | 91,770 |
| 10 | Medium Strength I | 26,055 | 26,198 | 26,339 | 26,480 | 26,623 | 26,766 |
| 11 | Medium Strength II | 37,882 | 38,090 | 38,295 | 38,501 | 38,708 | 38,916 |
| 12 | Medium Strength III | 19,582 | 19,689 | 19,795 | 19,902 | 20,009 | 20,117 |
| 13 | High Strength I | 10,217 | 10,273 | 10,328 | 10,383 | 10,439 | 10,495 |
| 14 | High Strength II | 135,769 | 136,514 | 137,248 | 137,987 | 138,729 | 139,475 |
| 15 | Large Volume User | 33,116 | 33,298 | 33,477 | 33,657 | 33,838 | 34,020 |
| 16 | **Total - Non-Residential** | **806,821** | **811,248** | **815,612** | **820,000** | **824,411** | **828,846** |
| 17 | | | | | | | |
| 18 | **Schools (students)** | | | | | | |
| 19 | Elementary | 4,821 | 4,848 | 4,874 | 4,900 | 4,927 | 4,953 |
| 20 | Secondary & High | 8,145 | 8,189 | 8,233 | 8,278 | 8,322 | 8,367 |
| 21 | **Total - Schools** | **12,966** | **13,037** | **13,107** | **13,178** | **13,249** | **13,320** |

## 5.2. Current Rates

The City's current wastewater rates include bi-monthly wastewater service charges for residential customers by type of dwelling unit, a non-residential wastewater usage rate based on ccf of water usage per customer class, and for schools by 100 students. **Table 5-2** shows the current wastewater rates effective July 1, 2021.

### Table 5-2: Current Bi-Monthly Wastewater Service Charges and Usage Rates

| | A | B |
|---|---|---|
| Line | Current Wastewater Rates | FY 2024 |
| 1 | **Bi-Monthly Residential Rate ($/dwelling unit)** | |
| 2 | Single Family | $62.43 |
| 3 | Multiple Family | $48.08 |
| 4 | | |
| 5 | **Non-Residential Rate ($/ccf)** | |
| 6 | Low Strength I | $2.42 |
| 7 | Low Strength II | $2.87 |
| 8 | Low Strength III | $3.32 |
| 9 | Medium Strength I | $3.77 |
| 10 | Medium Strength II | $4.22 |
| 11 | Medium Strength III | $4.67 |
| 12 | High Strength I | $5.12 |
| 13 | High Strength II | $5.56 |
| 14 | Large Volume User | $3.32 |
| 15 | | |
| 16 | **Bi-Monthly Schools Rate ($/100 students)** | |
| 17 | Elementary | $134.38 |
| 18 | Secondary & High | $215.02 |

## 5.3. Calculated Rate Revenues at Current Rates

**Table 5-3** shows the calculated wastewater rate revenues by customer class. To calculate rate revenues, the current wastewater rates (**Table 5-2**) are multiplied by the customer account and usage data (**Table 5-1**) for all years of the study.

*Residential rate revenues (Lines 2-3) = Residential wastewater service charge x Residential dwelling units x 6 billing periods*

*Non-residential rate revenues (Lines 7-15) = Non-residential wastewater usage rate x Non-residential water usage in ccf*

*Schools rate revenues (Lines 19-20) = Schools wastewater service charge x (Number of students / 100 students) x 6 billing periods*

### Table 5-3: Calculated Wastewater Rate Revenues at Current Rates

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Calculated Rate Revenues | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **Residential (dwelling units)** | | | | | | |
| 2 | Single Family | $6,240,804 | $6,275,056 | $6,308,577 | $6,342,276 | $6,376,156 | $6,410,216 |
| 3 | Multiple Family | $2,889,669 | $2,905,522 | $2,921,037 | $2,936,634 | $2,952,315 | $2,968,079 |
| 4 | **Total - Residential** | **$9,130,473** | **$9,180,579** | **$9,229,613** | **$9,278,910** | **$9,328,470** | **$9,378,295** |
| 5 | | | | | | | |
| 6 | **Non-Residential (ccf)** | | | | | | |
| 7 | Low Strength I | $106,118 | $106,700 | $107,274 | $107,851 | $108,432 | $109,015 |
| 8 | Low Strength II | $1,179,622 | $1,186,095 | $1,192,476 | $1,198,891 | $1,205,340 | $1,211,825 |
| 9 | Low Strength III | $296,580 | $298,207 | $299,811 | $301,424 | $303,046 | $304,676 |
| 10 | Medium Strength I | $98,227 | $98,765 | $99,297 | $99,831 | $100,368 | $100,908 |
| 11 | Medium Strength II | $159,863 | $160,740 | $161,605 | $162,474 | $163,348 | $164,227 |
| 12 | Medium Strength III | $91,448 | $91,949 | $92,444 | $92,941 | $93,441 | $93,944 |
| 13 | High Strength I | $52,309 | $52,596 | $52,879 | $53,163 | $53,449 | $53,737 |
| 14 | High Strength II | $754,876 | $759,018 | $763,101 | $767,206 | $771,334 | $775,483 |
| 15 | Large Volume User | $109,946 | $110,549 | $111,144 | $111,741 | $112,343 | $112,947 |
| 16 | **Total - Non-Residential** | **$2,848,988** | **$2,864,620** | **$2,880,031** | **$2,895,524** | **$2,911,101** | **$2,926,762** |
| 17 | | | | | | | |
| 18 | **Schools (students)** | | | | | | |
| 19 | Elementary | $38,875 | $39,088 | $39,298 | $39,510 | $39,722 | $39,936 |
| 20 | Secondary & High | $105,076 | $105,652 | $106,221 | $106,792 | $107,367 | $107,944 |
| 21 | **Total - Schools** | **$143,950** | **$144,740** | **$145,519** | **$146,302** | **$147,089** | **$147,880** |
| 22 | | | | | | | |
| 23 | **Total - Non-Residential and Schools** | **$2,992,938** | **$3,009,360** | **$3,025,550** | **$3,041,826** | **$3,058,190** | **$3,074,642** |

## 5.4. Projected Revenues at Current Rates

**Table 5-4** shows the projected wastewater revenues for the study period. City staff provided actual revenues for FY 2022 and budgeted revenues for FY 2023 and FY 2024. The wastewater rate revenues (Lines 3-4) from FY 2024 and beyond are from the rate revenue calculations (**Table 5-3**, Lines 4 and 23). Investment income (Lines 8, 16, 23, and 27) are calculated using the reserve interest rate (**Table 2-2**, Line 2). All other revenues are inflated for future years based on the non-rate revenue inflation factor (**Table 2-2**, Line 1).

### Table 5-4: Projected Wastewater Revenues at Current Rates

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Projected Revenues | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **Wastewater Service (521)** | | | | | | |
| 2 | Cost Recover/Reimb Expenditure | $3,100 | $3,100 | $3,100 | $3,100 | $3,100 | $3,100 |
| 3 | Sewer Residential | $9,130,473 | $9,180,579 | $9,229,613 | $9,278,910 | $9,328,470 | $9,378,295 |
| 4 | Sewer Non-Residential | $2,992,938 | $3,009,360 | $3,025,550 | $3,041,826 | $3,058,190 | $3,074,642 |
| 5 | Recycled Water Usage | $330,000 | $330,000 | $330,000 | $330,000 | $330,000 | $330,000 |
| 6 | Septage Charge | $48,000 | $48,000 | $48,000 | $48,000 | $48,000 | $48,000 |
| 7 | Frontage Charge | $69,000 | $69,000 | $69,000 | $69,000 | $69,000 | $69,000 |
| 8 | Investment Income | $164,714 | $137,328 | $104,710 | $83,431 | $79,585 | $75,754 |
| 9 | Miscellaneous Receipts | $25,000 | $25,000 | $25,000 | $25,000 | $25,000 | $25,000 |
| 10 | **Total - Wastewater Service (521)** | **$12,763,225** | **$12,802,367** | **$12,834,973** | **$12,879,268** | **$12,941,345** | **$13,003,791** |
| 11 | | | | | | | |
| 12 | **Wastewater Project (523)** | | | | | | |
| 13 | State Grants | $0 | $0 | $0 | $0 | $0 | $0 |
| 14 | Federal Grants | $0 | $0 | $0 | $0 | $0 | $0 |
| 15 | Other Grants | $0 | $0 | $0 | $0 | $0 | $0 |
| 16 | Investment Income | $0 | $0 | $0 | $0 | $0 | $0 |
| 17 | Sale of Surplus Property | $0 | $0 | $0 | $0 | $0 | $0 |
| 18 | Miscellaneous Receipts | $0 | $0 | $0 | $0 | $0 | $0 |
| 19 | Misc Taxable Sales | $0 | $0 | $0 | $0 | $0 | $0 |
| 20 | **Total - Wastewater Project (523)** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** |
| 21 | | | | | | | |
| 22 | **Wastewater Debt Service (526)** | | | | | | |
| 23 | Investment Income | $0 | $0 | $0 | $0 | $0 | $0 |
| 24 | **Total - Wastewater Debt Service (526)** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** |
| 25 | | | | | | | |
| 26 | **Wastewater Capital Improvement (529)** | | | | | | |
| 27 | Investment Income | $18,297 | $18,480 | $18,665 | $18,852 | $19,040 | $19,231 |
| 28 | **Total - Wastewater Capital Improvement (529)** | **$18,297** | **$18,480** | **$18,665** | **$18,852** | **$19,040** | **$19,231** |
| 29 | | | | | | | |
| 30 | **Total - Revenues** | **$12,781,523** | **$12,820,848** | **$12,853,639** | **$12,898,120** | **$12,960,385** | **$13,023,022** |

## 5.5. Projected O&M Expenses

Table 5-5 shows the projected wastewater O&M expenses for the study period. City staff provided the actual O&M expenses for FY 2022 and budgeted O&M expenses for FY 2023 and FY 2024, which are escalated for future years of the study based on the expense inflation factors (**Table 2-3**).

### Table 5-5: Projected Wastewater O&M Expenses

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Projected O&M Expenses | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **Wastewater Service (521)** | | | | | | |
| 2 | Salaries and Benefits | $4,660,205 | $4,846,613 | $5,040,478 | $5,242,097 | $5,451,781 | $5,669,852 |
| 3 | Services - Power | $850,000 | $897,270 | $947,169 | $999,687 | $1,055,118 | $1,113,621 |
| 4 | Services | $5,440,159 | $5,500,364 | $5,665,375 | $5,835,336 | $6,010,396 | $6,190,708 |
| 5 | Supplies - Treatment | $1,054,400 | $1,113,037 | $1,174,936 | $1,240,083 | $1,308,842 | $1,381,414 |
| 6 | Supplies | $1,353,450 | $1,394,054 | $1,435,875 | $1,478,951 | $1,523,320 | $1,569,019 |
| 7 | **Total - Wastewater Service (521)** | **$13,358,214** | **$13,751,338** | **$14,263,832** | **$14,796,154** | **$15,349,457** | **$15,924,615** |
| 8 | | | | | | | |
| 9 | **Wastewater Project (523)** | | | | | | |
| 10 | Services | $250,000 | $257,500 | $265,225 | $273,182 | $281,377 | $289,819 |
| 11 | Supplies | $0 | $0 | $0 | $0 | $0 | $0 |
| 12 | **Total - Wastewater Project (523)** | **$250,000** | **$257,500** | **$265,225** | **$273,182** | **$281,377** | **$289,819** |
| 13 | | | | | | | |
| 14 | **Wastewater Debt Service (526)** | | | | | | |
| 15 | Services | $17,590 | $18,117 | $18,661 | $19,221 | $19,797 | $20,391 |
| 16 | **Total - Wastewater Debt Service (526)** | **$17,590** | **$18,117** | **$18,661** | **$19,221** | **$19,797** | **$20,391** |
| 17 | | | | | | | |
| 18 | **Total - O&M Expenses** | **$13,625,804** | **$14,026,955** | **$14,547,718** | **$15,088,557** | **$15,650,631** | **$16,234,825** |

## 5.6. Debt Service

The City currently has one existing debt issue for the wastewater utility. **Table 5-6** shows the annual principal and interest payments for the existing debt. This debt will be paid off in FY 2025.

### Table 5-6: Existing Wastewater Debt Service

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Existing Debt Service | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **CA Recycled Water Project** | | | | | | |
| 2 | Principal | $347,449 | $356,136 | $0 | $0 | $0 | $0 |
| 3 | Interest | $17,590 | $8,903 | $0 | $0 | $0 | $0 |
| 4 | **Total - CA Recycled Water Project** | **$365,039** | **$365,039** | **$0** | **$0** | **$0** | **$0** |
| 5 | | | | | | | |
| 6 | **Total - Existing Debt Service** | **$365,039** | **$365,039** | **$0** | **$0** | **$0** | **$0** |

To fund the wastewater capital program, the City plans on obtaining an SRF loan in FY 2026. The SRF loan is a 30-year term at 2.1% interest. The proposed loan proceeds would be used to fund most of the wastewater treatment plant rehabilitation capital costs. The proposed annual debt service is shown in **Table 5-7**. Because the SRF loan is paid off after completion of the project it is funding, repayment will start in FY 2028.

### Table 5-7: Proposed Wastewater Debt Service

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Proposed Debt Service | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | Proposed Loan Issuance | $0 | $0 | $45,000,000 | $0 | $0 | $0 |
| 2 | Loan Proceeds | $0 | $0 | $45,000,000 | $0 | $0 | $0 |
| 3 | | | | | | | |
| 4 | **Annual Debt Service** | | | | | | |
| 5 | FY 2024 Bond Issuance | $0 | $0 | $0 | $0 | $0 | $0 |
| 6 | FY 2025 Bond Issuance | | $0 | $0 | $0 | $0 | $0 |
| 7 | FY 2026 Bond Issuance | | | $0 | $0 | $2,036,979 | $2,036,979 |
| 8 | FY 2027 Bond Issuance | | | | $0 | $0 | $0 |
| 9 | FY 2028 Bond Issuance | | | | | $0 | $0 |
| 10 | FY 2029 Bond Issuance | | | | | | $0 |
| 11 | | | | | | | |
| 12 | **Total - Proposed Debt Service** | **$0** | **$0** | **$0** | **$0** | **$2,036,979** | **$2,036,979** |

## 5.7. Capital Projects

City staff provided the CIP for the wastewater utility for the study period.

Table 5-8 shows the CIP costs for the study period, escalated by the capital expense inflation factor (**Table 2-3**, Line 7) to determine CIP costs in future years' dollars. The CIP provided consists of projects totaling $66.3 million for the five years FY 2025 through FY 2029. Projects are funded through a combination of wastewater rate revenues, cash reserves, DIF revenues, and debt proceeds.

## Table 5-8: Inflated Wastewater Capital Projects

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Capital Projects (Inflated) | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **Replacement** | | | | | | |
| 2 | Annual Citywide Sewer Pipeline Replacement | $3,090,000 | $3,182,700 | $3,278,181 | $3,376,526 | $3,477,822 | $3,582,157 |
| 3 | Citywide Sewer Manhole Adjustment | $0 | $318,270 | $0 | $0 | $0 | $0 |
| 4 | WWTP Rehabilitation - MBR System Equipment - Phase 1 | $0 | $0 | $0 | $0 | $0 | $0 |
| 5 | WWTP Rehabilitation - MBR System Equipment Installation- Phase 1A | $0 | $0 | $0 | $0 | $0 | $0 |
| 6 | WWTP Rehabilitation - MBR & Digester Improvements - Phase 1B | $0 | $0 | $0 | $0 | $0 | $0 |
| 7 | WWTP Rehabilitation - Phase 2 (Design) | $0 | $0 | $0 | $0 | $0 | $0 |
| 8 | WWTP Rehabilitation - Phase 2A, 2B, 2C & 2D (Construction) | $0 | $0 | $48,565,640 | $0 | $0 | $0 |
| 9 | Alabama Septage Pond Remediation | $0 | $0 | $0 | $0 | $0 | $0 |
| 10 | WWTP Drying bed leachate remediation | $0 | $0 | $0 | $0 | $0 | $0 |
| 11 | Brine Cap Rehabilitation | $0 | $0 | $0 | $112,551 | $0 | $0 |
| 12 | Storm water-Hillside stabilization and parking lot rehab/expansion | $103,000 | $0 | $0 | $0 | $0 | $0 |
| 13 | WW Composite Samplers | $0 | $0 | $0 | $0 | $0 | $0 |
| 14 | Laboratory Instruments | $56,650 | $63,654 | $71,027 | $78,786 | $86,946 | $95,524 |
| 15 | Centrifuge Conveyor | $0 | $0 | $0 | $0 | $0 | $0 |
| 16 | Chemical Tank Lining Project | $0 | $0 | $0 | $0 | $0 | $0 |
| 17 | Centrifuge HMI Upgrade Phase 1&2 | $0 | $0 | $0 | $0 | $0 | $0 |
| 18 | WWTP Sign- Front Entrance | $0 | $31,827 | $0 | $0 | $0 | $0 |
| 19 | Chemical Feed Skids (Polymer/Sodium Hypochlorite/Ferric) | $0 | $0 | $0 | $0 | $0 | $0 |
| 20 | WW Operations Facility Improvement | $0 | $0 | $0 | $0 | $0 | $0 |
| 21 | Climate Controlled Storage Units | $0 | $0 | $0 | $0 | $0 | $0 |
| 22 | Chemical Storage Tank (Ferric) | $0 | $0 | $0 | $0 | $0 | $0 |
| 23 | Citywide Sewer Manhole REHAB | $515,000 | $0 | $0 | $0 | $0 | $0 |
| 24 | **Total - Replacement** | **$3,764,650** | **$3,596,451** | **$51,914,848** | **$3,567,863** | **$3,564,768** | **$3,677,681** |

**Table 5-9** shows the proposed wastewater capital financing plan based on the CIP (

**Table** 5-8). The City plans to fully fund its wastewater CIP for all years of the study (Line 1). The debt proceeds (Line 11) are from the proposed Debt issues (**Table 5-7**, Line 2).

### Table 5-9: Proposed Wastewater Capital Financing Plan

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Capital Financing Plan | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **CIP to Spend** | 100% | 100% | 100% | 100% | 100% | 100% |
| 2 | | | | | | | |
| 3 | **Inflated Project Costs** | $3,764,650 | $3,596,451 | $51,914,848 | $3,567,863 | $3,564,768 | $3,677,681 |
| 4 | | | | | | | |
| 5 | Bond Proceeds | $0 | $0 | $0 | $0 | $0 | $0 |
| 6 | Balance | $0 | $0 | $0 | $0 | $0 | $0 |
| 7 | | | | | | | |
| 8 | **Capital Financing** | | | | | | |
| 9 | Rate Funded | $3,764,650 | $3,596,451 | $6,914,848 | $3,567,863 | $3,564,768 | $3,677,681 |
| 10 | Bond Funded | $0 | $0 | $0 | $0 | $0 | $0 |
| 11 | Loan Funded | $0 | $0 | $45,000,000 | $0 | $0 | $0 |

## 5.8. Current Financial Plan – Status Quo

**Table 5-10** shows the projected wastewater financial plan under the status quo scenario. Revenues (Lines 2-7) are equal to projected revenues (**Table 5-4**). The O&M expenses (Lines 10-18) are equal to projected O&M expenses for the study period (**Table 5-5**). Existing debt service (Line 21) is equal to the principal and interest payments for the City's outstanding wastewater debt (**Table 5-6**). Rate funded CIP (Line 23) is derived from the capital financing plan (**Table 5-9**).

The net cash flow (Line 27) is negative for all years of the Study under the status quo scenario, signifying that the City's current wastewater rate revenues are not sufficient to fund the operating expenses, debt and capital costs associated with the proposed CIP. In addition, the calculated debt coverage (Line 30) is well below the required coverage (Line 31), which will put the City's wastewater utility into technical default. In FY 2026 and FY 2027, there is no calculated debt coverage because the wastewater utility will not have any debt service payments.

## Table 5-10: Projected Wastewater Financial Plan (Status Quo)

| Line | A<br>Wastewater Financial Plan | B<br>FY 2024 | C<br>FY 2025 | D<br>FY 2026 | E<br>FY 2027 | F<br>FY 2028 | G<br>FY 2029 |
|---|---|---|---|---|---|---|---|
| 1 | **Revenues** | | | | | | |
| 2 | Rate Revenues | $12,171,411 | $12,237,939 | $12,303,163 | $12,368,736 | $12,434,660 | $12,500,937 |
| 3 | Revenue Adjustments | $0 | $0 | $0 | $0 | $0 | $0 |
| 4 | Investment Income | $183,011 | $149,690 | $98,158 | $43,425 | $19,040 | $19,231 |
| 5 | Sale of Surplus Property | $0 | $0 | $0 | $0 | $0 | $0 |
| 6 | Other Revenues | $2,152,100 | $2,152,100 | $2,152,100 | $2,152,100 | $2,152,100 | $2,152,100 |
| 7 | **Total - Revenues** | **$14,506,523** | **$14,539,729** | **$14,553,421** | **$14,564,261** | **$14,605,801** | **$14,672,268** |
| 8 | | | | | | | |
| 9 | **O&M Expenses** | | | | | | |
| 10 | Salaries and Benefits | $4,660,205 | $4,846,613 | $5,040,478 | $5,242,097 | $5,451,781 | $5,669,852 |
| 11 | Services - Power | $850,000 | $897,270 | $947,169 | $999,687 | $1,055,118 | $1,113,621 |
| 12 | Services | $5,707,749 | $5,775,981 | $5,949,261 | $6,127,738 | $6,311,570 | $6,500,918 |
| 13 | Supplies - Purchased Water | $0 | $0 | $0 | $0 | $0 | $0 |
| 14 | Supplies - Treatment | $1,054,400 | $1,113,037 | $1,174,936 | $1,240,083 | $1,308,842 | $1,381,414 |
| 15 | Supplies | $1,353,450 | $1,394,054 | $1,435,875 | $1,478,951 | $1,523,320 | $1,569,019 |
| 16 | Fixed Assets | $0 | $0 | $0 | $0 | $0 | $0 |
| 17 | Debt Service | $0 | $0 | $0 | $0 | $0 | $0 |
| 18 | **Total - O&M Expenses** | **$13,625,804** | **$14,026,955** | **$14,547,718** | **$15,088,557** | **$15,650,631** | **$16,234,825** |
| 19 | | | | | | | |
| 20 | **Debt and Capital** | | | | | | |
| 21 | Existing Debt Service | $365,039 | $365,039 | $0 | $0 | $0 | $0 |
| 22 | Proposed Debt Service | $0 | $0 | $0 | $0 | $2,036,979 | $2,036,979 |
| 23 | Rate Funded Capital Projects | $3,764,650 | $3,596,451 | $6,914,848 | $3,567,863 | $3,564,768 | $3,677,681 |
| 24 | DIF Funded Capital Projects | $0 | $0 | $0 | $0 | $0 | $0 |
| 25 | **Total - Debt and Capital** | **$4,129,689** | **$3,961,490** | **$6,914,848** | **$3,567,863** | **$5,601,747** | **$5,714,660** |
| 26 | | | | | | | |
| 27 | **Net Cash Flow** | **($3,248,970)** | **($3,448,717)** | **($6,909,145)** | **($4,092,158)** | **($6,646,577)** | **($7,277,217)** |
| 28 | Net Operating Revenue | $880,719 | $512,773 | $5,703 | ($524,295) | ($1,044,830) | ($1,562,557) |
| 29 | | | | | | | |
| 30 | **Calculated Debt Coverage** | **2.41** | **1.40** | **#N/A** | **#N/A** | **(0.51)** | **(0.77)** |
| 31 | Required Debt Coverage | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 |
| 32 | | | | | | | |
| 33 | Beginning Balances | $20,017,133 | $16,768,163 | $13,319,447 | $6,410,302 | $2,318,143 | ($4,328,434) |
| 34 | Ending Balances | $16,768,163 | $13,319,447 | $6,410,302 | $2,318,143 | ($4,328,434) | ($11,605,650) |

**Figure 5-1** shows the proposed wastewater capital financing plan in graphical format, based on the capital projects shown in

**Table** 5-8. The dark teal bars represent the portion of CIP funded by rates.

**Figure 5-1: Proposed Wastewater Capital Financing Plan**

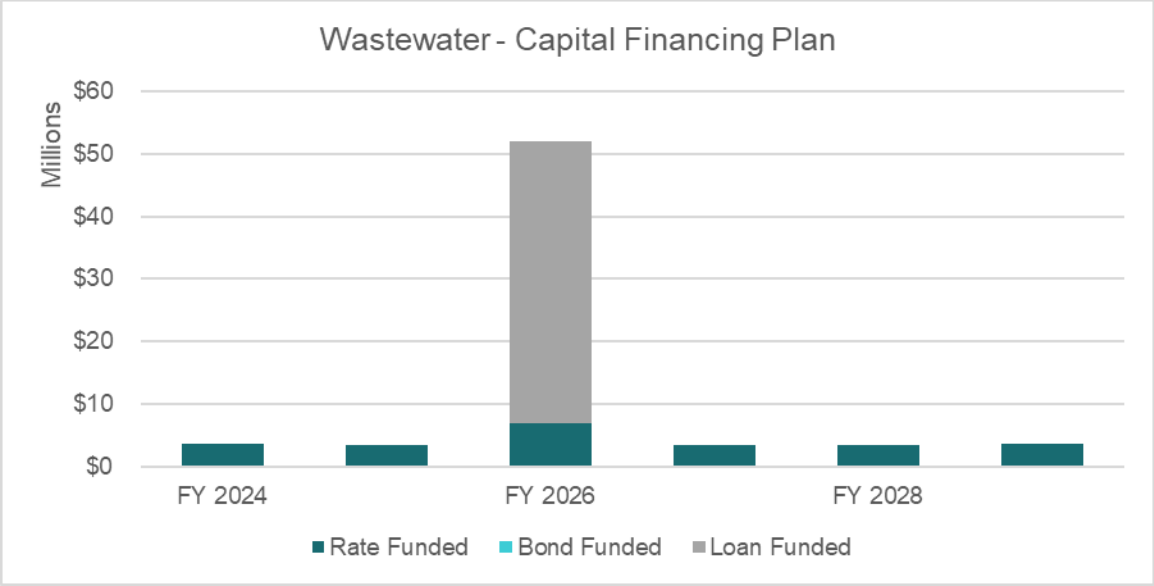



**Figure 5-2** shows the projected wastewater financial plan without revenue adjustments in graphical format. The turquoise line, representing current wastewater revenues, is well below the stacked bars representing the O&M (light grey), treatment and power (teal), debt service (yellow), and capital (dark grey) expenses. The green bars, which are below the stacked bars, show that the City will be drawing down its wastewater cash balances significantly without revenue adjustments.

**Figure 5-2: Projected Wastewater Financial Plan (Status Quo)**

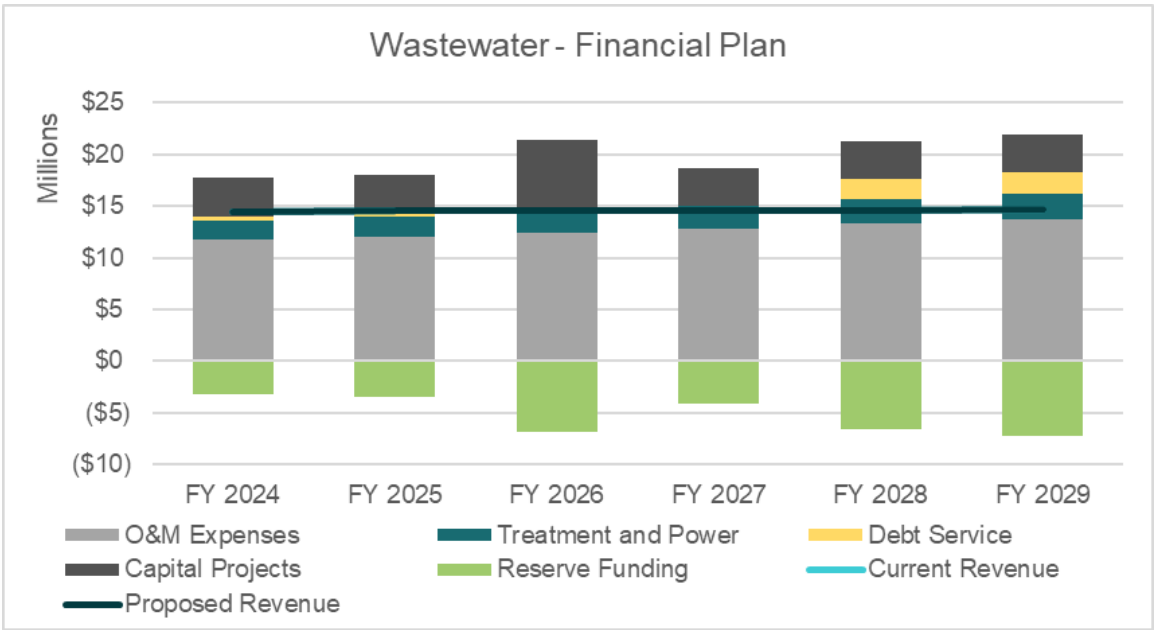
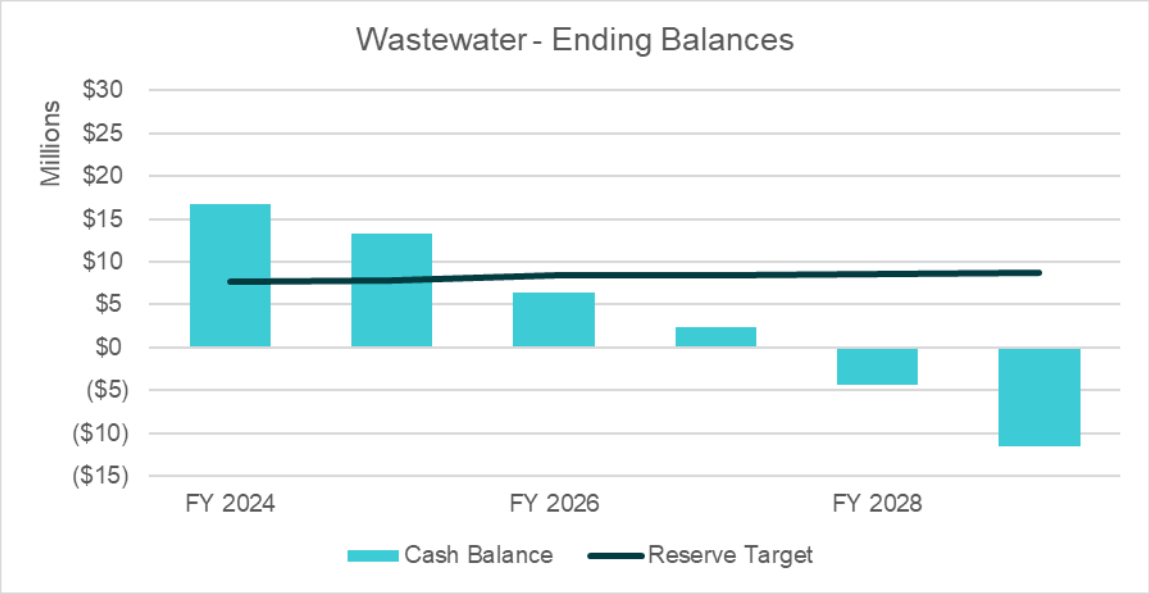


**Figure 5-3** shows the projected wastewater fund cash balance without revenue adjustments in graphical format. In FY 2028, the wastewater unrestricted cash balance (shown as turquoise bars) will be negative and become further depleted at the end of the study period. The grey bars represent the restricted reserves including operating, capital, equipment replacement and treatment plant reserves.

**Figure 5-3: Projected Wastewater Fund Balances (Status Quo)**




## 5.9. Proposed Financial Plan

**Table 5-11** shows the proposed revenue adjustments necessary to maintain the financial sufficiency of the City's wastewater utility. The revenue adjustments will be effective starting July 2024 and in July every year thereafter.

**Table 5-11: Proposed Wastewater Revenue Adjustments**

| Line | A<br>Fiscal Year | B<br>Revenue Adjustment | C<br>Month Effective |
|---|---|---|---|
| 1 | FY 2025 | 10.0% | July |
| 2 | FY 2026 | 10.0% | July |
| 3 | FY 2027 | 10.0% | July |
| 4 | FY 2028 | 10.0% | July |
| 5 | FY 2029 | 8.0% | July |

**Table 5-12** shows the projected wastewater financial plan with the proposed revenue adjustments (**Table 5-11**). The net cash flow (Line 27) is negative in some years of the study period but will reduce the wastewater cash balances significantly less than under the status quo scenario. With the proposed revenue adjustments and debt issuance, the wastewater utility will meet its debt coverage ratio requirements (Line 30) and have positive ending balances (Line 34).

## Table 5-12: Projected Wastewater Financial Plan (Proposed Revenue Adjustments)

| Line | A<br>Wastewater Financial Plan | B<br>FY 2024 | C<br>FY 2025 | D<br>FY 2026 | E<br>FY 2027 | F<br>FY 2028 | G<br>FY 2029 |
|---|---|---|---|---|---|---|---|
| 1 | **Revenues** | | | | | | |
| 2 | Rate Revenues | $12,171,411 | $12,237,939 | $12,303,163 | $12,368,736 | $12,434,660 | $12,500,937 |
| 3 | Revenue Adjustments | $0 | $1,223,794 | $2,583,664 | $4,094,052 | $5,770,926 | $7,265,895 |
| 4 | Investment Income | $183,011 | $155,809 | $123,375 | $102,283 | $98,625 | $94,985 |
| 5 | Sale of Surplus Property | $0 | $0 | $0 | $0 | $0 | $0 |
| 6 | Other Revenues | $2,152,100 | $2,152,100 | $2,152,100 | $2,152,100 | $2,152,100 | $2,152,100 |
| 7 | **Total - Revenues** | **$14,506,523** | **$15,769,642** | **$17,162,303** | **$18,717,171** | **$20,456,311** | **$22,013,917** |
| 8 | | | | | | | |
| 9 | **O&M Expenses** | | | | | | |
| 10 | Salaries and Benefits | $4,660,205 | $4,846,613 | $5,040,478 | $5,242,097 | $5,451,781 | $5,669,852 |
| 11 | Services - Power | $850,000 | $897,270 | $947,169 | $999,687 | $1,055,118 | $1,113,621 |
| 12 | Services | $5,707,749 | $5,775,981 | $5,949,261 | $6,127,738 | $6,311,570 | $6,500,918 |
| 13 | Supplies - Purchased Water | $0 | $0 | $0 | $0 | $0 | $0 |
| 14 | Supplies - Treatment | $1,054,400 | $1,113,037 | $1,174,936 | $1,240,083 | $1,308,842 | $1,381,414 |
| 15 | Supplies | $1,353,450 | $1,394,054 | $1,435,875 | $1,478,951 | $1,523,320 | $1,569,019 |
| 16 | Fixed Assets | $0 | $0 | $0 | $0 | $0 | $0 |
| 17 | Debt Service | $0 | $0 | $0 | $0 | $0 | $0 |
| 18 | **Total - O&M Expenses** | **$13,625,804** | **$14,026,955** | **$14,547,718** | **$15,088,557** | **$15,650,631** | **$16,234,825** |
| 19 | | | | | | | |
| 20 | **Debt and Capital** | | | | | | |
| 21 | Existing Debt Service | $365,039 | $365,039 | $0 | $0 | $0 | $0 |
| 22 | Proposed Debt Service | $0 | $0 | $0 | $0 | $2,036,979 | $2,036,979 |
| 23 | Rate Funded Capital Projects | $3,764,650 | $3,596,451 | $6,914,848 | $3,567,863 | $3,564,768 | $3,677,681 |
| 24 | DIF Funded Capital Projects | $0 | $0 | $0 | $0 | $0 | $0 |
| 25 | **Total - Debt and Capital** | **$4,129,689** | **$3,961,490** | **$6,914,848** | **$3,567,863** | **$5,601,747** | **$5,714,660** |
| 26 | | | | | | | |
| 27 | **Net Cash Flow** | **($3,248,970)** | **($2,218,804)** | **($4,300,263)** | **$60,752** | **($796,066)** | **$64,432** |
| 28 | Net Operating Revenue | $880,719 | $1,742,686 | $2,614,585 | $3,628,615 | $4,805,680 | $5,779,092 |
| 29 | | | | | | | |
| 30 | **Calculated Debt Coverage** | **2.41** | **4.77** | **#N/A** | **#N/A** | **2.36** | **2.84** |
| 31 | Required Debt Coverage | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 |
| 32 | | | | | | | |
| 33 | Beginning Balances | $20,017,133 | $16,768,163 | $14,549,359 | $10,249,096 | $10,309,848 | $9,513,781 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 34 | Ending Balances | $16,768,163 | $14,549,359 | $10,249,096 | $10,309,848 | $9,513,781 | $9,578,214 |

**Figure 5-4** shows the proposed wastewater capital financing plan in graphical format, based on the capital financial plan shown in **Table 5-9**. The dark teal bars represent the portion of replacement CIP funded by rates and the turquoise bars represent the portion of replacement CIP funded by bond proceeds. Most of the capital projects in FY 2026 are funded from SRF Loan proceeds.

**Figure 5-4: Proposed Wastewater Capital Financing Plan**

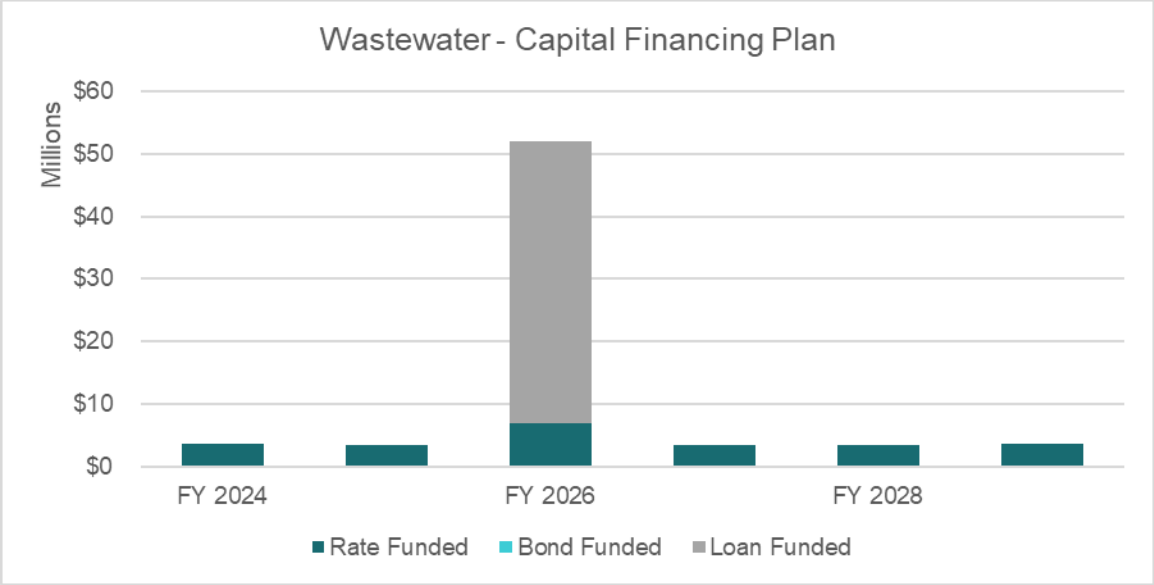



**Figure 5-5** shows the projected wastewater financial plan with the proposed revenue adjustments. Although the net cash flow is still negative in some years of the study, shown by the green bars under the stacked grey, yellow, and teal bars, the additional revenue will allow the wastewater utility to meet its debt coverage requirements and fund its operating and capital costs for the Study period.

### Figure 5-5: Projected Wastewater Financial Plan (Proposed Revenue Adjustments)

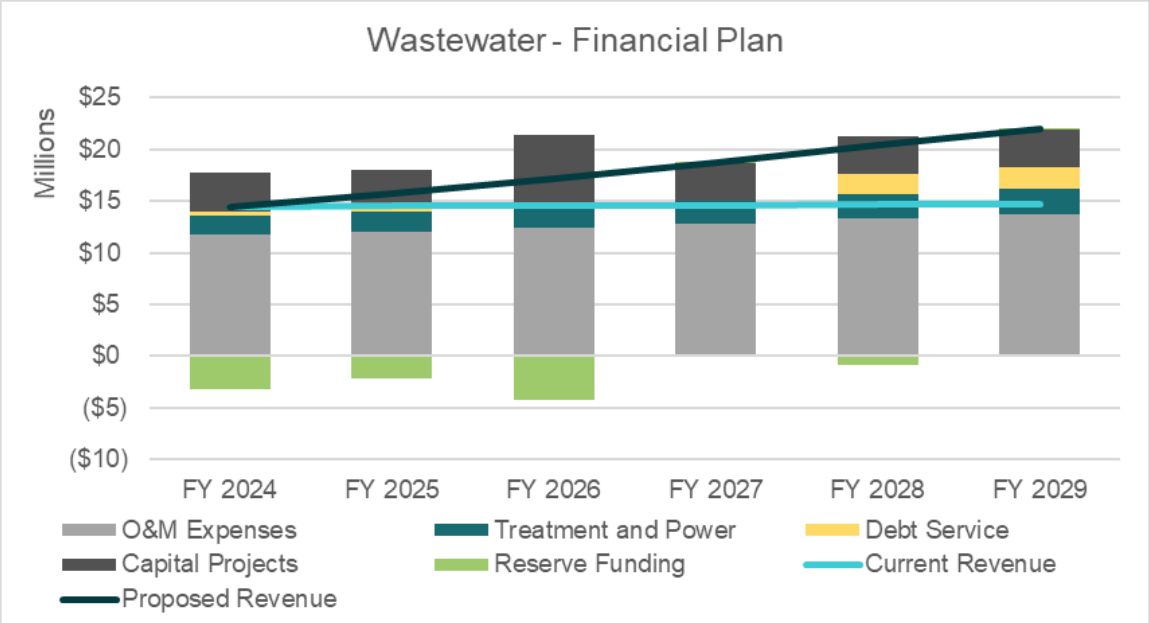



**Figure 5-6** shows the projected wastewater fund balances with the proposed revenue adjustments. The cash balances are positive for all years of the Study. These balances are drawn down to fund the City's capital projects in FY 2025, FY 2026, and FY 2028.

### Figure 5-6: Projected Wastewater Fund Balances (Proposed Revenue Adjustments)



# 6. Wastewater – Cost of Service Analysis and Rates

This section of the report details the cost-of-service analysis and rate calculation process to determine the proposed wastewater rates. The goal of this process is to determine the cost of providing wastewater service to each of the City's wastewater customer classes and to ensure equity and fairness among the various classes.

## 6.1. Process and Approach

The cost-of-service analysis utilized to develop the wastewater rates followed the guidelines for allocating costs outlined in the WEF Manual No. 27. The cost-of-service analysis and rate design process consists of eight major steps, as outlined below:

1. Determine the revenue requirement, equal to the revenue to be recovered from rates.
2. Conduct a treatment plant mass balance analysis to estimate the flows and strength characteristics of each customer class.
3. Functionalize O&M expenses and capital assets into functional categories such as treatment, laboratory, collection, engineering, etc.
4. Allocate each functional category into cost components such as wastewater flow and strength, which includes BOD and TSS.
5. Develop customer class characteristics and units of service by cost component.
6. Calculate the cost component unit rates by dividing the total cost in each cost component by the total units of service for that component. For example, wastewater flow is measured in ccf and BOD and TSS are measured in lbs per year.
7. Calculate the cost for each customer class by multiplying the unit cost by the units of service for each customer class.
8. Design rates to meet City's objectives.

## 6.2. Revenue Requirement

The first step of the cost-of-service analysis is to determine the revenue requirement for the test year, or rate-making year. The test year of this study is FY 2025. **Table 6-1** shows the revenue requirement calculation for the wastewater utility.

The revenue requirements (Lines 2-4) are equal to the O&M expenses and debt and capital costs for FY 2025 (**Table 5-12**, Column C, Lines 18 and 25). The revenues from other sources (Lines 7-11), also known as non-rate revenues or revenue offsets, are equal to all non-rate revenues (**Table 5-12**, Column C, Lines 4-6). The adjustment for cash from/(to) reserves (Line 15) is equal to the negative value of net cash flow (**Table 5-12**, Column C, Line 27).

The revenue to be recovered from rates (Line 19) is divided between operating (Column B) and capital (Column C) based on the function of each line item. For example, debt and capital costs (Line 3) are allocated to capital, while O&M expenses (Line 2) are allocated to operating. Note that the total revenue requirement (Column D, Line 19) is equal to rate revenues for a full year of the revenue adjustment for FY 2025.

**Table 6-1: Wastewater Revenue Requirement Calculation**

| | A | B | C | D |
|---|---|---|---|---|
| Line | Revenue Requirement (FY 2025) | Operating | Capital | Total |
| 1 | **Revenue Requirements** | | | |
| 2 | O&M Expenses | $14,008,838 | $0 | $14,008,838 |
| 3 | Debt and Capital | $0 | $3,979,607 | $3,979,607 |
| 4 | **Total - Revenue Requirements** | **$14,008,838** | **$3,979,607** | **$17,988,445** |
| 5 | | | | |
| 6 | **Revenue from Other Sources** | | | |
| 7 | Investment Income | $0 | $137,328 | $137,328 |
| 8 | Sale of Surplus Property | $0 | $0 | $0 |
| 9 | Other Revenues | $0 | $0 | $0 |
| 10 | Wastewater Service (521) | $427,100 | $0 | $427,100 |
| 11 | Wastewater Project (523) | $0 | $0 | $0 |
| 12 | **Total - Revenue from Other Sources** | **$427,100** | **$137,328** | **$564,428** |
| 13 | | | | |
| 14 | **Adjustments** | | | |
| 15 | Cash from Reserves | $0 | $3,962,284 | $3,962,284 |
| 16 | Midyear Increase | $0 | $0 | $0 |
| 17 | **Subtotal - Adjustments** | **$0** | **$3,962,284** | **$3,962,284** |
| 18 | | | | |
| 19 | **Revenue to be Recovered from Rates** | **$13,581,738** | **($120,005)** | **$13,461,733** |

## 6.3. Plant Mass Balance

The second step of the cost-of-service analysis is to conduct a plant mass balance analysis. The plant mass balance analysis is used to estimate and validate the wastewater loadings (flow and strength) generated by each customer class. While wastewater discharged into sewers for most users is not metered when it enters the wastewater system, the total amount of flow and strength entering the treatment plant is a known quantity. The quantity entering into the wastewater system is called total plant influent.

From the total plant influent, a portion is subtracted for inflows and infiltration (I&I). Non-residential customer flows can be estimated based on their water usage and using industry-accepted return factors. From there, residential customer loadings can be calculated by subtracting I&I and estimated non-residential loadings from total plant influent to determine the reasonableness of residential loadings.

**Table** 6-2 shows the wastewater flow estimates for elementary and secondary schools. The estimated wastewater flow per student (Line 1) in gallons per capita per day (gpcd) is based on industry standards, with some conservation factored in for secondary schools. This is multiplied by the projected number of students for FY 2025 (**Table 5-1**, Column D, Lines 19-20). The annual flow in gallons (Line 3) is converted to ccf (Line 4) to determine the total wastewater flow in ccf for elementary and secondary schools.

## Table 6-2: Schools Wastewater Flow Estimate

| | A | B | C |
|---|---|---|---|
| Line | Schools | Elementary | Secondary |
| 1 | Per Student Flow (gcpd) | 5 | 8 |
| 2 | Students | 4,848 | 8,189 |
| 3 | Annual Flow (gal) | 7,962,732 | 22,418,316 |
| 4 | Annual Flow (ccf) | 10,645 | 29,971 |

**Table** 6-3 shows the plant balance analysis for all customer classes. There is no change to the customer classes which are grouped by the strength of their wastewater flow. The left-most columns (Columns B to D) represent the same values as the right-most columns (Columns F to H) in converted values. Flow is measured in million gallons per day (MGD) and converted to ccf per year. BOD and TSS are measured in milligrams per liter (mg/L) and converted to lbs per year.

City staff provided total plant influent (Line 1) and estimated approximately 7 percent of total influent to be from I&I (Line 2). Customers are grouped based on their strength and estimated strength - BOD and TSS in mg/L (Columns C and D, Lines 2-17) - are based on industry standards. The non-residential return factors (Column E) are estimated for the City's characteristics. The wastewater flows for non-residential customers (Column F, Lines 6-14) are calculated by multiplying the non-residential water usage (**Table 5-1**, Column C, Lines 7-15) by the return factors. The estimated wastewater flows for schools (Column D, Lines 16-17) were calculated in

**Table** 6-2. Septage loadings (Line 20) represent a small portion of total plant loadings; flow is derived from data provided by City staff, and strength is based on industry standards.

The net residential loadings (Line 22) are determined by subtracting non-residential loadings (Lines 5-17), septage (Line 20), and I&I (Line 2) from total plant influent (Line 1).

## Table 6-3: Wastewater Plan Balance Calculation

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| Line | Plant Balance | Flow (MGD) | BOD (mg/L) | TSS (mg/L) | Return Factor | Flow (ccf) | BOD (lbs/yr) | TSS (lbs/yr) |
| 1 | Total Plant Influent | 5.85 | 329 | 248 | | 2,852,760 | 5,863,450 | 4,423,940 |
| 2 | Less: I&I | 0.41 | 100 | 100 | | 199,693 | 124,656 | 124,656 |
| 3 | **Net Plant Influent** | **5.44** | **346** | **260** | | **2,653,067** | **5,738,795** | **4,299,284** |
| 4 | | | | | | | | |
| 5 | **Non-Residential** | | | | | | | |
| 6 | Low Strength I | 0.08 | 50 | 50 | 84% | 37,036 | 11,560 | 11,560 |
| 7 | Low Strength II | 0.71 | 150 | 150 | 84% | 347,150 | 325,055 | 325,055 |
| 8 | Low Strength III | 0.15 | 250 | 250 | 84% | 75,450 | 117,747 | 117,747 |
| 9 | Medium Strength I | 0.05 | 350 | 350 | 84% | 22,006 | 48,079 | 48,079 |
| 10 | Medium Strength II | 0.07 | 450 | 450 | 84% | 31,996 | 89,878 | 89,878 |
| 11 | Medium Strength III | 0.03 | 550 | 550 | 84% | 16,539 | 56,784 | 56,784 |
| 12 | High Strength I | 0.02 | 650 | 650 | 84% | 8,629 | 35,013 | 35,013 |
| 13 | High Strength II | 0.23 | 750 | 750 | 84% | 114,672 | 536,867 | 536,867 |
| 14 | Large Volume User | 0.06 | 250 | 250 | 84% | 27,970 | 43,650 | 43,650 |
| 15 | | | | | | | | |
| 16 | Elementary School | 0.02 | 130 | 130 | 100% | 10,645 | 8,639 | 8,639 |
| 17 | Secondary & High School | 0.06 | 130 | 130 | 100% | 29,971 | 24,322 | 24,322 |
| 18 | **Subtotal Non-Residential Flow** | **1.48** | **288** | **288** | | **722,064** | **1,297,592** | **1,297,592** |
| 19 | | | | | | | | |
| 20 | Septage | 0.001 | 5,400 | 12,000 | | 583 | 19,665 | 43,700 |
| 21 | | | | | | | | |
| 22 | **Net Residential Flow** | **3.96** | **367** | **245** | | **1,930,419** | **4,421,538** | **2,957,993** |

The plant mass balance analysis in

**Table** 6-3 results in total estimated residential loadings. **Table 6-4** shows the number of total single family and multiple family dwelling units. To allocate the total flow and strength between single and multiple family customers, the dwelling units (**Table 5-1**, Column D, Lines 2-3) are multiplied by the dwelling unit (DU) ratio (Column C) to determine the adjusted units (Column D). The dwelling unit ratio represents the amount of wastewater flow compared to the average flow from a single family customer. The ratio for multiple family dwelling units is lower than that of single family because multiple family units tend to have a smaller household size based on housing density data. The proportion of adjusted units (Column E), or equivalent dwelling units (EDU), is used to allocate the estimated residential loadings between single and multiple family.

### Table 6-4: Residential Proportion of Wastewater Flow

| | A | B | C | D | E |
|---|---|---|---|---|---|
| Line | Residential Customer Classes | Dwelling Units | DU Ratio | Adjusted Units | Proportion of Total Units |
| 1 | Single Family | 16,752 | 1.00 | 16,752 | 67.7% |
| 2 | Multiple Family | 10,072 | 0.79 | 7,991 | 32.3% |
| 3 | **Total - Residential** | **26,824** | | **24,744** | **100.0%** |

Table 6-5 shows the estimated residential wastewater loadings, allocated using the EDU ratios (**Table 6-4**, Column E). The total residential flow (Line 3) is equal to that calculated in the plant mass balance analysis (

**Table** 6-3, Columns F to H, Line 22). To validate the results of the plant mass balance analysis, the total estimated residential flow is divided by the total population estimate, equal to 70,130 people, to determine that each resident in the City uses 56 gpcd. The residential wastewater strength shown in **Table 6-3**, Line 22, is also reasonable given the reduced wastewater flow. This is a reasonable estimate based on industry standard wastewater flow and strength estimates.

**Table 6-5: Estimated Residential Wastewater Loadings**

| | A | B | C | D |
|---|---|---|---|---|
| Line | Residential Customer Classes | Flow (ccf) | BOD (lbs/yr) | TSS (lbs/yr) |
| 1 | Single Family | 1,306,953 | 2,993,516 | 2,002,651 |
| 2 | Multiple Family | 623,467 | 1,428,022 | 955,342 |
| 3 | **Total - Residential** | **1,930,419** | **4,421,538** | **2,957,993** |

The estimated flow from a single family dwelling unit is 160 gpd. The wastewater strength is higher because of lower wastewater flow due to conservation. This is now common for residential flow and strength. The estimated flow is calculated as follows:

*1,306,953 ccf per year / 16,752 units x 748 ccf per gallon / 365 days per year = 160 gpd*

## 6.4. Operating and Capital Cost Allocation

The next step in the cost-of-service analysis is to determine the operating and capital cost allocations by cost component. The cost components in this Study include flow, BOD, TSS, and general.

**Table 6-6** shows the wastewater operating cost allocation. The flow cost component represents costs associated with wastewater flow, such as collection. The BOD and TSS cost components represent costs associated with wastewater strength, such as treatment and laboratory analyses. General costs, such as administration or engineering costs, do not have a specific function.

For the purpose of allocating operating costs, City staff provided the O&M expense budget estimates by function (Column F, Lines 13-21). This is representative of the distribution of operating costs shown in **Table 5-5**. Functions include administration, engineering, treatment and operations, treatment plant maintenance, quality control, industrial waste monitoring, collection, and laboratory. The operating costs are allocated to each cost component based on the percentage allocation (Lines 2-10) for each component. The final O&M expense allocation (Line 23) is determined by taking the weighted proportion of total operating costs by cost component based on the percentage allocations.

## Table 6-6: Wastewater Operating Cost Allocation

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| **Line** | **O&M Expense Allocation** | **Flow** | **BOD** | **TSS** | **General** | **Total** |
| 1 | **Percentage Allocation** | | | | | |
| 2 | Wastewater Admin & General | | | | 100% | 100% |
| 3 | Wastewater Engineering | | | | 100% | 100% |
| 4 | Wastewater Treatment and Operations | 50% | 25% | 25% | | 100% |
| 5 | Wastewater Treatment Plant Maintenance | 50% | 25% | 25% | | 100% |
| 6 | Wastewater Quality Control | | 50% | 50% | | 100% |
| 7 | Wastewater Industrial Waste Monitoring | 100% | | | | 100% |
| 8 | Wastewater Collection System - General | 100% | | | | 100% |
| 9 | WW Joint Laboratory - Water | | 50% | 50% | | 100% |
| 10 | WW Joint Laboratory - Solid Waste | | 50% | 50% | | 100% |
| 11 | | | | | | |
| 12 | **Dollar Allocation** | | | | | |
| 13 | Wastewater Admin & General | $0 | $0 | $0 | $3,365,775 | $3,365,775 |
| 14 | Wastewater Engineering | $0 | $0 | $0 | $734,148 | $734,148 |
| 15 | Wastewater Treatment and Operations | $2,372,907 | $1,186,454 | $1,186,454 | $0 | $4,745,814 |
| 16 | Wastewater Treatment Plant Maintenance | $604,593 | $302,297 | $302,297 | $0 | $1,209,186 |
| 17 | Wastewater Quality Control | $0 | $361,003 | $361,003 | $0 | $722,006 |
| 18 | Wastewater Industrial Waste Monitoring | $930,789 | $0 | $0 | $0 | $930,789 |
| 19 | Wastewater Collection System - General | $1,990,298 | $0 | $0 | $0 | $1,990,298 |
| 20 | WW Joint Laboratory - Water | $0 | $160,103 | $160,103 | $0 | $320,206 |
| 21 | WW Joint Laboratory - Solid Waste | $0 | $4,366 | $4,366 | $0 | $8,732 |
| 22 | **Total - O&M Expenses** | **$5,898,587** | **$2,014,222** | **$2,014,222** | **$4,099,924** | **$14,026,955** |
| 23 | *O&M Expense Allocation* | *42.1%* | *14.4%* | *14.4%* | *29.2%* | *100.0%* |

**Table 6-7** shows the wastewater capital cost allocation. To minimize fluctuations in the capital cost allocation as capital projects change from year to year, capital costs are allocated on the basis of capital assets. For the purpose of allocating capital costs, City staff provided the wastewater capital assets listed by function (Column F, Lines 10-15). This is representative of the distribution of capital costs shown in

**Table** 5-8. Functions include land, wastewater facilities, construction in progress, machinery and equipment, collection system, and vehicles. The capital asset costs are allocated into each cost component based on the percentage allocation (Lines 2-7) for each component. The final capital expense allocation (Line 17) is determined by taking the weighted proportion of total capital asset costs by cost component.

**Table 6-7: Wastewater Capital Allocation**

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| Line | Capital Expense Allocation | Flow | BOD | TSS | General | Total |
| 1 | **Percentage Allocation** | | | | | |
| 2 | Land (For WWTP and Perc Ponds) | 50% | 25% | 25% | | 100% |
| 3 | Wastewater Facilities/Plant | 50% | 25% | 25% | | 100% |
| 4 | Construction in Progress | | | | 100% | 100% |
| 5 | Machinery and Equipment | 50% | 25% | 25% | | 100% |
| 6 | Collection System | 100% | | | | 100% |
| 7 | Vehicles | 100% | | | | 100% |
| 8 | | | | | | |
| 9 | **Dollar Allocation** | | | | | |
| 10 | Land (For WWTP and Perc Ponds) | $2,219,416 | $1,109,708 | $1,109,708 | $0 | $4,438,832 |
| 11 | Wastewater Facilities/Plant | $5,307,140 | $2,653,570 | $2,653,570 | $0 | $10,614,280 |
| 12 | Construction in Progress | $0 | $0 | $0 | $0 | $0 |
| 13 | Machinery and Equipment | $82,840 | $41,420 | $41,420 | $0 | $165,680 |
| 14 | Collection System | $18,220,858 | $0 | $0 | $0 | $18,220,858 |
| 15 | Vehicles | $186,819 | $0 | $0 | $0 | $186,819 |
| 16 | **Total - Capital Assets** | **$26,017,073** | **$3,804,698** | **$3,804,698** | **$0** | **$33,626,469** |
| 17 | *Capital Expense Allocation* | *77%* | *11%* | *11%* | *0%* | *100%* |

## 6.5. Unit Cost Components

**Table 6-8** shows the wastewater service units by cost component, which are from the plant mass balance analysis (

**Table** 6-3).

### Table 6-8: Wastewater Service Units by Cost Components

| | A | B | C | D |
|---|---|---|---|---|
| Line | Customer Class | Flow (ccf) | BOD (lbs/yr) | TSS (lbs/yr) |
| 1 | **Residential** | | | |
| 2 | Single Family Residence | 1,306,953 | 2,993,516 | 2,002,651 |
| 3 | Multi-Family Residence | 623,467 | 1,428,022 | 955,342 |
| 4 | **Total - Residential** | **1,930,419** | **4,421,538** | **2,957,993** |
| 5 | | | | |
| 6 | **Non-Residential** | | | |
| 7 | Low Strength I | 37,036 | 11,560 | 11,560 |
| 8 | Low Strength II | 347,150 | 325,055 | 325,055 |
| 9 | Low Strength III | 75,450 | 117,747 | 117,747 |
| 10 | Medium Strength I | 22,006 | 48,079 | 48,079 |
| 11 | Medium Strength II | 31,996 | 89,878 | 89,878 |
| 12 | Medium Strength III | 16,539 | 56,784 | 56,784 |
| 13 | High Strength I | 8,629 | 35,013 | 35,013 |
| 14 | High Strength II | 114,672 | 536,867 | 536,867 |
| 15 | Large Volume User | 27,970 | 43,650 | 43,650 |
| 16 | **Total - Non-Residential** | **681,448** | **1,264,632** | **1,264,632** |
| 17 | | | | |
| 18 | **Schools** | | | |
| 19 | Elementary School | 10,645 | 8,639 | 8,639 |
| 20 | Secondary & High School | 29,971 | 24,322 | 24,322 |
| 21 | **Total - Schools** | **40,616** | **32,960** | **32,960** |
| 22 | | | | |
| 23 | **Septage** | **583** | **19,665** | **43,700** |
| 24 | | | | |
| 25 | **Total** | **2,653,067** | **5,738,795** | **4,299,284** |

**Table 6-9** shows the calculation of unit costs by cost component. The operating revenue requirement (**Table 6-1**, Column B, Line 19) is allocated based on the O&M expense allocation (**Table 6-6**, Line 23) for each cost component. Similarly, the capital revenue requirement (**Table 6-1**, Column C, Line 19) is allocated based on the capital asset allocation (**Table 6-7**, Line 17). Then, the general costs (Column E, Line 3) are reallocated to the flow, BOD, and TSS cost components proportionately to the remaining cost of service. The adjusted cost of service for each cost component (Line 5) is divided by the units of service (Line 7) derived from **Table 6-8**, resulting in the unit cost component.

### Table 6-9: Wastewater Cost of Service and Unit Costs

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| **Line** | **Cost of Service Allocation** | **Flow** | **BOD** | **TSS** | **General** | **Total** |
| 1 | Operating Cost | $5,711,365 | $1,950,291 | $1,950,291 | $3,969,792 | $13,581,738 |
| 2 | Capital Cost | ($92,849) | ($13,578) | ($13,578) | $0 | ($120,005) |
| 3 | **Total Cost of Service** | **$5,618,516** | **$1,936,713** | **$1,936,713** | **$3,969,792** | **$13,461,733** |
| 4 | Allocation of General Costs | $2,349,818 | $809,987 | $809,987 | ($3,969,792) | $0 |
| 5 | **Adjusted Cost of Service** | **$7,968,335** | **$2,746,699** | **$2,746,699** | **$0** | **$13,461,733** |
| 6 | | | | | | |
| 7 | Units of Service | 2,653,067 | 5,738,795 | 4,299,284 | | |
| 8 | | ccf | lbs/yr | lbs/yr | | |
| 9 | | | | | | |
| 10 | Unit Cost | $3.00 | $0.48 | $0.64 | | |
| 11 | | ccf | lbs/yr | lbs/yr | | |

## 6.6. Revenue Requirement Allocation

The final step in the cost-of-service analysis is to allocate the revenue requirement to each customer class based on their share of burden in the wastewater system. **Table 6-10** shows the revenue requirement allocated to each customer class based on the cost components, which is calculated by multiplying the unit costs of each cost component (**Table 6-9**, Line10 ) by the units of service for each customer class (**Table 6-8**). Note that the total cost of service (Column E, Line 25) is equal to the total revenue required from rates (**Table 6-1**, Column D, Line 19). The calculations in the table may not be equal to the precise number shown due to rounding within the tables.

### Table 6-10: Allocation of Wastewater Revenue Requirement to Customer Classes

| | A | B | C | D | E |
|---|---|---|---|---|---|
| Line | Customer Class | Flow | BOD | TSS | Total |
| 1 | **Residential** | | | | |
| 2 | Single Family Residence | $3,925,357 | $1,432,755 | $1,279,441 | $6,637,553 |
| 3 | Multi-Family Residence | $1,872,546 | $683,479 | $610,342 | $3,166,368 |
| 4 | **Total - Residential** | **$5,797,903** | **$2,116,234** | **$1,889,783** | **$9,803,921** |
| 5 | | | | | |
| 6 | **Non-Residential** | | | | |
| 7 | Low Strength I | $111,237 | $5,533 | $7,385 | $124,155 |
| 8 | Low Strength II | $1,042,644 | $155,578 | $207,669 | $1,405,891 |
| 9 | Low Strength III | $226,610 | $56,356 | $75,225 | $358,191 |
| 10 | Medium Strength I | $66,094 | $23,012 | $30,717 | $119,823 |
| 11 | Medium Strength II | $96,097 | $43,017 | $57,421 | $196,535 |
| 12 | Medium Strength III | $49,674 | $27,178 | $36,278 | $113,130 |
| 13 | High Strength I | $25,917 | $16,758 | $22,369 | $65,043 |
| 14 | High Strength II | $344,410 | $256,955 | $342,990 | $944,355 |
| 15 | Large Volume User | $84,007 | $20,892 | $27,887 | $132,785 |
| 16 | **Total - Non-Residential** | **$2,046,690** | **$605,277** | **$807,940** | **$3,459,907** |
| 17 | | | | | |
| 18 | **Schools** | | | | |
| 19 | Elementary School | $31,973 | $4,135 | $5,519 | $41,627 |
| 20 | Secondary & High School | $90,016 | $11,641 | $15,538 | $117,196 |
| 21 | **Total - Schools** | **$121,989** | **$15,776** | **$21,058** | **$158,822** |
| 22 | | | | | |
| 23 | **Septage** | **$1,752** | **$9,412** | **$27,918** | **$39,083** |
| 24 | | | | | |
| 25 | **Total** | **$7,968,335** | **$2,746,699** | **$2,746,699** | **$13,461,733** |

## 6.7. Rate Calculation

**Table 6-11** shows the rate calculation for the City's proposed wastewater rates for the FY 2025 test year.

*Bi-monthly residential service charge = Residential cost of service / dwelling units / 6 billing periods*

*Non-residential wastewater usage rate = Non-residential cost of service / ccf of water usage*

*Bi-monthly schools service charge = Schools cost of service / students x 100 students / 6 billing periods*

The City's wastewater utility incurs additional costs (Line 22) to serve septage customers above and beyond the allocated cost of service. These additional costs are equal to the total burdened labor cost for administrative work related to collecting septage. Note that the revenues from septage charges were estimated in the projected wastewater revenues (**Table 5-4**, Line 5). The additional costs are calculated as follows:

*$30 per hour x 0.25 hours x 2 for overhead costs / 2,000 gallons per load x 363,636 gallons of septage per year*

## Table 6-11: Wastewater Bi-Monthly Rate Calculation

| | A | B | C | D |
|---|---|---|---|---|
| Line | Customer Class | Cost of Service | FY 2025 Units | Proposed Bi-Monthly Rate |
| 1 | **Residential** | | *dwelling units* | *per dwelling unit* |
| 2 | Single Family Residence | $6,637,553 | 16,752 | $66.04 |
| 3 | Multi-Family Residence | $3,166,368 | 10,072 | $52.40 |
| 4 | | | | |
| 5 | **Non-Residential** | | *ccf of water* | *per ccf* |
| 6 | Low Strength I | $124,155 | 44,091 | $2.82 |
| 7 | Low Strength II | $1,405,891 | 413,274 | $3.41 |
| 8 | Low Strength III | $358,191 | 89,821 | $3.99 |
| 9 | Medium Strength I | $119,823 | 26,198 | $4.58 |
| 10 | Medium Strength II | $196,535 | 38,090 | $5.16 |
| 11 | Medium Strength III | $113,130 | 19,689 | $5.75 |
| 12 | High Strength I | $65,043 | 10,273 | $6.34 |
| 13 | High Strength II | $944,355 | 136,514 | $6.92 |
| 14 | Large Volume User | $132,785 | 33,298 | $3.99 |
| 15 | | | | |
| 16 | **Schools** | | *students* | *per 100 students* |
| 17 | Elementary School | $41,627 | 4,848 | $143.11 |
| 18 | Secondary & High School | $117,196 | 8,189 | $238.52 |
| 19 | | | | |
| 20 | **Septage** | | *gallons* | *per gallon* |
| 21 | Cost of Service | $39,083 | 436,364 | $0.09 |
| 22 | Additional Costs | $3,273 | 436,364 | $0.01 |
| 23 | Total Septage | $42,355 | 436,364 | $0.10 |

**Table** 6-12 shows the bi-monthly rate comparison between the proposed rates calculated in **Table 6-11** and the City's current wastewater rates.

### Table 6-12: Wastewater Bi-Monthly Rate Comparison

| | A | B | C | D |
|---|---|---|---|---|
| Line | Customer Class | Proposed Bi-Monthly Rate | Current Bi-Monthly Rate | Difference ($) |
| 1 | **Residential** | *per dwelling unit* | | |
| 2 | Single Family Residence | $66.04 | $62.43 | $3.61 |
| 3 | Multi-Family Residence | $52.40 | $48.08 | $4.32 |
| 4 | | | | |
| 5 | **Non-Residential** | *per ccf* | | |
| 6 | Low Strength I | $2.82 | $2.42 | $0.40 |
| 7 | Low Strength II | $3.41 | $2.87 | $0.54 |
| 8 | Low Strength III | $3.99 | $3.32 | $0.67 |
| 9 | Medium Strength I | $4.58 | $3.77 | $0.81 |
| 10 | Medium Strength II | $5.16 | $4.22 | $0.94 |
| 11 | Medium Strength III | $5.75 | $4.67 | $1.08 |
| 12 | High Strength I | $6.34 | $5.12 | $1.22 |
| 13 | High Strength II | $6.92 | $5.56 | $1.36 |
| 14 | Large Volume User | $3.99 | $3.32 | $0.67 |
| 15 | | | | |
| 16 | **Schools** | *per 100 students* | | |
| 17 | Elementary School | $143.11 | $134.38 | $8.73 |
| 18 | Secondary & High School | $238.52 | $215.02 | $23.50 |
| 19 | | | | |
| 20 | **Septage** | *per gallon* | | |
| 21 | Septage Charge * | $0.10 | $0.11 | ($0.01) |

* minimum septage charge is $15

## 6.8. Proposed Rates

**Table 6-13** and **Table 6-14** show the proposed bi-monthly wastewater service charges and the non-residential wastewater rates, respectively. The proposed wastewater rates for July 2024 are from **Table 6-11**. The proposed wastewater rates in the following years are increased across the board by the revenue adjustments in **Table 5-11**.

### Table 6-13: Proposed Bi-Monthly Wastewater Service Charges

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Bi-Monthly Wastewater Service Charges | Current Rates | July 2024 | July 2025 | July 2026 | July 2027 | July 2028 |
| 1 | Residential ($/dwelling unit) | | | | | | |
| 2 | Single Family | $62.43 | $66.04 | $72.65 | $79.92 | $87.92 | $94.96 |
| 3 | Multiple Family | $48.08 | $52.40 | $57.64 | $63.41 | $69.76 | $75.35 |
| 4 | | | | | | | |
| 5 | Schools ($/100 students) | | | | | | |
| 6 | Elementary | $134.38 | $143.11 | $157.43 | $173.18 | $190.50 | $205.74 |
| 7 | Secondary & High | $215.02 | $238.52 | $262.38 | $288.62 | $317.49 | $342.89 |

## Table 6-14: Proposed Non-Residential Wastewater Rates

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Wastewater Usage Rates | Current Rates | July 2024 | July 2025 | July 2026 | July 2027 | July 2028 |
| 1 | Non-Residential Usage ($/ccf) | | | | | | |
| 2 | Low Strength I | $2.42 | $2.82 | $3.11 | $3.43 | $3.78 | $4.09 |
| 3 | Low Strength II | $2.87 | $3.41 | $3.76 | $4.14 | $4.56 | $4.93 |
| 4 | Low Strength III | $3.32 | $3.99 | $4.39 | $4.83 | $5.32 | $5.75 |
| 5 | Medium Strength I | $3.77 | $4.58 | $5.04 | $5.55 | $6.11 | $6.60 |
| 6 | Medium Strength II | $4.22 | $5.16 | $5.68 | $6.25 | $6.88 | $7.44 |
| 7 | Medium Strength III | $4.67 | $5.75 | $6.33 | $6.97 | $7.67 | $8.29 |
| 8 | High Strength I | $5.12 | $6.34 | $6.98 | $7.68 | $8.45 | $9.13 |
| 9 | High Strength II | $5.56 | $6.92 | $7.62 | $8.39 | $9.23 | $9.97 |
| 10 | Large Volume User | $3.32 | $3.99 | $4.39 | $4.83 | $5.32 | $5.75 |
| 11 | Minimum Charge ($) | $48.08 | $52.40 | $57.64 | $63.41 | $69.76 | $75.35 |
| 12 | | | | | | | |
| 13 | Septage Charge ($/gal) | $0.11 | $0.10 | $0.11 | $0.13 | $0.15 | $0.17 |
| 14 | Minimum Septage Charge | | $15.00 | $16.50 | $18.15 | $19.97 | $21.57 |

# 7. Non-Potable Water – Financial Plan

This section of the report details the non-potable enterprise's long-term financial plan, based on the projected revenues, expenses, debt service, and capital project costs. Raftelis modeled the financial plan without revenue adjustments (status quo) and with proposed revenue adjustments to ensure the financial sustainability and solvency of the non-potable water utility.

## 7.1. Projected Revenues

City staff provided the actual FY 2022 revenues and budgeted FY 2023 and FY 2024 revenues for the non-potable water utility, which were used to project revenues for the remainder of the Study period. **Table 7-1** shows the projected water revenues for each of the non-potable water funds.

The non-potable water rate revenues (Lines 2-3) are inflated for future years based on the weighted customer account growth assumptions for each customer class (**Table 2-1**). The City expects modest increases in non-potable water rate revenues for all years of the Study. The investment incomes (Lines 4 and 9) are calculated using the reserve interest rate (**Table 2-2**, Line 2). The remaining revenues are inflated using the non-rate revenue inflation factor (**Table 2-2**, Line 1).

**Table 7-1: Projected Non-Potable Water Revenues**

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Projected Revenues | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **Non-Potable Water Service (531)** | | | | | | |
| 2 | Non-Potable Water Usage | $360,000 | $608,911 | $612,105 | $615,315 | $618,542 | $621,785 |
| 3 | Non-Potable Water Service Chrg | $230,000 | $47,990 | $48,241 | $48,494 | $48,749 | $49,004 |
| 4 | Investment Income | $21,034 | $17,488 | $17,202 | $15,547 | $13,559 | $11,281 |
| 5 | **Total - Non-Potable Water Service (531)** | **$611,034** | **$674,389** | **$677,548** | **$679,356** | **$680,850** | **$682,071** |
| 6 | | | | | | | |
| 7 | **Non-Potable Capital Improvement (549)** | | | | | | |
| 8 | Capital Improv Chrg Non-Res | $80,000 | $80,000 | $80,000 | $80,000 | $80,000 | $80,000 |
| 9 | Investment Income | $12,987 | $13,117 | $13,248 | $13,381 | $13,515 | $13,650 |
| 10 | **Total - Non-Potable Capital Improvement (549)** | **$92,987** | **$93,117** | **$93,248** | **$93,381** | **$93,515** | **$93,650** |
| 11 | | | | | | | |
| 12 | **Total - Revenues** | **$704,022** | **$767,506** | **$770,796** | **$772,737** | **$774,364** | **$775,721** |

## 7.2. Projected O&M Expenses

City staff provided the non-potable water O&M actual expenses for FY 2022 and budgeted O&M expenses for FY 2023 and FY 2024. **Table 7-2** shows the projected O&M expenses for the study period, inflated for FY 2025 and beyond using the expense inflation factors (**Table 2-3**).

**Table 7-2: Projected Non-Potable Water O&M Expenses**

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Projected O&M Expenses | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **Non-Potable Water Service (531)** | | | | | | |
| 2 | Salaries and Benefits | $100,356 | $104,370 | $108,545 | $112,887 | $117,402 | $122,098 |
| 3 | Services - Power | $20,200 | $21,323 | $22,509 | $23,757 | $25,075 | $26,465 |
| 4 | Services | $175,740 | $181,012 | $186,443 | $192,036 | $197,797 | $203,731 |
| 5 | Supplies | $50,000 | $51,500 | $53,045 | $54,636 | $56,275 | $57,964 |
| 6 | **Total - Non-Potable Water Service (531)** | **$346,296** | **$358,206** | **$370,542** | **$383,316** | **$396,549** | **$410,258** |
| 7 | | | | | | | |
| 8 | **Non-Potable Projects (543)** | | | | | | |
| 9 | Salaries and Benefits | $0 | $0 | $0 | $0 | $0 | $0 |
| 10 | Services - Power | $0 | $0 | $0 | $0 | $0 | $0 |
| 11 | Services | $150,000 | $154,500 | $159,135 | $163,909 | $168,826 | $173,891 |
| 12 | Supplies | $44,542 | $45,878 | $47,255 | $48,672 | $50,132 | $51,636 |
| 13 | **Total - Non-Potable Projects (543)** | **$194,542** | **$200,378** | **$206,390** | **$212,581** | **$218,959** | **$225,527** |
| 14 | | | | | | | |
| 15 | **Total - O&M Expenses** | **$540,838** | **$558,584** | **$576,931** | **$595,898** | **$615,508** | **$635,785** |

## 7.3. Debt Service

The City does not have any existing debt for the non-potable water utility and does not plan to incur new debt to fund capital projects for the study period.

## 7.4. Capital Projects

**Table 7-3** shows the inflated non-potable water capital project costs, based on CIP provided from City staff inflated by the capital expense inflation factor (**Table 2-3**, Line 7). The City plans to fund all CIP for the non-potable water system through rates.

### Table 7-3: Inflated Non-Potable Water Capital Projects

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Capital Projects (Inflated) | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **Replacement** | | | | | | |
| 2 | Texas St. Reservoir & booster station | $51,500 | $0 | $0 | $0 | $0 | $0 |
| 3 | Recycled Water Reservoirs | $824,000 | $0 | $0 | $0 | $0 | $0 |
| 4 | Well 31A maintenance rehab | $0 | $0 | $0 | $0 | $0 | $0 |
| 5 | Redlands Heights Well Rehabilitation | $77,250 | $0 | $0 | $0 | $0 | $0 |
| 6 | California Street Well Rehab | $0 | $106,090 | $0 | $0 | $0 | $0 |
| 7 | Citywide Non-Potable Water Meter Replacements | $0 | $0 | $0 | $0 | $0 | $0 |
| 8 | Chicken Hill Well Rehabilitation | $0 | $0 | $109,273 | $0 | $0 | $0 |
| 9 | Well #30A Rehabilitation | $0 | $0 | $109,273 | $0 | $0 | $0 |
| 10 | Well 32 liner rehab | $0 | $0 | $109,273 | $348,908 | $0 | $0 |
| 11 | Projection | $0 | $0 | $0 | $0 | $359,375 | $370,156 |
| 12 | **Total - Replacement** | **$952,750** | **$106,090** | **$327,818** | **$348,908** | **$359,375** | **$370,156** |

## 7.5. Current Financial Plan – Status Quo

**Table 7-4** shows the projected non-potable water financial plan under the status quo scenario. Revenues (Line 6) are derived from **Table 7-1**. O&M expenses (Line 15) are from **Table 7-2**. Rate funded capital projects (Line 12) are from **Table 7-3**. The net cash flow (Line 18) is positive for FY 2025 through FY 2029, indicating that the City's non-potable water revenues are sufficient to fund operating and capital project costs and the cash balance at or above the target over the Study period. Therefore, Raftelis does not recommend any rate increases for the Non-Potable water rates for the next five years.

### Table 7-4: Projected Non-Potable Water Financial Plan (Status Quo)

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Non-Potable Water Financial Plan | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| 1 | **Revenues** | | | | | | |
| 2 | Rate Revenues | $590,000 | $656,901 | $660,346 | $663,809 | $667,290 | $670,790 |
| 3 | Revenue Adjustments | $0 | $0 | $0 | $0 | $0 | $0 |
| 4 | Investment Income | $34,022 | $30,605 | $30,450 | $28,928 | $27,074 | $24,931 |
| 5 | Other Revenues | $80,000 | $80,000 | $80,000 | $80,000 | $80,000 | $80,000 |
| 6 | **Total - Revenues** | **$704,022** | **$767,506** | **$770,796** | **$772,737** | **$774,364** | **$775,721** |
| 7 | | | | | | | |
| 8 | **O&M Expenses** | | | | | | |
| 9 | Salaries and Benefits | $100,356 | $104,370 | $108,545 | $112,887 | $117,402 | $122,098 |
| 10 | Services - Power | $20,200 | $21,323 | $22,509 | $23,757 | $25,075 | $26,465 |
| 11 | Services | $325,740 | $335,512 | $345,578 | $355,945 | $366,623 | $377,622 |
| 12 | **Total - O&M Expenses** | **$446,296** | **$461,206** | **$476,632** | **$492,589** | **$509,100** | **$526,185** |
| 13 | | | | | | | |
| 14 | **Debt and Capital** | | | | | | |
| 15 | Rate Funded Capital Projects | $952,750 | $106,090 | $327,818 | $348,908 | $359,375 | $370,156 |
| 16 | **Total - Debt and Capital** | **$952,750** | **$106,090** | **$327,818** | **$348,908** | **$359,375** | **$370,156** |
| 17 | | | | | | | |
| 18 | **Net Cash Flow** | ($789,566) | $102,832 | ($133,953) | ($172,069) | ($200,519) | ($230,221) |
| 19 | Net Operating Revenue | $163,184 | $208,922 | $193,865 | $176,839 | $158,856 | $139,935 |
| 20 | | | | | | | |
| 21 | Beginning Balances | $3,853,955 | $3,064,389 | $3,167,221 | $3,033,268 | $2,861,199 | $2,660,680 |
| 22 | Ending Balances | $3,064,389 | $3,167,221 | $3,033,268 | $2,861,199 | $2,660,680 | $2,430,460 |

**Figure 7-1** shows the proposed non-potable water capital financing plan in graphical format, based on the capital projects shown in **Table 7-3** and with no debt issues. The dark teal bars represent the rate funded replacement CIP costs.

**Figure 7-1: Proposed Water Capital Financing Plan (Status Quo)**

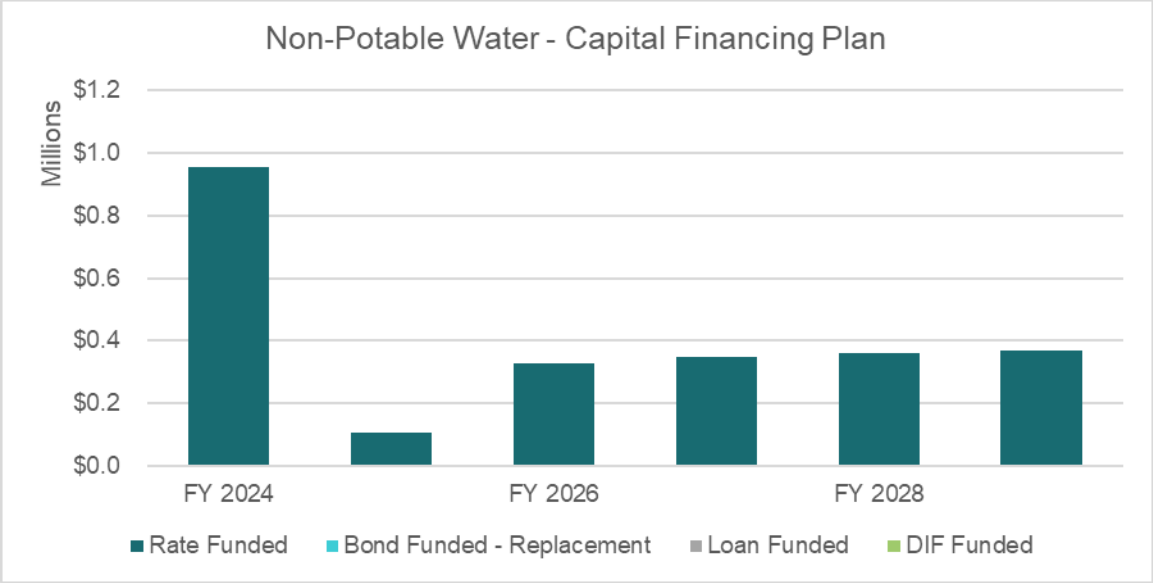



**Figure 7-2** shows the projected non-potable water financial plan under the status quo scenario. The green bars, which represent net cash flow, are below the stacked gray bars from FY 2025 to FY 2029, which represents the reduction to the cash balance in those years of the study.

**Figure 7-2: Projected Non-Potable Water Financial Plan (Status Quo)**

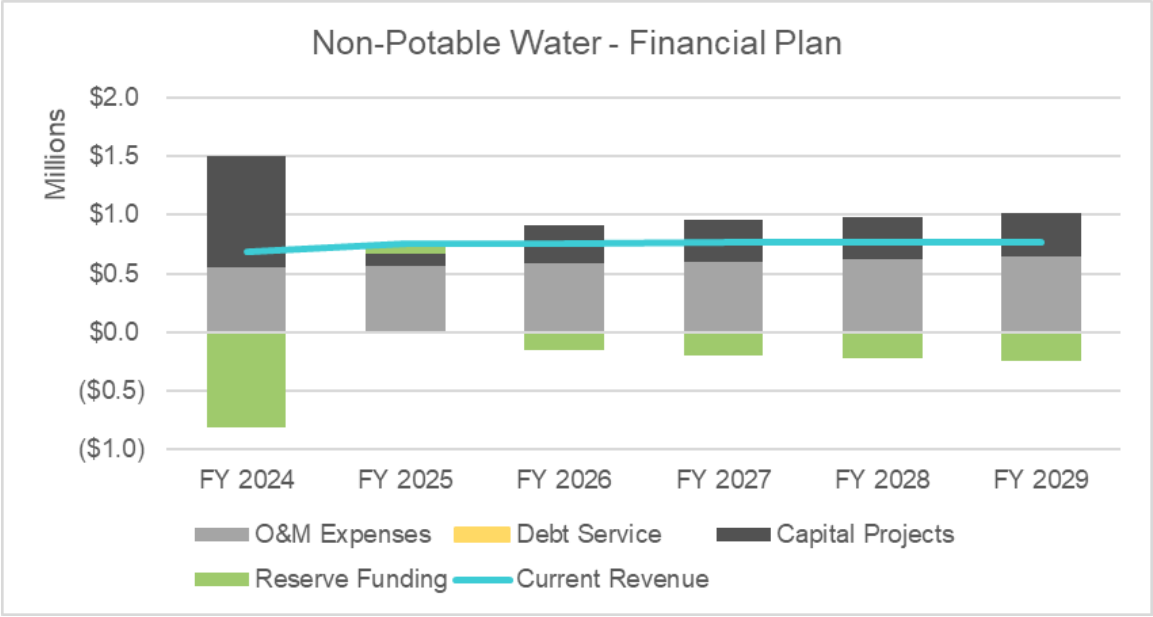
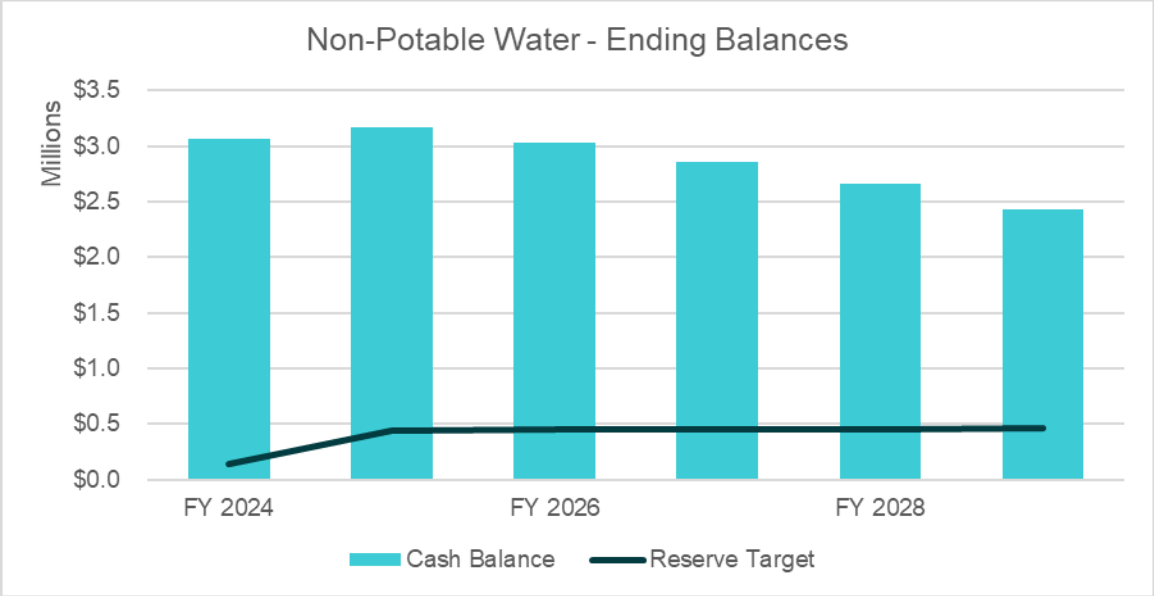



**Figure 7-3** shows the projected non-potable water fund cash balance under the status quo scenario. The turquoise bars, which represent the ending cash balance for the non-potable water system, fall above target in FY 2025 through FY 2029.

Figure 7-3: Projected Non-Potable Water Fund Balances (Status Quo)




## 7.6. Proposed Financial Plan

Table 7-5 shows the proposed non-potable water revenue adjustments over the study period. Currently, Raftelis does not recommend any revenue adjustments.

Table 7-5: Proposed Non-Potable Water Revenue Adjustments

| | A | B | C |
|---|---|---|---|
| Line | Fiscal Year | Revenue Adjustment | Month Effective |
| 1 | FY 2025 | 0.0% | July |
| 2 | FY 2026 | 0.0% | July |
| 3 | FY 2027 | 0.0% | July |
| 4 | FY 2028 | 0.0% | July |
| 5 | FY 2029 | 0.0% | July |

## 7.7. Proposed Rates

Since there are no revenue adjustments proposed for the non-potable system, the current non-potable water rates will remain in effect as shown in in **Table 7-6** and **Table 7-7**.

## Table 7-6: Proposed Bi-Monthly Non-Potable Water Service Charges ($/meter size)

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Bi-Monthly Non-Potable Water Service Charges | Current Rates | July 2024 | July 2025 | July 2026 | July 2027 | July 2028 |
| 1 | Non-Potable Water Service | | | | | | |
| 2 | 3/4" | $13.81 | $13.81 | $13.81 | $13.81 | $13.81 | $13.81 |
| 3 | 1" | $20.65 | $20.65 | $20.65 | $20.65 | $20.65 | $20.65 |
| 4 | 1 1/2" | $37.29 | $37.29 | $37.29 | $37.29 | $37.29 | $37.29 |
| 5 | 2" | $55.16 | $55.16 | $55.16 | $55.16 | $55.16 | $55.16 |
| 6 | 3" | $95.50 | $95.50 | $95.50 | $95.50 | $95.50 | $95.50 |
| 7 | 4" | $147.45 | $147.45 | $147.45 | $147.45 | $147.45 | $147.45 |
| 8 | 6" | $272.16 | $272.16 | $272.16 | $272.16 | $272.16 | $272.16 |
| 9 | 8" | $401.04 | $401.04 | $401.04 | $401.04 | $401.04 | $401.04 |

## Table 7-7: Proposed Non-Potable Water Usage Rates ($/ccf of water)

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Non-Potable Water Usage Rates | Current Rates | July 2024 | July 2025 | July 2026 | July 2027 | July 2028 |
| 1 | **Non-Potable Water Usage** | | | | | | |
| 2 | Non-Potable Water | $0.99 | $0.99 | $0.99 | $0.99 | $0.99 | $0.99 |
| 3 | Conversion Customer | $0.64 | $0.64 | $0.64 | $0.64 | $0.64 | $0.64 |

# 8. Appendix A – Alternative Wastewater Rate Scenario

Raftelis is proposing a second financial plan and rates scenario for the wastewater utility. This scenario includes an additional $3 million bond issuance in FY 2025 to pay for capital expenditures. The purpose of this scenario is to spread costs out over a longer period of time to reduce the necessary rate increase. This scenario would lower the rate revenue increase in FY 2027 and FY 2028 from 10 percent to 8 percent. **Table 8-1** and **Table 8-2** show the proposed wastewater rates under this alternative scenario.

### Table 8-1: Proposed Bi-Monthly Residential and Schools Wastewater Service Charges

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Bi-Monthly Wastewater Service Charges | Current Rates | July 2024 | July 2025 | July 2026 | July 2027 | July 2028 |
| 1 | Residential ($/dwelling unit) | | | | | | |
| 2 | Single Family | $62.43 | $66.04 | $72.65 | $78.47 | $84.75 | $91.53 |
| 3 | Multiple Family | $48.08 | $52.40 | $57.64 | $62.26 | $67.25 | $72.63 |
| 4 | | | | | | | |
| 5 | Schools ($/100 students) | | | | | | |
| 6 | Elementary | $134.38 | $143.11 | $157.43 | $170.03 | $183.64 | $198.34 |
| 7 | Secondary & High | $215.02 | $238.52 | $262.38 | $283.38 | $306.06 | $330.55 |

### Table 8-2: Proposed Non-Residential Wastewater Usage Rates ($/ccf of water)

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| Line | Wastewater Usage Rates | Current Rates | July 2024 | July 2025 | July 2026 | July 2027 | July 2028 |
| 1 | Non-Residential Usage ($/ccf) | | | | | | |
| 2 | Low Strength I | $2.42 | $2.82 | $3.11 | $3.36 | $3.63 | $3.93 |
| 3 | Low Strength II | $2.87 | $3.41 | $3.76 | $4.07 | $4.40 | $4.76 |
| 4 | Low Strength III | $3.32 | $3.99 | $4.39 | $4.75 | $5.13 | $5.55 |
| 5 | Medium Strength I | $3.77 | $4.58 | $5.04 | $5.45 | $5.89 | $6.37 |
| 6 | Medium Strength II | $4.22 | $5.16 | $5.68 | $6.14 | $6.64 | $7.18 |
| 7 | Medium Strength III | $4.67 | $5.75 | $6.33 | $6.84 | $7.39 | $7.99 |
| 8 | High Strength I | $5.12 | $6.34 | $6.98 | $7.54 | $8.15 | $8.81 |
| 9 | High Strength II | $5.56 | $6.92 | $7.62 | $8.23 | $8.89 | $9.61 |
| 10 | Large Volume User | $3.32 | $3.99 | $4.39 | $4.75 | $5.13 | $5.55 |
| 11 | Minimum Charge ($) | $48.08 | $52.40 | $57.64 | $62.26 | $67.25 | $72.63 |
| 12 | | | | | | | |
| 13 | Septage Charge ($/gal) | $0.11 | $0.10 | $0.11 | $0.12 | $0.13 | $0.15 |

# 9. Addendum – Water Rates for Largest users

Recent regulatory changes detailed in AB 755 passed in 2023 and codified in Water Code, §§ 390 & 390.1 require us to identify the costs to serve the largest 10 percent of the users in the City. Proposition 218 requires rates that allocate costs of service proportionately, not special rates for the top 10% of consumers regardless of other factors.

The City currently has 22,050 accounts; the top 10%of users represent 2,205 accounts and 54.6% of total water use. These large users are primarily non-residential accounts. The City sells water from local sources and has adequate supplies from various sources so that it does not need to purchase water. The lowest cost water is shared in proportion by both classes of customers. The 10% largest users use most of their water in Tier 3 and pay for the more expensive water sources. Based on the preceding factors, it is our professional judgment that the rate tiers proposed in Table 4-19Table 4-21 are the most efficient and fairest way to allocate the City's costs among those who create those costs.

RESOLUTION NO. 8583

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS DECLARING ITS INTENTION TO ADJUST WATER AND WASTEWATER RATES; SETTING THE TIME AND PLACE FOR A PROPOSITION 218 MAJORITY PROTEST PUBLIC HEARING; AND AUTHORIZING THE CITY MANAGER OR DESIGNEE TO PROVIDE THE RELATED NOTICE IN COMPLIANCE WITH THE STATE-MANDATED TIMING REQUIREMENTS

WHEREAS, the City of Redlands has identified ongoing operational and capital needs associated with the City's water and wastewater utility systems; and

WHEREAS, in order to fund the identified water and wastewater system operational and capital costs, it will be necessary to adjust the City's current water and wastewater rates; and

WHEREAS, the City of Redlands engaged Raftelis, a firm with expertise in the analysis of costs relating to utilities, to conduct a rate study of the City's water and wastewater utilities; and

WHEREAS, the City Council received the report prepared by Raftelis at the May 7, 2024 City Council meeting and heard from staff on this matter; and

WHEREAS, on November 5, 1996, California voters approved Proposition 218, requiring specific procedures be followed with regard to "property-related" fee increases, including the need to provide written notice at least 45 days in advance of a public hearing; and

WHEREAS, on July 24, 2006, the California Supreme Court confirmed that charges for water and wastewater (sewer) are subject to Proposition 218 procedures (*Bighorn-Desert View Water Agency v. Verjil* (2006) 39 Cal. 4th 205); and

WHEREAS, on April 20, 2015, the California Court of Appeal ruled that water rate surcharges and by analogy, wastewater surcharges may be charged as long as they are based upon the actual cost of service to the ratepayers receiving the surcharge (*Capistrano Taxpayers Association, Inc. v. City of San Juan Capistrano* (2015) 235 Cal. App. 4th 1493); and

WHEREAS, the City Council believes it is in the public interest and desires to proceed through the requisite processes pursuant to the provisions of Proposition 218 in order to consider adjustments to the City of Redlands' fees, rates, and charges related to its water and wastewater systems.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Redlands as follows:

Section 1. A Proposition 218 Public Hearing is hereby set and will be held before the City Council on July 2, 2024, in order for the City Council to consider adjustments to the City's water and wastewater utility fees, rates, and/or charges; and

Section 2. The City Manager, or designee, is hereby authorized and directed to cause a notice of Public Hearing that provides details related to adjustments to the specific water and wastewater fees, Rates, and/or charges being proposed to be mailed no later than May 10, 2024, in a manner that complies with applicable laws, including without limitation, the State-mandated 45-day required notice under Proposition 218.

Section 3. At the Public Hearing, the City Council shall consider objections and protests, if any, to the proposed rate adjustments, and Resolution No. 7128 shall govern the submission and tabulation of written protests with respect to the proposed rate adjustments.

ADOPTED, SIGNED AND APPROVED this 7th day of May, 2024.

Eddie Tejeda, 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 7th day of May, 2024, by the following vote:

| | |
|---|---|
| AYES: | Councilmembers Davis, Guzman-Lowery, Saucedo; Mayor Tejeda |
| NOES: | None |
| ABSENT: | Councilmember Barich |
| ABSTAINED: | None |

Jeanne Donaldson, City Clerk

**City Council Meeting** **L. 1.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Receive and file the Greenhouse Gas (GHG) Inventory Update and Progress Report related to the Climate Action Plan Update project (Development Services/ Director Desatnik)

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## MOTION(S):

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

I move to accept and file the Climate Action Plan progress report.

## RECOMMENDATION:

Staff recommends that the City Council accept and file the Climate Action Plan progress report.

## DISCUSSION:

### A) Background

The City's first Climate Action Plan (click here for link) was adopted in December 2017 in conjunction with the 2035 General Plan and provides projections for the years 2030 and 2035. The Climate Action Plan provides goals and recommendations to reduce emissions of greenhouse gases (GHG) into the atmosphere, thus helping to improve air quality as well as slow the progression of warming temperatures in the climate. The goals and recommendations include actions by the City, developers, residents, and businesses in Redlands that will result in incremental reductions to GHG emissions over the next 20 years or more. The Climate Action Plan can also help with streamlining environmental review of proposed development projects under the California Environmental Quality Act (CEQA).

At the time the Climate Action Plan was prepared, the State of California had established statewide goals and objectives to reduce GHG emissions, through the passage of the California Global Warming Solutions Act of 2006 (AB 32), the Governor's Executive Order (EO) S-3-05 in 2005, and the passage of the California Global Warming Solutions Act of 2016 (SB 32). The California Air Resources Board also established GHG and air quality guidelines in 2017, which were considered during the preparation of the City's Climate Action Plan.

Since 2017, the State Legislature has passed laws that establish more aggressive targets. Executive Order (EO) B-55-18, issued in 2018, outlines the State's objective to achieve carbon neutrality no later than 2045. In addition, AB 1279 (2022) directed that the State should achieve net zero greenhouse gas emissions as soon as possible, but no later than 2045, and reduce GHG emissions by 85 percent below 1990 levels by 2045. These targets extend and expand previous targets set by EO B-30-15 and the California Global Warming Solutions Act of 2016 (SB 32) as well as past goals established by AB 32 and EO S-3-05.

As more than five years have passed since the adoption of the Climate Action Plan in 2017, together with new GHG emissions reduction goals established by the State, the document is due for an update and progress report. Urban planning consultant Dyett & Bhatia prepared the Climate Action Plan as well as the 2035 General Plan. Subconsultant Fehr & Peers, a transportation planning consultant, also worked with Dyett & Bhatia on preparing the 2035 General Plan and the Climate Action Plan.

**B) Climate Action Plan Update**

The two primary objectives of the Climate Action Plan Update are the following:

1. To monitor/benchmark progress toward the 2030 and 2035 GHG reduction targets established in the City's 2017 Climate Action Plan, which was prepared concurrently with the 2035 General Plan and consistent with (previous) State GHG reduction goals.

2. To update the 2017 Climate Action Plan to reflect the latest climate science and State guidance, as well as align with new City and State targets for 2030 and 2045. As a "qualified" GHG reduction plan, the updated Climate Action Plan will provide unified City actions, and CEQA clearance for streamlining future projects.

Major tasks for this project will include: GHG-related data collection and analysis; preparation of a baseline community GHG inventory; transportation modeling; development of updated GHG forecasts; preparation of a GHG inventory and reduction progress report; public outreach (to include stakeholder meetings, community workshops, and survey); development of new strategies and GHG reduction measures in compliance with new State goals; a future

study session with the Planning Commission; prepare an updated Climate Action Plan; preparation of an Initial Study for CEQA compliance; and public hearings to review the final plan with the Planning Commission and the City Council.

### C) Greenhouse Gas Inventory Update and Progress Report

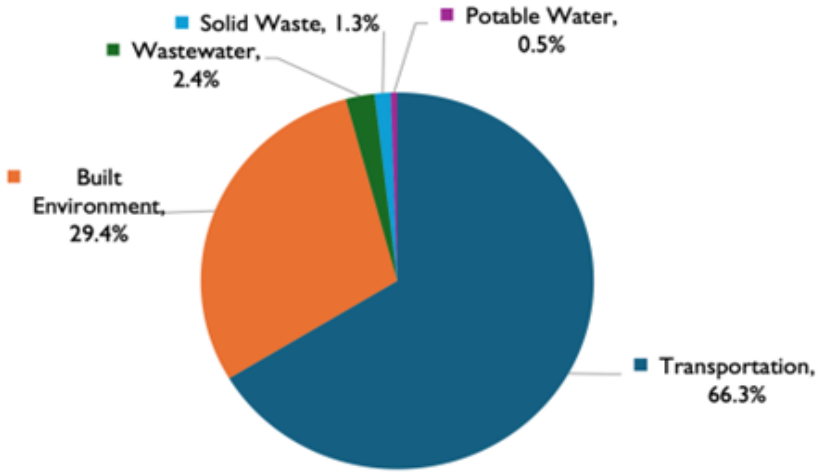
The first deliverable is the GHG Inventory Update and Progress Report (see Attachment A). The document summarizes the GHG emissions inventory for related emission sectors within the City of Redlands, such as potable water, solid waste, wastewater, electricity generation or consumption, natural gas usage, and transportation. The report also updates the City's GHG forecasts based on the data, citywide population growth, and employment growth estimates. The report provides an assessment of Redlands' trajectory toward GHG reduction targets established in the 2017 CAP and identifies the need for additional GHG reduction.

The Progress Report is organized into five sections:

1. Methodology
2. Baseline Emissions Inventory
3. Business-As-Usual Forecast
4. Adjusted Forecast
5. Summary

*Baseline Emissions Inventory:* After compiling data from all related emission sectors, the annual GHG emissions calculated for the baseline year 2022 total is 556,310 metric tons of carbon dioxide equivalent ($MTCO_2e$). The primary producers of GHG emissions are the Transportation and Built Environment sectors, as seen below (Figure 1 from Attachment A).

Figure 1: 2022 Baseline GHG Emissions by Sector




*Source: Dyett & Bhatia, 2024*

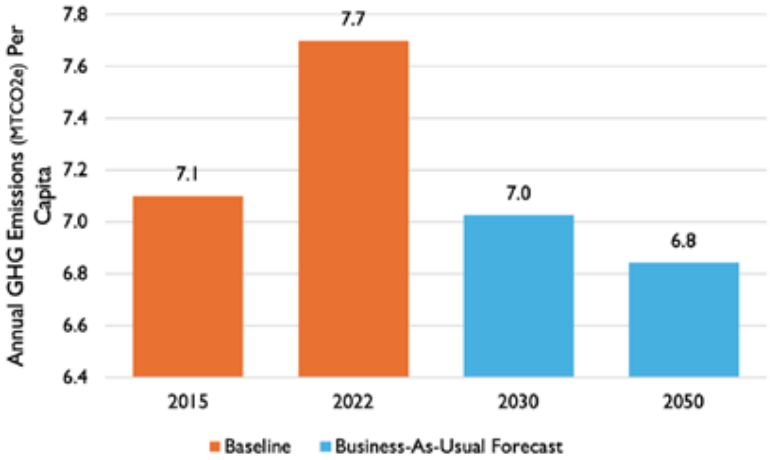
As reported in the 2017 CAP, the 2015 baseline inventory for Redlands was 419,417 $MTCO_2e$. The large difference in total GHG emissions is due partially to the differences in data collection methodologies. The tools and data sources used to prepare the 2015 baseline have changed or are no longer available, and the updated 2022 baseline inventory recategorized the emissions sectors to better align with recent State recommendations for local government actions for GHG reductions. To enable a valid comparison between 2015 and 2022 and assess progress, the 2015 baseline inventory has been adjusted using the new methodology and based on inputs reported in the 2017 CAP. The resulting 2015 adjusted baseline inventory is 499,157 $MTCO_2e$ (i.e., after adjusting for the methodology changes).

Although the relatively moderate level of GHG emissions generated by Redlands is comparable to neighboring jurisdictions based on a comparison of per capita emissions (such as its geographic location and population size), the updated baseline GHG Inventory for 2022 shows an overall increase in community-wide GHG emissions since 2015, and therefore, additional GHG reduction is recommended.

*Business-As-Usual Forecast:* The business-as-usual forecast estimates emissions through years 2030 and 2050, utilizing the land use and circulation model used by the San Bernardino County Transportation Authority (SBCTA), and the predicted effects of key climate regulations at the federal and State levels, which will primarily affect the Built Environment and Transportation sectors.

Under the business-as-usual scenario, growth in annual GHG emissions in Redlands is predicted to continue, except for a slight fluctuation in 2030 when the decrease in transportation emissions is forecast to outweigh growth-induced increases in emissions from other sectors which would continue this downward trend to 2050, as seen below (Figure 4 from Attachment A):

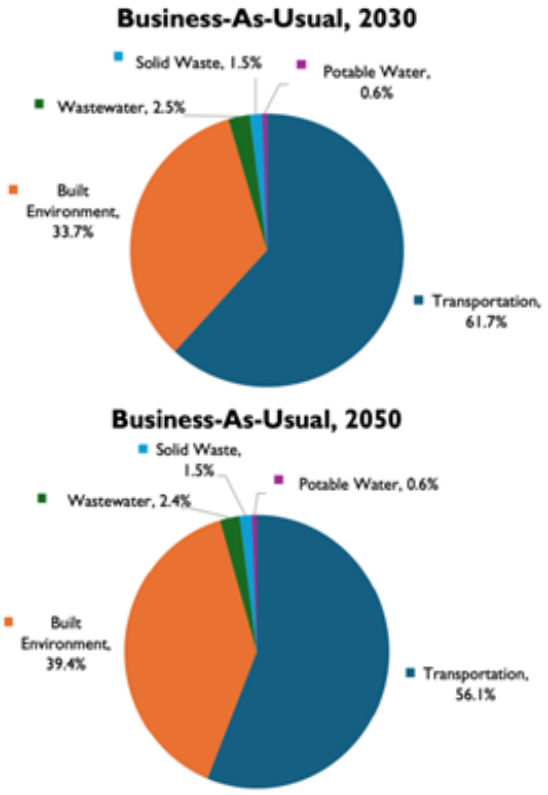
Figure 4: Business-As-Usual GHG Emission Per Capita, 2015 - 2050




*Source: Dyett & Bhatia, 2024*

The Transportation sector would continue to represent the greatest source of community-wide emissions, with the Built Environments sector continuing as the second largest, as seen below (Figure 5 from Attachment A).

Figure 5: 2030 and 2050 Business-As-Usual GHG Emissions by Sector




Source: Dyett & Bhatia, 2024

*Adjusted Forecast:* The adjusted business-as-usual forecast reflects GHG reductions resulting from State actions that could be quantified independently from growth assumptions (such as electricity emissions from Renewable Portfolio Standards (RPS), natural gas emissions reductions from Renewable Gas Standards (RGS) and built environment reductions from new Building Energy Efficiency requirements in the California Building Code).

Under the adjusted business-as-usual scenario, annual community-wide GHG emissions are estimated to decrease to 4.9 $MTCO_2e$ per capita in 2050 (or a 20% reduction from 2015 levels). These significant reductions, particularly in the Built Environment and Potable Water sectors, reflect the anticipated achievement of 100% carbon-free electricity from Southern California Edison by 2045 plus 20% renewable gas delivered by Southern California Gas Company by 2030.

In the Transportation sector, an increase in overall Vehicle Miles Traveled (VMT) will occur in Redlands. However, Transportation sector emissions are expected to decrease slightly due to other State efforts such as the increased use of electric vehicles, the Advanced Clean Cars Program, and EO N-79-20 (2020).

Despite the increase between 2015 and 2022 baseline conditions (7.1 $MTCO_2e$ per capita to 7.7 $MTCO_2e$ per capita), future per capita emissions under the adjusted business-as-usual scenario would decrease as seen below (Table 15 from Attachment A).

Table 15: Summary of Adjusted Business-As-Usual Community-wide GHG Emissions Inventory, 2015-2050

| *Metric* | *2015 Baseline* | *2022 Baseline* | *2030 Adj. BAU* | *2050 Adj. BAU* |
|---|---|---|---|---|
| **Total Annual GHG Emissions ($MTCO_2e$)** | **499,157** | **556,310** | **485,476** | **399,791** |
| Percent change from 2015 levels | - | +11% | -3% | -20% |
| Per capita emissions[1] | 7.1 | 7.7 | 6.5 | 4.9 |

Adj. BAU = Adjusted Business-As-Usual (includes reductions from State actions, including RPS, RGS, and Title 24)

1. Per capita emissions calculated based on population shown in Table 7.

Source: Dyett & Bhatia, 2024

*Conclusion:* Based on the current measures, the City would not meet its adopted targets as contained in the adopted 2017 Climate Action Plan (6.0 $MTCO_2e$ per capita by the year 2030, and 5.0 $MTCO_2e$ per capita by the year 2035). Under the current assessment described above, the target of 5.0 $MTCO_2e$ per capita would not be met until the year 2050. Therefore, additional reductions would be necessary to reduce current and future GHG emissions, especially in the Transportation and Built Environment sectors.

### C) Next Steps

At this time, the City Council is being asked to: 1) concur with the GHG reduction targets; and 2) identify any potential strategies to further reduce local GHG emissions. The Planning Commission also reviewed the Progress Report on June 11, 2024, to provide comments and input.

The overall scope of work for the consultant includes the following tasks:

a. Confirm GHG reduction targets;
b. Community outreach to identify candidate strategies;
c. Develop candidate strategies to further reduce local GHG emissions;
d. Evaluate potential GHG reduction measures;
e. Online community survey on climate action strategies;
f. Identify the preferred strategy;
g. Prepare draft Climate Action Plan;
h. Prepare environmental review; and,
i. Public hearings to adopt final draft Climate Action Plan.

Following the conclusion of the community outreach phase and the preparation of a Draft Climate Action Plan Update document by the consultant, additional meetings and hearings will be scheduled with the Planning Commission and the City Council.

**ALTERNATIVES:**

The City Council can direct staff to address or clarify any further issues.

**STRATEGIC PLAN:**

The proposal is consistent with Priority D (Sustainability), Strategic Objective No. 5 (Climate Change) which states, “Explore City initiatives to address the effect of climate change.” The CAP Update project includes reviewing and revising City goals, programs, and initiatives for the purpose of reducing GHG emissions and addressing climate change.

**SUBMITTED BY:**

Brian Desatnik, Development Services Director

**RECOMMENDED BY:**

Charles M. Duggan Jr., City Manager

**REVIEWED BY:**

Chris Boatman, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

**PREPARED BY:**

Jazmin Serrato, Assistant Planner
Brian Foote, City Planner/Planning Manager

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**Fiscal Impact**

| | |
|---|---|
| **Fiscal Year:** | 23-24 |
| **Revenue Generating:** | No |
| **Appropriation Required Y/N:** | No |

**Discussion:**

The Climate Action Plan Update project was previously funded and there will be no fiscal impacts at this time.

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**Attachments**

Attachment A: Greenhouse Gas (GHG) Inventory & Progress Report

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# M E M O R A N D U M

To: Brian Foote, City Planner/Planning Manager, City of Redlands

From: Mayu Tanaka, Senior Associate, and Rajeev Bhatia, Principal

Re: Redlands CAP Update - Greenhouse Gas Inventory Methodology and Progress Report

Date: May 14, 2024

## 1 INTRODUCTION

In 2017, the City of Redlands adopted its first Climate Action Plan (CAP) concurrently with the 2035 General Plan Update. The CAP demonstrates how actions by the City of Redlands are consistent with statewide greenhouse gas (GHG) reduction targets, in accordance with State law. In addition to establishing GHG reduction strategies to support achievement of the City's GHG reduction targets, the CAP also helps with streamlining environmental review of projects under the California Environmental Quality Act (CEQA).

The City is now interested in evaluating its progress toward meeting targets established under the 2017 CAP and updating the plan to respond to new State goals and mandates. The 2017 CAP includes a 2015 baseline GHG emissions inventory and projections for the years 2030 and 2035. The City has not monitored progress since the 2017 CAP was prepared to ensure that it is on the path to attaining the GHG reduction targets for 2030 and 2035.

Additionally, the State has since passed laws that establish more aggressive long-term targets. The Governor's Executive Order (EO) B-55-18 outlines the State's objective to achieve carbon neutrality no later than 2045. This goal was codified in 2022 by Assembly Bill (AB) 1279, which further clarifies that statewide GHG emissions should be reduced to at least 85 percent below 1990 levels by 2045. These targets extend and expand previous targets set by EO B-30-15 and Senate Bill (SB) 32 as well as past goals established by AB 32 and EO S-3-05.

This memo outlines the methodology and data sources used in preparation of the GHG Inventory for the Redlands CAP Update and presents the results of the draft inventory. This memo identifies the major sources and the overall magnitude of GHG emissions in the City of Redlands for the year 2022, which is the most recent year for which there is complete data available (at the time the CAP Update was initiated). The inventory follows the standards developed by the International Council for Local Environmental Initiatives - Local Governments for Sustainability USA (ICLEI). The inventory methodology is described first, followed by the inputs, and results.

Section 2 will discuss the methodology, Section 3 discusses the baseline emission inventory, Section 4 discusses the business-as-usual forecast, Section 5 discusses the adjusted business-as-usual forecast, and Section 6 summarizes the findings.

# 2 METHODOLOGY

## 2.1 Framework and Included Emissions

The emissions inventory covers direct GHG emissions from sources within the boundaries of Redlands, including fuel combusted and solid waste generated within the city. Indirect emissions associated with the consumption of energy in Redlands that is generated outside the borders of the city (such as electricity, with no end point emissions) are also included. The emissions inventory is calculated for the year 2022.

While the methodology for the updated GHG inventory is broadly consistent with the approach used for the current CAP (adopted in 2017), the 10 emissions sectors (Residential, Commercial, Industrial, Transportation, Solid Waste, Water, Wastewater, Agriculture, Off-Road Equipment, and Public Lighting) have been consolidated to better align with available data, types of emissions sources or activities, and the anticipated framework for potential GHG reduction strategies. The resulting five sectors are: Built Environment (including electricity and natural gas usage from residential, commercial, industrial uses and public lighting), Transportation, Solid Waste, Potable Water, and Wastewater. (See Section 2.2 for more information about excluded emissions.)

ICLEI U.S. Community Protocol (version 1.2, July 2019) methods and assumptions were used to estimate emissions from electricity and natural gas usage, solid waste generation, potable water delivery, and wastewater treatment. Although the 2017 CAP used ICLEI's ClearPath model to estimate emissions from these sources, the updated inventory follows the quantification methods described in the U.S. Community Protocol appendices that correspond to each applicable sector because the model is no longer available for public use.[1]

The California Air Resources Board's (CARB's) Emissions Factor (EMFAC) 2021 model was used to calculate on-road transportation emissions, and the companion OFFROAD2021 model was used for the off-road equipment sector. Unlike the previous version used to prepare the GHG inventory for the 2017 CAP, EMFAC 2021 is offered as a web-based tool and includes a Scenario Analysis option that directly calculates emissions specific to the selected location and year for the input vehicle miles traveled (VMT). The result includes total emissions from on-road vehicles during start-up, running, and idling phases and is therefore more comprehensive than the on-road emissions estimated for the 2017 CAP, which only included running emissions. The methodology for off-road transportation is unchanged.

The basic approach to calculate emissions is based on activity data and emissions factors, using the following equation:

*[Activity Data] x [Emissions Factor] = Emissions*

Activity data refers to a measurement of energy use or another GHG-generation process, such as electricity consumption or decomposition of landfilled solid waste. Emissions factors are used to

[1] ClearPath is a web-based model developed by ICLEI in 2013 to inventory, forecast, and manage GHG emissions. Use of the ClearPath model was available for any U.S. city, county, or regional government for free between 2015 and 2018 due to grant funding by Bloomberg Philanthropies. Since 2019, ClearPath is only available through paid ICLEI membership.

convert activity data to emissions and are usually expressed as emissions per unit of activity data (e.g., metric tons of carbon dioxide equivalent [$MTCO_2e$] per kilowatt hour [kWh] of electricity). As an example, multiplying the total amount of electricity consumed (i.e., activity data, expressed in kWh) by the emissions factor (in $MTCO_2e$ per kWh) produces the GHG emissions from electricity consumption. Inputs for the emissions inventory based on activity data (or usage) for baseline year 2022 are described in the next section.

Although there are six internationally recognized GHGs that directly impact the climate—carbon dioxide ($CO_2$), methane ($CH_4$), nitrous oxide ($N_2O$), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulfur hexafluoride ($SF_6$)—the GHG inventory quantifies only the weighted sum of $CO_2$, $CH_4$, and $N_2O$ as carbon dioxide equivalents ($CO_2e$) due to lack of reliable data about sources of HFCs, PFCs, and $SF_6$ (broadly referred to as fluorinated gases), which are typically emitted by leaking refrigerants and fire suppressants. Further, the City has little to no control over this emissions source, so these GHGs are excluded from the inventory, consistent with the significant influence reporting framework of the ICLEI U.S. Community Protocol. Where $CO_2$, $CH_4$, and $N_2O$ emissions are calculated separately (e.g., when there is no $CO_2e$ emission factor available), the 100-year Global Warming Potential (GWP) factors are used to convert $CH_4$ and $N_2O$ emissions to $CO_2e$. According to the International Panel on Climate Change (IPCC), the GWP of $CH_4$ is 27, and the GWP of $N_2O$ is 293.[2]

## 2.2 Excluded Emissions

Consistent with the current 2017 CAP, the updated baseline and forecasted community-wide GHG inventories are intended to encapsulate emissions generated by sources and activities within Redlands over which the City has significant influence to measure progress of existing local GHG reduction strategies, or revise/develop new strategies as necessary, that support short- and long-term climate objectives established by the State. The GHG inventories are as comprehensive as possible; however, some emissions are excluded because sufficient, accurate data was unavailable; there is no established method for quantification; or the scope or applicability to the City of Redlands was inappropriate or irrelevant. The following emissions were excluded from the GHG inventories:

### *2.2.1 Consumption-Based Emissions*

Although emissions related to solid waste generated by residents and businesses in Redlands account for some of the goods consumed within the city, there is no widely accepted standard methodology for reporting consumption-based inventories or reliable database for tracking consumption (i.e., all the consumer goods of a household). ICLEI Community Protocol also notes that inclusion of consumption-based reporting frameworks may also increase potential for double-counting. As such, the prepared inventories are prepared at the community (citywide) level.

[2] Intergovernmental Panel on Climate Change, Climate Change 2021: The Physical Science Basis [Table 7.15], Working Group I Contribution to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change, [Masson-Delmotte, V., P. Zhai, A. Pirani, S.L. Connors, C. Péan, S. Berger, N. Caud, Y. Chen, L. Goldfarb, M.I. Gomis, M. Huang, K. Leitzell, E. Lonnoy, J.B.R. Matthews, T.K. Maycock, T. Waterfield, O. Yelekçi, R. Yu, and B. Zhou (eds.)] (Cambridge, United Kingdom and New York, NY, USA: Cambridge University Press): 2021, https://doi.org/10.1017/9781009157896.

### 2.2.2 *Emissions from Mountainview Generating Station*

Consistent with the 2017 CAP, emissions related to the Southern California Edison (SCE) Mountainview Generating Station—including embodied or "upstream" emissions from energy generation, in addition to emissions associated with consumption of the electricity itself—were excluded from the community-wide GHG inventory because these emissions are included at the points where energy is consumed (some of which are in Redlands) rather than where it is simply produced. Exclusion of emissions from the Mountainview Generating Station therefore ensures that they would not be double counted within the data provided by SCE for the Built Environment (electricity) sector. Additionally, large stationary sources (which are considered part of the Built Environment sector by ICLEI) are generally regulated at the state level, and the City has little to no influence over the facility. Finally, emissions from this production source are excluded because they would otherwise inflate emissions from electricity consumption, which is already the second largest contributor to GHG (as discussed in **Section 3.6**), such that it would critically undermine local climate action planning.

### 2.2.3 *Natural and Working Lands*

Although the City of Redlands is located within a context of significant natural and agricultural resources, a majority of land within city limits is classified as urban and built-up (developed) land. CARB's 2022 update of the AB 32 Scoping Plan (2022 Scoping Plan) emphasize the importance of natural and working lands to achieving statewide carbon neutrality; however, sufficient data and tools are not available to quantify local levels of carbon sinks and sources in this sector.

### 2.2.4 *Emissions from Agricultural Operations*

Agricultural land located within city limits is relatively limited and does not include major commercial-scale livestock activity, which would generate substantial emissions. Existing General Plan policies and other regulations allow certain urban agriculture activities within Redlands, and many of the emissions from these activities are covered by other sectors included in the inventory, such as off-road equipment within the Transportation sector. It is noted that the 2017 CAP included an Agriculture sector, which included electricity consumption by agricultural users. However, this data was not available for 2022 due to data aggregation laws, and therefore, an accurate estimate of agricultural emissions could not be quantified. Given that emissions from agricultural operations makes up only 0.13 percent of the 2015 baseline inventory, as presented in the 2017 CAP, this amount is considered relatively negligible for the CAP Update.

### 2.2.5 *High-Global Warming Potential Greenhouse Gases*

High-GWP GHGs, including sulfur hexafluoride ($SF_6$), chlorofluorocarbons (CFCs), hydrofluorocarbons (HFCs), and other fluorinated gases, are most commonly generated in urban environments by refrigerant leakage and fire suppressant emissions. Although these GHGs contribute a significant effect to climate change, there is no reliably accurate data source for this information, and the City has limited control over the issue. For these reasons, high-GWP GHGs are generally excluded from local community inventories.

# 3 BASELINE EMISSIONS INVENTORY

## 3.1 Built Environment

Emissions from electricity consumption were calculated using information provided by Southern California Edison (SCE), including electricity usage for the residential, commercial, and industrial (RCI) sectors and for public lighting. The electricity emissions factor is from SCE's 2022 Sustainability Report.[3]

Emissions from natural gas consumption were calculated using information from the Southern California Gas Company (SoCalGas), including natural gas usage for the RCI sectors. The natural gas emissions factor for SoCalGas is based on the metric reported to the California Public Utilities Commission (CPUC) in correspondence on February 25, 2019.[4]

Consumption data and emission factors for electricity and natural gas are provided in **Table 1**, which includes electricity consumption in kWh and natural gas consumption in therms. Given that one therm is approximately 29.3 kWh, the fuel sources for energy consumed by Redlands are roughly comparable, with electricity representing a slightly larger share.

**Table 1: Electricity and Natural Gas Activity Data and Emission Factors, 2022**

| *Consumption Sector* | *SCE Electricity (kWh)* | *SoCalGas Natural Gas (therms)* |
|---|---|---|
| Utility Emission Factor[1,2] | 0.00020 $MTCO_2e$ per kWh | 0.0005464 $MTCO_2e$ per therm |
| **Total Consumption[3]** | **479,469,550** | **15,250,617** |
| Residential | 215,097,648 | 10,252,027 |
| Commercial | 200,275,449 | 4,900,806 |
| Industrial | 58,092,046 | 97,764 |
| Public Lighting | 3,004,407 | n/a |

1. SCE emission factor as reported in their 2022 Sustainability Report: https://download.edison.com/406/files/20237/eix-2022-sustainability-report.pdf.
2. SoCalGas emission factor as reported to the CPUC in correspondence on February 25, 2019 (Advice No. 5426) in Attachment C Table A: https://tariff.socalgas.com/regulatory/tariffs/tm2/pdf/submittals/GAS_5426.pdf.
3. Consumption data for the City of Redlands provided from SCE and SoCalGas for 2022.

*Sources: Southern California Edison, 2024; Southern California Gas Company, 2024*

## 3.2 Transportation

Transportation emissions from on-road vehicles are based on Redlands' share of on-road emissions within the southwestern portion of San Bernardino County under the authority of the South Coast

3 Edison International, 2022 Sustainability Report, 2023, https://download.edison.com/406/files/20237/eix-2022-sustainability-report.pdf.

4 Ronald van der Leeden, correspondence with California Public Utilities Commission: Rate Update to Include Costs for Greenhouse Gas Compliance and the 2018 California Climate Credit in Accordance with Decision (D.)15-10-032, D.18-03-017, and Resolution G-3547, Advice No. 5426 (U 904 G), Southern California Gas Company, February 25, 2019, https://tariff.socalgas.com/regulatory/tariffs/tm2/pdf/submittals/GAS_5426.pdf.

Air Quality Management District (SCAQMD) ("San Bernardino (SC) Sub-Area" in EMFAC 2021) estimated by CARB, calculated using the Scenario Analysis for total daily VMT attributed to Redlands (as described in the Methodology section) modeled by Fehr & Peers (see Attachment A). VMT estimates were modeled using the San Bernardino County Transportation Authority's (SBCTA's) San Bernardino Transportation Analysis Model Plus (SBTAM+), which was recently updated in preparation for the 2024 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS, also known as Connect SoCal) for the Southern California Association of Governments (SCAG) region. SBTAM+ estimated VMT generated by land uses in Redlands (available through 2050, consistent with growth projections in Connect SoCal).

Consistent with CARB's Regional Targets Advisory Committee (RTAC) accounting method established for SB 743 as well as ICLEI guidance, 100 percent of the length of trips beginning and ending in Redlands and 50 percent of the length of trips that either begin or end in Redlands are included in the VMT totals and therefore counted toward Redlands' transportation emissions; however, trips that just pass through Redlands are excluded, as their emissions would be reflected at their trip ends. Furthermore, although pass-through trips contribute a substantial amount to VMT totals, the City has limited ability to influence them.

The Scenario Analysis was run for annual (not seasonal) conditions in 2022 without SB 375 Analysis, which deactivates the State's Advanced Clean Cars and Pavley regulations to better characterize benefits from SB 375-related community strategies but only includes emissions and related activity for certain vehicle types (passenger cars, certain light duty trucks, and medium-duty trucks) and two fuel types (gasoline and diesel).

Off-road exhaust emissions in Redlands were modeled for all 19 equipment sectors—such as agricultural, construction, industrial, and lawn and garden equipment, among others—modeled using OFFROAD 2021. The $CO_2$ emissions were calculated for the entire San Bernardino County area in calendar year 2022, all equipment and fuels, and aggregate model year and horsepower bin. These emissions were then pro-rated by Redlands' share of the county population, according to Population and Housing Estimates for 2020-2023 (Table E-5) by the California Department of Finance, multiplied by 310 days (the operational period used for transportation modeling, consistent with California Department of Transportation and SCAG recommendations), and converted to metric tons.

VMT input and EMFAC 2021 Scenario Analysis results for on-road emissions, population, and off-road emissions results for 2022 are shown in **Table 2**.

**Table 2: On-Road and Off-Road Transportation Inputs and EMFAC Results, 2022**

| *Metric* | *Value* | *Units* |
|---|---|---|
| Redlands total daily vehicle miles traveled (VMT) | 2,447,632 | VMT per day |
| **Total Daily $CO_2$ Emissions** | | |
| Redlands on-road transportation[1] | 1,133.69 | tons per day |
| San Bernardino County off-road equipment[2] | 1,713.17 | tons per day |
| **Population** | | |
| City of Redlands | 72,259 | people |

| Metric | Value | Units |
|---|---|---|
| San Bernardino County | 2,180,777 | people |

1. Estimated for the San Bernardino (SC) Sub-Area using the EMFAC 2021 Scenario Analysis tool without SB 375 analysis, scaled to Redlands using total daily VMT as prepared by Fehr & Peers.
2. Estimated for the entire San Bernardino County, then prorated to Redlands based on Redlands' share of countywide population.

*Sources: California Air Resources Board (EMFAC 2021), 2024; California Department of Finance, 2023; Fehr & Peers, 2024*

## 3.3 Solid Waste

Fugitive methane emissions generated from decomposition of landfilled solid waste disposed of by Redlands and sent to California Street Landfill (for residential and commercial/industrial waste) and San Timoteo Landfill (for bulk waste) were calculated using data from the U.S. Environmental Protection Agency (EPA) GHG Reporting Program (pursuant to the Mandatory Reporting Rule, 40 CFR Part 98) Facility Level Information on Greenhouse gases Tool (FLIGHT) tool, scaled to the specific quantity of solid waste generated by Redlands in 2022 as provided by the City of Redlands Facilities and Community Services Department (FCS) and converted to $MTCO_2e$.

A large majority of Redlands' waste is sent to the City-owned and operated California Street Landfill facility, which is located within the city boundary. It is noted that San Timoteo Landfill is also located within the city boundary but is owned and operated by the County of San Bernardino. Bulk waste from the City of Redlands contributes a very small fraction of the total solid waste sent to the County landfill; emissions associated with waste generated outside of Redlands are not included in the inventory.

Process and collection/transport emissions related to solid waste are not quantified because specific information about energy consumption and transportation for operation of the landfill facilities is not available and are assumed to be included within the energy consumption data provided by SCE for the Built Environment sector as well as reflected in the VMT used to calculate emissions for the Transportation sector. This is consistent with ICLEI recommendations, especially for landfills that are located within a community boundary (i.e., California Street Landfill).

Solid waste disposal data and facility-level emissions used to estimate GHG emissions for Redlands are shown in **Table 3**.

**Table 3: Solid Waste Activity Data and Facility-Level Emissions, 2022**

| Metric | Value | Units |
|---|---|---|
| **California Street Landfill** | | |
| Total Redlands waste sent to California Street Landfill | 48,291.80 | tons |
| Residential solid waste | 15,454.06 | tons |
| Commercial/Industrial solid waste | 32,837.74 | tons |
| California Street Landfill total annual disposal quantity[1] | 46,226 | tons |
| California Street Landfill $CH_4$ emissions[2] | 262.31 | MT $CH_4$ |
| **San Timoteo Landfill** | | |

| *Metric* | *Value* | *Units* |
|---|---|---|
| Total Redlands waste sent to San Timoteo Landfill (Bulk waste) | 158.95 | tons |
| San Timoteo Landfill total annual disposal quantity[3] | 369,577.09 | tons |
| San Timoteo Landfill $CH_4$ emissions[2] | 1,140.38 | MT $CH_4$ |

1. As reported to EPA under the GHG Reporting Program, pursuant to the requirements of the Mandatory Reporting Rule (40 CFR Part 98). Total annual landfill solid waste does not match City data due to difference in accounting methods.
2. $CH_4$ emissions as calculated for the disposal quantity reported to EPA. GHG emissions, in metric tons of $CO_2$ equivalent, were calculated using the same GWP as other sectors and scaled to Redlands using the annual disposal data provided by the Facilities and Community Services Department.
3. Includes all waste at the County-owned facility, as reported to EPA under the GHG Reporting Program, pursuant to the requirements of the Mandatory Reporting Rule (40 CFR Part 98).

*Sources: City of Redlands Facilities and Community Services Department, 2024; U.S. Environmental Protection Agency (FLIGHT), 2024.*

## 3.4 Potable Water

Emissions from energy used to treat and deliver potable water were calculated based on the volume of potable water consumed in 2022 provided by the City of Redlands Municipal Utilities and Engineering Department (MUED). It is noted that this total volume of potable water is for the entire City of Redlands service area, which includes some land outside of city boundaries such as the unincorporated Mentone area. However, emissions corresponding to water consumption outside of Redlands are not excluded in this case because the City is the water provider and therefore has full control over the system. This is consistent with the "significant influence" framework recommended by ICLEI and therefore better characterizes the effect that City actions would have on GHG emissions in this sector. Consistent with the 2017 CAP, specific information about water supplied by the Western Heights Mutual Water Company to a small part in the southeastern portion of Redlands is not available and is small enough to be considered negligible for emissions accounting purposes.

Energy used to deliver potable water was calculated by multiplying this volume by the energy intensity factor of water delivery reported in the City's 2020 Urban Water Management Plan (UWMP) (Part 2, Chapter 4 of the San Bernardino Valley Municipal Water District's 2020 Integrated Regional Urban Water Management Plan). Energy used to treat surface water supply is a product of this volume and default energy intensity from ICLEI U.S. Protocol Appendix F. Energy consumed to treat and distribute potable water were then multiplied by SCE's electricity emissions factor, consistent with the Built Environment sector. Emissions from electricity (locally supplied by SCE to the Hinckley and Tate water treatment plants) used to treat and deliver potable water were subtracted from commercial electricity in the Built Environment sector to avoid double counting.

Emissions from embodied energy used for extraction and conveyance processes were calculated separately using ICLEI U.S. Protocol Appendix F. According to data from MUED, groundwater sources account for about 69 percent of the City of Redlands' water supply, and surface water contributes 31 percent. Although the City has purchased supplemental water from the State Water Project (SWP) from the Valley District when needed (i.e., when surface water is inadequate to meet demand, surface water supply is turbid and requires blending, or for other operational purposes),

the City generally receives sufficient surface water from local sources, including the Mill Creek and Santa Ana watersheds. Inputs for 2022 are summarized in **Table 4**.

Although the local utility (i.e., SCE) electricity emissions factor was used to calculate emissions generated by energy used for surface water conveyance, as consistent with ICLEI methodology, this amount was not removed from the energy sector because it is not included in the data provided by SCE; therefore, there is no double counting.

**Table 4: Potable Water Activity Data and Energy Intensity Factors, 2022**

| *Metric* | *Value* | *Units* |
|---|---|---|
| **Total volume of water delivered[1]** | **7,786.6** | **million gallons (MG)** |
| Groundwater supply | 5,391.8 | MG |
| Surface water supply | 2,394.8 | MG |
| **Energy Intensity** | | |
| Groundwater extraction[2] | 540 | kWh per MG |
| Surface water conveyance (local) [2] | 110 | kWh per MG |
| Surface water treatment[2,3] | 210 | kWh per MG |
| Water delivery[4] | 421.2 | kWh per acre-foot |

1. Total volume of water delivered is the volume for the entire water service area, which includes portions of land outside of city boundaries (i.e., unincorporated Mentone area).
2. Defaults from ICLEI U.S. Community Protocol Appendix F: Wastewater and Water Emission Activities and Sources.
3. Median value for a wastewater treatment plant with less than 20 MG per day, as calculated based on the total volume of water delivered (in MG per year) divided by 365.25 days per year.
4. As reported in the Redlands 2020 UWMP; converted to 1,292.62 kWh per MG using standard conversion factors and multiplied by the SCE electricity emission factor to calculate GHG emissions.

*Sources: ICLEI U.S. Community Protocol Appendix F, 2013; City of Redlands Urban Water Management Plan, 2020; City of Redlands Municipal Utilities and Engineering Department, 2024.*

## 3.5 Wastewater

Emissions from energy used to collect and treat wastewater were calculated using energy usage provided by MUED; these are combined because the City does not distinguish energy usage by process. The local utility energy emission factors were used to convert to $MTCO_2e$. Emissions from energy use (locally supplied by SCE and SoCalGas to the Redlands Wastewater Treatment Facility) for collection/treatment of wastewater were subtracted from the commercial energy categories of the Built Environment sector to avoid double counting.

MUED also provided information about the Redlands Wastewater Treatment Facility, which is a centralized system with lagoons, practices nitrification/denitrification without methanol for nitrogen removal, and produces digester gas (practices anaerobic digestion). As shown in **Table 5**, stationary emissions of $CH_4$ and $N_2O$ from the treatment plant were calculated based on the volume, $CH_4$ content, and energy content of digester gas produced in 2022 from MUED and the ICLEI U.S. Protocol Appendix F default $CH_4$ emission factor, converted to $MTCO_2e$.

Process and fugitive emissions from treatment of wastewater were calculated based on the population served by the treatment plant (provided by MUED for 2022), using methods from the ICLEI U.S. Protocol Appendix F with significant inputs from industrial and commercial sources, and converted into $MTCO_2e$. It is noted that MUED provided an approximation for population served by the wastewater treatment plant, which may not necessarily be the same as the population served by the City's potable water system. However, it is assumed that this input is sufficiently accurate to represent $N_2O$ generated from process and fugitive emissions in the absence of known nitrogen (N) content of the wastewater. Emissions and conversion factors are from ICLEI, except for the average total N load, which was updated using the latest protein consumption and fraction non-consumed protein entering water from the EPA's Inventory of U.S. Greenhouse Gas Emissions and Sinks: 1990-2021.[5]

Activity data and factors used to calculate wastewater emissions for 2022 are summarized in **Table 5**.

**Table 5: Wastewater Activity Data and Emission Factors, 2022**

| *Metric* | *Value* | *Units* |
|---|---|---|
| Population served by the wastewater treatment plant[1] | 72,000 | people |
| Volume of wastewater | 70,024,444 | gallons |
| Factor for high N loading of industrial/commercial discharge[2] | 1.25 | (no units) |
| Process $N_2O$ emission factor for treatment with nitrification/denitrification[2] | 7 | (no units) |
| Fraction of N removed from the plant with nitrification/denitrification[2] | 0.7 | (no units) |
| Average total N load in wastewater[3] | 0.01703 | kg N per person per day |
| **Digester Gas** | | |
| Volume of digester gas produced | 1,400,146 | standard cubic feet (scf) per day |
| $CH_4$ content in digester gas | 55% | percent |
| Energy content of digester gas | 500 | British thermal units (BTU) per scf |
| Digester gas combustion $CH_4$ emission factor[2] | 0.0032 | kg $CH_4$ per million BTU |
| Digester gas combustion $N_2O$ emission factor[2] | 0.00063 | kg $N_2O$ per million BTU |
| **Energy used for wastewater treatment** | | |
| Electricity | 6,016,844 | kWh |
| Natural gas | 2,073,000 | therms |

[5] U.S. Environmental Protection Agency, Inventory of U.S. Greenhouse Gas Emissions and Sinks: 1990-2021 (EPA 430-R-23-002), April 13, 2023, https://www.epa.gov/system/files/documents/2023-04/US-GHG-Inventory-2023-Main-Text.pdf.

1. Population served by the wastewater treatment plant is an approximated value provided by the City MUED and is assumed to reflect nitrogen inputs to the entire wastewater system.
2. Defaults from ICLEI U.S. Community Protocol Appendix C: Built Environment Emission Activities and Sources (for digester gas emission factors) and Appendix F: Wastewater and Water Emission Activities and Sources (for all other defaults).
3. Updated factor based on information from EPA's Inventory of GHG Emissions and Sinks: 1990-2021 (EPA 430-R-23-002, April 13, 2023: https://www.epa.gov/system/files/documents/2023-04/US-GHG-Inventory-2023-Main-Text.pdf) Table 7-34 and calculated using the equation for total nitrogen load provided in footnote #34 in ICLEI U.S. Protocol Appendix F.

*Sources: ICLEI U.S. Community Protocol Appendix F, 2013; City of Redlands Municipal Utilities and Engineering Department, 2024.*

## 3.6 Total Emissions

The annual GHG emissions for baseline year 2022 total 556,310 $MTCO_2e$. **Table 6** details the emissions by sector, and **Figure 1** depicts the distribution of emissions by sector. The largest sector is Transportation (66 percent), followed by Built Environment (30 percent).

**Table 6: 2022 Baseline Community-wide GHG Emissions Inventory by Sector**

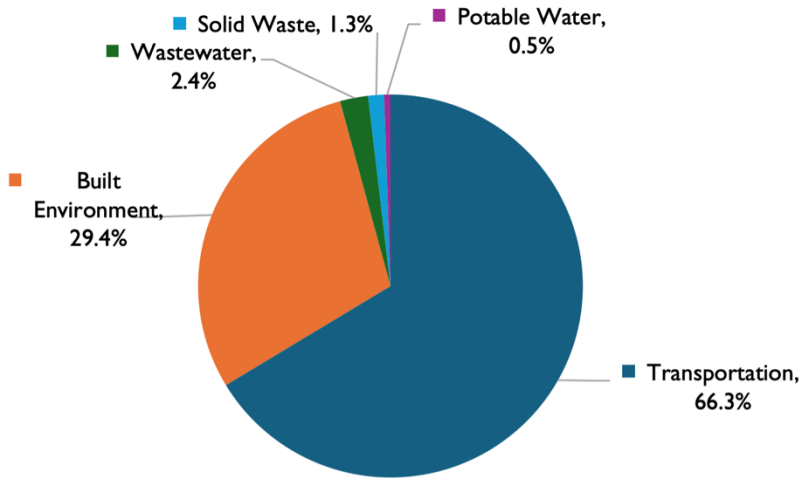
| | | | $MTCO_2e$ per year | |
|---|---|---|---|---|
| *Sector* | *Source/Activity* | *Details* | *Emissions* | *Subtotal* |
| **Built Environ-ment** | Energy - Electricity | Residential | 43,020 | **91,750** (16.5%) |
| | | Commercial | 36,512 | |
| | | Industrial | 11,618 | |
| | | Public Lighting | 601 | |
| | Energy - Natural Gas | Residential | 56,017 | **72,002** (12.9%) |
| | | Commercial | 15,451 | |
| | | Industrial[1] | 534 | |
| **Transpor-tation** | Fugitive/Energy | On-Road | 351,444 | **369,041** (66.3%) |
| | | Off-Road | 17,597 | |
| **Solid Waste** | Fugitive - Landfill | Residential | 2,368 | **7,412** (1.3%) |
| | | Commercial/Industrial | 5,031 | |
| | | Bulk Waste | 13 | |
| **Potable Water** | Energy - Supply | Extraction | 582 | **2,975** (0.5%) |
| | | Conveyance | 53 | |
| | Energy – Treatment[2] | | 327 | |
| | Energy – Distribution[2] | | 2,013 | |
| **Waste-water** | Stationary - Treatment | | 38 | **13,129** (2.4%) |
| | Process - Treatment | | 185 | |
| | Fugitive - Treatment | | 376 | |
| | Energy - Collection, Treatment[3] | Electricity | 1,203 | |
| | | Natural Gas | 11,327 | |

| Grand Total | 556,310 |
|---|---|

1. Industrial natural gas emissions may be underestimated due to unavailability of data from large facilities (customer confidentiality laws).
2. Emissions from electricity used to treat and distribute potable water are subtracted from the commercial category in the Built Environment sector to avoid double counting; emissions from water supply represent embodied energy and are not included in the SCE report for consumption by Redlands and therefore do not need to be subtracted.
3. Energy for wastewater collection and treatment is reported together and cannot be separated. Emissions are subtracted from the commercial electricity and natural gas categories in the Built Environment sector to avoid double counting.

*Dyett & Bhatia, 2024.*

**Figure 1: 2022 Baseline GHG Emissions by Sector**




*Dyett & Bhatia, 2024*

In 2021, the San Bernardino County Transportation Authority (SBCTA) led preparation of the San Bernardino Regional Greenhouse Gas Reduction Plan, which includes GHG inventories and potential reduction measures to serve as a guide for more detailed community-level CAPs throughout the county. The Regional GHG Reduction Plan provides context for neighboring jurisdictions in the county; for example, the 2016 baseline was 203,924 $MTCO_2e$ for the City of Loma Linda, 218,940 $MTCO_2e$ for the City of Highland, and 1,440,525 $MTCO_2e$ for the City of San Bernardino.[6]

Likewise, neighboring cities in Riverside County have also prepared GHG inventories. According to their Economic Prosperity Action Plan and Climate Action Plan (2016), the 2020 forecasted business-as-usual GHG inventory for the City of Riverside was 1,045,427 $MTCO_2e$.[7] The City of

[6] San Bernardino County Transportation Authority/San Bernardino Council of Governments, San Bernardino County Regional Greenhouse Gas Reduction Plan, March 2021, https://www.gosbcta.com/wp-content/uploads/2019/09/San_Bernardino_Regional_GHG_Reduction_Plan_Main_Text_Mar_2021.pdf.

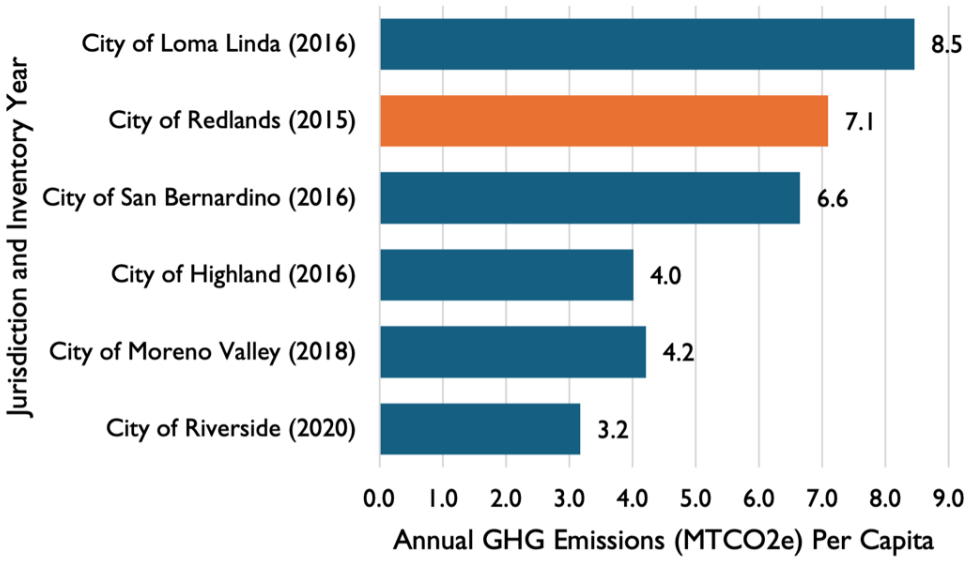
[7] City of Riverside, Economic Prosperity Action Plan and Climate Action Plan, January 2016, https://corweb.riversideca.gov/cedd/sites/riversideca.gov.cedd/files/pdf/planning/other-

Moreno Valley also adopted a CAP in 2021, which estimates a 2018 baseline inventory of 866,410 $MTCO_2e$.[8]

As reported in the 2017 CAP, the 2015 baseline inventory for Redlands was 419,417 $MTCO_2e$. However, as noted in the Methodology section, tools and data sources used to prepare the 2015 baseline have changed or are no longer available. In addition, the updated 2022 baseline inventory recategorizes the emissions sectors to better align with recent State recommendations for local government actions for GHG reductions that support State efforts to decarbonize the built environment, electrify transportation, and reduce VMT. To enable valid comparison between 2015 and 2022 and assess progress, the 2015 baseline inventory has been adjusted using the new methodology and based on inputs reported in the 2017 CAP; the resulting 2015 adjusted baseline inventory is 499,157 $MTCO_2e$.

Given its geographic and population size, the relatively moderate level of GHG emissions generated by Redlands is comparable to neighboring jurisdictions based on a comparison of per capita emissions, shown in **Figure 2**. However, the updated baseline GHG Inventory for 2022 shows an increase in community-generated GHG emissions since 2015 (discussed further in **Section 4.6**), and therefore GHG reduction is recommended.

**Figure 2: Annual GHG Emissions Per Capita Comparison with Neighboring Jurisdictions**




*Sources: City of Riverside Economic Prosperity Action Plan and Climate Action Plan, 2016; City of Moreno Valley Climate Action Plan, 2021; SBCTA San Bernardino County Regional Greenhouse Gas Reduction Plan, 2021; California Department of Finance Table E-4; Dyett & Bhatia, 2024*

plans/2016%20Riverside%20Restorative%20Growthprint%20Economic%20Proposerity%20Action%20Plan%20and%20Climate%20Action%20Plan.pdf.

[8] City of Moreno Valley, City of Moreno Valley Climate Action Plan, Adopted June 15, 2021, https://moval.gov/city_hall/general-plan2040/MV-CAP.pdf.

# 4 BUSINESS-AS-USUAL FORECAST

As was done for the baseline inventory (see **Section 3**), the forecasted GHG inventories project all direct emissions from sources within Redlands city limits, including fuel combusted in the city, as well as indirect emissions associated with the consumption of energy that is generated outside the borders of the city. Included and excluded GHGs are as described in **Section 2**. The emissions inventories tally emissions from the same five sectors as the baseline inventory.

The emissions projected in the forecast use the activity data (or usage) from the 2022 baseline inventory as an initial value, then predicted growth in each sector is projected to scale with various Redlands characteristics, such as population and housing growth and increase in non-residential development in 2030 and 2050, unless specific growth projections (e.g., water use or energy demand) are otherwise provided.

The business-as-usual forecast estimates emissions through the years 2030 and 2050, assuming the land use and circulation system incorporated into the SBTAM+ regional transportation model, which is consistent with regional growth projections under the 2024 update to Connect SoCal that is currently underway. The growth assumptions, as shown in **Table 7**, include the housing and employment inputs for SBTAM+ provided by Fehr & Peers, as well as population estimates and projections from the California Department of Finance. This approach was used to model growth assumptions in absence of specific buildout projections that align with the target years 2030 and 2050. This methodology differs from the 2017 CAP, which used the 2035 General Plan buildout. Where possible, 2022 values were validated against or supplemented by the most recent estimates from the California Department of Finance.

As described in Attachment A, SBTAM+ models existing conditions under the base year 2019 and future conditions projected under the 2024 Connect SoCal RTP for 2050. VMT estimates for 2022 and 2030 were interpolated between 2019 and 2050, and as such, reflect the general trajectory between the base and future years, rather than exact estimates of a single point in time. For example, the housing units for 2030 shown in **Table 7** do not necessarily match the amount of housing development anticipated by Redlands' 2021-2029 Housing Element. However, the SBTAM+ socioeconomic data inputs assumptions are used because (1) buildout projections for Redlands in 2030 and 2050 are unavailable; (2) these inputs are consistent with the most recent regional (SCAG) and subregional (SBCOG/SBCTA) projections; and (3) growth assumptions would be consistent across all emissions sectors (e.g., VMT estimates used to calculate Transportation sector emissions are appropriately scaled with energy demand in the Built Environment sector, and so on).

It is also important to note that the non-retail category for employment includes all occupation sectors (agriculture and mining, construction, manufacturing, wholesale trade, transportation/warehousing/utility, information, financial activity, professional and business services, education and health, art/entertainment, other service, and public administration) other than retail trade. Retail trade employment is scaled using a local input determined by the San Bernardino Council of Governments (SBCOG) and SBCTA, while non-retail employment is estimated by the ratio of non-retail jobs from SCAG's Connect SoCal projections.[9] The decrease in

[9] San Bernardino County Transportation Authority, San Bernardino County Transportation Analysis Model – SBTAM: Model Development and Validation Report and User's Guide, December 2019, https://www.gosbcta.com/wp-content/uploads/2019/10/SBTAM-Documentation-and-User%E2%80%99s-Guide.pdf.

retail jobs shown in **Table 7** therefore are likely a reflection of transferred growth in all other occupational sectors.

**Table 7: Population, Housing, and Employment Growth Assumptions, 2022-2050**

| | *2022* | *2030* | | *2050* | |
|---|---|---|---|---|---|
| *Metric* | *Estimate* | *Projection* | *Growth, 2022-2030* | *Projection* | *Growth, 2030-2050* |
| **Population**[1] | | | | | |
| City of Redlands | 72,259 | 75,243 | 4.1% | 82,228 | 9.3% |
| San Bernardino County | 2,180,777 | 2,368,002 | 8.6% | 2,681,796 | 13.3% |
| **Redlands Housing Units**[2] | **27,580** | **28,321** | **2.7%** | **32,849** | **16.0%** |
| Single-family | 17,766 | 18,024 | 1.5% | 18,903 | 4.9% |
| Multifamily | 9,814 | 10,297 | 4.9% | 13,947 | 35.4% |
| **Redlands Employment**[3] | **50,400** | **52,803** | **4.8%** | **60,103** | **13.8%** |
| Retail jobs | 9,474 | 9,232 | -2.6% | 8,499 | -7.9% |
| Non-retail jobs | 40,926 | 43,571 | 6.5% | 51,604 | 18.4% |

1. Population estimates for 2022 from California Department of Finance Table E-5 (May 2023 release), and 2030 and 2050 County population projections from Table P-2B. City of Redlands population projections for 2030 and 2050 as used in regional modeling and as provided by Fehr & Peers.
2. Housing for 2030 and 2050 calculated based on the number of households provided by Fehr & Peers and maintaining Redlands' vacancy rate in 2022 (5.14%) as estimated by California Department of Finance Table E-5 (May 2023 release).
3. Employment estimates and projections are provided by Fehr & Peers, consistent with inputs to the SBTAM+ used to calculate VMT. SBTAM+ is consistent with regional projections (by SCAG) under the 2024 Connect SoCal RTP/SCS but are locally scaled by SBCOG/SBCTA. Employment is categorized into retail (including retail trade) and non-retail (including all occupational sectors other than retail trade); the decrease in retail jobs is likely a result of both growth projections as well as the categorization method.

*Sources: California Department of Finance, 2023; Fehr & Peers, 2024; Dyett & Bhatia, 2024*

In addition, the business-as-usual scenario includes the effects of key climate regulations at the federal and State levels, primarily affecting the Built Environment and Transportation sectors. These effects are incorporated into the energy demand forecasts prepared by the California Energy Commission (CEC) and used to project growth in electricity and natural gas consumption, as well as EMFAC 2021 (and the corresponding OFFROAD 2021 model) used to model future transportation emissions. For example, both sources account for the impact of Executive Order (EO) N-79-20, which calls for 100 percent of passenger vehicle sales to be zero-emission by 2035 and all on-road trucks to be zero-emission where feasible by 2045, in addition to Advanced Clean Cars, Advanced Clean Fleets, and related Pavley regulations. A full description of the regulations incorporated into the CEC's energy demand forecast are described in the 2023 Integrated Energy

Policy Report (IEPR)[10], and regulatory assumptions for EMFAC 2021 are as described in the EMFAC 2021 Volume III Technical Document[11].

State actions that do not underlie growth assumptions were quantified separately and are reflected in the adjusted business-as-usual forecast (described in **Section 5**). These include Renewables Portfolio Standards (RPS) under SB 100 and SB 1020, 2022 Title 24 Building Energy Efficiency Standards, and Renewable Gas Standards (RGS) under SB 1440. Local actions that would be implemented by the City, such as increasing solid waste diversion in line with the statewide goal under AB 341, are not included but would instead be credited as a GHG reduction measure (to be developed) in the updated CAP.

The following sections describe how assumed growth was applied to each sector to calculate business-as-usual forecast emissions.

## 4.1 Built Environment

Built Environment emissions are from energy consumption and are proportional to the electricity and natural gas demand forecasted by CEC for the SCE and SoCalGas planning areas as part of the 2023 IEPR. This demand forecast has a 2023 baseline and is projected out to 2040, which includes year 2030; however, energy demand in 2050 was linearly extrapolated based on the change between 2030 and 2040.

Future residential electricity consumption was calculated based on the household consumption rate for the SCE area, multiplied by the number of households projected for Redlands. Electricity consumption for the commercial, industrial, and public lighting categories were assumed to grow in proportion with electricity consumption in those sectors, according to the electricity demand forecast for the SCE area. Future residential, commercial, and industrial natural gas consumption were likewise assumed to grow in proportion with the natural gas demand in the SoCalGas area forecasted by CEC for those categories.

As described above, the business-as-usual scenario (without adjustments) does not include changes to SCE's electricity emission factor (which would be affected by RPS, SB 100, and SB 1020) or SoCalGas' natural gas emission factor (which would change according to the SoCalGas 2021 Climate Commitment). Business-as-usual built environment sector emissions were calculated using the inputs shown in **Table 8**.

[10] California Energy Commission, Adopted 2023 Integrated Energy Policy Report with Errata, February 14, 2024, https://www.energy.ca.gov/data-reports/reports/integrated-energy-policy-report/2023-integrated-energy-policy-report.

[11] California Air Resources Board, EMFAC2021 Volume III Technical Document (Version 1.0.1), April 2021, https://ww2.arb.ca.gov/sites/default/files/2021-08/emfac2021_technical_documentation_april2021.pdf.

**Table 8: Business-As-Usual Electricity and Natural Gas Activity Data, 2030-2050**

| | *SCE Electricity (kWh)* | | *SoCalGas Natural Gas (therms)* | |
|---|---|---|---|---|
| *Consumption Sector* | *2030* | *2050* | *2030* | *2050* |
| Utility Emission Factor[1] | 0.00020 $MTCO_2e$ per kWh | | 0.0005464 $MTCO_2e$ per therm | |
| **Total Consumption[2]** | **534,973,435** | **740,460,494** | **15,792,936** | **19,657,823** |
| Residential | 236,630,473 | 317,001,286 | 10,263,164 | 13,648,861 |
| Commercial | 237,503,986 | 362,465,137 | 5,431,192 | 5,909,408 |
| Industrial | 58,119,940 | 58,749,240 | 98,580 | 99,555 |
| Public Lighting | 2,719,037 | 2,244,832 | n/a | n/a |

1. Consistent with 2022 emission factors.
2. Residential electricity consumption based on household consumption rate as calculated from the CEC's electricity demand forecast for the SCE planning area and projected number of households provided by Fehr & Peers (consistent with SBTAM+). All other energy consumption assumed to grow from the 2022 baseline in proportion with CEC energy demand forecasts.

*Sources: Dyett & Bhatia, 2024*

## 4.2 Transportation

Transportation emissions are based on the emissions associated with VMT. As discussed above and consistent with the baseline inventory, VMT estimates were provided by Fehr & Peers using the SBTAM+ regional model, which is aligned with Connect SoCal (2024 update, currently underway). As was conducted for the baseline, EMFAC 2021 Scenario Analysis and OFFROAD 2021 were used to quantify on-road and off-road total daily $CO_2$ emissions for Redlands using updated VMT and population inputs, as shown in **Table 9**.

As noted above, EMFAC 2021 includes the effect of transportation regulations and programs that would increase the share of electric vehicles through 2050 and would therefore decrease $CO_2$ emissions despite an increase in VMT. These changes would decrease on-road emissions but are not as evident for off-road equipment.

**Table 9: Business-As-Usual On-Road and Off-Road Transportation Inputs and EMFAC Results, 2030-2050**

| *Metric* | *2030* | *2050* |
|---|---|---|
| Redlands total daily vehicle miles traveled (VMT) | 2,551,867 | 2,812,455 |
| **Total Daily $CO_2$ Emissions (tons per day)** | | |
| Redlands on-road transportation[1] | 995.07 | 952.23 |
| San Bernardino County off-road equipment[2] | 1,826.86 | 2,158.89 |
| **Population** | | |
| City of Redlands | 75,243 | 82,228 |
| San Bernardino County | 2,368,002 | 2,681,796 |

1. Estimated for the San Bernardino (SC) Sub-Area using the EMFAC 2021 Scenario Analysis tool without SB 375 analysis, scaled to Redlands using total daily VMT as prepared by Fehr & Peers.
2. Estimated for the entire San Bernardino County, then prorated to Redlands based on Redlands' share of countywide population.

*Sources: California Air Resources Board (EMFAC 2021), 2024; California Department of Finance, 2023; Fehr & Peers, 2024*

## 4.3 Solid Waste

Emissions from decomposition of landfilled solid waste generated in Redlands was assumed to scale with population growth, calculated based on a consistent per capita disposal rate (tons of waste divided by population). Like the baseline inventory, the facility-level $CH_4$ emissions from California Street and San Timoteo landfills were scaled to the disposal quantity specific to Redlands. The proportion of residential versus commercial/industrial solid waste sent to California Street Landfill and the ratio of bulk waste sent to San Timoteo Landfill relative to waste sent to California Street Landfill were assumed to stay the same as for 2022. Inputs for 2030 and 2050 are summarized in **Table 10**.

**Table 10: Business-As-Usual Solid Waste Activity Data and Facility-Level Emissions, 2030-2050**

| *Metric* | *2030* | *2050* |
|---|---|---|
| **California Street Landfill** | | |
| Total Redlands waste sent to California Street Landfill[1] (tons) | 50,286 | 54,954 |
| Residential solid waste (tons) | 16,092 | 17,586 |
| Commercial/Industrial solid waste (tons) | 34,194 | 37,368 |
| California Street Landfill total annual disposal quantity[2] (tons) | 48,135 | 52,603 |
| California Street Landfill $CH_4$ emissions[3] (MT $CH_4$) | 273.14 | 298.50 |
| **San Timoteo Landfill** | | |
| Total Redlands waste sent to San Timoteo Landfill[4] (tons) | 166 | 181 |
| San Timoteo Landfill total annual disposal quantity[2] (tons) | 384,839 | 420,565 |
| San Timoteo Landfill $CH_4$ emissions[3] (MT $CH_4$) | 1,187.47 | 1,297.71 |

1. Corresponds to solid waste disposal quantity provided by the City FCS Department, scaled to population growth; distribution between residential and commercial/industrial is the same as provided for 2022.
2. Corresponds to the facility-level total disposal quantity from EPA's GHG Reporting Program, per requirements of the Mandatory Reporting Rule (40 CFR Part 98), scaled to population growth.
3. $CH_4$ emissions relative to the facility-level disposal quantity.
4. Corresponds to bulk waste disposal quantity provided by the City FCS Department, assumed to be the same proportion of waste sent to California Street Landfill in 2022.

*Sources: Dyett & Bhatia, 2024*

## 4.4 Potable Water

The increased demand for electricity usage for supplying, treating, and distributing potable water was assumed to be proportional to the water demand projections according to the Redlands 2020 UWMP, excluding water losses and converted from acre-feet (AF) to million gallons (MG).

Projected water demand for 2050 was linearly interpolated based on the growth rate between 2040 and 2045. The proportion of groundwater and surface water supply is based on the 10-year average reported in the 2020 UWMP. Energy intensities and the corresponding electricity emission factor were assumed to remain the same as was used for the baseline.

**Table 11: Business-As-Usual Potable Water Activity Data, 2030-2050**

| *Metric* | *2030* | *2050* |
|---|---|---|
| **Total volume of water delivered[1] (MG)** | **7,956.6** | **9,091.1** |
| Groundwater supply | 4,933.1 | 5,636.5 |
| Surface water supply | 3,023.5 | 3,454.6 |

1. Total water demand as projected in the Redlands 2020 UWMP, excluding water losses, and interpolated for 2050. Groundwater and surface water volume based on the 10-year average distribution reported in 2020 UWMP.

*Sources: City of Redlands Urban Water Management Plan, 2020; Dyett & Bhatia, 2024*

## 4.5 Wastewater

Forecasted emissions from wastewater treatment reflect increases in the volume of wastewater, corresponding volume of digester gas and effluent discharge, and energy required to collect and treat wastewater. Process and fugitive $N_2O$ emissions are a product of the population served by the wastewater treatment plant and are consistent with the growth assumptions shown in **Table 7**. As shown in **Table 12**, digester gas was calculated to scale with this population growth, while electricity and natural gas used for collection and treatment of wastewater was assumed to change according to CEC energy demand forecast for the SCE/SoCalGas area in the Agriculture and Water Pumping (AGWP) sector. Consistent with the Built Environment sector, these energy demand forecasts were linearly interpolated for 2050 based on the growth rate between 2030 and 2040. All other inputs, including the electricity and natural gas emission factors, are the same as the baseline.

**Table 12: Business-As-Usual Wastewater Activity Data, 2030-2050**

| *Metric* | *2030* | *2050* |
|---|---|---|
| Volume of digester gas produced (scf per day) | 1,463,211 | 1,599,045 |
| **Energy used for wastewater treatment[1]** | | |
| Electricity (kWh) | 5,850,648 | 6,382,510 |
| Natural gas (therms) | 2,106,226 | 3,206,583 |

1. Assumed to change in proportion with the CEC's electricity demand forecast for the SCE area and natural gas demand forecast for the SoCalGas area in the Agriculture and Water Pumping (AGWP) sector.

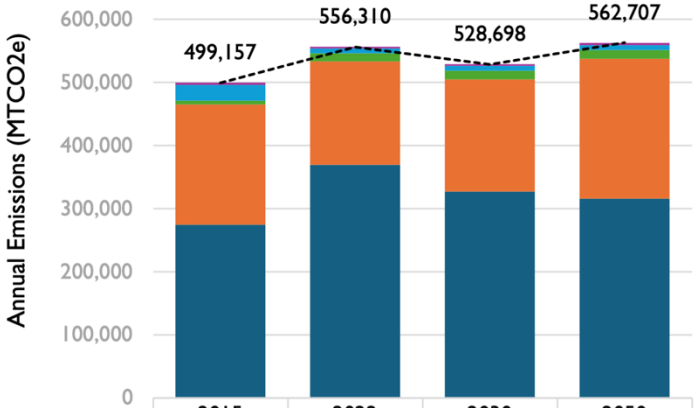
*Sources: Fehr & Peers, 2024; Dyett & Bhatia, 2024*

## 4.6 Total Emissions

**Table 13** compares the GHG emissions inventories by sector for the adjusted 2015 baseline, 2022 baseline, and 2030 and 2050 business-as-usual forecasts without reductions from State actions. As shown in **Figure 3**, annual GHG emissions in Redlands is estimated to continue increasing since 2015, except for a slight fluctuation in 2030, when the decrease in transportation emissions

outweighs growth-induced increases in emissions from other sectors. In absolute terms, total annual emissions in the business-as-usual scenario are projected to increase from 499,157 $MTCO_2e$ in 2015 to 562,707 $MTCO_2e$ in 2050 (an increase of 13 percent).

**Figure 3: Change in Total Annual Business-As-Usual GHG Emissions, 2015-2050**




| | 2015 | 2022 | 2030 | 2050 |
|---|---|---|---|---|
| Potable Water | 3,189 | 2,975 | 2,990 | 3,417 |
| Solid Waste | 24,933 | 7,412 | 7,718 | 8,435 |
| Wastewater | 6,088 | 13,129 | 13,329 | 13,530 |
| Built Environment | 190,861 | 163,753 | 178,193 | 221,613 |
| Transportation | 274,086 | 369,041 | 326,467 | 315,712 |
| ------- Total | 499,157 | 556,310 | 528,698 | 562,707 |

*Dyett & Bhatia, 2024*

**Table 13: Baseline and Business-As-Usual Detailed Community-wide GHG Emissions Inventories by Sector, 2015-2050**

| *Source/Activity* | *Details* | *Annual Emissions ($MTCO_2e$)* | | | |
|---|---|---|---|---|---|
| | | *2015[1] Baseline* | *2022 Baseline* | *2030 BAU Forecast* | *2050 BAU Forecast* |
| **Built Environment** | | | | | |
| Energy - Electricity | Residential | 46,892 | 43,020 | 47,326 | 63,400 |
| | Commercial | 50,240 | 36,512 | 43,9678 | 68,187 |
| | Industrial | 19,306 | 11,618 | 11,624 | 11,750 |
| | Public Lighting | 747 | 601 | 544 | 449 |
| Energy - Natural Gas | Residential | 49,983 | 56,017 | 56,078 | 56,266 |
| | Commercial | 23,362 | 15,451 | 18,404 | 21,017 |
| | Industrial[2] | 331 | 534 | 539 | 544 |
| Subtotal | | 190,861 | 163,753 | 178,193 | 221,613 |
| **Transportation** | | | | | |
| Fugitive/Energy | On-Road | 259,239 | 351,444 | 308,472 | 295,192 |
| | Off-Road | 14,847 | 17,597 | 17,995 | 20,520 |

| Source/Activity | Details | Annual Emissions ($MTCO_2e$) | | | |
|---|---|---|---|---|---|
| | | *2015[1] Baseline* | *2022 Baseline* | *2030 BAU Forecast* | *2050 BAU Forecast* |
| Subtotal | | 274,086 | 369,041 | 326,467 | 315,712 |
| **Solid Waste** | | | | | |
| Fugitive - Landfill | Residential | 14,741 | 2,368 | 2,466 | 2,694 |
| | Commercial/ Industrial | 10,184 | 5,031 | 5,239 | 5,725 |
| | Bulk Waste | 8 | 13 | 14 | 15 |
| Subtotal | | 24,933 | 7,412 | 7,718 | 8,435 |
| **Potable Water** | | | | | |
| Energy - Supply | Extraction | 621 | 582 | 533 | 609 |
| | Conveyance | 77 | 53 | 67 | 76 |
| Energy – Treatment[3] | | —[4] | 327 | 334 | 382 |
| Energy – Distribution[3] | | 2,490 | 2,013 | 2,057 | 2,350 |
| Subtotal | | 3,189 | 2,975 | 2,990 | 3,417 |
| **Wastewater** | | | | | |
| Stationary - Treatment | | 1 | 38 | 40 | 44 |
| Process - Treatment | | 180 | 185 | 193 | 211 |
| Fugitive - Treatment | | 402 | 376 | 393 | 430 |
| Energy - Collection, Treatment[5] | Electricity | 1,345 | 1,203 | 1,431 | 1,574 |
| | Natural Gas | 4,161 | 11,327 | 11,272 | 11,272 |
| Subtotal | | 6,088 | 13,129 | 13,329 | 13,530 |
| **Grand Total** | | **499,157** | **556,310** | **528,698** | **562,707** |
| Percent Change from 2015 | | - | +11% | +6% | +13% |
| Per capita emissions | | 7.1 | 7.7 | 7.0 | 6.8 |

| Source/Activity | Details | Annual Emissions ($MTCO_2e$) | | | |
|---|---|---|---|---|---|
| | | *2015*[1] *Baseline* | *2022 Baseline* | *2030 BAU Forecast* | *2050 BAU Forecast* |

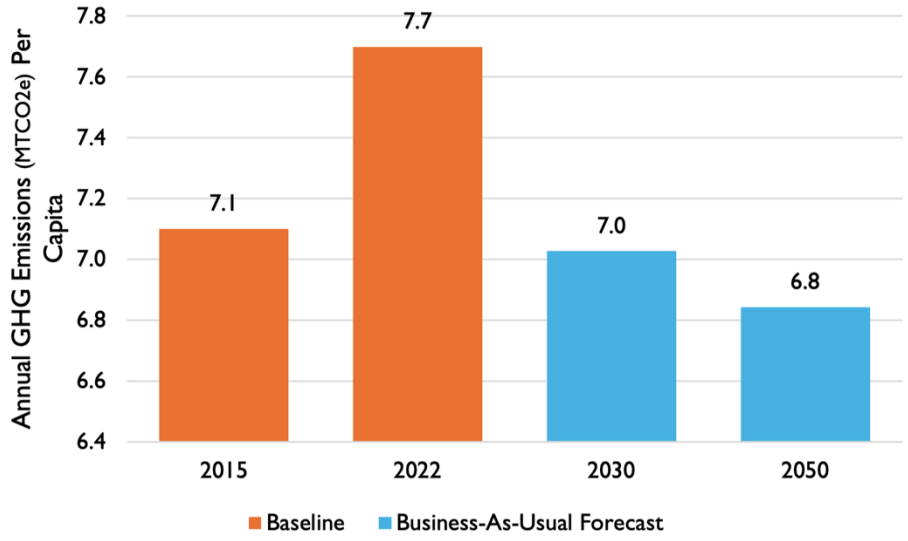
BAU = Business-As-Usual

1. Emissions for 2015 are adjusted from the 2015 GHG Inventory included in the 2017 CAP using the same methodology as the 2022 baseline inventory to allow for valid comparison. Emissions from the Residential, Commercial, Industrial, Agricultural, and Public Lighting sectors of the 2015 GHG Inventory were combined into the Built Environment sector; 2015 commercial electricity includes agriculture electricity, which is not available for other years.
2. Industrial natural gas emissions may be underestimated due to unavailability of data from large facilities (customer confidentiality laws).
3. Emissions from electricity used to treat and distribute potable water are subtracted from the commercial category in the Built Environment sector to avoid double counting; emissions from water supply represent embodied energy and are not included in the SCE report for consumption by Redlands and therefore do not need to be subtracted.
4. Energy (electricity) used for treatment and distribution of potable water were reported together for the 2015 GHG Inventory and are shown combined under distribution.
5. Energy for wastewater collection and treatment is reported together and cannot be separated. Emissions are subtracted from the commercial electricity and natural gas categories in the Built Environment sector to avoid double counting.

*Dyett & Bhatia, 2024*

When evaluated based on an efficiency metric, business-as-usual forecast emissions are expected to improve compared to the 2022 baseline emissions level, which is substantially higher than in 2015 (as adjusted for valid comparison). As shown in **Figure 4**, the total annual emissions of 528,698 $MTCO_2e$ in 2030 would correspond to 7.0 $MTCO_2e$ per capita, decreasing from 7.7 $MTCO_2e$ per capita in 2022 as well as decreasing from 7.1 $MTCO_2e$ per capita in 2015. The efficiency metric for 2050 would also continue this downward trend to 6.8 $MTCO_2e$ per capita.

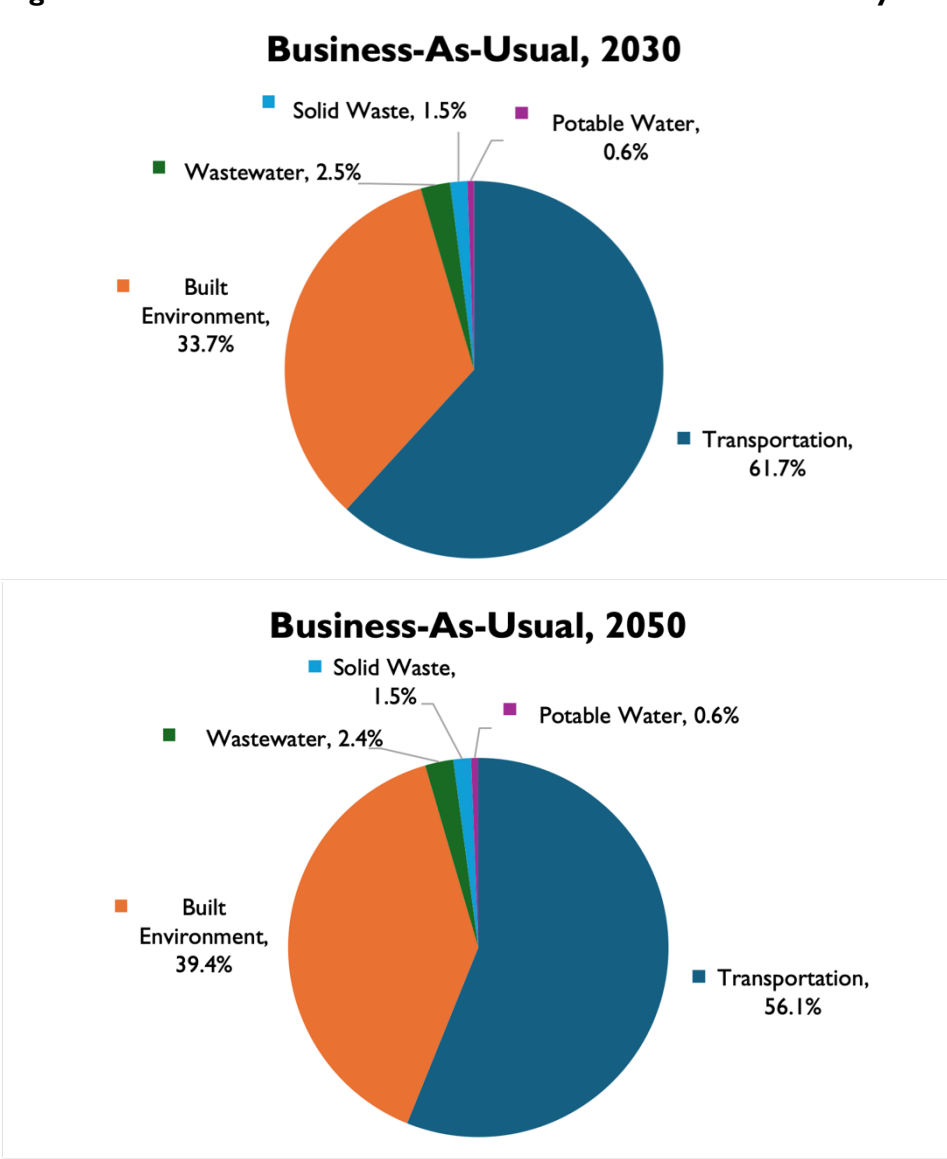
**Figure 4: Business-As-Usual GHG Emissions Per Capita, 2015-2050**




*Dyett & Bhatia, 2024*

As shown in **Figure 5**, the transportation sector continues to represent the greatest source of community-wide emissions, accounting for 61.7 percent of emissions in 2030 and 56.1 percent in 2050. Built environment emissions remain as the second largest sector, making up 33.7 percent of emissions in 2030 and 39.4 percent in 2050.

**Figure 5: 2030 and 2050 Business-As-Usual GHG Emissions by Sector**




*Dyett & Bhatia, 2024*

# 5 ADJUSTED BUSINESS-AS-USUAL FORECAST

Reductions from State actions that could be quantified independently from growth assumptions are reflected in the adjusted business-as-usual forecast, as described in the following sections. Local actions that would be implemented by the City, such as increasing solid waste diversion in line with AB 341 or establishing a local food recovery goal as outlined by SB 1383, are not included but would instead be credited as a GHG reduction measure in the CAP.

## 5.1 Electricity Emissions Reductions from Renewables Portfolio Standards

Renewables Portfolio Standards (RPS), established in 2002 by SB 1078 with the initial requirement that 20 percent of electricity retail sales (such as by investor-owned utilities like SCE) must be served by renewable resources by 2017. RPS requirements were accelerated in 2015 with SB 350 to 50 percent by 2030, then again in 2018 with SB 100, which increased the 2030 target to 60 percent and requires all of the state's electricity to come from carbon-free resources by 2045. In 2022, SB 1020 clarified interim RPS targets: 90 percent by 2035, 95 percent by 2040, and 100 percent by 2045. Quantified reductions in the adjusted business-as-usual forecast reflect the latest RPS consistent with SB 100 and SB 1020.

## 5.2 Natural Gas Emissions Reductions from Renewable Gas Standards

CPUC Decision 22-02-025[12] requires California's four largest investor-owned utilities providing natural gas (one of which is SoCalGas) to meet collective biomethane procurement targets for 2025 and 2030 to implement SB 1440 (2022) and support California's organic waste diversion goal under SB 1383 (2016). Under this decision, SoCalGas is responsible for procuring its proportionate share of Cap-and-Trade allowances (49.26 percent) of the collective renewable natural gas procurement target of 17.6 billion cubic feet (Bcf) annually by 2025, as well as contributing its proportionate share of 2020 annual bundled core natural gas demand forecasted in the 2020 California Gas Report[13] of the collective 72.8 Bcf annually by 2030. The latter target is referred to as the "Renewable Gas Standard" (RGS) and applies to 2030 and beyond, but CPUC will re-evaluate and revise, as necessary, this standard for the longer term in 2025.

SoCalGas' Aspire 2045 Sustainability Strategy establishes a goal of delivering 20 percent renewable natural gas to core customers by 2030,[14] in line with these regulations. According to the Aspire 2045 Factsheet, SoCalGas is currently (as of August 2023) providing five percent renewable gas.[15] Given this direction, quantified reductions in the adjusted business-as-usual forecast reflect SoCalGas' goal for 2030 and assume this goal would be maintained thereafter (through 2050). Although SoCalGas is the locally specific utility for Redlands, SoCalGas' compliance with RGS is included as

[12] California Public Utilities Commission, Decision 22-02-025: Decision Implementing Senate Bill 1440 Biomethane Procurement Program (Rulemaking 13-02-008), February 24, 2022, https://docs.cpuc.ca.gov/PublishedDocs/Published/G000/M454/K335/454335009.PDF

[13] California Gas and Electric Utilities, 2020 California Gas Report, October 2020, https://www.socalgas.com/sites/default/files/2020-10/2020_California_Gas_Report_Joint_Utility_Biennial_Comprehensive_Filing.pdf.

[14] Southern California Gas Company, Aspire 2045: SoCalGas Sustainability Strategy, February 2022, https://www.socalgas.com/sites/default/files/2022-02/SoCalGas_Sustainability_Strategy_final.pdf.

[15] Southern California Gas Company, Aspire 2045 Factsheet, August 2023, https://www.socalgas.com/sites/default/files/2023-08/ASPRIE_2045_Factsheet.pdf.

a state-level (rather than local) action because it is directly tied to SB 1440 and the City has no influence over this action.

## 5.3 Built Environment Reductions from Title 24

The Title 24 Building Energy Efficiency Standards (Part 6, Energy Code) are updated every three years and set increasingly stringent standards to reduce wasteful, uneconomical, and unnecessary uses of energy in residential and non-residential buildings. The 2022 standards are effective as of January 1, 2023. The CEC estimated annual savings over the previous (2019) standards in the 2022 Energy Code Impact Analysis.[16] Quantified reductions in the adjusted business-as-usual forecast reflect these estimates for climate zone 10 (Riverside County), applied to electricity and natural gas consumption of residential and non-residential new construction and alterations, using the same assumptions as the CEC. Savings from Title 24 due to avoided electricity and natural gas consumption are in addition to reductions from RPS and RGS.

**Table 14** summarizes the estimated reductions from RPS, RGS, and Title 24 by sector.

**Table 14: Reductions from State Actions included in Adjusted Business-As-Usual Scenario, 2030-2050**

| | *Annual Emissions Reductions ($MTCO_2e$)* | | | | | |
|---|---|---|---|---|---|---|
| *Year* | *2030* | | | *2050* | | |
| *Sector/Action* | *RPS* | *RGS* | *Title 24* | *RPS* | *RGS* | *Title 24* |
| **Built Environment** | **29,032** | **13,625** | **253** | **147,643** | **14,068** | **71** |
| Electricity | 29,032 | - | 220 | 147,643 | - | - |
| Natural Gas | - | 13,625 | 33 | | 14,068 | 71 |
| **Potable Water** | **816** | **-** | **-** | **3,417** | **-** | **-** |
| Electricity | 816 | - | - | 3,417 | - | - |
| **Wastewater** | **390** | **1,780** | | **1,574** | **1,780** | **-** |
| Electricity | 390 | - | - | 1,574 | - | - |
| Natural Gas | - | 1,780 | - | - | 1,780 | - |
| **Total Reductions** | **30,238** | **15,405** | **253** | **152,634** | **18,740** | **71** |

1. Reductions from Title 24 are beyond (distinct from) reductions from RPS and RGS.

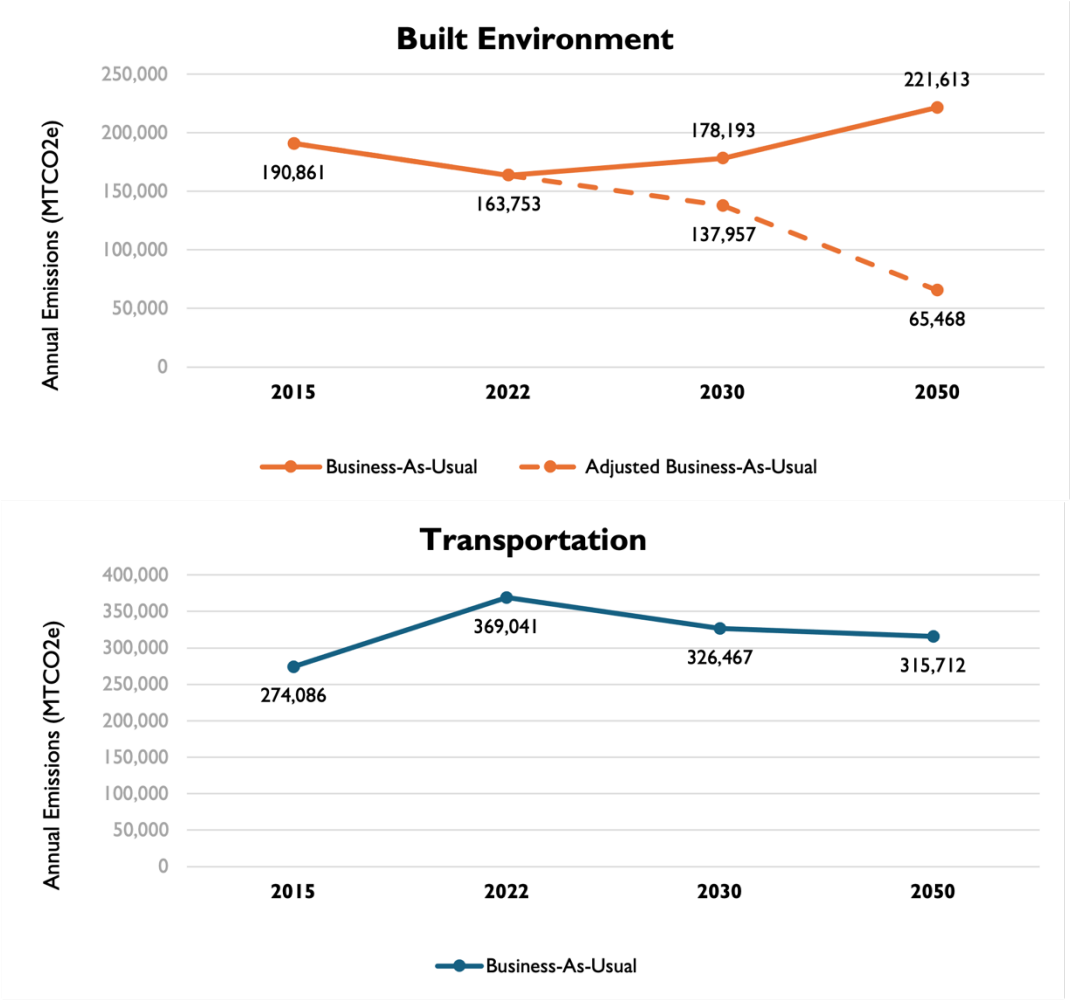
*Sources: Dyett & Bhatia, 2024*

**Figure 6** summarizes the changes in GHG emissions for each sector over time under the business-as-usual scenario, with and without adjustments from State actions. Decarbonization of electricity through RPS would be the main contributor to emissions reductions, particularly in the Built Environment sector. As described in **Section 4**, reductions from regulations affecting the transportation sector are already included in the business-as-usual scenario due to their inclusion

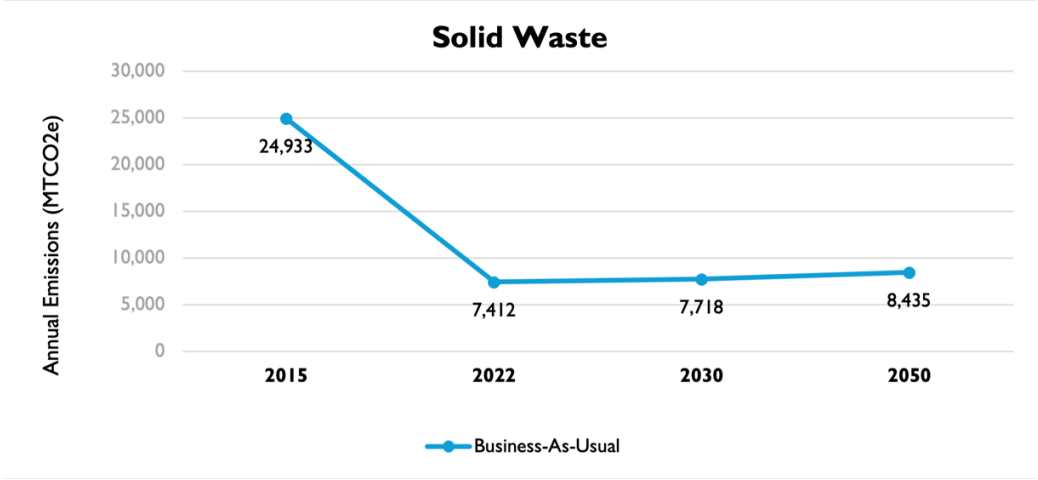
[16] California Energy Commission, 2022 Energy Code Impact Analysis, June 30, 2023, https://www.energy.ca.gov/publications/2023/impact-analysis-2022-update-california-energy-code.

in EMFAC 2021 and are not quantified in the adjustments. Additionally, reductions in the solid waste sector are not quantified in the adjustments because these would be credited as a GHG reduction measure (to be developed) in the City's updated CAP. Therefore, both of these sectors do not have dashed lines for adjusted business-as-usual trajectories in **Figure 6**.

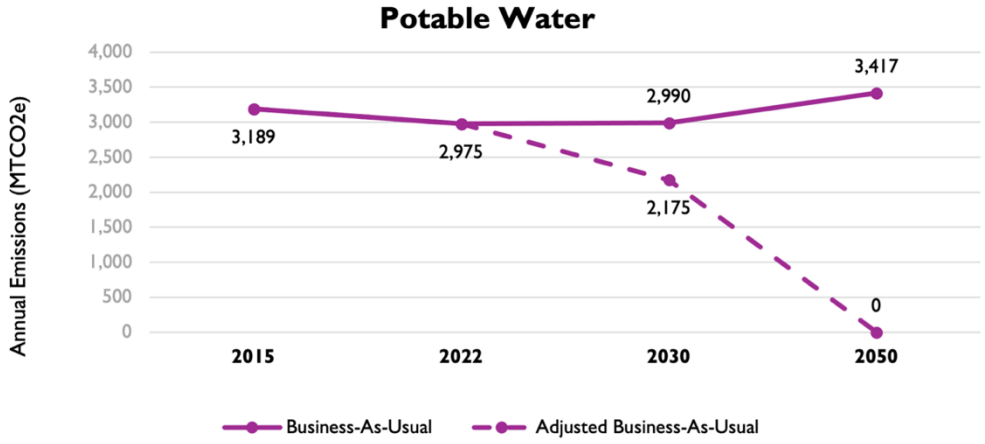
**Figure 6: Changes in Business-As-Usual and Adjusted Business-As-Usual GHG Emissions by Sector, 2015-2050**

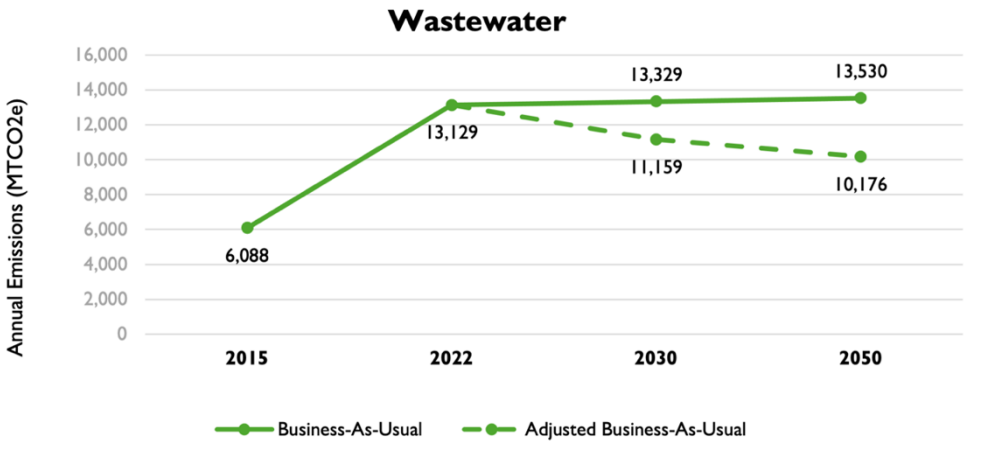



*Note: Reductions from State actions in the Transportation sector are already included in the Business-As-Usual scenario due to their inclusion in CARB's EMFAC 2021 and therefore cannot be quantified separately in the adjustments (shown in dashed line).*




*Note: Reductions due to local actions affecting the Solid Waste sector are not quantified as adjustments (shown in dashed line) because they would be credited as a GHG reduction measure (to be developed) in the City's updated CAP.*




*Dyett & Bhatia, 2024*

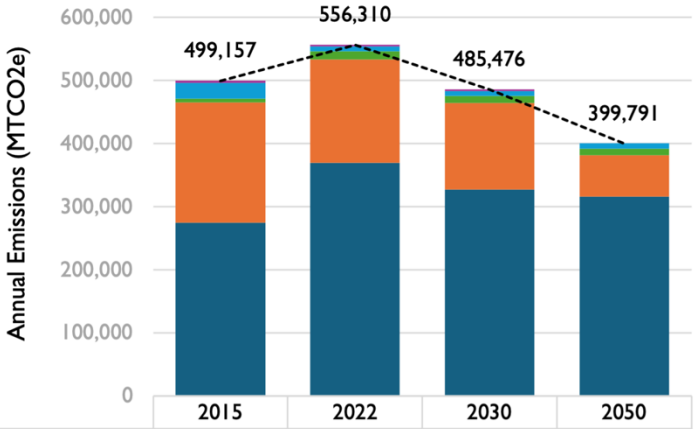
# 6 SUMMARY

As shown in **Figure 7**, annual community-wide GHG emissions in Redlands have increased since 2015, rising about 11 percent from 499,157 $MTCO_2e$ in 2015 (adjusted using the methodology described in this report using inputs from the 2017 CAP for valid comparison) to 556,310 $MTCO_2e$ in 2022. Without State actions to decarbonize electricity and natural gas GHG emissions generated by Redlands would continue to increase to 562,707$MTCO_2e$ in 2050 under the business-as-usual scenario, representing a 13-percent rise above 2015 levels.

However, annual community-wide GHG emissions are estimated to decrease under the adjusted business-as-usual scenario to 399,791 $MTCO_2e$ in 2050, representing a 20-percent reduction from 2015 levels. These significant reductions, particularly in the Built Environment and Potable Water sectors, reflect the achievement of 100-percent carbon-free electricity from SCE by 2045 (supporting RPS) and 20-percent renewable gas delivered by SoCalGas by 2030 and beyond (supporting RGS). In fact, emissions in the Potable Water sector would virtually be reduced to zero, based on the carbon-free energy used to supply, treat, and deliver potable water. In addition, Transportation sector emissions are expected to decrease slightly due to State efforts such as the Advanced Clean Cars Program and EO N-79-20, despite an absolute increase in VMT within Redlands.

Meanwhile, emissions from the Solid Waste sector would continue to increase in proportion with increasing solid waste disposed by the growing population of Redlands. However, emissions quantified in this report do not include the impact of increasing solid waste diversion in line with the statewide target under AB 341 or establishing a local food recovery goal under SB 1383, which would be implemented as a City action and credited under the updated CAP. Inclusion of these GHG reduction measures, to be developed as part of the updated CAP's GHG Reduction Strategy, is recommended to offset increasing emissions in this sector.

**Figure 7: Change in Total Annual Adjusted Business-As-Usual GHG Emissions, 2015-2050**




| | 2015 | 2022 | 2030 | 2050 |
|---|---|---|---|---|
| Potable Water | 3,189 | 2,975 | 2,175 | 0 |
| Solid Waste | 24,933 | 7,412 | 7,718 | 8,435 |
| Wastewater | 6,088 | 13,129 | 11,159 | 10,176 |
| Built Environment | 190,861 | 163,753 | 137,957 | 65,468 |
| Transportation | 274,086 | 369,041 | 326,467 | 315,712 |
| ------- Total | 499,157 | 556,310 | 485,476 | 399,791 |

*Dyett & Bhatia, 2024*

Despite the increase between 2015 and 2022 baseline conditions, future per capita emissions under the adjusted business-as-usual scenario would also decrease to about 6.5 $MTCO_2e$ per capita in 2030 and 4.9 $MTCO_2e$ in 2050, as shown in **Table 15**. Based on this efficiency metric, the City would not meet its adopted target for 2030 of 6.0 $MTCO_2e$ per capita contained in the adopted 2017 CAP, and additional reductions would be required, especially in the Transportation and Built Environment sectors. Prioritization of GHG reduction measures will be developed with the GHG Reduction Strategy.

**Table 15: Summary of Adjusted Business-As-Usual Community-wide GHG Emissions Inventory, 2015-2050**

| *Metric* | *2015 Baseline* | *2022 Baseline* | *2030 Adj. BAU* | *2050 Adj. BAU* |
|---|---|---|---|---|
| **Total Annual GHG Emissions ($MTCO_2e$)** | **499,157** | **556,310** | **485,476** | **399,791** |
| Percent change from 2015 levels | - | +11% | -3% | -20% |
| Per capita emissions[1] | 7.1 | 7.7 | 6.5 | 4.9 |

Adj. BAU = Adjusted Business-As-Usual (includes reductions from State actions, including RPS, RGS, and Title 24)

1. Per capita emissions calculated based on population shown in Table 7.

*Sources: Dyett & Bhatia, 2024*

**ATTACHMENT A:** Fehr & Peers Memorandum - Vehicle Miles Traveled Inventory for City of Redlands Climate Action Plan, March 27, 2024.

FEHR PEERS

# Memorandum

Date: March 27, 2024

To: Rajeev Bhatia, Dyett & Bhattia
Mayu Tanaka, Dyett & Bhattia

From: Paul Herrmann, P.E.
Marsha Phillips
Raymond Poss

**Subject: Vehicle Miles Traveled Inventory for City of Redlands Climate Action Plan**

*OC24-1042*

Fehr & Peers has completed Vehicle Miles Traveled (VMT) inventory for the City of Redlands Climate Action Plan (CAP). This memorandum summarizes the methodology of VMT preparation and key findings.

## Methodology

### *Travel Demand Model*

Fehr & Peers utilized the latest version of the San Bernardino Transportation Analysis Model (SBTAM+) to estimate VMT for the City of Redlands. SBTAM+ is the most appropriate travel demand model for forecasting traffic volumes and VMT in San Bernadino County and reflects the most recent Southern California Association of Governments (SCAG) Regional Transportation Plan (RTP) and associated Sustainable Communities Strategy (SCS) from 2024. The travel demand model produces weekday VMT for a typical Tuesday through Thursday, therefore Fehr & Peers annualized the VMT data in the inventory for use in the GHG assessment.

### *VMT Methodology*

Fehr & Peers utilized the Regional Transportation Advisory Committee (RTAC) VMT calculation methodology, also referred to as the half-accounting method, to prepare VMT forecasts. Using this methodology, 100% of the VMT with two trip ends within a jurisdiction is attributed to that agency, 50% of the VMT with only one trip end is allocated to the jurisdiction (the other 50% is allocated to the jurisdiction where the other trip end is located), and no VMT for trips that simply pass-through the City is included in the accounting methodology. This method is considered

state-of-the-practice for use in CAPs as it allocates the VMT that specific agencies can control to that specific agency as part of the inventory.

As noted, the SBTAM+ model was used to assist in this accounting to track trips and allocation. This was completed for both the model base year (2019) and model future year (2050). Additionally, 2022 and 2030 years were interpolated to align with the CAP scenarios.

## VMT Results

**Table 1** shows the socioeconomic data inputs assumptions in SBTAM+. **Table 2** shows the daily VMT by vehicle class for year 2022, 2030, and 2050 in City of Redlands. The daily VMT by speed bin is provided in **Tables 3, 4, and 5** for years 2022, 2030, and 2050, respectively.

Please note that, if you are using the VMT by speed bin information, the speed bins are representative of typical weekday conditions – if you are using the annualized speed bin information, it would be assuming similar congestion profiles for all days of the week and all periods of the year are the same as a typical Tuesday through Thursday.

**Table 1: Redlands Socioeconomic Data Summary**

| Category | 2019[1] | 2022[2] | 2030[2] | 2050[1] |
|---|---|---|---|---|
| Population | 71,948 | 72,943 | 75,243 | 82,228 |
| Households | 25,644 | 26,186 | 27,439 | 31,244 |
| Single-Family Units | 16,749 | 16,868 | 17,143 | 17,979 |
| Multi-Family Units | 8,895 | 9,318 | 10,296 | 13,265 |
| Retail Employment | 9,578 | 9,474 | 9,232 | 8,499 |
| Non-retail Employment | 39,782 | 40,926 | 43,571 | 51,604 |
| Total Employment | 49,360 | 50,400 | 52,803 | 60,103 |

Notes:
1. 2019 and 2050 data are consistent with the 2020 SCAG RTP/SCS base year and future year land use assumptions in SBTAM+.
2. Interim years were interpolated between base and future.

*Source: SBTAM+, 2024*

**Table 2: Redlands Daily VMT by Vehicle Class (RTAC Methodology)**

| Year | | Auto[1] | | LHDT[2] | | MHDT[3] | | HHDT[4] | | Total VMT | | RTAC VMT 100% ii +50% ix & xi | Annual RTAC VMT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | i | x | i | x | i | x | i | x | i | x | | |
| 2022 | i | 277,485 | 1,976,456 | 1,878 | 28,842 | 1,723 | 25,645 | 1,055 | 121,788 | 282,140 | 2,152,731 | 2,447,632 | 758,765,921 |
| | x | 2,001,753 | - | 28,920 | - | 25,689 | - | 121,891 | - | 2,178,252 | - | | |
| 2030 | i | 281,731 | 2,067,410 | 1,819 | 30,143 | 1,653 | 26,654 | 1,070 | 126,272 | 286,272 | 2,250,479 | 2,551,867 | 791,078,754 |
| | x | 2,097,331 | - | 30,240 | - | 26,706 | - | 126,432 | - | 2,280,710 | - | | |
| 2050 | i | 292,346 | 2,294,797 | 1,671 | 33,394 | 1,478 | 29,176 | 1,108 | 137,483 | 296,603 | 2,494,850 | 2,812,455 | 871,861,080 |
| | x | 2,336,278 | - | 33,540 | - | 29,251 | - | 137,785 | | 2,536,854 | - | | |

Note:

1. Auto = passenger cars.
2. LHDT = Light heavy-duty trucks.
3. MHDT = Might heavy-duty trucks.
4. HHDT = Heavy heavy-duty trucks.

*Source: SBTAM+, 2024*

**Table 3: 2022 Daily VMT by Speed Bin (RTAC Methodology)**

| Speed | | Total VMT i | Total VMT x | RTAC VMT 100% ii +50% ix & xi | Annual RTAC VMT |
|---|---|---|---|---|---|
| 0-5 MPH | i | 0 | 0 | 58 | 17,970 |
| | x | 116 | | | |
| 5-10 MPH | i | 0 | 0 | 0 | 0 |
| | x | 0 | | | |
| 10-15 MPH | i | 0 | 179 | 1,104 | 342,136 |
| | x | 2,028 | | | |
| 15-20 MPH | i | 1,415 | 59 | 2,883 | 893,829 |
| | x | 2,877 | | | |
| 20-25 MPH | i | 10,941 | 2,584 | 17,992 | 5,577,571 |
| | x | 11,517 | | | |
| 25-30 MPH | i | 111,762 | 41,063 | 167,827 | 52,026,397 |
| | x | 71,067 | | | |
| 30-35 MPH | i | 116,111 | 217,172 | 354,264 | 109,821,717 |
| | x | 259,133 | | | |
| 35-40 MPH | i | 27,193 | 309,908 | 346,446 | 107,398,378 |
| | x | 328,598 | | | |
| 40-45 MPH | i | 11,144 | 440,926 | 391,877 | 121,481,773 |
| | x | 320,539 | | | |
| 45-50 MPH | i | 3,438 | 506,214 | 461,812 | 143,161,699 |
| | x | 410,534 | | | |
| 50-55 MPH | i | 135 | 404,517 | 445,712 | 138,170,650 |
| | x | 486,636 | | | |
| 55-60 MPH | i | 0 | 195,091 | 217,684 | 67,482,140 |
| | x | 240,278 | | | |
| 60-65 MPH | i | 0 | 35,017 | 39,973 | 12,391,660 |
| | x | 44,929 | | | |
| 65-70 MPH | i | 0 | 0 | 0 | 0 |
| | x | 0 | | | |
| 70-75 MPH | i | 0 | 0 | 0 | 0 |
| | x | 0 | | | |
| 75-80 MPH | i | 0 | 0 | 0 | 0 |
| | x | 0 | | | |
| **Total VMT** | **i** | **282,140** | **2,152,731** | **2,447,632** | **758,765,921** |
| | **x** | **2,178,253** | **-** | | |

*Source: SBTAM+, 2024*

**Table 4: 2030 Daily VMT by Speed Bin (RTAC Methodology)**

| Speed | | Total VMT i | Total VMT x | RTAC VMT 100% ii +50% ix & xi | Annual RTAC VMT |
|---|---|---|---|---|---|
| 0-5 MPH | i | 0 | 0 | 213 | 65,874 |
| | x | 425 | | | |
| 5-10 MPH | i | 0 | 0 | 0 | 0 |
| | x | 0 | | | |
| 10-15 MPH | i | 0 | 657 | 4,047 | 1,254,383 |
| | x | 7,436 | | | |
| 15-20 MPH | i | 1,011 | 101 | 6,260 | 1,940,646 |
| | x | 10,397 | | | |
| 20-25 MPH | i | 9,215 | 3,554 | 24,130 | 7,480,448 |
| | x | 26,276 | | | |
| 25-30 MPH | i | 109,942 | 57,555 | 186,536 | 57,826,031 |
| | x | 95,632 | | | |
| 30-35 MPH | i | 125,146 | 277,340 | 413,096 | 128,059,812 |
| | x | 298,560 | | | |
| 35-40 MPH | i | 26,924 | 392,935 | 397,544 | 123,238,583 |
| | x | 348,305 | | | |
| 40-45 MPH | i | 10,535 | 458,855 | 428,607 | 132,867,964 |
| | x | 377,288 | | | |
| 45-50 MPH | i | 3,362 | 481,656 | 452,555 | 140,291,825 |
| | x | 416,729 | | | |
| 50-55 MPH | i | 137 | 373,330 | 416,763 | 129,196,396 |
| | x | 459,921 | | | |
| 55-60 MPH | i | 0 | 168,473 | 183,454 | 56,870,686 |
| | x | 198,435 | | | |
| 60-65 MPH | i | 0 | 36,023 | 38,665 | 11,986,105 |
| | x | 41,307 | | | |
| 65-70 MPH | i | 0 | 0 | 0 | 0 |
| | x | 0 | | | |
| 70-75 MPH | i | 0 | 0 | 0 | 0 |
| | x | 0 | | | |
| 75-80 MPH | i | 0 | 0 | 0 | 0 |
| | x | 0 | | | |
| **Total VMT** | **i** | **286,272** | **2,250,479** | **2,551,867** | **791,078,754** |
| | **x** | **2,280,710** | **-** | | |

*Source: SBTAM+, 2024*

**Table 5: 2050 Daily VMT by Speed Bin (RTAC Methodology)**

| Speed | | Total VMT i | Total VMT x | RTAC VMT 100% ii +50% ix & xi | Annual RTAC VMT |
|---|---|---|---|---|---|
| 0-5 MPH | i | 0 | 0 | 598 | 185,465 |
| | x | 1,197 | | | |
| 5-10 MPH | i | 0 | 0 | 0 | 0 |
| | x | 0 | | | |
| 10-15 MPH | i | 0 | 1,852 | 11,404 | 3,535,183 |
| | x | 20,955 | | | |
| 15-20 MPH | i | 1 | 206 | 14,702 | 4,557,767 |
| | x | 29,197 | | | |
| 20-25 MPH | i | 4,900 | 5,977 | 39,476 | 12,237,490 |
| | x | 63,174 | | | |
| 25-30 MPH | i | 105,393 | 98,784 | 233,308 | 72,325,364 |
| | x | 157,045 | | | |
| 30-35 MPH | i | 147,734 | 427,758 | 560,177 | 173,654,735 |
| | x | 397,128 | | | |
| 35-40 MPH | i | 26,251 | 600,501 | 525,287 | 162,839,060 |
| | x | 397,572 | | | |
| 40-45 MPH | i | 9,012 | 503,680 | 520,431 | 161,333,745 |
| | x | 519,160 | | | |
| 45-50 MPH | i | 3,172 | 420,262 | 429,410 | 133,117,148 |
| | x | 432,215 | | | |
| 50-55 MPH | i | 141 | 295,363 | 344,389 | 106,760,623 |
| | x | 393,134 | | | |
| 55-60 MPH | i | 0 | 101,929 | 97,878 | 30,342,260 |
| | x | 93,828 | | | |
| 60-65 MPH | i | 0 | 38,538 | 35,394 | 10,972,241 |
| | x | 32,251 | | | |
| 65-70 MPH | i | 0 | 0 | 0 | 0 |
| | x | 0 | | | |
| 70-75 MPH | i | 0 | 0 | 0 | 0 |
| | x | 0 | | | |
| 75-80 MPH | i | 0 | 0 | 0 | 0 |
| | x | 0 | | | |
| **Total VMT** | **i** | **296,603** | **2,494,850** | **2,812,455** | **871,861,080** |
| | **x** | **2,536,854** | **-** | | |

*Source: SBTAM+, 2024*

**City Council Meeting** **L. 2.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Introduction of Ordinance No. 2972 levying special taxes within the City of Redlands Community Facilities District No. 2004-1 (Development Services Director Desatnik)

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## MOTION(S):

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

I move to introduce Ordinance No. 2972.

## RECOMMENDATION:

Staff recommends City Council introduce Ordinance No. 2972 establishing the maximum tax rates for Community Facilities District No. 2004-1, and authorizing the City Clerk to file necessary information with the County Auditor/Controller for Fiscal Year 24/25.

## DISCUSSION:

In 2004, City Council approved the formation of Community Facilities District (CFD) No. 2004-1, which was established to maintain landscaping and other improvements associated with various properties annexed into the CFD. The CFD tax collected provides funding for labor, material, and equipment costs associated with the maintenance services. Since its inception, twenty-nine (29) applications for annexation have been received, and twenty-four (24) have been successfully added to the CFD, which are described in Attachment B.

Introduction of Ordinance No. 2972 is required to levy the special tax in accordance with the California Streets and Highways Code. This Ordinance sets the maximum FY 24/25 CFD tax rates, and authorizes the City Clerk to file all

necessary information to levy the tax with the County Auditor/Controller no later than the deadline of August 10, 2024.

**ALTERNATIVES:**

City Council may deny the staff recommendation. However, introduction of the ordinance is necessary to collect revenues to offset landscape maintenance expenses within CFD 2004-1.

**STRATEGIC PLAN:**

N/A

**SUBMITTED BY:**
Brian Desatnik, Development Services Director

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

**REVIEWED BY:**
Yvette M. Abich Garcia, City Attorney
Christopher Boatman, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

**PREPARED BY:**
Donald Young, One Stop Permit Center Manager

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**Fiscal Impact**

| | |
|---|---|
| **Fiscal Year:** | FY 2024-25 |
| **Revenue Generating:** | Y |
| **Appropriation Required Y/N:** | No |

**Discussion:**

The special tax revenue and related expenses are included in the FY 24/25 budget. No general fund contributions are required for maintenance of CFD.

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**Attachments**

Ordinance No. 2972
Exhibit "A" to Ord.
Exhibit "B" to Ord.
Attachment B- List of Annexations

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ORDINANCE NO. 2972

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS LEVYING SPECIAL TAXES WITHIN CITY OF REDLANDS COMMUNITY FACILITIES DISTRICT NO. 2004-1 (TRACT MAP NO. 16408; TRACT MAP NO. 16287; TENTATIVE TRACT MAP NO. 17253; PARCEL MAP NO. 17353; COMMISSION REVIEW AND APPROVAL (CRA) NO. 826; TRACT MAP NO. 16806; PARCEL MAP NO. 18208; PARCEL MAP NO. 19371; TRACT MAP NO. 16465; TRACT MAP NO. 16627; TRACT MAP NO. 18979; TRACT MAP NO. 19975; TRACT MAP NO. 20079; TRACT MAP NO. 18882; PARCEL MAP NO. 19496; PARCEL MAP NO. 18536-1; TRACT MAP NO. 18988; TRACT MAP NO. 17022; PARCEL MAP NO. 19465; TRACT MAP NO. 19942; TRACT MAP NO. 19956; TRACT MAP NO. 20126; PARCEL MAP NO. 19981; PARCEL MAP NO. 18536; CONDITIONAL USE PERMIT (CUP) NO. 1129; TRACT MAP NO. 20065; TRACT MAP NO. 20257, PLANNED DEVELOPMENT NO. 4.. TRACT MAP NO. 20065, AND TRACT MAP NO. 20336.

WHEREAS, the City Council of the City of Redlands (the "City") has formed City of Redlands Community Facilities District No. 2004-1 (Tract Map No. 16408 – Centex Homes) and annexed Tract Map No. 16287 (Annexation No. 1), Tentative Tract Map No. 17253 (Annexation No. 3), Parcel Map No. 17353 (Annexation No. 4), CRA No. 826 (Annexation No. 5), Tract Map No. 16806 (Annexation No. 8), Parcel Map No. 18208 (Annexation No. 9), Parcel Map No. 19371 (Annexation No. 11), Tract Map No. 16465, Tract Map No. 16627, Tract Map No. 18979, Tract Map No. 19975 and Tract Map No. 20079 (Annexation No. 12), Tract Map No. 18882 (Annexation No. 13), Parcel Map No. 19496 (Annexation No. 14), Parcel Map No. 18536-1 (Annexation No. 15), Tract Map No. 18988 (Annexation No. 16), Tract Map No. 17022 (Annexation No. 17), Parcel Map No. 19465 (Annexation No. 18), Tract Map No. 19942 (Annexation No. 19), Tract Map No. 19956 (Annexation No. 20), Tract Map No. 20126 (Annexation No. 21), Parcel Map No. 19981 (Annexation No. 22), Parcel Map No. 18536 (Annexation No. 23), CUP No. 1129 (Annexation No. 24), Tract Map No. 20065 (Annexation No. 25), Tract Map No. 20257 (Annexation No. 26), Planned Development No. 4 (Annexation No. 27), and Tract Map No. 20336 (Annexation No. 29) into the City of Redlands Community Facilities District No. 2004-1 (the "Community Facilities District"), under and pursuant to the Mello-Roos Community Facilities Act of 1982 (the "Act"); and

WHEREAS, the City Council, as the legislative body of the Community Facilities District, is authorized under the Act to levy special taxes (the "Special Taxes") to pay for the costs of certain facilities and to authorize the issuance of bonds secured by the Special Taxes under the Act; and

WHEREAS, the City Council, pursuant to Ordinance No. 2584, adopted by the City Council of the City on August 3, 2004, and Resolution No. 6481, adopted on May 2, 2006, authorized and levied the Special Taxes within the Community Facilities District; and

WHEREAS, Section 53340 of the Act provides that the legislative body of a community facilities district may provide, by resolution, for the levy of the special tax in the current year or future tax years at the same rate or at a lower rate than the rate provided by ordinance, if the resolution is adopted and a certified list of all parcels subject to the special tax levy including the amount of the tax to be levied on each parcel for the applicable tax year, is filed by the clerk or other official designated by the legislative body with the county auditor on or before the 10th day of August of that tax year; and

WHEREAS, the City Council desires to levy the Special Taxes within the Community Facilities District for Fiscal Year 2024-2025;

NOW, THEREFORE, the City Council of the City of Redlands ORDAINS as follows:

Section 1. All of the above recitals are true and correct.

Section 2. The City Council hereby levies the Special Taxes for the Fiscal Year 2024-2025 at the applied rates, up to the maximum, and with respect to the parcels as set forth in Exhibit A and Exhibit B hereto; provided, however, that the City Manager or the Finance Director of the City is hereby authorized, prior to the submission to the San Bernardino County Auditor/Controller and upon consultation with the City's special tax consultant, Webb Municipal Finance, LLC (a) to make any necessary modifications to such Special Taxes to correct any errors, omissions or inconsistencies in the listing or categorization of parcels to be taxed (provided that any such modifications shall not result in an increase in the Special Tax applicable to any category of parcels), or (b) to lower such Special Tax rates to the extent such officer deems necessary upon receipt of the final pricing information. The City Clerk of the City is hereby authorized and directed to file with the San Bernardino County Auditor/Controller no later than August 10, 2022, a certified list of all parcels subject to the Special Tax levy including the amount of the Special Tax to be levied on each parcel for Fiscal Year 2024-2025.

Section 3. The officers and agents of the City are, and each of them hereby is, authorized and directed to execute and deliver any and all documents and instruments and to do and cause to be done any and all acts and things necessary or proper for carrying out the levy of the Special Taxes for Fiscal Year 2024-2025 as provided in this Resolution.

Section 4. All actions heretofore taken by the officers and agents of the City with respect to the levy of the Special Taxes for Fiscal Year 2024-2025 are hereby approved, confirmed and ratified.

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.

_____
Eddie Tejeda, 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 at a regular meeting thereof, held on the _____day of _____, 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Jeanne Donaldson, City Clerk

EXHIBIT A
Annexation Levy Summary by Assessor's Parcel Number

EXHIBIT B
Annexation Listing with Maximum and Applied Rates

# EXHIBIT "A"

## ANNEXATION LEVY SUMMARY

## City of Redlands

## Community Facilities District No. 2004-1

## Fiscal Year 2024-2025 Special Tax Levy

| Line No. | Assessor's Parcel No. | Special Tax Levy | |
|---|---|---|---|
| 1 | 0174651010000 | $1,859.38 | Original |
| 2 | 0174651020000 | $1,859.38 | |
| 3 | 0174651030000 | $1,859.38 | |
| 4 | 0174651040000 | $1,859.38 | |
| 5 | 0174651050000 | $1,859.38 | |
| 6 | 0174651060000 | $1,859.38 | |
| 7 | 0174651070000 | $1,859.38 | |
| 8 | 0174651080000 | $1,859.38 | |
| 9 | 0174651090000 | $1,859.38 | |
| 10 | 0174651100000 | $1,859.38 | |
| 11 | 0174651110000 | $1,859.38 | |
| 12 | 0174651120000 | $1,859.38 | |
| 13 | 0174651130000 | $1,859.38 | |
| 14 | 0174651140000 | $1,859.38 | |
| 15 | 0174651150000 | $1,859.38 | |
| 16 | 0174651160000 | $1,859.38 | |
| 17 | 0174651170000 | $1,859.38 | |
| 18 | 0174651180000 | $1,859.38 | |
| 19 | 0174651190000 | $1,859.38 | |
| 20 | 0174651200000 | $1,859.38 | |
| 21 | 0174651210000 | $1,859.38 | |
| 22 | 0174651220000 | $1,859.38 | |
| 23 | 0174651230000 | $1,859.38 | |
| 24 | 0174651240000 | $1,859.38 | |
| 25 | 0174651250000 | $1,859.38 | |
| 26 | 0174651260000 | $1,859.38 | |
| 27 | 0174651270000 | $1,859.38 | |
| 28 | 0174651280000 | $1,859.38 | |
| 29 | 0174651290000 | $1,859.38 | |
| 30 | 0174651300000 | $1,859.38 | |
| 31 | 0174651310000 | $1,859.38 | |
| 32 | 0174651320000 | $1,859.38 | |
| 33 | 0174651330000 | $1,859.38 | |
| 34 | 0174651340000 | $1,859.38 | |
| 35 | 0174661010000 | $1,859.38 | |
| 36 | 0174661020000 | $1,859.38 | |
| 37 | 0174661030000 | $1,859.38 | |
| 38 | 0174661040000 | $1,859.38 | |
| 39 | 0174661050000 | $1,859.38 | |
| 40 | 0174661060000 | $1,859.38 | |
| 41 | 0174661070000 | $1,859.38 | |
| 42 | 0174661080000 | $1,859.38 | |
| 43 | 0174661090000 | $1,859.38 | |
| 44 | 0174661100000 | $1,859.38 | |
| 45 | 0174661110000 | $1,859.38 | |
| 46 | 0174661120000 | $1,859.38 | |
| 47 | 0174661130000 | $1,859.38 | |
| 48 | 0174661140000 | $1,859.38 | |
| 49 | 0174661150000 | $1,859.38 | |
| 50 | 0174661160000 | $1,859.38 | |
| 51 | 0174661170000 | $1,859.38 | |
| 52 | 0174661180000 | $1,859.38 | |

# EXHIBIT "A"

## ANNEXATION LEVY SUMMARY

## City of Redlands

## Community Facilities District No. 2004-1

## Fiscal Year 2024-2025 Special Tax Levy

| Line No. | Assessor's Parcel No. | Special Tax Levy | |
|---|---|---|---|
| 53 | 0174661190000 | $1,859.38 | |
| 54 | 0174661200000 | $1,859.38 | |
| 55 | 0174661210000 | $1,859.38 | |
| 56 | 0174661220000 | $1,859.38 | |
| 57 | 0174661230000 | $1,859.38 | |
| 58 | 0174661240000 | $1,859.38 | |
| 59 | 0174661250000 | $1,859.38 | |
| 60 | 0174661260000 | $1,859.38 | |
| 61 | 0174661270000 | $1,859.38 | |
| 62 | 0174661280000 | $1,859.38 | |
| 63 | 0174661290000 | $1,859.38 | |
| 64 | 0174661300000 | $1,859.38 | |
| 65 | 1212371080000 | $475.00 | Annex No. 1 |
| 66 | 1212371090000 | $475.00 | |
| 67 | 1212371100000 | $475.00 | |
| 68 | 1212371110000 | $475.00 | |
| 69 | 1212371120000 | $475.00 | |
| 70 | 1212371130000 | $475.00 | |
| 71 | 1212371140000 | $475.00 | |
| 72 | 1212371150000 | $475.00 | |
| 73 | 1212371160000 | $475.00 | |
| 74 | 1212371170000 | $475.00 | |
| 75 | 1212371180000 | $475.00 | |
| 76 | 1212371190000 | $475.00 | |
| 77 | 0174252200000 | $4,094.82 | Annex No. 4 |
| 78 | 0174691060000 | $247.84 | |
| 79 | 0174691070000 | $247.84 | |
| 80 | 0174691080000 | $247.84 | |
| 81 | 0174691090000 | $247.84 | |
| 82 | 0174691100000 | $247.84 | |
| 83 | 0174691110000 | $247.84 | |
| 84 | 0174691120000 | $247.84 | |
| 85 | 0174691130000 | $247.84 | |
| 86 | 0174691140000 | $247.84 | |
| 87 | 0174691150000 | $247.84 | |
| 88 | 0174691160000 | $338.67 | |
| 89 | 0174691170000 | $338.67 | |
| 90 | 0174691180000 | $338.67 | |
| 91 | 0174691190000 | $338.67 | |
| 92 | 0174691200000 | $338.67 | |
| 93 | 0174691210000 | $338.67 | |
| 94 | 0174691220000 | $338.67 | |
| 95 | 0174691230000 | $247.84 | |
| 96 | 0174691240000 | $247.84 | |
| 97 | 0174691250000 | $247.84 | |
| 98 | 0174691260000 | $247.84 | |
| 99 | 0174691270000 | $247.84 | |
| 100 | 0174691280000 | $247.84 | |
| 101 | 0174691290000 | $247.84 | |
| 102 | 0174691300000 | $247.84 | |
| 103 | 0174691310000 | $247.84 | |
| 104 | 0174691320000 | $247.84 | |

# EXHIBIT "A"

## ANNEXATION LEVY SUMMARY

## City of Redlands

## Community Facilities District No. 2004-1

## Fiscal Year 2024-2025 Special Tax Levy

| Line No. | Assessor's Parcel No. | Special Tax Levy | |
|---|---|---|---|
| 105 | 0174691330000 | $269.40 | |
| 106 | 0174691340000 | $269.40 | |
| 107 | 0174691350000 | $269.40 | |
| 108 | 0174691360000 | $269.40 | |
| 109 | 0292061490000 | $7,012.76 | Annex No. 5 |
| 110 | 0292061500000 | $3,287.24 | |
| 111 | 0292631020000 | $435.48 | Annex No. 9 |
| 112 | 0292631030000 | $435.48 | |
| 113 | 0292631040000 | $435.48 | |
| 114 | 0292631050000 | $435.48 | |
| 115 | 0292631060000 | $435.48 | |
| 116 | 0292631070000 | $435.48 | |
| 117 | 0292631080000 | $435.48 | |
| 118 | 0292631090000 | $435.48 | |
| 119 | 0292631100000 | $435.48 | |
| 120 | 0292631110000 | $435.48 | |
| 121 | 0292631120000 | $435.48 | |
| 122 | 0292631130000 | $435.48 | |
| 123 | 0292631140000 | $435.48 | |
| 124 | 0292631150000 | $435.48 | |
| 125 | 0292631160000 | $435.48 | |
| 126 | 0292631170000 | $435.48 | |
| 127 | 0292631180000 | $435.48 | |
| 128 | 0292631190000 | $435.48 | |
| 129 | 0292631200000 | $435.48 | |
| 130 | 0292631210000 | $435.48 | |
| 131 | 0292631220000 | $435.48 | |
| 132 | 0292631230000 | $435.48 | |
| 133 | 0292631240000 | $435.48 | |
| 134 | 0292631250000 | $435.48 | |
| 135 | 0292631260000 | $435.48 | |
| 136 | 0292631270000 | $435.48 | |
| 137 | 0292631280000 | $435.48 | |
| 138 | 0292631290000 | $435.48 | |
| 139 | 0292631300000 | $435.48 | |
| 140 | 0292631310000 | $435.48 | |
| 141 | 0292631320000 | $435.48 | |
| 142 | 1212451010000 | $1,008.20 | Annex No. 12a |
| 143 | 1212451020000 | $1,008.20 | |
| 144 | 1212451030000 | $1,008.20 | |
| 145 | 1212451040000 | $1,008.20 | |
| 146 | 1212451050000 | $1,008.20 | |
| 147 | 1212451060000 | $1,008.20 | |
| 148 | 1212451070000 | $1,008.20 | |
| 149 | 1212451080000 | $1,008.20 | |
| 150 | 1212451090000 | $1,008.20 | |
| 151 | 1212451100000 | $1,008.20 | |
| 152 | 1212451110000 | $1,008.20 | |
| 153 | 1212451120000 | $1,008.20 | |
| 154 | 1212451130000 | $1,008.20 | |
| 155 | 1212451140000 | $1,008.20 | |
| 156 | 1212451150000 | $1,008.20 | |

# EXHIBIT "A"

## ANNEXATION LEVY SUMMARY

## City of Redlands

## Community Facilities District No. 2004-1

## Fiscal Year 2024-2025 Special Tax Levy

| Line No. | Assessor's Parcel No. | Special Tax Levy | |
|---|---|---|---|
| 157 | 1212451160000 | $1,008.20 | |
| 158 | 1212451170000 | $1,008.20 | |
| 159 | 1212451180000 | $1,008.20 | |
| 160 | 1212451190000 | $1,008.20 | |
| 161 | 1212451200000 | $1,008.20 | |
| 162 | 1212451210000 | $1,008.20 | |
| 163 | 1212451220000 | $1,008.20 | |
| 164 | 1212451230000 | $1,008.20 | |
| 165 | 1212451240000 | $1,008.20 | |
| 166 | 1212451250000 | $1,008.20 | |
| 167 | 1212451260000 | $1,008.20 | |
| 168 | 1212451270000 | $1,008.20 | |
| 169 | 1212451280000 | $1,008.20 | |
| 170 | 1212451290000 | $1,008.20 | |
| 171 | 1212451300000 | $1,008.20 | |
| 172 | 1212451310000 | $1,008.20 | |
| 173 | 1212451320000 | $1,008.20 | |
| 174 | 1212451330000 | $1,008.20 | |
| 175 | 1212451340000 | $1,008.20 | |
| 176 | 1212451350000 | $1,008.20 | |
| 177 | 1212451360000 | $1,008.20 | |
| 178 | 1212451370000 | $1,008.20 | |
| 179 | 1212451380000 | $1,008.20 | |
| 180 | 1212451390000 | $1,008.20 | |
| 181 | 1212451400000 | $1,008.20 | |
| 182 | 1212451410000 | $1,008.20 | |
| 183 | 1212451420000 | $1,008.20 | |
| 184 | 1212451430000 | $1,008.20 | |
| 185 | 1212451440000 | $1,008.20 | |
| 186 | 1212451450000 | $1,008.20 | |
| 187 | 1212451460000 | $1,008.20 | |
| 188 | 1212451470000 | $1,008.20 | |
| 189 | 1212451480000 | $1,008.20 | |
| 190 | 1212451490000 | $1,008.20 | |
| 191 | 1212451500000 | $1,008.20 | |
| 192 | 1212451510000 | $1,008.20 | |
| 193 | 1212451520000 | $1,008.20 | |
| 194 | 1212451530000 | $1,008.20 | |
| 195 | 1212451540000 | $1,008.20 | |
| 196 | 1212451550000 | $1,008.20 | |
| 197 | 1212451560000 | $1,008.20 | |
| 198 | 1212451570000 | $1,008.20 | |
| 199 | 1212451580000 | $1,008.20 | |
| 200 | 1212451590000 | $1,008.20 | |
| 201 | 1212451600000 | $1,008.20 | |
| 202 | 1212451610000 | $1,008.20 | |
| 203 | 0168891010000 | $1,112.50 | Annex. No. 12b |
| 204 | 0168891020000 | $1,112.50 | |
| 205 | 0168891030000 | $1,112.50 | |
| 206 | 0168891040000 | $1,112.50 | |
| 207 | 0168891050000 | $1,112.50 | |
| 208 | 0168891060000 | $1,112.50 | |

# EXHIBIT "A"

## ANNEXATION LEVY SUMMARY

### City of Redlands

### Community Facilities District No. 2004-1

### Fiscal Year 2024-2025 Special Tax Levy

| Line No. | Assessor's Parcel No. | Special Tax Levy | |
|---|---|---|---|
| 209 | 0168891070000 | $1,112.50 | |
| 210 | 0168891080000 | $1,112.50 | |
| 211 | 0168891090000 | $1,112.50 | |
| 212 | 0168891100000 | $1,112.50 | |
| 213 | 0168891110000 | $1,112.50 | |
| 214 | 0168891120000 | $1,112.50 | |
| 215 | 0168891130000 | $1,112.50 | |
| 216 | 0168891140000 | $1,112.50 | |
| 217 | 0168891150000 | $1,112.50 | |
| 218 | 0168891160000 | $1,112.50 | |
| 219 | 0168891170000 | $1,112.50 | |
| 220 | 0168891180000 | $1,112.50 | |
| 221 | 0168891190000 | $1,112.50 | |
| 222 | 0168891200000 | $1,112.50 | |
| 223 | 0168071170000 | $979.51 | Annex. No. 12c |
| 224 | 0168071180000 | $979.51 | |
| 225 | 0168071190000 | $979.51 | |
| 226 | 0168071200000 | $979.51 | |
| 227 | 0168071210000 | $979.51 | |
| 228 | 0168071220000 | $979.51 | |
| 229 | 0168071230000 | $979.51 | |
| 230 | 0168071240000 | $979.51 | |
| 231 | 0168071250000 | $979.51 | |
| 232 | 0168071260000 | $979.51 | |
| 233 | 0168071270000 | $979.51 | |
| 234 | 0168071280000 | $979.51 | |
| 235 | 0168071290000 | $979.51 | |
| 236 | 0168071300000 | $979.51 | |
| 237 | 0168071310000 | $979.51 | |
| 238 | 0168071320000 | $979.51 | |
| 239 | 0168071330000 | $979.51 | |
| 240 | 0168071340000 | $979.51 | |
| 241 | 0168071350000 | $979.51 | |
| 242 | 0168071360000 | $979.51 | |
| 243 | 0168071370000 | $979.51 | |
| 244 | 0168071380000 | $979.51 | |
| 245 | 0168071390000 | $979.51 | |
| 246 | 0168071400000 | $979.51 | |
| 247 | 0168071410000 | $979.51 | |
| 248 | 0168071420000 | $979.51 | |
| 249 | 0168071430000 | $979.51 | |
| 250 | 0168071440000 | $979.51 | |
| 251 | 0168071450000 | $979.51 | |
| 252 | 0168071460000 | $979.51 | |
| 253 | 0168071470000 | $979.51 | |
| 254 | 0168071480000 | $979.51 | |
| 255 | 0168071490000 | $979.51 | |
| 256 | 0168071500000 | $979.51 | |
| 257 | 0168071510000 | $979.51 | |
| 258 | 0168071520000 | $979.51 | |
| 259 | 0168071530000 | $979.51 | |
| 260 | 0168071540000 | $979.51 | |
| 261 | 0168071550000 | $979.51 | |
| 262 | 0168071560000 | $979.51 | |

# EXHIBIT "A"

## ANNEXATION LEVY SUMMARY

### City of Redlands

### Community Facilities District No. 2004-1

### Fiscal Year 2024-2025 Special Tax Levy

| Line No. | Assessor's Parcel No. | Special Tax Levy |
|---|---|---|
| 263 | 0168071570000 | $979.51 |
| 264 | 0168071580000 | $979.51 |
| 265 | 0168071590000 | $979.51 |
| 266 | 0168071600000 | $979.51 |
| 267 | 0168071610000 | $979.51 |
| 268 | 0168071620000 | $979.51 |
| 269 | 0168071630000 | $979.51 |
| 270 | 0168071640000 | $979.51 |
| 271 | 0168071650000 | $979.51 |
| 272 | 0168071660000 | $979.51 |
| 273 | 0168071670000 | $979.51 |
| 274 | 0168071680000 | $979.51 |
| 275 | 0168071690000 | $979.51 |
| 276 | 0168071700000 | $979.51 |
| 277 | 0168071710000 | $979.51 |
| 278 | 0168901010000 | $979.51 |
| 279 | 0168901020000 | $979.51 |
| 280 | 0168901030000 | $979.51 |
| 281 | 0168901040000 | $979.51 |
| 282 | 0168901050000 | $979.51 |
| 283 | 0168901060000 | $979.51 |
| 284 | 0168901070000 | $979.51 |
| 285 | 0168901080000 | $979.51 |
| 286 | 0168901090000 | $979.51 |
| 287 | 0168901100000 | $979.51 |
| 288 | 0168901110000 | $979.51 |
| 289 | 0168901120000 | $979.51 |
| 290 | 0168901130000 | $979.51 |
| 291 | 0168901140000 | $979.51 |
| 292 | 0168901150000 | $979.51 |
| 293 | 0168901160000 | $979.51 |
| 294 | 0168901170000 | $979.51 |
| 295 | 0168901180000 | $979.51 |
| 296 | 0168901190000 | $979.51 |
| 297 | 0168901200000 | $979.51 |
| 298 | 0168901210000 | $979.51 |
| 299 | 0168901220000 | $979.51 |
| 300 | 0168901230000 | $979.51 |
| 301 | 0168901240000 | $979.51 |
| 302 | 0168901250000 | $979.51 |
| 303 | 0168901260000 | $979.51 |
| 304 | 0168901270000 | $979.51 |
| 305 | 0168901280000 | $979.51 |
| 306 | 0168901290000 | $979.51 |
| 307 | 0168901300000 | $979.51 |
| 308 | 0168901310000 | $979.51 |
| 309 | 0168901320000 | $979.51 |
| 310 | 0168901330000 | $979.51 |
| 311 | 0168901340000 | $979.51 |
| 312 | 0168901350000 | $979.51 |
| 313 | 0168901360000 | $979.51 |
| 314 | 0168901370000 | $979.51 |
| 315 | 0168901380000 | $979.51 |
| 316 | 0168901390000 | $979.51 |

# EXHIBIT "A"

## ANNEXATION LEVY SUMMARY

### City of Redlands

### Community Facilities District No. 2004-1

### Fiscal Year 2024-2025 Special Tax Levy

| Line No. | Assessor's Parcel No. | Special Tax Levy | |
|---|---|---|---|
| 317 | 0168901400000 | $979.51 | |
| 318 | 0168901410000 | $979.51 | |
| 319 | 0168901420000 | $979.51 | |
| 320 | 0168901430000 | $979.51 | |
| 321 | 0168901440000 | $979.51 | |
| 322 | 0168901450000 | $979.51 | |
| 323 | 0168901460000 | $979.51 | |
| 324 | 0168901470000 | $979.51 | |
| 325 | 0168901480000 | $979.51 | |
| 326 | 0168901490000 | $979.51 | |
| 327 | 0168901500000 | $979.51 | |
| 328 | 0168901510000 | $979.51 | |
| 329 | 0168901520000 | $979.51 | |
| 330 | 0168901530000 | $979.51 | |
| 331 | 0168901540000 | $979.51 | |
| 332 | 0168901550000 | $979.51 | |
| 333 | 0168901560000 | $979.51 | |
| 334 | 0168901570000 | $979.51 | |
| 335 | 0168901580000 | $979.51 | |
| 336 | 0168901590000 | $979.51 | |
| 337 | 0168901600000 | $979.51 | |
| 338 | 0168901610000 | $979.51 | |
| 339 | 0168901620000 | $979.51 | |
| 340 | 0168901630000 | $979.51 | |
| 341 | 0168901640000 | $979.51 | |
| 342 | 0168901650000 | $979.51 | |
| 343 | 0168901660000 | $979.51 | |
| 344 | 0168901670000 | $979.51 | |
| 345 | 0168071760000 | $1,000.00 | Annex No. 12d |
| 346 | 0168071770000 | $1,000.00 | |
| 347 | 0168071780000 | $1,000.00 | |
| 348 | 0168071790000 | $1,000.00 | |
| 349 | 0168071800000 | $1,000.00 | |
| 350 | 0168071810000 | $1,000.00 | |
| 351 | 0168071820000 | $1,000.00 | |
| 352 | 0168071830000 | $1,000.00 | |
| 353 | 0168071840000 | $1,000.00 | |
| 354 | 0168071850000 | $1,000.00 | |
| 355 | 0168071860000 | $1,000.00 | |
| 356 | 0168071870000 | $1,000.00 | |
| 357 | 0168071880000 | $1,000.00 | |
| 358 | 0168071890000 | $1,000.00 | |
| 359 | 0292053160000 | $20,499.84 | Annex No. 14 |
| 360 | 0167422010000 | $1,231.71 | Annex No. 16 |
| 361 | 0167422020000 | $1,231.71 | |
| 362 | 0167422030000 | $1,231.71 | |
| 363 | 0167422040000 | $1,231.71 | |
| 364 | 0167422050000 | $1,231.71 | |
| 365 | 0167422060000 | $1,231.71 | |
| 366 | 0167422070000 | $1,231.71 | |
| 367 | 0167422080000 | $1,231.71 | |
| 368 | 0167422090000 | $1,231.71 | |
| 369 | 0167422100000 | $1,231.71 | |
| 370 | 0167422110000 | $1,231.71 | |

# EXHIBIT "A"

## ANNEXATION LEVY SUMMARY

### City of Redlands

### Community Facilities District No. 2004-1

### Fiscal Year 2024-2025 Special Tax Levy

| Line No. | Assessor's Parcel No. | Special Tax Levy |
|---|---|---|
| 371 | 0167422120000 | $1,231.71 |
| 372 | 0167422130000 | $1,231.71 |
| 373 | 0167422140000 | $1,231.71 |
| 374 | 0167422150000 | $1,231.71 |
| 375 | 0167422160000 | $1,231.71 |
| 376 | 0167422170000 | $1,231.71 |
| 377 | 0167422180000 | $1,231.71 |
| 378 | 0167422190000 | $1,231.71 |
| 379 | 0167422200000 | $1,231.71 |
| 380 | 0167422210000 | $1,231.71 |
| 381 | 0167422220000 | $1,231.71 |
| 382 | 0167422230000 | $1,231.71 |
| 383 | 0167422240000 | $1,231.71 |
| 384 | 0167422250000 | $1,231.71 |
| 385 | 0167422260000 | $1,231.71 |
| 386 | 0167422270000 | $1,231.71 |
| 387 | 0167422280000 | $1,231.71 |
| 388 | 0167422290000 | $1,231.71 |
| 389 | 0167422300000 | $1,231.71 |
| 390 | 0167422310000 | $1,231.71 |
| 391 | 0167422320000 | $1,231.71 |
| 392 | 0167422330000 | $1,231.71 |
| 393 | 0167422340000 | $1,231.71 |
| 394 | 0167422350000 | $1,231.71 |
| 395 | 0167422360000 | $1,231.71 |
| 396 | 0167422370000 | $1,231.71 |
| 397 | 0167422380000 | $1,231.71 |
| 398 | 0167422390000 | $1,231.71 |
| 399 | 0167422400000 | $1,231.71 |
| 400 | 0167422410000 | $1,231.71 |
| 401 | 0167422420000 | $1,231.71 |
| 402 | 0167432010000 | $1,231.71 |
| 403 | 0167432020000 | $1,231.71 |
| 404 | 0167432030000 | $1,231.71 |
| 405 | 0167432040000 | $1,231.71 |
| 406 | 0167432050000 | $1,231.71 |
| 407 | 0167432060000 | $1,231.71 |
| 408 | 0167432070000 | $1,231.71 |
| 409 | 0167432080000 | $1,231.71 |
| 410 | 0167432090000 | $1,231.71 |
| 411 | 0167432100000 | $1,231.71 |
| 412 | 0167432110000 | $1,231.71 |
| 413 | 0167432120000 | $1,231.71 |
| 414 | 0167432130000 | $1,231.71 |
| 415 | 0167432140000 | $1,231.71 |
| 416 | 0167432150000 | $1,231.71 |
| 417 | 0167432160000 | $1,231.71 |
| 418 | 0167432170000 | $1,231.71 |
| 419 | 0167432180000 | $1,231.71 |
| 420 | 0167432190000 | $1,231.71 |
| 421 | 0167432200000 | $1,231.71 |
| 422 | 0167432210000 | $1,231.71 |
| 423 | 0167432220000 | $1,231.71 |
| 424 | 0167432230000 | $1,231.71 |

# EXHIBIT "A"

## ANNEXATION LEVY SUMMARY

### City of Redlands

### Community Facilities District No. 2004-1

### Fiscal Year 2024-2025 Special Tax Levy

| Line No. | Assessor's Parcel No. | Special Tax Levy | |
|---|---|---|---|
| 425 | 0167432240000 | $1,231.71 | |
| 426 | 0167432250000 | $1,231.71 | |
| 427 | 0167432260000 | $1,231.71 | |
| 428 | 0167432270000 | $1,231.71 | |
| 429 | 0167432280000 | $1,231.71 | |
| 430 | 0167432290000 | $1,231.71 | |
| 431 | 0167432300000 | $1,231.71 | |
| 432 | 0167432310000 | $1,231.71 | |
| 433 | 0167432320000 | $1,231.71 | |
| 434 | 0167432330000 | $1,231.71 | |
| 435 | 0167432340000 | $1,231.71 | |
| 436 | 0167432350000 | $1,231.71 | |
| 437 | 0167432360000 | $1,231.71 | |
| 438 | 0167432370000 | $1,231.71 | |
| 439 | 0167432380000 | $1,231.71 | |
| 440 | 0167432390000 | $1,231.71 | |
| 441 | 0167432400000 | $1,231.71 | |
| 442 | 0299431010000 | $1,272.06 | Annex No. 19 |
| 443 | 0299431020000 | $1,272.06 | |
| 444 | 0299431030000 | $1,272.06 | |
| 445 | 0299431040000 | $1,272.06 | |
| 446 | 0299431050000 | $1,272.06 | |
| 447 | 0299431060000 | $1,272.06 | |
| 448 | 0299431070000 | $1,272.06 | |
| 449 | 0299431080000 | $1,272.06 | |
| 450 | 0299431090000 | $1,272.06 | |
| 451 | 0299431100000 | $1,272.06 | |
| 452 | 0299431110000 | $1,272.06 | |
| 453 | 0299431120000 | $1,272.06 | |
| 454 | 0299431130000 | $1,272.06 | |
| 455 | 0299431140000 | $1,272.06 | |
| 456 | 0299431150000 | $1,272.06 | |
| 457 | 0299431160000 | $1,272.06 | |
| 458 | 0299431170000 | $1,272.06 | |
| 459 | 0299431180000 | $1,272.06 | |
| 460 | 0299431190000 | $1,272.06 | |
| 461 | 0299431200000 | $1,272.06 | |
| 462 | 0299431210000 | $1,272.06 | |
| 463 | 0299431220000 | $1,272.06 | |
| 464 | 0299431230000 | $1,272.06 | |
| 465 | 0299431240000 | $1,272.06 | |
| 466 | 0299431250000 | $1,272.06 | |
| 467 | 0299431260000 | $1,272.06 | |
| 468 | 0299431270000 | $1,272.06 | |
| 469 | 0299431280000 | $1,272.06 | |
| 470 | 0299431290000 | $1,272.06 | |
| 471 | 0299431300000 | $1,272.06 | |
| 472 | 0299431310000 | $1,272.06 | |
| 473 | 0299431320000 | $1,272.06 | |
| 474 | 0299431330000 | $1,272.06 | |
| 475 | 0299431340000 | $1,272.06 | |
| 476 | 0299421010000 | $1,075.00 | Annex No. 20 |
| 477 | 0299421020000 | $1,075.00 | |
| 478 | 0299421030000 | $1,075.00 | |

# EXHIBIT "A"

## ANNEXATION LEVY SUMMARY

### City of Redlands

### Community Facilities District No. 2004-1

### Fiscal Year 2024-2025 Special Tax Levy

| Line No. | Assessor's Parcel No. | Special Tax Levy | |
|---|---|---|---|
| 479 | 0299421040000 | $1,075.00 | |
| 480 | 0299421050000 | $1,075.00 | |
| 481 | 0299421060000 | $1,075.00 | |
| 482 | 0299421070000 | $1,075.00 | |
| 483 | 0299421080000 | $1,075.00 | |
| 484 | 0299421090000 | $1,075.00 | |
| 485 | 0299421100000 | $1,075.00 | |
| 486 | 0299421110000 | $1,075.00 | |
| 487 | 0299421120000 | $1,075.00 | |
| 488 | 0299421130000 | $1,075.00 | |
| 489 | 0299421140000 | $1,075.00 | |
| 490 | 0299421150000 | $1,075.00 | |
| 491 | 0299421160000 | $1,075.00 | |
| 492 | 0299421170000 | $1,075.00 | |
| 493 | 0299421180000 | $1,075.00 | |
| 494 | 0299421190000 | $1,075.00 | |
| 495 | 0299421200000 | $1,075.00 | |
| 496 | 0299421210000 | $1,075.00 | |
| 497 | 0299421220000 | $1,075.00 | |
| 498 | 0299421230000 | $1,075.00 | |
| 499 | 0299421240000 | $1,075.00 | |
| 500 | 0299421250000 | $1,075.00 | |
| 501 | 0299421260000 | $1,075.00 | |
| 502 | 0299421270000 | $1,075.00 | |
| 503 | 0299421280000 | $1,075.00 | |
| 504 | 0299421290000 | $1,075.00 | |
| 505 | 0299421300000 | $1,075.00 | |
| 506 | 0299421310000 | $1,075.00 | |
| 507 | 0299421320000 | $1,075.00 | |
| 508 | 0299421330000 | $1,075.00 | |
| 509 | 0299421340000 | $1,075.00 | |
| 510 | 0299421350000 | $1,075.00 | |
| 511 | 0299421360000 | $1,075.00 | |
| 512 | 0299421370000 | $1,075.00 | |
| 513 | 0299421380000 | $1,075.00 | |
| 514 | 0299421390000 | $1,075.00 | |
| 515 | 0299421400000 | $1,075.00 | |
| 516 | 0168911010000 | $1,304.76 | Annex No. 21 |
| 517 | 0168911020000 | $1,304.76 | |
| 518 | 0168911030000 | $1,304.76 | |
| 519 | 0168911040000 | $1,304.76 | |
| 520 | 0168911050000 | $1,304.76 | |
| 521 | 0168911060000 | $1,304.76 | |
| 522 | 0168911070000 | $1,304.76 | |
| 523 | 0168911080000 | $1,304.76 | |
| 524 | 0168911090000 | $1,304.76 | |
| 525 | 0168911100000 | $1,304.76 | |
| 526 | 0168911110000 | $1,304.76 | |
| 527 | 0168911120000 | $1,304.76 | |
| 528 | 0168911130000 | $1,304.76 | |
| 529 | 0168911140000 | $1,304.76 | |
| 530 | 0168911150000 | $1,304.76 | |
| 531 | 0168911160000 | $1,304.76 | |
| 532 | 0168911170000 | $1,304.76 | |

# EXHIBIT "A"

## ANNEXATION LEVY SUMMARY

## City of Redlands

## Community Facilities District No. 2004-1

## Fiscal Year 2024-2025 Special Tax Levy

| Line No. | Assessor's Parcel No. | Special Tax Levy |
|---|---|---|
| 533 | 0168911180000 | $1,304.76 |
| 534 | 0168911190000 | $1,304.76 |
| 535 | 0168911200000 | $1,304.76 |
| 536 | 0168911210000 | $1,304.76 |
| 537 | 0168911220000 | $1,304.76 |
| 538 | 0168911230000 | $1,304.76 |
| 539 | 0168911240000 | $1,304.76 |
| 540 | 0168911250000 | $1,304.76 |
| 541 | 0168911260000 | $1,304.76 |
| 542 | 0168911270000 | $1,304.76 |
| 543 | 0168911280000 | $1,304.76 |
| 544 | 0168911290000 | $1,304.76 |
| 545 | 0168911300000 | $1,304.76 |
| 546 | 0168911310000 | $1,304.76 |
| 547 | 0168911320000 | $1,304.76 |
| 548 | 0168911330000 | $1,304.76 |
| 549 | 0168911340000 | $1,304.76 |
| 550 | 0168911350000 | $1,304.76 |
| 551 | 0168911360000 | $1,304.76 |
| 552 | 0168911370000 | $1,304.76 |
| 553 | 0168911380000 | $1,304.76 |
| 554 | 0168911390000 | $1,304.76 |
| 555 | 0168911400000 | $1,304.76 |
| 556 | 0168911410000 | $1,304.76 |
| 557 | 0168911420000 | $1,304.76 |
| 558 | 0168911430000 | $1,304.76 |
| 559 | 0168911440000 | $1,304.76 |
| 560 | 0168911450000 | $1,304.76 |
| 561 | 0168911460000 | $1,304.76 |
| 562 | 0168911470000 | $1,304.76 |
| 563 | 0168911480000 | $1,304.76 |
| 564 | 0168911490000 | $1,304.76 |
| 565 | 0168911500000 | $1,304.76 |
| 566 | 0168911510000 | $1,304.76 |
| 567 | 0168911520000 | $1,304.76 |
| 568 | 0168921010000 | $1,304.76 |
| 569 | 0168921020000 | $1,304.76 |
| 570 | 0168921030000 | $1,304.76 |
| 571 | 0168921040000 | $1,304.76 |
| 572 | 0168921050000 | $1,304.76 |
| 573 | 0168921060000 | $1,304.76 |
| 574 | 0168921070000 | $1,304.76 |
| 575 | 0168921080000 | $1,304.76 |
| 576 | 0168921090000 | $1,304.76 |
| 577 | 0168921100000 | $1,304.76 |
| 578 | 0168921110000 | $1,304.76 |
| 579 | 0168921120000 | $1,304.76 |
| 580 | 0168921130000 | $1,304.76 |
| 581 | 0168921140000 | $1,304.76 |
| 582 | 0168921150000 | $1,304.76 |
| 583 | 0168921160000 | $1,304.76 |
| 584 | 0168921170000 | $1,304.76 |
| 585 | 0168921180000 | $1,304.76 |
| 586 | 0168921190000 | $1,304.76 |

# EXHIBIT "A"

## ANNEXATION LEVY SUMMARY

## City of Redlands

## Community Facilities District No. 2004-1

## Fiscal Year 2024-2025 Special Tax Levy

| Line No. | Assessor's Parcel No. | Special Tax Levy | |
|---|---|---|---|
| 587 | 0168921200000 | $1,304.76 | |
| 588 | 0168921210000 | $1,304.76 | |
| 589 | 0168921220000 | $1,304.76 | |
| 590 | 0168921230000 | $1,304.76 | |
| 591 | 0168921240000 | $1,304.76 | |
| 592 | 0168921250000 | $1,304.76 | |
| 593 | 0168921260000 | $1,304.76 | |
| 594 | 0168921270000 | $1,304.76 | |
| 595 | 0168921280000 | $1,304.76 | |
| 596 | 0168921290000 | $1,304.76 | |
| 597 | 0168921300000 | $1,304.76 | |
| 598 | 0168921310000 | $1,304.76 | |
| 599 | 0168921320000 | $1,304.76 | |
| 600 | 0168921330000 | $1,304.76 | |
| 601 | 0168921340000 | $1,304.76 | |
| 602 | 0168921350000 | $1,304.76 | |
| 603 | 0168921360000 | $1,304.76 | |
| 604 | 0168921370000 | $1,304.76 | |
| 605 | 0168921380000 | $1,304.76 | |
| 606 | 0168921390000 | $1,304.76 | |
| 607 | 0168921400000 | $1,304.76 | |
| 608 | 0168921410000 | $1,304.76 | |
| 609 | 0168921420000 | $1,304.76 | |
| 610 | 0168921430000 | $1,304.76 | |
| 611 | 0168921440000 | $1,304.76 | |
| 612 | 0168921450000 | $1,304.76 | |
| 613 | 0168921460000 | $1,304.76 | |
| 614 | 0168921470000 | $1,304.76 | |
| 615 | 0168921480000 | $1,304.76 | |
| 616 | 0168921490000 | $1,304.76 | |
| 617 | 0168921500000 | $1,304.76 | |
| 618 | 0168921510000 | $1,304.76 | |
| 619 | 0168921520000 | $1,304.76 | |
| 620 | 0168921530000 | $1,304.76 | |
| 621 | 0174711010000 | $448.28 | Annex No. 25 |
| 622 | 0174711020000 | $448.28 | |
| 623 | 0174711030000 | $448.28 | |
| 624 | 0174711040000 | $448.28 | |
| 625 | 0174711050000 | $448.28 | |
| 626 | 0174711060000 | $448.28 | |
| 627 | 0174711070000 | $448.28 | |
| 628 | 0174711080000 | $448.28 | |
| 629 | 0174711090000 | $448.28 | |
| 630 | 0174711100000 | $448.28 | |
| 631 | 0174711110000 | $448.28 | |
| 632 | 0174711120000 | $448.28 | |
| 633 | 0174711130000 | $448.28 | |
| 634 | 0174711140000 | $448.28 | |
| 635 | 0174711150000 | $448.28 | |
| 636 | 0174711160000 | $448.28 | |
| 637 | 0174711170000 | $448.28 | |
| 638 | 0174711180000 | $448.28 | |
| 639 | 0174711190000 | $448.28 | |
| 640 | 0174711200000 | $448.28 | |

# EXHIBIT "A"

## ANNEXATION LEVY SUMMARY

## City of Redlands

## Community Facilities District No. 2004-1

## Fiscal Year 2024-2025 Special Tax Levy

| Line No. | Assessor's Parcel No. | Special Tax Levy |
|---|---|---|
| 641 | 0174711210000 | $448.28 |
| 642 | 0174711220000 | $448.28 |
| 643 | 0174711230000 | $448.28 |
| 644 | 0174711240000 | $448.28 |
| 645 | 0174711250000 | $448.28 |
| 646 | 0174711260000 | $448.28 |
| 647 | 0174711270000 | $448.28 |
| 648 | 0174711280000 | $448.28 |
| 649 | 0174711290000 | $448.28 |
| **649 Parcels** | **Totals** | **$736,000.61** |

# EXHIBIT "B"
# CITY OF REDLANDS
# CFD 2004-1

| District Landscaping | Maintenance Category | Tract/ Parcel Map No. | Landscape Areas | BUs | FY 24-25 Maximum Rates per Benefit Unit [1] | FY 24-25 Maximum Total Assessment | FY 24-25 Applied Rates per Benefit Unit | FY 24-25 Total Levy per Annexation [2] | FY 24-25 Percent of Max Tax |
|---|---|---|---|---|---|---|---|---|---|
| **CFD 2004-1 Orig.** | **K** | TR 16408 | Please see Orig. ER | 64.00 | 4.26% inc.<br>$2,357.86 | $150,902.81 | $1,859.38 | **$119,000.00** | **78.86%** |
| **Annexation 1** | **B** | TR 16287 | Drainage Basin | 12.00 | 4.57% inc.<br>$608.88 | $7,306.59 | $475.00 | **$5,700.00** | **78.01%** |
| **Annexation 2** | On Hold | TR 16586 | | n/a | n/a | n/a | n/a | **n/a** | **n/a** |
| **Annexation 3** | **A** (Construction has not started) | TTM 17253 | | 37.00 | 4.26% inc.<br>$404.32 | $14,959.96 | $0.00 | **$0.00** | **0.00%** |
| **Annexation 4** | **0** | PM 17353 | Ford Street Median | 5.80 | 4.26% inc.<br>$2,616.21 | $15,174.01 | $2,155.17 | **$12,500.00** | **82.38%** |
| **Annexation 5** | **E** | CRA 826 | California Street center Median | 11.75 | 4.26% inc.<br>$1,030.63 | $12,109.88 | $876.60 | **$10,300.00** | **85.05%** |
| **Annexation 6** | Failed | TR 14790-1 | | n/a | n/a | n/a | n/a | **n/a** | **n/a** |
| **Annexation 7** | On Hold | Parcel 2 of PM 15573 | | n/a | n/a | n/a | n/a | **n/a** | **n/a** |
| **Annexation 8** | **A** (Construction has not started) | TTM 16806 | | 6.00 | 4.26% inc.<br>$389.16 | $2,334.94 | $0.00 | **$0.00** | **0.00%** |
| **Annexation 9** | **A** | PM 18208 | Redlands Median | 42.55 | 4.26% inc.<br>$363.08 | $15,449.05 | $317.27 | **$13,500.00** | **87.38%** |
| **Annexation 10** | On Hold | TR 18762 | | n/a | n/a | n/a | n/a | **n/a** | **n/a** |
| **Annexation 11** | **A** (BOA Maintained) | PM 19371 | Street Trees on Lugonia & Wabash | 39.90 | 4.26% inc.<br>$348.98 | $13,924.34 | $0.00 | **$0.00** | **0.00%** |
| **Annexation 12a** | **G** | TR 16465 | Street trees, parkways, basin, proposed Orange groves | 61.00 | 4.26% inc.<br>$1,132.87 | $69,104.95 | $1,008.20 | **$61,500.00** | **89.00%** |
| **Annexation 12b** | **H** | TR 16627 | Street trees, parkways, basin, proposed Orange groves | 20.00 | 4.26% inc.<br>$1,266.15 | $25,322.93 | $1,112.50 | **$22,250.00** | **87.87%** |
| **Annexation 12c** | **G** | TR 18979, 19975 & 20079 | Street trees, parkways, basin, proposed Orange groves | 122.00 | 4.26% inc.<br>$1,132.87 | $138,209.89 | $979.51 | **$119,500.00** | **86.46%** |
| **Annexation 12d** | **G** | TR 18979, 19975 & 20079 | Street trees, parkways, basin, proposed Orange groves | 14.00 | 4.26% inc.<br>$1,132.87 | $15,860.15 | $1,000.00 | **$14,000.00** | **88.27%** |
| **Annexation 13** | **M** (HOA Maintained) | TR 18882 | Street Trees | 26.00 | 4.26% inc.<br>$2,064.52 | $53,677.53 | $0.00 | **$0.00** | **0.00%** |
| **Annexation 14** | A | Planned Dev. # 1 PM 19496 | California Median Owner to maintain Parkways | 71.18 | 4.26% inc.<br>$342.14 | $24,353.40 | $288.00 | **$20,500.00** | **84.18%** |
| **Annexation 15** | **A** | PM 18536-1 | Ground cover, shrubs, turf, trees and palm trees | 50.50 | 4.26% inc.<br>$186.90 | $9,438.63 | $0.00 | **$0.00** | **0.00%** |
| **Annexation 16** | **I** | TR 18988 | Riverview & Texas St.- Parks, slopes, parkways, median, open space, seating and monument structures | 82.00 | 4.26% inc.<br>$1,371.99 | $112,502.81 | $1,231.71 | **$101,000.00** | **89.78%** |
| **Annexation 17** | **H** | TR 17022 | Ground cover, shrubs, citrus and palm trees | 12.00 | 4.26% inc.<br>$1,262.27 | $15,147.22 | $0.00 | **$0.00** | **0.00%** |
| **Annexation 18** | **E** (Owner Maintained) | PM 19465 | Ground cover, shrubs, turf, trees and palm trees | 17.80 | 4.26% inc.<br>$849.32 | $15,117.97 | $0.00 | **$0.00** | **0.00%** |
| **Annexation 19** | **J** | TTM 19942 | Sylvan Blvd & Wabash St.- Mulch, shrubs, trees, orange groves, trees and palm trees | 34.00 | 4.26% inc.<br>$1,428.82 | $48,580.00 | $1,272.06 | **$43,250.00** | **89.03%** |
| **Annexation 20** | **H** | TTM 19956 | Highland Ave. & Wabash St.- Ground cover, shrubs, turf, trees and palm trees | 40.00 | 4.26% inc.<br>$1,207.52 | $48,300.91 | $1,075.00 | **$43,000.00** | **89.03%** |
| **Annexation 21** | **J** | TR 20126 | Judson St & Lugonia Ave.- Ground cover, mulch, shrubs, orange groves, trees and basin | 105.00 | 4.26% inc.<br>$1,461.74 | $153,482.50 | $1,304.76 | **$137,000.00** | **89.26%** |
| **Annexation 22** | **A** (Owner Maintained) | PM 19981 CRA 900 | Parkway | 15.48 | 4.26% inc.<br>$310.61 | $4,808.30 | $0.00 | **$0.00** | **0.00%** |

# EXHIBIT "B"
# CITY OF REDLANDS
# CFD 2004-1

| District Landscaping | Maintenance Category | Tract/ Parcel Map No. | Landscape Areas | BUs | FY 24-25 Maximum Rates per Benefit Unit [1] | FY 24-25 Maximum Total Assessment | FY 24-25 Applied Rates per Benefit Unit | FY 24-25 Total Levy per Annexation [2] | FY 24-25 Percent of Max Tax |
|---|---|---|---|---|---|---|---|---|---|
| **Annexation 23** | **B** | PM 18536 | Parkway | 9.55 | 4.26% inc.<br>$419.90 | $4,010.00 | $0.00 | **$0.00** | **0.00%** |
| **Annexation 24** | **E** | CUP 1129 | Parkway | 3.95 | 4.26% inc.<br>$779.81 | $3,080.23 | $0.00 | **$0.00** | **0.00%** |
| **Annexation 25** | **G** | TTM 20065 | Letter Lot A, infiltration nasin, trenches, storm drain facilities, and street trees | 29.00 | 4.26% inc.<br>$886.19 | $25,699.45 | $448.28 | **$13,000.00** | **50.58%** |
| **Annexation 26** | **B** | TR 20257 | Texas & Pioneer - Parkway trees | 207.00 | 4.26% inc.<br>$381.57 | $78,985.67 | $0.00 | **$0.00** | **0.00%** |
| **Annexation 27** | **A** | Mountain View Building Planned Dev. #4 | Split Rail Fence & Concrete | 45.14 | 4.26% inc.<br>$272.55 | $12,303.01 | $0.00 | **$0.00** | **0.00%** |
| **Annexation 29** | **D** | TR 20336 | Parkways, Sports Park, and drainage basins | 317.00 | $550.00 | $174,350.00 | $0.00 | **$0.00** | **0.00%** |

[1] The percentage increase listed is rounded to two decimal places, but has not been rounded when calculating the maximum rates for Fiscal Year 2024-25.

[2] Amount may be slightly off due to rounding.

**Max/Applied Tax Rates per Benefit Unit for FY 24-25**

| District | Max Rates | Applied Rates | Notes |
|---|---|---|---|
| Original District (TR 16408) | $2,357.86 | $1,859.38 | |
| Annexation No. 1 (TR 16287) | $608.88 | $475.00 | |
| Annexation No. 2 (TR 16586) | n/a | n/a | Annexation is on Hold |
| Annexation No. 3 (TTM 17253) | $404.32 | $0.00 | |
| Annexation No. 4 (PM 17353) | $2,616.21 | $2,155.17 | |
| Annexation No. 5 (CRA 826) | $1,030.63 | $876.60 | |
| Annexation No. 6 (TR 14790-1) | n/a | n/a | Annexation Failed |
| Annexation No. 7 (PM 15573) | n/a | n/a | Annexation is on Hold |
| Annexation No. 8 (TR 16806) | $389.16 | $0.00 | |
| Annexation No. 9 (PM 18208) | $363.08 | $317.27 | |
| Annexation No. 10 (TR 18762) | n/a | n/a | Annexation is on Hold |
| Annexation No. 11 (PM 19731) | $348.98 | $0.00 | Business Owner's Association maintained. |
| Annexation No. 12a (TR 16465) | $1,132.87 | $1,008.20 | |
| Annexation No. 12b (TR 16627) | $1,266.15 | $1,112.50 | |
| Annexation No. 12c (TR 18979, 19975 & 20079) | $1,132.87 | $979.51 | |
| Annexation No. 12d (TR 18979, 19975 & 20079) | $1,132.87 | $1,000.00 | |
| Annexation No. 13 (TR 18882) | $2,064.52 | $0.00 | HOA Maintained |
| Annexation No. 14 (PM 19496) | $342.14 | $288.00 | |
| Annexation No. 15 (PM 18536-1) | $186.90 | $0.00 | |
| Annexation No. 16 (TR 18988) | $1,371.99 | $1,231.71 | |
| Annexation No. 17 (TR 17022) | $1,262.27 | $0.00 | |
| Annexation No. 18 (PM 19465) | $849.32 | $0.00 | Owner Maintained |
| Annexation No. 19 (PM 19942) | $1,428.82 | $1,272.06 | |
| Annexation No. 20 (TM 19956) | $1,207.52 | $1,075.00 | |
| Annexation No. 21 (TR 20126) | $1,461.74 | $1,304.76 | |
| Annexation No. 22 (PM 19981 CRA 900) | $310.61 | $0.00 | Owner Maintained |
| Annexation No. 23 (PM 18536) | $419.90 | $0.00 | |
| Annexation No. 24 (CUP 1129) | $779.81 | $0.00 | |
| Annexation No. 25 (TTM 20065) | $886.19 | $448.28 | |
| Annexation No. 26 (TR20257 ) | $381.57 | $0.00 | |
| Annexation No. 27 (Planned Dev #4) | $272.55 | $0.00 | |
| Annexation No. 29 (TR 20036) | $550.00 | $0.00 | |

# CFD 2004-1 Annexations List

In August 2004 Council approved the establishment of community facilities district (CFD) No. 2004-1, for Tract No. 16408, the Centex tract located at the southwest corner of Fifth Avenue and Wabash Avenue in the City of Redlands. The CFD was developed to cover the ongoing cost of maintenance of street trees, citrus groves landscaping and other appurtenances located along Fifth Avenue and Wabash Avenue.

In May 2006 Council approved Annexation No. 1 (Tract No. 16287) to the CFD, located at Occidental Drive and Crystal Court for the maintenance of landscaping and water quality treatment devices in the open space lots. During this last year, Annexation No. 1 subdivided the properties on site from two lots to twelve lots.

Annexation No. 2 (Tentative Tract No. 16586), located north of I-10 and both sides of the proposed Wabash Street alignment has been on hold since October 2006.

In July 2006 Council approved Annexation No. 3 (Tentative Tract No. 17253) to the CFD, located at the southwest corner of Lugonia Avenue and Church Street for the maintenance of the landscape and the associated irrigation equipment on Lugonia Avenue parkway frontages. This project has not yet begun construction.

In October 2008 Council approved Annexation No. 4 (Parcel Map No. 17353) to the CFD, located at Ford Street and Interstate 10 for the maintenance of the landscape in the median island and the associated irrigation equipment.

In October 2008 Council approved Annexation No. 5 (Commission Review and Approval No. 826) to the CFD, located at California Street and Orange Tree Lane for the maintenance of the landscape in the median island and the associated irrigation equipment on California Street and the parkway frontages along both streets.

Annexation No. 6 (Tract No 14790-1), located adjacent to Sunset Hills Lane, west of Alessandro Road did not receive sufficient votes needed to annex into the CFD in June 2009.

Annexation No. 7 (Parcel 2 of Parcel Map No. 15573), located at the northeast corner of San Bernardino Avenue and Mountain View Avenue, has been on hold since February 2011.

In February 2011 Council approved Annexation No. 8 (Tentative Tract No. 16806) to the CFD, located at southeast corner of Pennsylvania Avenue and Texas Street for the maintenance of the landscape and the associated irrigation equipment on Pennsylvania Avenue and Texas Street parkway frontages. This project has not yet begun construction.

In November 2012 Council approved Annexation No. 9 (Parcel Map No, 18208) to the CFD located at the southeast corner of Redlands Boulevard and Nevada Street for the maintenance of landscaping and the associated irrigation equipment on Redlands Boulevard and Nevada Street parkway frontages and the Redlands Boulevard raised center median.

Annexation No. 10 (Tract No. 18762-1), located at the northeast corner of Orange Street and Lugonia Avenue, has been completed since July 2016. Annexation No. 10 is dormant because the property owners have agreed to be responsible for all landscaping and irrigation efforts themselves; therefore the annexations are not being assessed.

In June 2014 Council approved Annexation No. 11 (Parcel Map No. 19371) to the CFD located at the northwest corner of Lugonia Avenue and Wabash Avenue for the maintenance of landscaping and the associated irrigation equipment on Lugonia Avenue and Wabash Avenue Street parkway frontages. Annexation No. 11 is dormant because the property owners have agreed to be responsible for all landscaping and irrigation efforts themselves; therefore the annexations are not being assessed.

In June 2014 Council approved Annexation No. 12 (Tract Map Nos. 16465 and 16627) to the CFD located at the southwest and southeast corners of Pioneer Avenue and Judson Street, respectively, for the maintenance of landscaping and the associated irrigation equipment on Pioneer Avenue and Judson Street parkway frontages, maintenance of landscaping and water quality treatment devices in the open space lots, and for the maintenance of landscaping and the associated irrigation equipment on the common area lots. Annexation No. 12a (Tract No. 16465) is nearly complete. A 50% assessment is being proposed to establish a reserve fund. Annexation No. 12b was completed in July 2016 and is being assessed. Annexation No. 12c (Tract Map Nos. 18979 and 19975) located east of Tract Map No. 16627 and between Pioneer Avenue and Pennsylvania Avenue was approved by City Council in June 2016. A 50% assessment is being proposed to establish a reserve fund. Annexation No. 12d (Tract Map No. 20079) was approved by Council in May 2018. A 50% assessment is being proposed to establish a reserve fund.

In June 2014 Council approved Annexation No. 13 (Tract Map No. 18882) to the CFD located at the southwest corner of San Bernardino Avenue and Dearborn Street, respectively, for the maintenance of landscaping and the associated irrigation equipment on San Bernardino Avenue and Dearborn Street parkway frontages and for the maintenance of landscaping and the associated irrigation equipment on the common area lots with the exception of Lot B. Annexation No. 13 is dormant because the property owners have agreed to be responsible for all landscaping and irrigation efforts themselves; therefore the annexation is not being assessed.

In September 2015 Council approved Annexation No. 14 (Parcel Map No. 19496) to the CFD located at the northeast corner of California Street and Lugonia Avenue for the maintenance of landscaping and associated irrigation equipment on the California Street center median. The maintenance of landscaping and associated irrigation equipment on California Street and Lugonia Avenue parkway frontages will be maintained by the property owner and will not be assessed.

In December 2017 Council approved Annexation No. 15 (Parcel Map No. 18535-1) to the CFD located at the northwest corner of Eureka Street and Stuart Avenue for the maintenance of street trees, landscaping and irrigation in the rights-of-way and landscape maintenance along the property frontage. Annexation No. 15 will be dormant because the property owners have agreed to be responsible for all landscaping and irrigation efforts themselves; therefore the annexation is not being assessed.

In April 2017 Council approved Annexation No, 16 (Tract Map No. 18988) to the CFD located on the north side of Pioneer Avenue, east of Texas Street for the maintenance of parks, slopes, parkways, median, open space, shade and seating structures, and monuments within and adjacent to said tract.

In July 2017 Council approved Annexation No. 17 (Tract Map No. 17022) to the CFD located at the northeast corner of Pioneer Avenue and Texas Street for the maintenance of slopes, parkways, open space and citrus trees within and adjacent to the tract. This project has not yet begun construction.

In May 2018 Council approved Annexation No. 18 (Parcel Map No. 19465) to the CFD located at the southeast corner of Alabama Street and Park Avenue for the maintenance of street trees, landscaping and irrigation in the rights-of-way and landscape maintenance easement along the property frontage within and in the parcel map. The maintenance of landscaping and associated irrigation equipment on Alabama Street and Park Avenue parkway frontages and landscape maintenance easement will be maintained by the property owner and will not be assessed.

In January, 2020 Council approved Annexation No. 19 (Tract Map No. 19942) located at the northeast corner of Wabash Avenue and Sylvan Boulevard was approved for the maintenance of parks, slopes, parkways, and open space.

In May 2019 Council approved Annexation No. 20 (Tract Map No. 19956) to the CFD located at the southeast corner of Wabash Avenue and Citrus Avenue for the maintenance of slopes, parkways, and open space within and adjacent to the tract.

In September 2019 City Council approved Annexation No. 21 (Tract Map No. 20126) to the CFD located on the north side of Lugonia Avenue, south of Pennsylvania Avenue, east of Judson Street for the maintenance of parks, slopes, parkways, open space, and citrus groves.

In June 2020 Council approved Annexation No. 22 (Parcel Map No. 19981) to the CFD located at the northwest corner of Alabama Street and Park Avenue for the maintenance of parkways. Parkways will be maintained by the property owner and will not be assessed.

In April 2021 Council approved Annexation No. 23 (Parcel Map No. 18536) to the CFD located at the southwest corner of Eureka Street and Stuart Avenue for maintenance of parkways.
In January 2021 Council approved Annexation No. 24 (Conditional Use Permit No. 1129) located at the southeast corner of Eureka Street and Stuart Avenue for maintenance of parkways. The maintenance of landscaping and associated irrigation equipment on Eureka Street and Stuart Avenue parkway frontages will be maintained by the property owner and will not be assessed.

In June 2023 City Council approved Annexation No. 25 (Tract Map No. 20065) located on the south side of East Highland Avenue and west of Redlands Street for the maintenance of infiltration trenches, infiltration basins, storm drain facilities, landscaping, and street trees. This project is currently on hold.

In March 2022 Council approved Annexation No. 26 (Tract Map No. 20257) located at the northwest corner of San Bernardino Avenue and Texas Street for the maintenance of perimeter lettered lots, retention basins, and street trees.

In October 2022 City Council approved Annexation No. 27 (Planned Development No. 4) to the CFD located at the northeast corner of Mountain View Avenue and I-10 for maintenance of public trails and trail fences.

Annexation No. 28 (Tract Map No. 20473) located at the southwest corner of San Bernardino Avenue and Wabash Avenue is currently on hold.

In February 2024 City Council approved Annexation No. 29 (Tract Map No. 20336) located on the north side of Domestic Avenue approximately 700 feet west of Texas Street for maintenance of parks, infiltration basins, catch basin inlets, fossil filters, landscaping, and street trees. This project is currently under construction.

**City Council Meeting** **L. 3.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Consideration of an agreement with Schaefer Plastics North America, LLC for supply and delivery of residential refuse bins in an amount not-to-exceed $536,984.64 for a period of one year, with two additional one-year renewal options, for a total amount not-to-exceed $1,610,953.92 (Facilities and Community Services Director Crocker)

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## MOTION(S):

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

1. I move to approve the agreement with Schaefer Plastics North America, LLC.

## RECOMMENDATION:

Staff recommends City Council approve an agreement with Schaefer Plastics North America, LLC, for the supply and delivery of residential refuse bins in an amount not-to-exceed $536,984.64 for a period of one year, with two additional one-year renewal options, for a possible agreement total amount not-to-exceed $1,610,953.92.

## DISCUSSION:

The City of Redlands Solid Waste Division utilizes specialized refuse bins for the curbside collection of trash, green waste, organic food waste, and commingled recyclables. The City implemented an automated service for curbside collection of refuse in 1986 and possesses approximately 60,000 bins in the current inventory. Due to the nature of refuse collection, the automated containers are subject to continual contact with the metal arms of the collection vehicles, which results in wear and tear over time. Numerous containers have reached the end of their service life and are in need of replacement.

City staff prepared a bid request based on unit pricing. With unit pricing, bidders are asked to provide a price per bin based on an estimated quantity that the City may need in a given year. For example, during fiscal year 2023-24, the Solid Waste Division replaced approximately 7,000 residential waste bins. Therefore, the City included an estimated annual purchase quantity of 11,000 in the request for bids. However, the City is not bound to purchase a specific quantity as long as that quantity does not exceed the contract amount of $536,984.64 per year and $1,610,953.92 for the potential full term of the contract.

On May 1, 2024, the City Clerk received and opened five bids. Staff evaluated the bids for conformance with the purchasing guidelines and verified the total price as shown in the table below. The lowest bidder, Schaefer Plastics North America, LLC, submitted a bid with no requested exceptions and met the bid requirements.

Staff is recommending that the City Council approve an agreement with Schaefer Plastics North America, LLC, in the amount of $536,984.64 for a period of one year, with two additional one-year renewal options, for a possible total amount not-to-exceed $1,610,953.92. The agreement will allow staff to purchase bins of various sizes and commodities based on customer needs at the unit prices provided. The total annual purchase order will not exceed the amount of $536,984.64 per year.

| Vendor Name | Bid Amount |
|---|---|
| Schaefer Plastics North America, LLC | $536,984.64 |
| IPL Macro Inc. | $542,820.96 |
| Toter LLC | $554,731.20 |
| Otto Environmental Systems | $603,072.00 |
| Cascade Engineering, Inc. | No Bid Response |

**ALTERNATIVES:**

City Council may choose not to enter into the proposed agreement; however, the current inventory of collection bins would be depleted resulting in the inability to perform refuse collection services.

**STRATEGIC PLAN:**

Supports Priority D- Sustainability.

**SUBMITTED BY:**
Tabith Crocker, Facilities and Community Services Department Director

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

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

**PREPARED BY:**
Nathalie Ayala, Senior Administrative Assistant

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**Fiscal Impact**

| | |
|---|---|
| **Fiscal Year:** | FY 2024-25 |
| **Revenue Generating:** | No |
| **Appropriation Required Y/N:** | N |
| **Amount:** | $536,984.64 |
| **Budgeted Y/N:** | Y |
| **Account No.:** | 511900 |

**Discussion:**

Sufficient funding for the purchase order is included in the Solid Waste Division's (511900) budget for Fiscal Year 2024-26 as approved by City Council.

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**Attachments**

A. Agreement with Schaefer Plastics
B. City Clerk Bid Report
C. Bid Analysis

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AGREEMENT TO PERFORM NON-PROFESSIONAL SERVICES
FOR EQUIPMENT AND SUPPLIES

This agreement for the provision of automated refuse bin containers and associated services ("Agreement") is made and entered in this 2nd day of July, 2024 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and Schaefer Plastics North America, LLC, a North Carolina limited liability company ("Contractor"). 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 CONTRACTOR

1.1 City hereby engages Contractor to perform the supply and delivery of automated refuse bin containers and associated 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 Tabitha Crocker, Facilities and Community 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 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 commencing on September 9, 2024 (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 Contractor at least thirty (30) days prior to the expiration of the Initial Term or any Extended Term. The Initial Term and the Extended Terms are hereby collectively, referred to herein as the "Term" of this Agreement.

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 Five Hundred Thirty-Six Thousand Nine Hundred Eighty-Four Dollars and Sixty-Four Cents ($536,984.64) for the Services provided during the Initial Term. Should this Agreement be renewed, the compensation for Contractor's performance for the Services shall not exceed the amount of Five Hundred Thirty-Six Thousand Nine Hundred Eighty-Four Dollars and Sixty-Four Cents ($536,984.64) for the first Extended Term; and Five Hundred Thirty-Six Thousand Nine Hundred Eighty-Four Dollars and Sixty-Four Cents ($536,984.64) for the second Extended Term, bringing the total possible amount of compensation to a not-to-exceed amount of One Million Six Hundred Ten Thousand Nine Hundred Fifty-Three Dollars and Ninety-Two Cents ($1,610,953.92). 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 and Fee Bid," 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 | Maria Frizzell, CEO |
| City of Redlands | Schaefer Plastics North America, LLC |

| | |
|---|---|
| 35 Cajon Street<br>P.O. Box 3005 (mailing)<br>Redlands, CA 92373 | 10301 Westlake Dr.<br>Charlotte, NC 28273<br>Maria.Frizzell@ssi-plastics.com |
| jdonaldson@cityofredlands.org<br>(909) 798-7531 | Phone: (704) 588-2150<br>Fax: (704) 588-1862 |

## 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 | SCHAEFER PLASTICS NORTH AMERICA, LLC |
|---|---|
| By: _____ | By: _____ |
| Eddie Tejeda. Barich, Mayor | Maria Frizzell, CEO |

ATTEST:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

Provide automated refuse containers on a per unit need-by-need basis.

DELIVERY

All refuse, yard waste, and recyclables containers shall be delivered complete and ready to assemble and shall be shipped and delivered in a new unused state. Containers shall be molded from a fully recyclable material supplied from a national petrochemical manufacturer; certifications by manufacturer and prior approval of said material by the City is required. Assemblies, subassemblies, and component parts shall be standard and interchangeable throughout the entire quantity of containers delineated in the bid.

Manufacturer shall supply the names of all sublet vendors from which they procure finished parts or materials used in the assembly of containers, including but not limited to, appurtenant hardware.

Containers shall be delivered to the City of Redlands within 30 days after issuance of order. Each order will be in increments of 504 units.

WARRANTY

"Container" is defined as a complete unit including all lids and appurtenant hardware. All containers furnished shall be unconditionally (100%) warrantied for a minimum of ten (10) years after physical delivery and acceptance by the City. The unconditional warranty shall include, but not be limited to, such items as cracking, chipping, peeling, and other types of distortion; failures at attachment points for lids, hinges or other points of attachment; weathering, degrading, defective or insufficient materials; poor workmanship on the part of manufacturer; lowered ultraviolet resistance during normal usage as the container ages, and placement of all warnings and directions for use upon the lid/container as specified. Defective containers, which are replaced under warranty provisions, shall be replaced as complete containers (including lids and hardware) within thirty (30) working days from notification of defect by the City. Contractor agrees to reimburse the City for any loss which may be incurred by the City incidental to the loading, shipping, and disposal of defective containers. All costs, including shipping costs for delivery to Redlands, incurred in the replacement of said defective units or parts shall be fully borne by the Contractor. In addition to the warranty implied by fact or law, proposer expressly warrants all items to be new, free from defect in design, materials, construction and workmanship and to be fit and sufficient for their intended purpose. Contractor shall not be responsible for damage or destruction caused by fire, vandalism, abuse, neglect, or acts of God after containers have been delivered and accepted.

DESIGN SPECIFICATIONS

Universal Type Automated Refuse Containers

- Container capacity (large refuse, green waste, and recyclables): 95-gallon (U.S. liquid gallons in container base).
- Container capacity (small refuse, green waste, organic, and recyclables): 65-gallon (U.S liquid gallons in container base).
- Container configuration and color: Refuse, round/Grey; Green Waste, round/green; Recyclables, round/blue, and Organics; round/Tan.
- Dimensions: 27.5" maximum width at widest point including lid; hip or gripping surface diameter must be compatible with City of Redlands automated side-loading vehicles.
- Lid: Each container shall be furnished with a water-tight lid molded from the same material as the container; lid shape shall feature overlapping "flared" sides in order not to bind against the sides when container is distorted by gripping devices. Primary lid attachment to container shall NOT feature metal hinge, tubes, P.V.C. plastic, or glued connections. The primary lid shall open to a minimum 270 degrees measuring from the closed position to the full open position. The minimum material thickness shall not be more than 0.12".
- Weight: no more than 4lbs.
- Handle: Each container shall feature a cart handle which is an integral part of the body of the cart, and not the lid. Diameter: shall be 1.2" and provide 1.87" clearance for hands.
- Identification: A numbering system shall be utilized that can identify containers by year and month of manufacture; a Serial number tracking system in 1-1 ½ inch size numbers shall be hot stamped into the front body wall. All containers shall be identified with the wording "City of Redlands" inscribed and molded into the lid: additional standard safety information provided by manufacturer shall be included if deemed standard.
- Finish: Interior surfaces shall be molded with a smooth finish, with exterior surfaces featuring a non-slip texture finish.
- Hardware: All metal hardware shall be zinc plated or stainless steel to prevent corrosion; hardware packaging shall be approved by the buyer in an acceptable form to facilitate unloading and handling in a safe manner.
- Stability: Containers shall be stable and self-balancing when in the upright position, whether loaded or empty.
- Containers shall be designed and rated to handle a 230-pound load (65-gallon), and 335-pound load (95-gallon).
- Carts will be injection molded only (No rotationally molded carts).
- Carts must have a contoured shape and rounded edges to create fewer stress points.
- Compressive force: Each container shall be capable of withstanding a compressive force of 200 pounds anticipated in the process of lifting and dumping without sustaining damage, deformation, or structural failure, side wall thickness NO GREATER THAN 0.15 INCH AND 0.15 ON THE BOTTOM SECTION.
- Containers shall be designed to be picked up and dumped by a clasping arm mechanism that applies force at a point approximately 1/3 of the height below the top edge. Containers shall be adequately designed to prevent sliding through lifting arm when lifted and turned upside down to be emptied: City testing has revealed that full length rectangular shaped carts(European style) are incompatible with City automated equipment and therefore unacceptable. Container body shall be designed without cavities or partitions, which could retain refuse after dumping. Loading Height: 41.75", Overall Depth: 33.25", Overall Height: 45.375"
- Wording: the existing wording and graphics shall be in both English and Spanish and shall be molded into the lids of each container.

- Markings: Refuse carts shall be hot stamped on both sides with the City of Redlands logo. Green Waste carts shall be hot stamped with the City of Redlands “Recycling” logo. Organics carts shall be hot stamped with City of Redlands “Organics Food Waste Only” logo.

ENVIRONMENTAL AND SAFETY AND HEALTH STANDARDS COMPLIANCE

Contractor shall comply with applicable environmental statues, regulations & guidelines in performing the work required under this agreement. Contractor shall also comply with applicable Occupational Safety and Health standards, regulations, and guidelines in performing the work required under this agreement.

EXHIBIT "B"

PRICE AND FEE BID

RESIDENTIAL CONTAINER PURCHASE PRICE

| Per Unit Purchase Price | |
|---|---|
| Product Description | Unit Price |
| 95 gal. Automated containers (gray refuse) | $48.77 |
| 95 gal. Automated containers (green-green waste) | $48.77 |
| 95 gal. Automated containers (blue-recyclable) | $48.77 |
| 65 gal. Automated containers (gray, green, blue, tan) | $43.77 |

ESCALATION AND DE-ESCALATION OF BID PRICE

During the term of this Agreement, there may be a general published manufacturer's price change OR a general market change, as evidenced by prices paid by other governmental entities or private organizations, in either the cost of materials or labor of the product or service specified herein. Within thirty (30) calendar days of a DECREASE in price, Contractor shall have an AFFIRMATIVE DUTY to (1) notify the City of market, manufacturer or laborer decreases in prices; and (2) to extend the full decrease to the City. Failure of Contractor to notify the City and/or extend such decrease(s) may be considered a breach of contract.

Contractor is allowed to increase price once a year, upon contract term renewal ONLY. In event of an INCREASE in price, the City may allow, upon presentation of suitable proof and thirty (30) calendar days' advanced written notice, an increase over bid price. Increases will apply only to products or services affected by an increase in raw material, labor, or other like cost factors. No increase will be allowed earlier than (365) calendar days from date of contract award, including thirty (30) calendar days' advanced written notice and written approval by authorized City Staff.

If the Contractor proposed a price increase, the Contractor shall be required to submit any price increases to authorized City staff. Said notice shall show item number, current price, suggested price increase, and purchase order number. The City reserves the right to accept or reject any price increase, and to cancel the contract if price increases are not acceptable. Documentation may be required to provide justification for any increases based on the US Bureau of Labor Statistics, Consumer Price Index increases or manufacturer increases that are out of control of the Contractor.

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.

SHAEFER PLASTICS NORTH AMERICA, LLC

By:_____ Date: _____

Maria Frizzell, CEO

**CITY OF REDLANDS**
**OFFICE OF THE CITY CLERK**
**BID OPENING REPORT**

The following bids were opened on the **1st day of May 2024 at 11:00 a.m.** on behalf of the Facilities and Community Services Department for **Automated Refuse Containers – FCS04012024NA**. The bid amounts have not been checked and are subject to correction after the bids have been completely reviewed.

| No. | Plan Holder's Name | Bid Signed | Addenda Acknowledged ( N/A ) | Total Bid Amount |
|---|---|---|---|---|
| 1 | Schaefer Plastics, Charloette NC | Yes | N/A | $536,984.64 |
| 2 | IPL, Inc., Shelbyville KY | Yes | N/A | $542,820.96 |
| 3 | Toter LLC, Statesville NC | Yes | N/A | $554,731.20 |
| 4 | Otto Environmental Systems, Charlotte NC | Yes | N/A | $603,072.00 |
| 5 | Cascade Engineering, Grand Rapids MI | | | *No Bid Response Received* |

Jeanne Donaldson, City Clerk
City of Redlands, California

Emailed: Councilmembers,
City Manager, PIO, Press
Department Head: Tabitha Crocker
Staff: Nathalie Ayala

**AUTOMATED REFUSE CONTAINERS**
**FCS04012024NA**

| Item No. | BID ITEM | QTY | SCHAEFER PLASTICS NORTH AMERICA, LLC | | OTTO ENVIRONMENTAL SYSTEMS | | TOTER, LLC | | IPL MACRO INC. | | CASCADE ENGINEERING, INC. | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BASE BID - AUTOMATED REFUSE CONTAINERS | | | Unit Price | Item Price | Unit Price | Item Price | Unit Price | Item Price | Unit Price | Item Price | Unit Price | Item Price | Unit Price | Item Price |
| 1 | 95 GAL. Automated Containers (gray refuse) | 3,024 | $ 48.77 | $ 147,480.48 | $ 54.35 | $ 164,345.40 | $ 50.35 | $152,258.40 | $ 49.88 | $ 150,837.12 | No Bid | No Bid | | |
| 2 | 95 GAL. Automated Containers (green-green waste) | 3,024 | $ 48.77 | $ 147,480.48 | $ 54.35 | $ 164,345.40 | $ 50.35 | $152,258.40 | $ 49.88 | $ 150,837.12 | No Bid | No Bid | | |
| 3 | 95.GAL Automated Containers (blue-recyclables) | 3,024 | $ 48.77 | $ 147,480.48 | $ 54.35 | $ 164,345.40 | $ 50.35 | $152,258.50 | $ 49.88 | $ 150,837.12 | No Bid | No Bid | | |
| 4 | 65 GAL Automated Containers (grey, green, | 2,160 | $ 43.77 | $ 94,543.20 | $ 50.93 | $ 110,008.80 | $ 45.35 | $ 97,956.00 | $ 41.81 | $ 90,309.60 | No Bid | No Bid | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| TOTAL FOR ALL BID ITEMS | | | | $ 536,984.65 | | $ 603,072.00 | | $554,731.30 | | $ 542,820.96 | | $ - | | $ - |
| WRITTEN ON BID | | | | $ 536,984.64 | | $ 603,072.00 | | $554,731.20 | | $ 542,820.96 | | $ - | | $ - |
| DIFFERENCE | | | | $ - | | $ - | | $ 0.10 | | $ - | | $ - | | $ - |
| NOTES | | | Lowest Bid | | 10 cent difference when totaled | | | | | | | | | |

**AUTOMATED REFUSE CONTAINERS**
**FCS04012024NA**

| Item No. | | QTY | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Unit Price | Item Price | Unit Price | Item Price | Unit Price | Item Price | Unit Price | Item Price | Unit Price | Item Price | Unit Price | Item Price |
| | | | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | | | |
| | | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | | | | |
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| | | | | | | | | | | | | | | |
| TOTAL FOR ALL BID ITEMS | | | | $ - | | $ - | | $ - | | $ - | | | | |
| WRITTEN ON BID | | | | $ - | | $ - | | $ - | | $ - | | | | |
| DIFFERENCE | | | | $ - | | $ - | | $ - | | $ - | | | | |
| NOTES | | | | | | | | | | | | | | |

**City Council Meeting** **L. 4.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Consideration of the Professional Services Agreement with West Yost & Associates, Inc. for recycled water, non-potable water, and cross-connection program support services with an initial term of one (1) year and a value not-to-exceed $355,000, with options to extend for two (2) additional one-year terms for a total potential amount not-to-exceed $1,065,000; approve an exception to Redlands Municipal Code Section 2.16.180(B); and determine that approval of the Professional Services Agreement 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)

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**MOTION(S):**

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

1. I move that City Council determine approval of the Professional Services Agreement with West Yost & Associates, Inc. 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 to approve an exception to Redlands Municipal Code Section 2.16.180(B) and not require MUED staff to solicit additional Request for Bid; and

3. I move that City Council approve the Professional Services Agreement with West Yost & Associates, Inc. for recycled water, non-potable water, and cross-connection program support services with an initial term of one (1) year and a value not-to-exceed $355,000, with options to extend for two (2) additional one-year terms.

## RECOMMENDATION:

Staff recommends that City Council approve an exception to Redlands Municipal Code Section 2.16.180(B) and approve that the Professional Services Agreement with West Yost & Associates, Inc. for recycled water, non-potable water, and cross-connection program support services is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act, and approve the Professional Services Agreement with West Yost & Associates, Inc. with an initial term of one (1) year and a value not-to-exceed $355,000, with options to extend for two (2) additional one-year terms for a total potential amount not-to-exceed $1,065,000.

## DISCUSSION:

The Municipal Utilities and Engineering Department (MUED) owns, operates, and maintains water and wastewater utility infrastructure and facilities throughout the city. This infrastructure includes thirty-eight (38) potable and non-potable groundwater wells, two (2) surface water treatment plants, and one (1) wastewater treatment plant (WWTP). Additionally, MUED manages a distribution pipeline system consisting of 385 miles of potable water, 26 miles of non-potable water, and 14 miles of recycled water. The WWTP provides disinfected tertiary recycled water for irrigation, local cooling towers, and the city's landfill, while the non-potable water wells supply water for landscape and agricultural irrigation.

MUED staff developed and issued a Request for Bid (RFB) for recycled water, non-potable water, and cross-connection support services. On April 15, 2024, the City Clerk's office received and opened one (1) bid from West Yost & Associates, Inc. for an amount of $521,000. Per Redlands Municipal Code 2.16.180(B), a Request for Proposal (RFP) must be prepared, solicited, received, and ranked by the department for professional services. The purpose of the RFP is to review the qualifications and competence of the vendor(s) to perform professional services. Given that only one (1) bid was received for the RFB, MUED staff has determined that re-soliciting is unlikely to yield different results.

Additionally, following the bid opening, MUED staff reviewed the bid from West Yost & Associates, Inc. and determined that they are qualified to perform the project scope of services for recycled water, non-potable water, and cross-connection control program support services. Since 2019, the City has partnered with West Yost & Associates, Inc. to ensure compliance with recycled water, non-potable water, and cross-connection control programs. The agreement compensation is lower than the total bid price since these support services from West Yost & Associates, Inc. will be provided on an on-call and as-needed basis.

Approval of the Professional Services Agreement with West Yost & Associates Inc. is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act since it can be seen with reasonable certainty that doing so will not cause any significant environmental impact.

**ALTERNATIVES:**

City Council may deny the staff recommendation and provide alternate direction.

**STRATEGIC PLAN:**

Strategic Priority D, Strategic Objective 3- Environmental. Expand the non-potable water system.

**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
Dana Abramovitz-Daniel, Procurement Manager

**PREPARED BY:**
Ashley Rosario, Senior Administrative Assistant

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**Fiscal Impact**

| | |
|---|---|
| **Fiscal Year:** | FY 24/25 |
| **Revenue Generating:** | N |
| **Appropriation Required Y/N:** | N |
| **Amount:** | 155,000.00 |
| **Budgeted Y/N:** | Y |
| **Account No.:** | 501900 |

**Discussion:**
Sufficient funding is included in the FY 24/25 Water Service (501900) budget.

| | |
|---|---|
| **Fiscal Year:** | FY 24/25 |
| **Revenue Generating:** | N |
| **Appropriation Required Y/N:** | N |
| **Amount:** | 200,000.00 |
| **Budgeted Y/N:** | Y |
| **Account No.:** | 521900 |

**Discussion:**

Sufficient funding is included in the FY 24/25 Wastewater Service (521900) budget.

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**Attachments**

Agreement

Bid Report & Bid Analysis Recycled Water

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AGREEMENT TO PERFORM PROFESSIONAL SERVICES

This agreement for the provision of Recycled Water, Non-Potable Water, and Cross-Connection Control Program Support Services ("Agreement") is made and entered in this 2nd day of July, 2024 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and West Yost & Associates, 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 Recycled Water, Non-Potable Water, and Cross-Connection Control Program Support Services 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 John R. Harris, Municipal Utilities & Engineering 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 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"). 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.

4.3 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 Three Hundred Fifty-five Thousand Dollars ($355,000) 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 Three Hundred Fifty-five Thousand Dollars ($355,000) for the first Extended Term; and Three Hundred Fifty-five Thousand Dollars ($355,000) for the second Extended Term, bringing the total possible amount of compensation to a not-to-exceed amount of One Million Sixty-five Thousand Dollars ($1,065,000). 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 "Price and Fee Bid and Billing Rate 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: | CONSULTANT: |
|---|---|
| City Clerk | Greg Chung, Vice President |
| City of Redlands | West Yost & Associates, Inc. |
| 35 Cajon Street | 11545 West Bernardo Court Suite 209 |
| P.O. Box 3005 (mailing) | San Diego, CA 92127 |

| | |
|---|---|
| Redlands, CA 92373 | abucher@westyost.com |
| jdonaldson@cityofredlands.org | Phone: (858) 505-0075 |
| Phone: (909) 798-7531 | Fax: (530) 756-5991 |

## 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: _____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

WEST YOST & ASSOCIATES, INC.

By: _____
Greg Chung, Vice President

EXHIBIT "A"

SCOPE OF SERVICES

- Task 1. Project Management
- Task 2. Recycled Water Annual Inspections
- Task 3. Recycled Water Cross-Connection Quadrennial Testing
- Task 4. Recycled Water Inspection and Cross-Connection Testing for New Construction Projects
- Task 5. Recycled Water Irrigation Plan Review
- Task 6. Additional Recycled Water Services
- Task 7. Non-Potable Water Irrigation Plan Review
- Task 8. Non-Potable Water Inspection and Cross-Connection Testing for New Construction Projects
- Task 9. Additional Non-Potable Water Services
- Task 10. Preparation of the Cross-Connection Control Plan
- Task 11. Additional Cross-Connection Control Program Services

Task 1. Project Management

Project management includes general management activities that are not specific to any one task, including overall project management; coordination of activities and communication with City staff; quality control and quality assurance activities; and invoicing.

This task involves monthly meetings between the Project Manager and the City, held either at the city office or via video conferencing, to discuss the overall project status, potential delays, and budget updates. The Consultant's Project Manager is responsible for providing monthly invoices. Monthly one-hour collaboration session between the Project Manager and city staff to cover the following:

- Identification and resolution of any project issues or roadblocks, along with discussion of upcoming deadlines and regulations.
- Evaluation of proposed changes to project scope, timeline, or budget.
- Dialogue on necessary resources, equipment, or materials for the project.
- Preparation for next month's meeting, including the identification of agenda items and action items.

Task 2. Recycled Water Annual Inspections

A certified American Water Works Association (AWWA) Cross-Connection Specialist Inspector (Inspector) will contact the customer to schedule the annual inspection. This inspection will provide general recycle water (RW) inspection services for existing irrigation systems as part of the annual inspection and coverage test requirements. The inspection services will be performed in general compliance with City and State Water Resources Control Board (SWRCB) requirements.

The inspections will include, at a minimum, a visual examination of all backflow prevention assemblies, exposed piping, valves, pressure reducing valves, sprinklers, controllers, signs, labels, tags, and all points of connection. The Inspector will observe the irrigation system to assess any modifications (e.g., new mainline/valves). If changes are detected, they will be documented in the Inspection Report. If significant system alterations are noted, requiring construction changes, proper processes will be followed for re-review and re-approval by all regulatory entities.

As part of this task, the Inspector will conduct a coverage test to ensure the proper operation of the irrigation system(s). Additionally, they will need to schedule and coordinate with the customer for a final walk-through to check for completion of punch list items. The city anticipates up to 70 sites that are due for the annual inspection once this contract is executed. It is the responsibility of the Inspector to schedule and coordinate all inspections. If a customer is non-responsive, the Inspector must notify the city and proceed to the next customer to avoid any delays.

Task 3. Recycled Water Cross-Connection Quadrennial Testing

The cross-connection control shutdown test is based in law on Section 13521 and 13523 of the California Water Code; Sections 60314 and 60316 of Title 22; Section 7604 of Title 17 of the California Code of Regulations and Chapter 7, Sections 116800 and 116805 of the California Health and Safety Code. The individual overseeing the cross-connection control test will hold a current State of California recognized certification as a Cross-Connection Control Specialist. All cross-connection testing will be conducted in accordance with Method 1 as specified in the latest edition of the San Diego County Department of Environmental Health and Quality Recycled Water and Inspection Manual, which serves as the guiding framework for the city. The test will include two phases: (1) a 4-hour domestic (potable) water use phase shutdown test and (2) a 4-hour irrigation (recycled water) use phase shutdown test. The Inspector is responsible for ensuring that if a cross-connection is identified at the user's site, immediate action is taken. The user must promptly discontinue the use of potable water and isolate the on-site potable water system from the public supply at the point of connection. Before potable water service can be resumed, the cross-connection must be removed, and the site inspected and approved by the city. If it is determined that RW has entered the user’s potable water system, the system must also be disinfected and tested before service can be resumed. Within the contract duration, a minimum of thirty-five (35) cross-connection tests are anticipated. The contractor will provide Cross-Connection test results per site.

Task 4. Recycled Water Inspection and Cross-Connection Testing for New Construction Projects

The Consultant is expected to reach out to the customer to arrange a preconstruction meeting. This meeting will cover the City’s rules and regulations, construction requirements, and inspection notices for mainline pressure testing. It is the Consultant's responsibility to schedule and coordinate a preliminary walk-through with the customer and prepare a punch list of any items to be completed before the final inspection. The inspection will include observing the irrigation system for general compliance with plans and specifications. If the system is not in

general compliance, the Inspector will inform the customer of any necessary changes. If the customer fails to comply with the requirements, this activity may require repeat visits to the site. If minor system changes are necessary during construction, the Inspector will coordinate changes with the customer and have those changes noted on the as-built drawings. If major system changes are necessary during construction the Inspector will require a re-submittal of the plans for re-review and re-approval.

Once complete, the Inspector will schedule and coordinate with the customer a final walk through and check for completion of punch list items. Note*Cross-Connection testing of the site will be conducted as described in Task 3. Test results will be submitted to the SWRCB and to the City via email. The Consultant is responsible for providing detailed reports for each site, which must be submitted to the City upon completion of the project.

The Inspector is also responsible for recording the site's potable and RW feature locations and types, such as meters, meter sizes, backflow device models and sizes, water features, quick coupler valves, remote control valves, recycled water signs, gate valves, and other related features in the City's GIS using Field Maps.

Note* The successful Consultant will have the appropriate credentials to input this data into the City's GIS portal. Within the contract duration, a minimum of seven (7) inspections for recycled water and cross-connection tests are anticipated.

Task 5. Recycled Water Irrigation Plan Review

The city is expected to have at least seven (7) RW irrigation plan reviews.

- Evaluate irrigation plans for general compliance with the City and SWRCB requirements. If plans are not in general compliance, annotate the plans and/or provide correspondence to the owner identifying the necessary changes.
- Review revised plans for conformance to comments and for potential changes made which were not illustrated on the original plan review submittal.
- Submit final plans and Supplemental Title 22 Engineering Report to the SWRCB for approval.
- Once approved by the SWRCB, submit final plans in PDF format to the City for approval.

Task 6. Additional Recycled Water Services

The city may request additional task(s) related to RW services such as review of current and future Ordinance, retrofit plans, guidance for converting city-owned orchards to recycle water irrigation, updating RW documents, conducting and coordinating Site Supervisor training, as needed.
Note* The Consultant will wait to initiate work on this Task until they receive a specific request and a notice to proceed from the city.

Task 7. Non-Potable Water Irrigation Plan Review

The City is expected to have at least thirteen (13) NP water irrigation plan reviews.

- Evaluate irrigation plans for general compliance with the City and SWRCB requirements. If plans are not in general compliance, annotate the plans and/or provide correspondence to the owner identifying the necessary changes.
- Review revised plans for conformance to comments and for potential changes made which were not illustrated on the original plan review submittal.
- Submit final plans and Supplemental Title 22 Engineering Report to the SWRCB for approval.
- Once approved by the SWRCB, submit final plans in PDF format to the City for approval.

Task 8. Non-Potable Water Inspection and Cross-Connection Testing for New Construction Projects

It is expected that the Consultant will contact the customer to schedule a preconstruction meeting to discuss the City's rules and regulations, construction requirements, and inspection notices for mainline pressure testing. It is the consultant's responsibility to schedule and coordinate a preliminary walkthrough with the customer and prepare a punch list of any items to be completed prior to the final inspection. The inspection will include observing the irrigation system for general compliance with plans and specifications. If the system is not in general compliance, the Inspector will inform the customer of any necessary changes. If the customer fails to comply with the requirements, this activity may require repeat visits to the site. If minor system changes are necessary during construction, the Inspector will coordinate changes with the customer and have those changes noted on the as-built drawings. If major system changes are necessary during construction the Inspector will require a re-submittal of the plans for re-review and re-approval.

Once complete, the Inspector will schedule and coordinate with the customer a final walk through and check for completion of punch list items. Note*Cross-Connection testing of the site will be conducted as described in Task 3. Test results will be submitted to the SWRCB and to the city via email. The Consultant is responsible for providing detailed reports for each site, which must be submitted to the City upon completion of the project.

The Inspector is also responsible to record in the City's GIS using Field Maps the site's potable and recycled water feature locations and types such as meter(s), meter size(s), backflow device model(s) and size(s), drinking fountain(s), quick coupler valves, remote control valves, recycled water signs, gate valves, and other related features. Note* The successful Consultant will have the appropriate credentials to input this data into the City's GIS portal. The city is expected to have at least thirteen (13) NP water inspections and cross-connection tests for new construction projects.

Task 9. Additional Non-Potable Water Services

The City may request additional task(s) related to NP water services, such as retrofit plans, site surveys of existing users located within the NP water service area that will eventually receive RW, updating NP water documents, conducting and coordinating Site Supervisor training, conducting cross-connection testing and annual inspection of existing NP water users, as needed. Note* The Consultant will wait to initiate work on this Task until they receive a specific request and a notice to proceed from the city.

Task 10. Preparation of the Cross-Connection Control Plan

The Cross-Connection Control Policy Handbook (CCCPH), when adopted, will require a Public Water System (PWS) to submit, within one year, a written Plan to the SWRCB that describes the PWS current Program and how the PWS will meet and maintain compliance with the requirements of the CCCPH. As part of this effort, the Consultant must be a certified AWWA Cross-Connection Control Specialist and is expected to will review the City's current Cross-Connection Control Program (Program) and provide recommendations for improvements that will be included in the Plan. Task 10 will be split into sub tasks to enhance clarity, efficiency, and thorough understanding of the City's PWS Program and Plan.

- 10.1 Meetings

  One (1) In-person Kick-off Meeting (1.5 hrs.): Overview of the purpose and objective of the CCCPH requirements, Information gathering and request, discussion/collaboration, and next steps.

  Three (3) virtual meetings (1.0 hrs./meeting): These meetings will provide an opportunity for in-depth discussions, allowing for a comprehensive exploration of the Program's status, challenges, and potential areas for improvement. Through these collaborative sessions, the Consultant and City staff will closely collaborate to ensure alignment on objectives, identify any necessary adjustments, and develop a clear roadmap for moving forward effectively.

  One (1) In-person meeting (1.5 Hrs.) to discuss and review the Consultants recommendations.

  One (1) virtual meeting (1.5 hrs.) with the SWRCB and the City to discuss the adopted CCCPH and Plan expectations and format.

  Two (2) virtual meetings to (1.0 hrs./meeting) to discuss required information outlined in the Plan. These virtual sessions serve as a platform for thorough discussions and exchanges of pertinent details, ensuring a comprehensive understanding of the Plan's requirements.

One (1) In-person meeting (1.5 hrs.) will be arranged to facilitate a detailed discussion of the Draft Plan. During this meeting, participants will have the chance to provide feedback, raise any concerns, and collaborate on refining the Plan to ensure it aligns effectively with project objectives and stakeholder requirements.

- 10.2 Data Collection
  Collect and review relevant project data provided by the City. Data to be provided, but not limited to:
  - City's current cross-connection control ordinance
  - City's current customer inventory/database
  - Access to the backflow software
  - Current cross-connection and backflow test report forms
  - Current City's approved backflow tester list

- 10.3 Cross-Connection Control Plan
  The Consultant to review the current City's Program to assess potential deficiencies and improvements. Findings will be summarized in a Technical Memorandum (TM).

  The Consultant will be responsible for preparing a Cross-Connection Control Plan based on the adopted CCCPH. Elements of the Plan, as outlined in the draft CCCPH, will include a discussion of:
  - City's Operating Rules and Ordinances
  - Cross-Connection Control Program Coordinator
  - Hazard Assessments
  - Backflow Prevention
  - Certified Backflow Prevention Assembly Testers and Specialists
  - Backflow Prevention Assembly Testing
  - Recordkeeping
  - Backflow Incident Response, Reporting, and Notification
  - Public Outreach and Education
  - Local Entity Coordination

  The schedule for all deliverables (i.e., Draft and TM) will be discussed during the Draft Plan meeting.

Task 11. Additional Cross-Connection Control Program Services

The city may request additional task(s) related to Cross-Connection Program services, such as updating the City's Ordinance Chapter 13.20; conducting site hazard assessment; backflow

protection compliance at existing sites; or verification of backflow testers test results by visiting the user premise and confirming backflow prevention assembly serial number and size.
Note* The Consultant will wait to initiate work on this Task until they receive a specific request and a notice to proceed from the City.

EXHIBIT "B"

PRICE AND FEE BID AND BILLING RATE SCHEDULE

| Recycle Water, Non-Potable Water, and Cross-Connection Control Program Support Services | | | | |
|---|---|---|---|---|
| **Task** | **UoM** | **Qty.** | **Unit Price ($)** | **Extended Price ($)** |
| Task 1. Project Management | T&M | Fiscal Year | — | 13,000 |
| Task 2. Recycled Water Annual Inspections | Lump Sum/Site | 70 | 1,250 | 87,500 |
| Task 3. Recycled Water Cross-Connection Quadrennial Testing | Lump Sum/Site | 35 | 1,700 | 59,500 |
| Task 4. Recycled Water Inspection and Cross-Connection Testing for New Construction Projects | T&M | 7 | 9,000 | 63,000 |
| Task 5. Recycled Water Irrigation Plan Review | Lump Sum/Plan | 7 | 3,000 | 21,000 |
| Task 6. Additional Recycled Water Services | T&M | Fiscal Year | — | 20,000 |
| Task 7. Non-Potable Water Irrigation Plan Review | Lump Sum/Plan | 13 | 3,000 | 39,000 |
| Task 8. Non-Potable Water Inspection and Cross-Connection Testing | T&M | 13 | 9,000 | 117,000 |
| Task 9. Additional Non-Potable Water Services | T&M | Fiscal Year | — | 20,000 |
| Task 10. Preparation of the Cross-Connection Control Plan | T&M | Fiscal Year | — | 71,000 |
| Task 11. Additional Cross-Connection Control Program Services | T&M | Fiscal Year | — | 10,000 |
| | | **TOTAL SUM BID (EXTENDED PRICE)** | | 521,000 |

# Fiscal Year 2024 / 2025 Billing Rate Schedule

**(Effective July 1, 2024, through June 30, 2025)***

| POSITIONS | LABOR CHARGES (DOLLARS PER HOUR) |
|---|---|
| **ENGINEERING** | |
| Principal/Vice President | $373 |
| Engineer/Scientist/Geologist Manager I / II | $352 / $369 |
| Principal Engineer/Scientist/Geologist I / II | $317 / $338 |
| Senior Engineer/Scientist/Geologist I / II | $286 / $300 |
| Associate Engineer/Scientist/Geologist I / II | $237 / $255 |
| Engineer/Scientist/Geologist I / II | $180 / $209 |
| Engineering Aide | $111 |
| Field Monitoring Services | $138 |
| Administrative I / II / III / IV | $102 / $127 / $152 / $168 |
| **ENGINEERING TECHNOLOGY** | |
| Engineering Tech Manager I / II | $366 / $369 |
| Principal Tech Specialist I / II | $336 / $348 |
| Senior Tech Specialist I / II | $308 / $321 |
| Senior GIS Analyst | $278 |
| GIS Analyst | $264 |
| Technical Specialist I / II / III / IV | $196 / $224 / $251 / $280 |
| Technical Analyst I / II | $141 / $168 |
| Technical Analyst Intern | $113 |
| Cross-Connection Control Specialist I / II / III / IV | $147 / $155 / $179 / $198 |
| CAD Manager | $222 |
| CAD Designer I / II | $172 / $194 |
| **CONSTRUCTION MANAGEMENT** | |
| Senior Construction Manager | $355 |
| Construction Manager I / II / III / IV | $205 / $219 / $233 / $295 |
| Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1) | $190 / $211 / $235 / $244 |
| Apprentice Inspector | $172 |
| CM Administrative I / II | $91 / $124 |
| Field Services | $244 |

- Hourly rates include charges for technology and communication, such as general and CAD computer software, telephone calls, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside services, such as vendor reproductions, prints, and shipping; major West Yost reproduction efforts; as well as engineering supplies, etc., will be billed at the actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness services, research, technical review, analysis, preparation, and meetings will be billed at 150% of standard hourly rates. Expert witness testimony and depositions will be billed at 200% of standard hourly rates.
- A finance charge of 1.5% per month (an annual rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

* The hourly fees set forth in Ex C shall be increased July 1 of each CY, by an amt reasonably equal to the CPI – All Urban Users (Riverside – San Bernardino – Ontario) over the prior year.

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.

West Yost & Associates, Inc.

By:_____ Date: _____

Greg Chung, Vice President

**CITY OF REDLANDS**
**OFFICE OF THE CITY CLERK**
**BID OPENING REPORT**

The following bids were opened on the **15th day of April 2024 at 10:00 a.m.** on behalf of the Municipal Utilities and Engineering Department for **Recycled Water Non-Potable Water and Cross Connection Control Program Support Services – 20240327FM**. The bid amounts have not been checked and are subject to correction after the bids have been completely reviewed.

| No. | Plan Holder's Name | Bid Signed | Addenda Acknowledged ( N/A ) | Total Bid Amount |
|---|---|---|---|---|
| 1 | West Yost Associates, Davis CA | Yes | N/A | $521,000.00 |

Jeanne Donaldson, City Clerk
City of Redlands, California

Emailed: Councilmembers,
City Manager, PIO, Press
Department Head: John Harris
Staff: Fernando Mata, Ashley Rosario; LaWanda Butler; Jung Park

CITY OF REDLANDS

MUNICIPAL UTILITIES AND ENGINEERING DEPARTMENT

BID ANALYSIS

**PART 4**

**PRICE AND FEE BID**

**BID # 20240327-FM**

**Recycle, Water, Non-Potable Water, and Cross-Connection Control Program Support Services**

**BID NO.**
**ANNUAL PO**

BID DATE: 03/27/2024
FISCAL YEAR: 2024-2025

| TASK | UoM | Qty. | WEST YOST | |
|---|---|---|---|---|
| | | | Unit Price | Extended Price ($) |
| Task 1. Project Management | T & M | Fiscal Year | - | $ 13,000.00 |
| Task 2. Recycled Water Annual Inspections | Lump Sum/Site | 70 | $ 1,250.00 | $ 87,500.00 |
| Task 3. Recycled Water Cross-Connection Quadrennial Testing | Lump Sum/Site | 35 | $ 1,700.00 | $ 59,500.00 |
| Task 4. Recycled Water Inspection and Cross-Connection Testing for New Construction Projects | T & M | 7 | $ 9,000.00 | $ 63,000.00 |
| Task 5. Recycled Water Irrigation Plan Review | Lump Sum/Plan | 7 | $ 3,000.00 | $ 21,000.00 |
| Task 6. Additional Recycled Water Services | T & M | Fiscal Year | - | $ 20,000.00 |
| Task 7. Non-Potable Water Irrigation Plan Review | Lump Sum/Plan | 13 | $ 3,000.00 | $ 39,000.00 |
| Task 8. Non-Potable Water Inspection and Cross-Connection Testing | T & M | 13 | $ 9,000.00 | $ 117,000.00 |
| Task 9. Additional Non-Potable Water Services | T & M | Fiscal Year | - | $ 20,000.00 |
| Task 10. Preparation of the Cross-Connection Control Plan | T & M | Fiscal Year | - | $ 71,000.00 |
| Task 11. Additional Cross-Connection Control Program Servcies | T & M | Fiscal Year | - | $ 10,000.00 |
| | | **TOTAL SUM BID (EXTENDED PRICE)** | **$ 26,950.00** | **$ 521,000.00** |

**City Council Meeting** **L. 5.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Consideration of the $120,000 Professional Services Agreement with Eurofins Eaton Analytical, LLC for support services at the Joint Utility Laboratory for a total potential amount not-to-exceed $360,000, 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)

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## MOTION(S):

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

1. I move that City Council determine approval of a Professional Services Agreement with Eurofins Eaton Analytical, LLC. 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 to approve a Professional Services Agreement with Eurofins Eaton Analytical, LLC for Joint Utility Laboratory support services.

## RECOMMENDATION:

Staff recommends that the City Council determine that approval of a Professional Services Agreement with Eurofins Eaton Analytical, LLC is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act, and approve a Professional Services Agreement with Eurofin Eaton Analytical, LLC for Joint Utility Laboratory support services with an initial term of one-year and an annual amount not to exceed $120,000, with the option to extend for two additional one-year terms.

## DISCUSSION:

The California State Water Resources Control Board and the U.S. Environmental Protection Agency require the City to regularly monitor various elements in its water and wastewater. The City operates the Joint Utilities Laboratories (JUL) to analyze water and wastewater samples, and reports the results at the mandated frequencies. Occasionally, the JUL requires support from a consulting laboratory to analyze samples for the presence of new and emerging contaminants.

On May 4, 2024, staff issued a Request for Bids (RFB) for on-call Joint Utility Laboratory support services. Bids were received from the following two (2) laboratory service providers prior to the May 22, 2024 submittal deadline.

| Vendor | Location | Total Bid Amount |
|---|---|---|
| Eurofins Eaton Analytical, LLC. | Pomona, CA | $120,408 |
| Babcock Laboratories, Inc. | Riverside, CA | $135,727 |

Staff reviewed each bid and determined that Eurofins Eaton Analytical, LLC (Eurofins) submitted the lowest responsive and responsible bid and recommends City Council approval of a Professional Services Agreement with Eurofins, with an initial term of one-year and a not-to-exceed amount of $120,000. If approved, the Agreement may be extended for two additional one-year terms, each with a not-to-exceed amount of $120,000 per year, resulting in a total potential agreement value of $360,000. Approval of the Professional Services Agreement with Eurofins is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act, as the proposed action is not expected to cause any significant environmental impact.

## ALTERNATIVES:

City Council may deny the staff recommendation and provide alternate direction.

## STRATEGIC PLAN:

N/A

**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

**PREPARED BY:**
Jungjoon Park, Laboratory Manager

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## Fiscal Impact

| | |
|---|---|
| **Fiscal Year:** | FY 24/25 |
| **Appropriation Required Y/N:** | No |
| **Amount:** | $25,000 |
| **Budgeted Y/N:** | Yes |
| **Account No.:** | 521900 |

**Discussion:**
Sufficient funding is allocated in the Fiscal Year 24/25 Wastewater Service (521900) budget.

| | |
|---|---|
| **Fiscal Year:** | FY 24/25 |
| **Appropriation Required Y/N:** | No |
| **Amount:** | $95,000 |
| **Budgeted Y/N:** | Yes |
| **Account No.:** | 501900 |

**Discussion:**
Sufficient funding is allocated in the Fiscal Year 24/25 Water Service (501900) budget.

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## Attachments

Bid Report
Eurofins Agreement

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**CITY OF REDLANDS**
**OFFICE OF THE CITY CLERK**
**BID OPENING REPORT**

The following bids were opened on the **22nd day of May 2024 at 10:00 a.m.** on behalf of the Municipal Utilities and Engineering Department for **Rebid Laboratory Services for Water and Wastewater – Project 20240508-01JP**. The bid amounts have not been checked and are subject to correction after the bids have been completely reviewed.

| No. | Plan Holder's Name | Bid Signed | Addenda Acknowledged ( 1 ) | Total Bid Amount |
|---|---|---|---|---|
| 1 | Eurofins Eaton Analytical LLC, Pomona CA | Yes | 1 acknowledged | $120,408.00 |
| 2 | Babcock Laboratories, Inc., Riverside CA | Yes | 1 acknowledged | $135, 727.00 |

Jeanne Donaldson, City Clerk
City of Redlands, California

Emailed: Councilmembers,
City Manager, PIO, Press
Department Head: John Harris
Staff: Jung Park; LaWanda Butler

AGREEMENT TO PERFORM PROFESSIONAL SERVICES

This agreement for the provision of Laboratory Services for Water and Wastewater ("Agreement") is made and entered in this 2nd day of July, 2024 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and Eurofins Eaton Analytical, LLC, a Delaware limited liability company. ("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 laboratory 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 John R. Harris, Municipal Utilities and Engineering 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 "A," titled "Scope of Services," which is attached hereto and incorporated herein by 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"). 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.

4.3 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

The compensation for Consultant'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 Consultant'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 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 "Price and Fee Bid," which is attached hereto and incorporated herein by this reference.

5.1 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:

Caroline Sangari, Business Unit Manager
Eurofins Eaton Analytical, LLC
941 Corporate Center Drive
Pomona, CA, 91768
caroline.sangari@et.eurofinsus.com
626-827-9817
866-988-3757

## 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: _____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

EUROFINS EATON ANALYTICAL, LLC

By: _____
Caroline Sangari, Business Unit Manager

EXHIBIT "A"

SCOPE OF SERVICES

The Consultant must possess the skills, licenses, certifications, and professional expertise necessary to provide analytical services to the City with a level of competency maintained by other environmental testing laboratories in the industry that offer similar types of services. To this end, Babcock Laboratory shall be certified by ELAP and NELAP.

Provide updated/renewed laboratories certification and Field of Accreditation to City staff. (Including subcontracted laboratories' certification and FOAs).

Furthermore, at least 95% of lab analyses listed in the fee schedule shall be conducted in-house without subcontracting.

The quality of laboratory tests shall be governed by the NELAP-Approved Quality Assurance Manual and adhere to a strict Code of Ethics, policies, minimum detection limits (MDLs) below the Method Reporting Limit (MRL), Laboratory Control Sample (LCS), and Matrix Spike (MS) shall be conducted with each sample batch (for selected tests), and MRL check shall be performed with each sample batch (for selected tests).

The laboratory shall maintain accreditation and a laboratory license to perform testing, audit the most recent third-party audit report of quality systems (required as part of accreditation), and the most recent third-party proficiency test results (required as part of accreditation).

The laboratory shall have a Quality Assurance (QA) Manual with a table of contents that illustrates the depth of policies and procedures, Standard Operating Procedures (SOPs) for laboratory procedures for analysis according to approved test methods, Method Acceptance Limits (MALs) for each analytical method to demonstrate precision and accuracy, and MDLs for annual demonstration of capability to meet specific reporting limits.

The laboratory shall have documentation of the laboratory's investments in and commitment to technological advancements in instrumentation. Eurofins shall dedicate at least one instrument for each analysis, and a minimum of two dedicated instruments and two dedicated staff members for Volatiles, Perchlorate, Nitrate.

Consultant shall be available for deliveries and pick-ups five days per week and on weekends when required.

Consultant shall utilize a web-based data reporting system with Environmental Data Transfer (EDT, CLIP, and SWRCB) capability, Electronic Data Deliverable (EDD) (Laboratory Information Management System and HACH-WIMS) capability.

Eurofins shall provide waterproof labels on pre-labeled containers that are color-coded according to preservatives, with lot numbers and expiration dates of preservatives.

Consultant shall provide ice packs and packaging materials for sample transportation and a customized chain of custody form for every sample point.

Consultant shall deliver reports with the proper project name and identification of either drinking water, wastewater, industrial monitoring, stormwater, SSOs, or sludge, and provide laboratory reports to the appropriate designated city staff within a ten (10) business day timeframe or sooner, unless it is considered a rush sample, which shall be submitted within the approved turnaround time by Eurofins. If there is any delay in reporting, promptly communicate with City staff.

The report should also include all following information but not limited to: 1) Project Name, 2) Report Date, 3) Date Sampled, 4) Date Submitted, 4) Chain of Custody, 5) Analyst Name, 6) Matrix, 7) Sample ID, 8) RDL, 9) MDL, 10) Units 11) Analysis Date, 12) Analyte(s), 13) Result, 14) Flag for any QC failures, 15) Blank and QC batch result, and 16) Method(s)

Provide Wastewater Report result with Reporting Limit/MDLs value rather than RDL.

If Consultant staff notices abnormal data results, they need to notify city staff within 48 hours of findings. (Certain analyses are required within 24 hours of finding the result. Those analyses will be agreed upon between City and Eurofins.)

Consultant shall provide reports in PDF and CSV formats (EDT format when necessary) when reports are delivered to City staff.

Consultant shall provide a description of the sample kits to be used, and the sample return method shall meet analytical hold times and cost implications.

Consultant shall provide order login and acknowledgment, the method for organizing work orders, communicate with the City any issue at onset, QA/QC measures taken to assure accuracy, precision, completeness, and correctness.

When requested, provide the entire sample data that the City has sent out in an Excel file to be used for the Consumer Confidence Report.

Consultant shall submit invoices to the City within 30 days of the report.

EXHIBIT "B"
PRICE AND FEE BID

| ITEM NO. | EST. QTY | DRINKING WATER | TEST METHOD | UNIT PRICE | *EXTENDED PRICE (QTY X UNIT PRICE) |
|---|---|---|---|---|---|
| 1 | 1 | Total Alkalinity | SM2320B | $12.00 | $12.00 |
| 2 | 1 | Apparent Color | SM 2120B | $10.00 | $10.00 |
| 3 | 1 | Asbestos | EPA 100.2 | $250.00 | $250.00 |
| 4 | 1 | Carbamates | EPA 531.1 | $65.00 | $65.00 |
| 5 | 1 | Chloride | EPA 300.0 | $12.00 | $12.00 |
| 6 | 1 | Chlorinated Acid Herbicides by GC-ECD | EPA 515.4 | $90.00 | $90.00 |
| 7 | 1 | Coliform, Presence/Absence by Colilert | SM 9223B | $15.00 | $15.00 |
| 8 | 1 | Cyanide (Free) | SM 4500-CN G | $30.00 | $30.00 |
| 9 | 1 | Dioxin | EPA 1613 | $225.00 | $225.00 |
| 10 | 1 | Diquat and Paraquat | EPA 549 | $100.00 | $100.00 |
| 11 | 80 | EDB and DBCP by GC-ECD | EPA 504.1 or EPA 524.2 | $60.00 | $4,800 |
| 12 | 1 | Endothall by GC-MS | EPA 548.1 | $75.00 | $75.00 |
| 13 | 1 | Fluoride | EPA 300.0 | $20.00 | $20.00 |
| 14 | 1 | General Minerals | See Appendix A | $150.00 | $150.00 |
| 15 | 700 | General Physicals | See Appendix B | $25.00 | $17,500 |
| 16 | 20 | Glyphosate by HPLC | EPA 547 | $75.00 | $1,500.00 |
| 17 | 50 | Gross Alpha by Co-precipitation | SM 7110C | $65.00 | $3,250.00 |
| 18 | 100 | Haloacetic Acids | SM6251B | $70.00 | $7,000.00 |
| 19 | 50 | Hexavalent Chromium (20 ppt MRL) | EPA 218.7 | $45.00 | $2,250.00 |
| 20 | 1 | Inorganics | See Appendix C | $160.00 | $160.00 |
| 21 | 1 | Langelier's Saturation Index (see Appendix-Langelier Saturation Index) | SM 2330B(no add'I cost for calc. if all required elements requested | $5.00 | $5.00 |

| | | | | | |
|---|---|---|---|---|---|
| 22 | 30 | Lead and Copper | EPA 200.8 | $25.00 | $750.00 |
| 23 | 1 | MPN ( TOTAL & Fecal Coliform) | SM9221B,C,E | $20.00 | $20.00 |
| 24 | 1 | MPN(Total Coliform & E.coli 10test tube) | SM9223B | $20.00 | $20.00 |
| 25 | 1 | Mercury | EPA 245.1 | $25.00 | $25.00 |
| 26 | 25 | Metals by ICP Aluminum, Barium, Boron, Calcium, Copper, Iron, Magnesium, Manganese, Potassium, Silica, Silver, Sodium, Zinc (per element) | EPA 200.7 | $12.00 | $300.00 |
| 27 | 25 | Metals by ICPMS Antimony, Arsenic, Beryllium, Cadmium, Chromium, Cobalt, Copper, Iron, Lead, Manganese, Mercury, Nickel, Silver, Selenium, Thallium, Uranium, and Zinc (per element) | EPA 200.8 | $12.00 | $300.00 |
| 28 | 20 | Nitrate as N | EPA 300.0 | $15.00 | $15.00 |
| 29 | 1 | Nitrite as N | EPA 300.0 | $15.00 | $15.00 |
| 30 | 1 | Odor (TON) | EPA 140.1M | $10.00 | $10.00 |
| 31 | 1 | Organohalide Pesticides and PCBs | EPA 505 or EPA 508.1 | $75.00 | $75.00 |
| 32 | 20 | Perchlorate (1.0 ppb MRL) | EPA 331 | $75.00 | $1500.00 |
| 33 | 50 | pH | SM 4500-H+B | $10.00 | $10.00 |
| 34 | 25 | Rad226-228 | RA 226GA RA 228GA | $175.00 | $4,375.00 |
| 35 | 1 | Semi-Volatiles Organics by GC-MS | EPA 525.3 | $100.00 | $100.00 |
| 36 | 1 | Specific Conductance | SM 2510B | $12.00 | $12.00 |
| 37 | 1 | Sulfate | EPA 300.0 | $15.00 | $15.00 |
| 38 | 1 | Surfactants | SM 5540C | $30.00 | $30.00 |
| 39 | 25 | Title-22 (Full) | See Appendix D | $1,800.00 | $45,000.00 |
| 40 | 50 | 1,2,3-Trichloropropane (TCP) | EPA 524 | $60.00 | $3,000.00 |

| | | | | | |
|---|---|---|---|---|---|
| 41 | 25 | Total Dissolved Solid (TDS) | SM 2540C | $15.00 | $375.00 |
| 42 | 25 | Total Hardness | SM 2340C | $12.00 | $300.00 |
| 43 | 20 | Total Organic Carbon | SM 5310B | $35.00 | $700.00 |
| 44 | 50 | Trihalomethanes | EPA 524 | $50.00 | $2,500.00 |
| 45 | 10 | Turbidity | EPA 180.1 | $12.00 | $120.00 |
| 46 | 20 | Volatile Organics | EPA 524 | $75.00 | $1,500.00 |
| 47 | 1 | Water Suitability Ratio | SM 9020 | $350.00 | $350.00 |
| DRINKING WATER | | | SUBTOTAL | $4,614.00 | $99,221.00 |
| ITEM NO. | EST. QTY | WASTEWATER | TEST METHOD | UNIT PRICE | *EXTENDED PRICE (QTY X UNIT PRICE) |
| 48 | 25 | Anions (Cl, F, NO2-N,NO3-N,SO4 &PO4-P) | EPA-300 | $65.00 | $1625.00 |
| 49 | 20 | Antimony | EPA 7062, EPA 200.5, EPA 200.7, EPA 200.8, EPA 200.9, SM 3111B OR SM 3113B | $18.00 | $360.00 |
| 50 | 20 | Ammonia | SM 4500 NH-D | $35.00 | $700.00 |
| 51 | 1 | Biochemical Oxygen Demand (BOD) | SM 5210 | $40.00 | $40.00 |
| 52 | 1 | Chemical Oxygen Demand (COD) | HACH 8000 or SM 5220 B,C or D or EPA 410.4 | $25.00 | $25.00 |
| 53 | 20 | Chloride | EPA 300.0 | $23.00 | $23.00 |
| 54 | 20 | Fluoride | EPA 300.0 | $15.00 | $300.00 |
| 55 | 10 | Hexavalent Chromium (20 ppt MRL) | EPA 218.6 | $60.00 | $600.00 |
| 56 | 10 | Mercury | EPA 245.1 | $25.00 | $250.00 |
| 57 | 1 | MPN(Total & Fecal coliform) | SM9221B,C,E | $30.00 | $30.00 |
| 58 | 10 | Metals by ICP Sodium and Boron (per element) | EPA 200.7 | $18.00 | $180.00 |
| 59 | 75 | Metals by ICPMS Sodium and Boron (per element) | EPA 200.8 | $18.00 | $180.00 |

| | | | | | |
|---|---|---|---|---|---|
| 60 | 10 | Metals by ICP Arsenic, Barium, Cadmium, Cobalt, Copper, Chromium Total, Iron, Lead, Manganese, Mercury, Selenium, Silver, Sodium, Boron, Nickel, Zinc, Chromium VI as a package | EPA 200.7 | $175.00 | $1,750.00 |
| 61 | 5 | Metals by ICPMS Arsenic, Barium, Cadmium, Cobalt, Copper, Chromium Total, Iron, Lead, Manganese, Mercury, Selenium, Silver, Sodium, Boron, Nickel, Zinc, Chromium VI as a package | EPA 200.8 | $175.00 | $875.00 |
| 62 | 20 | Nitrate as N | EPA 300.0 | $25.00 | $500.00 |
| 63 | 20 | Nitrite as N | EPA 300.0 | $25.00 | $500.00 |
| 64 | 20 | Orthophosphate as P | EPA 300.0 | $15.00 | $300.00 |
| 65 | 15 | Phenolic Compounds | EPA 420.4 | $40.00 | $600.00 |
| 66 | 15 | Silica | EPA 200.7 | $18.00 | $270.00 |
| 67 | 1 | Strontium by ICPMS | EPA 200.8 | $18.00 | $18.00 |
| 68 | 25 | Sulfate | EPA 300.0 | $30.00 | $750.00 |
| 69 | 10 | Cyanide Free | SM4500CNF | $30.00 | $300.00 |
| 70 | 10 | Cyanide Total | EPA 335.4 | $35.00 | $350.00 |
| 71 | 20 | Total Alkalinity | SM2320B | $20.00 | $400.00 |
| 72 | 25 | Total Dissolved Solid | SM2540C | $20.00 | $500.00 |
| 73 | 5 | Total Hardness | SM 2340C | $20.00 | $100.00 |
| 74 | 1 | Total Kjeldahl Nitrogen | EPA 351.2 | $30.00 | $30.00 |
| 75 | 50 | Total Organic Carbon | SM 5310B | $33.00 | $1650.00 |
| 76 | 20 | Total Suspended Solids | SM 2540D | $15.00 | $300.00 |
| 77 | 30 | Turbidity | SM 2130B or EPA 180.1 | $15.00 | $450.00 |
| 78 | 5 | Volatile Organic Compounds | EPA 624.1 | $85.00 | $425.00 |
| WASTEWATER | | | SUBTOTAL | $1,196.00 | $14,818.00 |

| ITEM NO. | EST. QTY | SLUDGE (ACCORDING TO METHODS IN SW-846, EXCEPT TOTAL COLIFORM) | TEST METHOD | UNIT PRICE | *EXTENDED PRICE (QTY X UNIT PRICE) |
|---|---|---|---|---|---|
| 79 | 8 | Ammonia as N | EPA 350.1 | $30.00 | $240.00 |
| 80 | 1 | Dioxin/Dibenzofurans | EPA 1613B | $600.00 | $600.00 |
| 81 | 8 | Hexavalent Chromium (20 ppt MRL) | EPA 7196 | $35.00 | $280.00 |
| 82 | 8 | Mercury | EPA 7471A | $36.00 | $288.00 |
| 83 | 8 | Metals by ICPMS Antimony, Arsenic, Barium, Beryllium, Cadmium, Total Chromium, Cobalt, Copper, Lead, Molybdenum, Nickel, Selenium, Silver, Thallium, Vanadium, and Zinc (per element) | EPA 6020 or EPA SW846 Series | $18.00 | $144.00 |
| 84 | 8 | Nitrate as N | EPA 9056 | $25.00 | $200.00 |
| 85 | 8 | Paint Filter Test | EPA 9095 | $25.00 | $160.00 |
| 86 | 8 | Percent Solids | SM 2540B | $20.00 | $160.00 |
| 87 | 2 | Organochlorine Pesticides and PCBs | EPA 8082 | $125.00 | $250.00 |
| 88 | 8 | Total Kjeldahl Nitrogen | EPA 351.2 | $30.00 | $240.00 |
| 89 | 2 | Toxicity Characteristics Leaching Procedure – Arsenic, Barium, Cadmium, Chromium (total), lead, mercury (total), selenium, and silver. | EPA Method 1311 or EPA 6020 | $130.00 | $260.00 |
| Sludge | | | SUBTOTAL | $1,069.00 | $2,822.00 |
| ITEM NO. | EST.QTY | SSO SAMPLING (SSMP) | TEST METHOD | UNIT PRICE | *EXTENDED PRICE (QTY X UNIT PRICE) |
| 90 | 1 | Total Coliforms and E. coli | Quantitray<br>SM9223 B | $30.00 | $30.00 |
| 91 | 1 | Ammonia, (Total) | SM4500 NH3N | $15.00 | $15.00 |
| SSO Sampling | | | SUBTOTAL | $45.00 | $45.00 |

| ITEM NO. | EST.QTY | INDUSTRIAL MONITORING AND TRUNK-LINE MONITORING | TEST METHOD | UNIT PRICE | *EXTENDED PRICE (QTY X UNIT PRICE) |
|---|---|---|---|---|---|
| 92 | 1 | Aluminum | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 93 | 1 | Ammonia | EPA 350.1 or SM 4500 NH-D | $18.00 | $18.00 |
| 94 | 1 | Arsenic | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 95 | 1 | Barium | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 96 | 1 | Biochemical Oxygen Demand (BOD) | SM 5210 | $48.00 | $48.00 |
| 97 | 1 | Boron | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 98 | 1 | Cadmium | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 99 | 1 | Chemical Oxygen Demand | EPA approved method | $24.00 | $24.00 |
| 100 | 1 | Chloride | EPA 300.0 | $9.60 | $9.60 |
| 101 | 1 | Chromium (Total) | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 102 | 1 | Color | SM 2120B | $8.00 | $8.00 |
| 103 | 1 | Copper | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 104 | 1 | Cyanide | SM4500-CN C,D,E | $30.00 | $30.00 |
| 105 | 1 | Fluoride | EPA 300.0 | $9.60 | $9.60 |
| 106 | 1 | Total Hardness | SM 2340C | $19.20 | $19.20 |
| 107 | 1 | MBAS (Methylene Blue Active Substances) | EPA 425.1 | $30.00 | $30.00 |
| 108 | 1 | Magnesium | SM4500 NH3H | $9.60 | $9.60 |
| 109 | 1 | Iron | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 110 | 1 | Lead | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 111 | 1 | Manganese | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 112 | 1 | Mercury | EPA 200.8 | $19.20 | $19.20 |
| 113 | 1 | Nickle | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 114 | 1 | Oil & Grease | EPA 1664A | $66.00 | $66.00 |

| | | | | | |
|---|---|---|---|---|---|
| 115 | 1 | Selenium | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 116 | 1 | Silica | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 117 | 1 | Silver | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 118 | 1 | Sodium | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 119 | 1 | Sulfate | EPA 300.0 | $9.60 | $9.60 |
| 120 | 1 | Total Dissolved Solids | SM2540C | $15.00 | $15.00 |
| 121 | 1 | Total Suspended Solids | SM2540B | $18.00 | $18.00 |
| 122 | 1 | Zinc | EPA200.7 or EPA200.8 | $9.60 | $9.60 |
| 123 | 1 | Items 92-123 as a package | Method indicated in items 92-123 | $600.00 | $600.00 |
| INDUSTRIAL TRUNK LINE MONITORING | | | SUBTOTAL | $1,265.00 | $1,265.00 |
| ITEM NO. | EST.QTY | STORMWATER-WWTP | TEST METHOD | UNIT PRICE | *EXTENDED PRICE (QTY X UNIT PRICE) |
| 124 | 1 | Enterococci | SM9230B | $60.00 | $60.000 |
| 125 | 1 | E. coli | SM9221F | $30.00 | $30.00 |
| 126 | 1 | Iron (Total) | EPA200.7 or EPA200.8 | $18.00 | $18.00 |
| 127 | 1 | Cadmium (Total) | EPA200.7 or EPA200.8 | $18.00 | $18.00 |
| 128 | 1 | Copper (Total) | EPA200.7 or EPA200.8 | $18.00 | $18.00 |
| 129 | 1 | Lead (Total) | EPA200.7 or EPA200.8 | $18.00 | $18.00 |
| 130 | 1 | Total Suspended Solids (TSS) | SM2540B | $15.00 | $15.00 |
| 131 | 1 | Oil & Grease | EPA 1664A | $60.00 | $60.00 |
| 132 | 10 | Items 124-131 as a package | Method indicated in items 124-131 | $200.00 | $2,000.00 |
| STORMWATER - WWTP | | | SUBTOTAL | $414.80 | $2,281.40 |

This contract does not constitute an obligation for the City to purchase the quantities indicated herein. The quantities are estimates and are based on the most accurate information available. The purpose of this contract is to establish prices for the commodities or services required, in the event that the City needs to purchase such commodities or services. The needs of the City shall govern the amount to be purchased, and the City reserves the right to purchase quantities in excess of the estimates, in shortfall of the estimates, or not to purchase any quantities at all. The contractor shall offer the best government pricing for test method that are not included in the price list.

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.

EUROFINS EATON ANALYTICAL, LLC

By:_____ Date: _____
Caroline Sangari, Business Unit Manager

**City Council Meeting** **L. 6.**

**DATE:** 07/02/2024

**TO:** Honorable Mayor and City Council Members

**SUBJECT:** Consideration of adoption of Resolution No. 8609 providing notice of intent to increase solid waste utility service rates, to direct staff to issue the required Proposition 218 notice establishing a public hearing date and location, and determine that consideration of the proposed rate increases 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)

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## MOTION(S):

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

1. I move to determine that the adoption of Resolution No. 8609 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 adopt Resolution No. 8609 providing notice of intent to increase solid waste utility service rates; and

3. Direct staff to issue the required Proposition 218 notice for a public hearing.

## RECOMMENDATION:

Staff recommends that City Council determine that the adoption of Resolution No. 8609 is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act, and to adopt Resolution No. 8609 providing notice of the City's intent to increase solid waste utility service rates, and directing staff to issue the Proposition 218 notice establishing a date and location for a public hearing.

**DISCUSSION:**

BACKGROUND

The City of Redlands, Facilities and Community Service Department provides solid waste collection, including recycling, composting and disposal services. The City periodically adjusts solid waste service rates to keep pace with the increasing cost of providing these services. The last time that the City reviewed Solid Waste Rates was 2017 and it has only adjusted solid waste rates ten times over the last thirty years.

Senate Bill (SB) 1383 is State of California legislation approved in 2016 that requires a reduction in organic waste (food waste, green waste, paper products, etc.) disposed of in landfills by seventy-five percent (75%), and an increase in edible food recovery by twenty percent (20%) by 2025. Local municipalities, including the City, are responsible for achieving these targets by requiring mandatory recycling and organic collection, requiring color and labeling changes for carts and bins, purchase and use of compost and mulch, as well as outreach, reporting, contamination monitoring, inspections, and enforcement.

In 2023, the City contracted with R3 Consulting Group, Inc. (R3) to complete a solid waste financial plan and rate study (Study) of the expenses and revenues in the City's Solid Waste Services Enterprise Fund (Solid Waste Fund) and to make recommendations about adjustments to solid waste rates necessary to fund projected expenses. Staff and R3 held two meetings with the Municipal Utilities Commission (Commission), on March 18, 2024 and April 15, 2024 to present draft findings and to receive feedback and recommendations. The Commission voted unanimously on April 15, 2024 to forward R3's recommended adjustments to the City's solid waste services to the City Council.

The Commission and staff are recommending the following solid waste utility service rate increases:

- A nine percent (9%) rate increase January 1, 2025
- A nine percent (9%) rate increase January 1, 2026
- A nine percent (9%) rate increase January 1, 2027
- A four percent (4%) rate increase January 1, 2028

The action before the Council is to set a public hearing regarding adjustments to rates for solid waste utility service for September 3, 2024 and to direct staff to provide notice of the public hearing. Recommended rates for fiscal year (FY) 2024-25 through FY 2027-28 are included in R3's report of Solid Waste Financial Plan and Rate Study.

RATE MODEL

On March 18, 2024 the Commission received a comprehensive overview of

solid waste operations, including an analysis of revenues and expenses presented by R3. It was underscored that the last rate adjustment occurred in 2021 (and was approved in 2017), highlighting the necessity to adjust rates to ensure the sustainability of the operation. The Commission discussed various rate adjustment scenarios presented by R3, with a specific focus on maintaining any proposed rate adjustments below ten percent (<10%) in any given year.

Based on this direction, City staff worked with R3 to develop revised scenarios for adjustments to solid waste rates that adhered to the Commission's request while also addressing the operational needs of the division. The revised scenarios resulted in lower rate adjustments than were presented to the Commission in March. The March projections included rate adjustments in FY 2024-25 and FY 2025-26 that each exceeded ten percent (>10%), the revised scenarios resulted in rate adjustments that were lower than 10 percent (<10%) in all years.

At the April 15, 2024 meeting with the Commission, staff and R3 presented a revised recommended rate adjustment scenario covering the next four years with nine percent (9%) adjustments for each of the first three years and a four percent (4%) adjustment in the fourth year. The revisions to the recommended adjustments to solid waste rates were made possible due to adjustments to projected operating and capital expenses. Staff identified revisions for staffing allocations to the Solid Waste Fund that are estimated to reduce personnel costs in the Fund by $750,000 annually starting in FY 2024-25. Staff also identified revised fleet maintenance costs which are estimated to cost the Fund $750,000 annually starting in FY 2024-25. Finally, the time frame for replacement of 5 of the 17 vehicles scheduled to be replaced by FY 2028-29 was adjusted. While it is important that the City maintain its replacement schedule, replacement of these vehicles can be deferred by a few years without impacting operations.

The first three years of the recommended rate adjustments are comprised of four percent (4%) COLA/inflation, three percent (3%) vehicle replacement, and two percent (2%) for new SB 1383 regulations, with the final year only projected to need a four percent (4%) adjustment for COLA/inflation. These rate adjustments are designed to fully cover the costs of the Solid Waste Fund while also maintaining a stable operating reserve. It is further recommended by R3 that the City re-analyze actual and projected expenses in the Solid Waste Fund in FY 2027-28 to establish recommended rates effective FY 2028-29 (and up to four additional fiscal years thereafter).

The Commission recommended moving forward with R3’s recommended solid waste rates for the next four years (FY 2024-25 through FY 2027-28). The recommended rate adjustments are to be proposed to the City Council and solid waste customers through a Proposition 218 noticing process, with a notice being mailed to customers by July 2, 2024, regarding the public hearing on September 3, 2024. If approved by City Council, the first annual adjustment to solid waste rates would be on January 1, 2025.

LEGAL CONSIDERATIONS

The R3 Study constitutes a detailed analysis of the City's solid waste revenue and expense projections. R3 found that recommended adjustments to solid waste utility rates will recover sufficient revenue to support this service within the parameters set by relevant law, including article XIII D, section 6 of the California Constitution ("Proposition 218").

The City Attorney has advised that the City comply with the requirements of Proposition 218 in authorizing the proposed adjustments to the solid waste utility rates. Those requirements include issuance of the recommended 45-day written notice to solid waste utility customers. The notice informs solid waste utility users about the reasons for proposed rates, the date and location of the public protest hearing (September 3, 2024), and how they can provide a written protest of the proposed rates. If more than 50 percent of solid waste utility users protest in writing, then the City Council will not be able to authorize the proposed solid waste utility rates.

Furthermore, approval of solid waste utility rate increases is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act since it will not result in a direct or reasonably foreseeable indirect physical change in the environment.

## ALTERNATIVES:

City Council may deny the staff recommendation and provide alternate directions.

## STRATEGIC PLAN:

N/A

**SUBMITTED BY:**
Tabitha Crocker, Facilities and Community Services Department Director

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

**REVIEWED BY:**
Yvette M. Abich Garcia, City Attorney
Christopher Boatman, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

**PREPARED BY:**
Nathalie Ayala, Senior Administrative Assistant

## Fiscal Impact

**Discussion:**

There is no fiscal impact associated with authorizing staff to issue a Proposition 218 notice of intent to increase rates other than printing costs for the notice, which are included in the current budget. The notice will set a public hearing date of September 3, 2024, at which time the City Council will consider a solid waste rate increase. Should the City Council approve the recommendation, rates will take effect in January of 2025.

## Attachments

A. Resolution No. 8609
B. Proposed Proposition 218 Notice
C. Recommended Rate Tables
D. R3 Report Solid Waste Financial Plan

RESOLUTION NO. 8609

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS DECLARING ITS INTENTION TO ADJUST RATES FOR SOLID WASTE UTILITY SERVICE; SETTING THE TIME AND PLACE FOR A PROPOSITION 218 MAJORITY PROTEST PUBLIC HEARING; AND AUTHORIZING THE CITY MANAGER OR DESIGNEE TO PROVIDE THE RELATED NOTICE IN COMPLIANCE WITH THE STATE-MANDATED TIMING REQUIREMENTS

WHEREAS, the City provides solid waste utility service as a municipally run operation; and

WHEREAS, the City has not adjusted solid waste utility service rates since October 2021; and

WHEREAS, the City engaged R3 Consulting Group, Inc., to review and analyze the City's solid waste revenue and expense projections and recommend adjustments to solid waste utility service rates to maintain sustainable funding for solid waste services; and

WHEREAS, R3 Consulting Group, Inc. found that, without recommended adjustments to solid waste utility service rates, the City's Solid Waste Service Fund will be depleted by the end of fiscal year (FY) 2025-26; and

WHEREAS, R3 Consulting Group, Inc. found that recommended adjustments to solid waste utility service rates recover sufficient revenue within the parameters set by relevant law, including article XIII D, section 6 of the California Constitution; and

WHEREAS, the City Council intends to hold a protest hearing on the solid waste utility rates in accord with article XIII D, section 6(a) of the California Constitution; and

WHEREAS, the City's local procedures to conduct such a hearing are set forth in Resolution No. 8609.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDLANDS AS FOLLOWS:

Section 1. The above recitals are true and correct and are incorporated by this reference.

Section 2. A Proposition 218 Public Hearing is hereby set and will be held before the City Council on September 3, 2024, in order for the City Council to consider adjustments to solid waste utility rates; and

Section 3. The City Manager, or designee, is hereby authorized and directed to cause a notice of Public Hearing that provides details related to adjustments to solid waste utility service fees, rates, and/or charges being proposed to be mailed no later than July 19, 2024, in a manner that

complies with applicable laws, including without limitation, the State-mandated 45-day required notice under Proposition 218.

Section 4. At the Public Hearing, the City Council shall consider objections and protests, if any, to the proposed rate adjustments, and Resolution No. 7128 shall govern the submission and tabulation of written protests with respect to the proposed rate adjustments.

ADOPTED, SIGNED AND APPROVED this 2nd day of July, 2024.

_____
Eddie Tejeda, 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 2nd day of July, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

City of Redlands
Solid Waste Collection Customers

**NOTICE OF PROPOSED SOLID WASTE SERVICE RATES AND PUBLIC HEARING**

**Public Hearing**
September 3, 2024, 6:00 PM

City Council Chambers
35 Cajon Street, Suite 2
Redlands, CA 92373

Protests to proposed rates must be submitted in writing. See inside for information about how to submit written protest.

For questions or more information, please contact:
**909-798-7529 or**
**mutilities@cityofredlands.org**

SCAN ME

**City of Redlands**
35 Cajon St, Suite 4, Redlands, Ca 92373

Recipient Name
Address
City, ST ZIP Code

City of REDLANDS

**PUBLIC NOTICE**

# Proposed Solid Waste Service Rates & Public Hearing

## New City of Redlands Solid Waste Service Rates Includes Funding For:

- ✓ Inflationary Cost Increases for Labor, Fuel, Disposal, Recycling and Composting
- ✓ Replacement of Aging Solid Waste Collection Vehicles
- ✓ Additional Landfill Capacity
- ✓ Compliance with Unfunded State Mandate SB 1383

City of REDLANDS

## Why Am I Receiving This Notice?

This notice is being furnished to you as a solid waste services customer in the City of Redlands regarding proposed new bi-monthly rates for solid waste services. This serves as notice that the Redlands City Council will conduct a Public Hearing at the time, date, and location enclosed to consider recommended solid waste service rates.

All those interested are invited to appear at the time and place of the Public Hearing enclosed to give oral or written testimony or to submit written protests regarding the proposed rates. The City Council will hear and consider written materials submitted regarding proposed rates at the Public Hearing. The City Council has the authority to adjust the proposed rate changes in response to oral testimony and written materials submitted for consideration, provided that any adjustments cannot increase rates beyond those listed in this Notice.

## Why Are New Solid Waste Service Rates Needed?

The City of Redlands provides municipal solid waste services (garbage, recycling, organics and other) in the City. The City has conducted a study of its solid waste rate revenues and projected expenses for fiscal years (FYs) 2024-25 through 2027-28 which concluded that adjustments to solid waste rates are necessary to cover the cost of providing solid waste services. Solid waste service have not been adjusted since October 2021.

Adjustments to solid waste service rates will enable the City to continue to provide solid waste collection services by funding inflation-driven changes in costs for labor, fuel, disposal, and recycling. Adjustments will also fund needed replacement of aging solid waste collection vehicles. Finally, adjustments will fund compliance with the mandatory requirements of Senate Bill 1383 which will reduce greenhouse emissions related to organic waste disposal. Without adjustments to rates the City will need to implement cuts in solid waste services and programs.

## NEW RATES WILL KEEP SERVICES WHOLE

The City currently provides solid waste services to residents and business in the City, as listed online at cityofredlands.org/solid-waste-recycling-services.

**If the new solid waste service rates are authorized by City Council, the rates will recover revenues necessary to fund:**

- ✓ Inflationary increases in the cost of labor, fuel, disposal and recycling.
- ✓ Necessary replacement of an aging solid waste collection vehicle fleet.
- ✓ Compliance with the mandatory and unfunded requirements of State Law SB 1383.

### New Bi-Monthly Residential Cart Rates

| Refuse Cart Size* | Current Rates | Proposed Rates | | | |
|---|---|---|---|---|---|
| | *10/1/2021* | *1/1/2025* | *1/1/2026* | *1/1/2027* | *1/1/2028* |
| 60-Gallon | $ 78.93 | $ 86.03 | $ 93.77 | $ 102.21 | $ 106.30 |
| 90-Gallon | $ 81.54 | $ 88.88 | $ 96.88 | $ 105.60 | $ 109.82 |

** Rates shown include 60- or 90-Gallon Green Cart.*

### New Bi-Monthly Commercial Cart & Bin Rates

| Refuse Cart/Bin Size | Current Rates | Proposed Rates | | | |
|---|---|---|---|---|---|
| | *10/1/2021* | *1/1/2025* | *1/1/2026* | *1/1/2027* | *1/1/2028* |
| 60-Gallon | $ 66.05 | $ 71.99 | $ 78.47 | $ 85.53 | $ 88.95 |
| 90-Gallon | $ 73.65 | $ 80.28 | $ 87.51 | $ 95.39 | $ 99.21 |
| 1-Yard** | $ 191.47 | $ 208.70 | $ 227.48 | $ 247.95 | $ 257.87 |
| 2-Yards** | $ 325.69 | $ 355.00 | $ 386.95 | $ 421.78 | $ 438.65 |

*** Rates shown are for once weekly collection.*

The full list of current and proposed residential and commercial solid waste service rates can be found online at www.cityofredlands.org/solid-waste-recycling-services.

## How Do I Protest The Proposed Solid Waste Service Rates?

You have the right to protest the proposed solid waste service rates. The protest **must be in writing**, and it must be submitted by either the property owner or a current ratepaying tenant. It must include the property service address and/or the assessor's parcel number, the eligible individual's name (property owner or tenant), a statement to the effect of "I protest the proposed solid waste service rates," and an original signature.

Written protests **may only be submitted by mail or in-person** to the Office of the City Clerk, City of Redlands, 35 Cajon Street, Suite 4, Redlands CA, 92373, or during the Public Hearing on Tuesday, September 3, 2024. **All protests must be received by the City Clerk before the conclusion of the Public Hearing.** The Clerk will not accept or consider any protest received after the conclusion of the Public Hearing.

**Only one written protest per affected property will be counted. Telephone, e-mail, and fax protests will not be accepted.** At the Public Hearing on September 3, 2024, the City Council will accept and consider all written protests and hear all oral comments on the proposed solid waste service rate changes. Oral comments will not be counted as protests unless accompanied by a written protest as outlined within this notice.



## Attachment 1
## City of Redlands Solid Waste Service Rates

| Automated And Pull-Down Service<br>Bi-Monthly Rates | CURRENT<br>Effective<br>10/1/2021 | Proposed<br>Effective<br>1/1/2025 | Proposed<br>Effective<br>1/1/2026 | Proposed<br>Effective<br>1/1/2027 | Proposed<br>Effective<br>1/1/2028 |
|---|---|---|---|---|---|
| 1 extra 60 gallon refuse | $26.72 | $29.12 | $31.74 | $34.60 | $35.98 |
| 1 extra 60 gallon greenwaste[1] | $26.72 | $29.12 | $31.74 | $34.60 | $35.98 |
| 1 extra 90 gallon refuse | $33.85 | $36.90 | $40.22 | $43.84 | $45.59 |
| 1 extra 90 gallon greenwaste[1] | $33.85 | $36.90 | $40.22 | $43.84 | $45.59 |
| 2 60-gallon refuse | $105.65 | $115.16 | $125.52 | $136.82 | $142.29 |
| 1 90-gallon refuse | $81.54 | $88.88 | $96.88 | $105.60 | $109.82 |
| 1 60-gallon refuse | $78.93 | $86.03 | $93.77 | $102.21 | $106.30 |
| 1 60-gallon refuse and 1-90-gallon refuse | $108.26 | $118.00 | $128.62 | $140.20 | $145.81 |
| 1 60-gallon refuse commercial | $66.05 | $71.99 | $78.47 | $85.53 | $88.95 |
| 1 90-gallon refuse commercial | $73.65 | $80.28 | $87.51 | $95.39 | $99.21 |
| 2 90-gallon refuse commercial | $107.50 | $117.18 | $127.73 | $139.23 | $144.80 |
| Pull down service 1-90 RF | $137.36 | $149.72 | $163.19 | $177.88 | $185.00 |
| Pull down service 1-60 RF | $134.75 | $146.88 | $160.10 | $174.51 | $181.49 |
| 1 90-gallon refuse shared by 2 units - multi-family | $43.66 | $47.59 | $51.87 | $56.54 | $58.80 |
| 1 60-gallon refuse for each unit - multi- family | $36.11 | $39.36 | $42.90 | $46.76 | $48.63 |
| 1 90-gallon refuse for each unit - multi- family | $46.32 | $50.49 | $55.03 | $59.98 | $62.38 |
| 1 60-gallon refuse shared by 2 units - multi-family | $29.12 | $31.74 | $34.60 | $37.71 | $39.22 |
| HHW | $1.00 | $1.00 | $1.00 | $1.00 | $1.00 |
| Note: 1. Charge for 4 or more GW carts. | | | | | |

## Attachment 1
## City of Redlands Solid Waste Service Rates

| Commercial Bin Bi-Monthly Rates | CURRENT Effective 10/1/2021 | Proposed Effective 1/1/2025 | Proposed Effective 1/1/2026 | Proposed Effective 1/1/2027 | Proposed Effective 1/1/2028 |
|---|---|---|---|---|---|
| **1 yard bin serviced:** | | | | | |
| 1-times per week | $191.47 | $208.70 | $227.48 | $247.95 | $257.87 |
| 2-times per week | $325.69 | $355.00 | $386.95 | $421.78 | $438.65 |
| 3-times per week | $459.91 | $501.30 | $546.42 | $595.60 | $619.42 |
| 4-times per week | $594.36 | $647.85 | $706.16 | $769.71 | $800.50 |
| 5-times per week | $728.81 | $794.40 | $865.90 | $943.83 | $981.58 |
| 6-times per week | $863.03 | $940.70 | $1,025.36 | $1,117.64 | $1,162.35 |
| **2 yard bin serviced:** | | | | | |
| 1-times per week | $325.69 | $355.00 | $386.95 | $421.78 | $438.65 |
| 2-times per week | $594.36 | $647.85 | $706.16 | $769.71 | $800.50 |
| 3-times per week | $863.03 | $940.70 | $1,025.36 | $1,117.64 | $1,162.35 |
| 4-times per week | $1,131.74 | $1,233.60 | $1,344.62 | $1,465.64 | $1,524.27 |
| 5-times per week | $1,400.41 | $1,526.45 | $1,663.83 | $1,813.57 | $1,886.11 |
| 6-times per week | $1,669.36 | $1,819.60 | $1,983.36 | $2,161.86 | $2,248.33 |
| **3 yard bin serviced:** | | | | | |
| 1-times per week | $459.92 | $501.31 | $546.43 | $595.61 | $619.43 |
| 2-times per week | $863.03 | $940.70 | $1,025.36 | $1,117.64 | $1,162.35 |
| 3-times per week | $1,266.19 | $1,380.15 | $1,504.36 | $1,639.75 | $1,705.34 |
| 4-times per week | $1,669.36 | $1,819.60 | $1,983.36 | $2,161.86 | $2,248.33 |
| 5-times per week | $2,072.25 | $2,258.75 | $2,462.04 | $2,683.62 | $2,790.96 |
| 6-times per week | $2,475.40 | $2,698.19 | $2,941.03 | $3,205.72 | $3,333.95 |
| **4 yard bin serviced:** | | | | | |
| 1-times per week | $594.36 | $647.85 | $706.16 | $769.71 | $800.50 |
| 2-times per week | $1,131.74 | $1,233.60 | $1,344.62 | $1,465.64 | $1,524.27 |
| 3-times per week | $1,669.36 | $1,819.60 | $1,983.36 | $2,161.86 | $2,248.33 |
| 4-times per week | $2,206.70 | $2,405.30 | $2,621.78 | $2,857.74 | $2,972.05 |
| 5-times per week | $2,744.08 | $2,991.05 | $3,260.24 | $3,553.66 | $3,695.81 |
| 6-times per week | $3,281.46 | $3,576.79 | $3,898.70 | $4,249.58 | $4,419.56 |
| **5 yard bin serviced:** | | | | | |
| 1-times per week | $699.10 | $762.02 | $830.60 | $905.35 | $941.56 |
| 2-times per week | $1,400.41 | $1,526.45 | $1,663.83 | $1,813.57 | $1,886.11 |
| 3-times per week | $2,043.57 | $2,227.49 | $2,427.96 | $2,646.48 | $2,752.34 |
| 4-times per week | $2,744.08 | $2,991.05 | $3,260.24 | $3,553.66 | $3,695.81 |
| 5-times per week | $3,415.56 | $3,722.96 | $4,058.03 | $4,423.25 | $4,600.18 |

**Attachment 1**
**City of Redlands Solid Waste Service Rates**

| | | | | | |
|---|---|---|---|---|---|
| 6-times per week | $4,087.27 | $4,455.12 | $4,856.08 | $5,293.13 | $5,504.86 |
| **6 yard bin serviced:** | | | | | |
| 1-times per week | $820.34 | $894.17 | $974.65 | $1,062.37 | $1,104.86 |
| 2-times per week | $1,640.68 | $1,788.34 | $1,949.29 | $2,124.73 | $2,209.72 |
| 3-times per week | $2,461.02 | $2,682.51 | $2,923.94 | $3,187.09 | $3,314.57 |
| 4-times per week | $3,281.46 | $3,576.79 | $3,898.70 | $4,249.58 | $4,419.56 |
| 5-times per week | $4,101.70 | $4,470.85 | $4,873.23 | $5,311.82 | $5,524.29 |
| 6-times per week | $4,922.04 | $5,365.02 | $5,847.87 | $6,374.18 | $6,629.15 |

**Attachment 1**
**City of Redlands Solid Waste Service Rates**

| Commercial Compacted Bin Bi-Monthly Rates | CURRENT Effective 10/1/2020 | Proposed Effective 1/1/2025 | Proposed Effective 1/1/2026 | Proposed Effective 1/1/2027 | Proposed Effective 1/1/2028 |
|---|---|---|---|---|---|
| **1 1/2 yard compacted bin 4 times per week** | $1,215.40 | $1,324.79 | $1,444.02 | $1,573.98 | $1,636.94 |
| **2 yard compacted bin serviced:** | | | | | |
| 1-time per week | $405.28 | $441.76 | $481.52 | $524.86 | $545.85 |
| 2-times per week | $810.55 | $883.50 | $963.02 | $1,049.69 | $1,091.68 |
| 3-times per week | $1,215.83 | $1,325.25 | $1,444.52 | $1,574.53 | $1,637.51 |
| 4-times per week | $1,621.17 | $1,767.08 | $1,926.12 | $2,099.47 | $2,183.45 |
| 5-times per week | $2,026.46 | $2,208.84 | $2,407.64 | $2,624.33 | $2,729.30 |
| **3 yard compacted bin serviced:** | | | | | |
| 1-time per week | $607.68 | $662.37 | $721.98 | $786.96 | $818.44 |
| 2-times per week | $1,215.41 | $1,324.80 | $1,444.03 | $1,573.99 | $1,636.95 |
| 3-times per week | $1,823.08 | $1,987.16 | $2,166.00 | $2,360.94 | $2,455.38 |
| 4-times per week | $2,430.80 | $2,649.57 | $2,888.03 | $3,147.95 | $3,273.87 |
| 5-times per week | $3,038.40 | $3,311.86 | $3,609.93 | $3,934.82 | $4,092.21 |
| **4 yard compacted bin serviced:** | | | | | |
| 1-time per week | $810.58 | $883.53 | $963.05 | $1,049.72 | $1,091.71 |
| 2-times per week | $1,621.17 | $1,767.08 | $1,926.12 | $2,099.47 | $2,183.45 |
| 3-times per week | $2,430.80 | $2,649.57 | $2,888.03 | $3,147.95 | $3,273.87 |
| 4-times per week | $3,242.33 | $3,534.14 | $3,852.21 | $4,198.91 | $4,366.87 |
| 5-times per week | $4,052.78 | $4,417.53 | $4,815.11 | $5,248.47 | $5,458.41 |

## Attachment 1
## City of Redlands Solid Waste Service Rates

| Commercial Can Bi-Monthly Rates | CURRENT Effective 10/1/2021 | Proposed Effective 1/1/2025 | Proposed Effective 1/1/2026 | Proposed Effective 1/1/2027 | Proposed Effective 1/1/2028 |
|---|---|---|---|---|---|
| **1 can serviced:** | | | | | |
| 1-time per week | $42.44 | $46.26 | $50.42 | $54.96 | $57.16 |
| 2-times per week | $84.88 | $92.52 | $100.85 | $109.93 | $114.33 |
| **2 cans serviced:** | | | | | |
| 1-time per week | $84.88 | $92.52 | $100.85 | $109.93 | $114.33 |
| 2-times per week | $169.77 | $185.05 | $201.70 | $219.85 | $228.64 |
| 3-times per week | $254.64 | $277.56 | $302.54 | $329.77 | $342.96 |
| **3 cans serviced:** | | | | | |
| 1-time per week | $127.32 | $138.78 | $151.27 | $164.88 | $171.48 |
| 2-times per week | $254.64 | $277.56 | $302.54 | $329.77 | $342.96 |
| 5-times per week | $636.61 | $693.90 | $756.35 | $824.42 | $857.40 |
| 6-times per week | $763.92 | $832.67 | $907.61 | $989.29 | $1,028.86 |
| **4 cans serviced:** | | | | | |
| 2-times per week | $339.52 | $370.08 | $403.39 | $439.70 | $457.29 |
| 5-times per week | $848.81 | $925.20 | $1,008.47 | $1,099.23 | $1,143.20 |
| **5 cans serviced 2 times per week** | $424.40 | $462.60 | $504.23 | $549.61 | $571.59 |
| **6 cans serviced:** | | | | | |
| 2-times per week | $509.29 | $555.13 | $605.09 | $659.55 | $685.93 |
| 3-times per week | $763.92 | $832.67 | $907.61 | $989.29 | $1,028.86 |
| 5-times per week | $1,273.21 | $1,387.80 | $1,512.70 | $1,648.84 | $1,714.79 |
| 6-times per week | $1,527.85 | $1,665.36 | $1,815.24 | $1,978.61 | $2,057.75 |
| **7 cans serviced 2 times per week** | $594.17 | $647.65 | $705.94 | $769.47 | $800.25 |
| **11 cans serviced 2 times per week** | $933.69 | $1,017.72 | $1,109.31 | $1,209.15 | $1,257.52 |
| **18 cans serviced 2 times per week** | $1,527.85 | $1,665.36 | $1,815.24 | $1,978.61 | $2,057.75 |
| **22 cans serviced 2 times per week** | $1,867.20 | $2,035.25 | $2,218.42 | $2,418.08 | $2,514.80 |
| **39 cans serviced 2 times per week** | $3,310.35 | $3,608.28 | $3,933.03 | $4,287.00 | $4,458.48 |

## Attachment 1
## City of Redlands Solid Waste Service Rates

| Organic Food Waste Bi-Monthly Rates | CURRENT Effective 10/1/2021 | Proposed Effective 1/1/2025 | Proposed Effective 1/1/2026 | Proposed Effective 1/1/2027 | Proposed Effective 1/1/2028 |
|---|---|---|---|---|---|
| **1 32-gallon can serviced:** | | | | | |
| 1-time per week | $169.83 | $185.11 | $201.77 | $219.93 | $228.73 |
| 2-times per week | $339.66 | $370.23 | $403.55 | $439.87 | $457.46 |
| 3-times per week | $508.14 | $553.87 | $603.72 | $658.05 | $684.37 |
| **1 64-gallon can serviced:** | | | | | |
| 1-time per week | $197.01 | $214.74 | $234.07 | $255.14 | $265.35 |
| 2-times per week | $394.01 | $429.47 | $468.12 | $510.25 | $530.66 |
| 3-times per week | $591.01 | $644.20 | $702.18 | $765.38 | $796.00 |
| 5-times per week | $788.09 | $859.02 | $936.33 | $1,020.60 | $1,061.42 |
| 4-times per week | $985.01 | $1,073.66 | $1,170.29 | $1,275.62 | $1,326.64 |
| **1 96-gallon can serviced:** | | | | | |
| 1-time per week | $252.71 | $275.45 | $300.24 | $327.26 | $340.35 |
| 2-times per week | $504.06 | $549.43 | $598.88 | $652.78 | $678.89 |
| 3-times per week | $756.77 | $824.88 | $899.12 | $980.04 | $1,019.24 |
| **1 yard bin serviced:** | | | | | |
| 1-time per week | $404.88 | $441.32 | $481.04 | $524.33 | $545.30 |
| 2-times per week | $809.75 | $882.63 | $962.07 | $1,048.66 | $1,090.61 |
| 3-times per week | $1,214.63 | $1,323.95 | $1,443.11 | $1,572.99 | $1,635.91 |
| **2 yard bin serviced:** | | | | | |
| 1-time per week | $748.61 | $815.98 | $889.42 | $969.47 | $1,008.25 |
| 2-times per week | $1,495.87 | $1,630.50 | $1,777.25 | $1,937.20 | $2,014.69 |
| 3-times per week | $2,244.49 | $2,446.49 | $2,666.67 | $2,906.67 | $3,022.94 |
| **3 yard bin serviced:** | | | | | |
| 1-time per week | $1,078.76 | $1,175.85 | $1,281.68 | $1,397.03 | $1,452.91 |
| 2-times per week | $2,157.53 | $2,351.71 | $2,563.36 | $2,794.06 | $2,905.82 |
| 3-times per week | $3,236.30 | $3,527.57 | $3,845.05 | $4,191.10 | $4,358.74 |

**Attachment 1**
**City of Redlands Solid Waste Service Rates**

| Roll-Off Debris Boxes | CURRENT Effective 10/1/2021 | Proposed Effective 1/1/2025 | Proposed Effective 1/1/2026 | Proposed Effective 1/1/2027 | Proposed Effective 1/1/2028 |
|---|---|---|---|---|---|
| **Greenwaste:** | | | | | |
| 10 Cubic Yard | $298.01 | $324.83 | $354.07 | $385.93 | $401.37 |
| 15 Cubic Yard | $357.61 | $389.79 | $424.88 | $463.12 | $481.64 |
| 20 Cubic Yard | $417.21 | $454.76 | $495.69 | $540.30 | $561.91 |
| 30 Cubic Yard | $536.42 | $584.70 | $637.32 | $694.68 | $722.47 |
| 40 Cubic Yard | $655.61 | $714.61 | $778.93 | $849.03 | $883.00 |
| **Refuse:** | | | | | |
| 10 Cubic Yard | $333.77 | $363.81 | $396.55 | $432.24 | $449.53 |
| 15 Cubic Yard | $411.25 | $448.26 | $488.61 | $532.58 | $553.88 |
| 20 Cubic Yard | $488.73 | $532.72 | $580.66 | $632.92 | $658.24 |
| 30 Cubic Yard | $643.70 | $701.63 | $764.78 | $833.61 | $866.95 |
| 40 Cubic Yard | $798.66 | $870.54 | $948.89 | $1,034.29 | $1,075.66 |
| **Construction/demolition:** | | | | | |
| 10 Cubic Yard | $387.42 | $422.29 | $460.29 | $501.72 | $521.79 |
| 15 Cubic Yard | $491.72 | $535.97 | $584.21 | $636.79 | $662.26 |
| 20 Cubic Yard | $596.01 | $649.65 | $708.12 | $771.85 | $802.72 |
| 30 Cubic Yard | $804.62 | $877.04 | $955.97 | $1,042.01 | $1,083.69 |
| 40 Cubic Yard | $1,013.22 | $1,104.41 | $1,203.81 | $1,312.15 | $1,364.64 |
| | | | | | |
| Roll-off per ton overage fee (loads greater than 8 tons) | 95.53 | $104.13 | $113.50 | $123.71 | $128.66 |

## Attachment 1
## City of Redlands Solid Waste Service Rates

| Roll-Off Compactor Boxes | CURRENT Effective 10/1/2021 | Proposed Effective 1/1/2025 | Proposed Effective 1/1/2026 | Proposed Effective 1/1/2027 | Proposed Effective 1/1/2028 |
|---|---|---|---|---|---|
| 10 cubic yard | $412.44 | $449.56 | $490.02 | $534.12 | $555.49 |
| 15 cubic yard | $529.25 | $576.88 | $628.80 | $685.39 | $712.81 |
| 20 cubic yard | $646.05 | $704.19 | $767.57 | $836.65 | $870.12 |
| 24 cubic yard | $739.51 | $806.07 | $878.61 | $957.69 | $995.99 |
| 25 cubic yard | $762.87 | $831.53 | $906.37 | $987.94 | $1,027.46 |
| 27 cubic yard | $809.60 | $882.46 | $961.89 | $1,048.46 | $1,090.39 |
| 30 cubic yard | $879.69 | $958.86 | $1,045.16 | $1,139.22 | $1,184.79 |
| 34 cubic yard | $973.22 | $1,060.81 | $1,156.28 | $1,260.35 | $1,310.76 |
| 35 cubic yard | $996.51 | $1,086.20 | $1,183.95 | $1,290.51 | $1,342.13 |
| 37 cubic yard | $1,043.23 | $1,137.12 | $1,239.46 | $1,351.01 | $1,405.05 |
| 40 cubic yard | $1,113.31 | $1,213.51 | $1,322.72 | $1,441.77 | $1,499.44 |
| | | | | | |
| Roll-off per ton overage fee (loads greater than 8 tons) | $95.53 | $104.13 | $113.50 | $123.71 | $128.66 |

**Attachment 1**
**City of Redlands Solid Waste Service Rates**

| Miscellaneous Fees (Per Occurrence) | CURRENT Effective 10/1/2021 | Proposed Effective 1/1/2025 | Proposed Effective 1/1/2026 | Proposed Effective 1/1/2027 | Proposed Effective 1/1/2028 |
|---|---|---|---|---|---|
| Bagged items | $2.17 | $2.37 | $2.58 | $2.81 | $2.92 |
| Bulky item pick-up for single item | $47.68 | $51.97 | $56.65 | $61.75 | $64.22 |
| Bulky item pick-up for each additional item | $23.84 | $25.99 | $28.32 | $30.87 | $32.11 |
| Steam clean bin (per bin, any size) | $135.89 | $148.12 | $161.45 | $175.98 | $183.02 |
| Tires in cart, bin or roll-off (per tire) | $11.92 | $12.99 | $14.16 | $15.44 | $16.05 |
| Additional roll-off trip charge | $178.77 | $194.86 | $212.40 | $231.51 | $240.77 |
| Roll-off box daily rate (after initial 7 days) | $53.66 | $58.49 | $63.75 | $69.49 | $72.27 |
| Contamination of greenwaste roll-off box (in addition to charge for corresponding solid waste roll-off box) | $59.60 | $64.96 | $70.81 | $77.18 | $80.27 |
| Extra pick-up one 60- or 90-gallon automated cart (collection day) | $7.74 | $8.44 | $9.20 | $10.02 | $10.42 |
| Extra pick-up two 60- or 90-gallon automated cart (collection day) | $15.51 | $16.91 | $18.43 | $20.09 | $20.89 |
| Extra pick-up one 60- or 90-gallon automated cart (non-collection day) | $34.44 | $37.54 | $40.92 | $44.60 | $46.38 |
| Extra pick-up two 60- or 90-gallon automated cart (non-collection day) | $42.21 | $46.01 | $50.15 | $54.66 | $56.85 |
| Extra pick-up commercial bin per cubic yard (collection day) | $15.51 | $16.91 | $18.43 | $20.09 | $20.89 |
| Extra pick-up commercial bin per cubic yard (non-collection day) | $51.27 | $55.88 | $60.91 | $66.40 | $69.05 |
| Extra pick-up commercial compacted bin per cubic yard (collection day) | $23.36 | $25.46 | $27.75 | $30.25 | $31.46 |
| Extra pick-up commercial compacted bin per cubic yard (non-collection day) | $59.13 | $64.45 | $70.25 | $76.58 | $79.64 |

REPORT

City of Redlands

# Solid Waste Financial Plan & Rate Study

*Submitted electronically: June 25, 2024*

R3 CONSULTING GROUP, INC.

RESOURCES · RESPECT · RESPONSIBILITY

R3 CONSULTING GROUP, INC.
RESOURCES · RESPECT · RESPONSIBILITY

June 25, 2024

Mr. Christopher Boatman
Assistant City Manager
City of Redlands
35 Cajon St, Suite 222, Redlands, CA 92373
*submitted via email: CBoatman@cityofredlands.org*

**SUBJECT: Report – Solid Waste Financial Plan & Rate Study**

Dear Mr. Boatman,

R3 Consulting Group (R3) is pleased to submit this report to the City of Redlands (City) detailing our methodology, findings, and recommendations related to the City's Solid Waste Service Enterprise Fund (Solid Waste Fund) and associated solid waste service rates. The City engaged R3 to prepare a financial plan and rate study (Study) analyzing and forecasting necessary expenses and revenues in the Solid Waste Fund. This included development of a 10-year financial plan and projection of needed adjustments in solid waste service rates charged to customers for fiscal year (FY) 2024-25 through FY 2027-28.

***Study findings and recommendations include:***

- Solid waste service rates in the City have not been adjusted since October 2021, and have only been adjusted ten times in the last thirty years.
- Reserve balances in the Solid Waste Fund are currently being drawn down to keep solid waste services and operations whole, with revenues from solid waste service rates being less than necessary to cover the current and projected cost of providing service.
- Without adjustments to solid waste service rates, reserves in the Solid Waste Fund will be exhausted by the end of FY 2025-26. The City will not be able to continue providing current levels of solid waste service in starting in FY 2026-27 without adjustments in rate revenues, cuts in operations, or new funding from other sources such as the General Fund.
- R3 recommends annual adjustments to solid waste rates of 9% each of the coming three years on January 1, 2025, 2026 and 2027 followed by a 4% adjustment on January 1, 2028.
- Adjustments to solid waste rates will not recover more revenue than necessary to meet the City's costs of providing solid waste services.
- Recommended solid waste service rates are fair and equitable, with costs for provision of solid waste services being allocated proportionately among solid waste service customers in alignment with the requirements of Proposition 218.

* * * * *

We appreciate this opportunity to work with you and your team and to be of service to the City. If you have any questions, please contact us via the methods shown below.

Sincerely,

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**R3 Consulting Group, Inc.**
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# 1. EXECUTIVE SUMMARY

## Purpose

The City engaged R3 to conduct the Study to analyze and forecast necessary expenses and revenues in the Solid Waste Fund, develop a 10-year financial plan, and project needed adjustments in solid waste service rates charged to customers for fiscal year (FY) 2024-25 through FY 2027-28.

## Methodology

In completing the Study, R3 conducted a detailed review of the City's current and projected revenues at current solid waste rates as well as projected necessary solid waste service costs. This analysis was completed in collaboration with City staff, with adjustments being made over multiple revisions to ensure that projected expenses were accurate. Expense projections include inflationary increases in primary cost categories such as labor, fuel, recycling, composting and disposal costs. Expense projections also include necessary replacement of solid waste collection vehicles, which are a critical part of the City's solid waste collection operations. Finally, expense projections include new costs to meet the mandatory requirement of California Senate Bill (SB) 1383. While preparing projections, City staff and R3 identified and included cost-efficiency measures that mitigated the amounts of projected expense increases. Adjustments in solid waste service rates charged by the City were then calculated to meet the City's objectives, which included adequately recovering revenues to ensure the financial sufficiency of the solid waste enterprise fund for the coming four fiscal years and minimizing customer impacts resulting from rate adjustments. The Study was developed with input and feedback from City staff and the Municipal Utilities/Public Works Commission.

## Findings

The primary findings from this Study are:

- Solid waste services provided by the City (including collection of refuse, recycling, and organics) are critical services and are required for health and safety as well as compliance with State laws.
- Solid waste service rates in the City have not been adjusted since October 2021, and have only been adjusted ten times in the last thirty years.
- The City's solid waste collection operations are well-managed and well-run, and with available cost-efficiency measures already being implemented where feasible.
- Reserve balances in the Solid Waste Fund are currently being used to keep solid waste services and operations whole, with revenues from solid waste service rates being less than necessary to cover the current and projected cost of providing service.
- Without adjustments to solid waste service rates, reserve in the Solid Waste Fund will be exhausted by the end of FY 2025-26. The City will not be able to continue providing current levels of solid waste service in FY 2026-27 without adjustments in rate revenues, cuts in operations, or funding from other sources such as the General Fund.

## Recommended Rate Adjustments

R3 recommends adjustments to solid waste rates of 9% for each of the coming three years on January 1, 2025, 2026 and 2027 followed by a 4% adjustment on January 1, 2028.

Adjustments to solid waste rates will not recover more revenue than necessary to meet the City's costs of providing solid waste services. With these adjustments, the City will continue to fully fund services and programs including SB 1383, replace critical solid waste collection vehicles, and maintain a stable operating fund balance. Summaries of recommended rate adjustments are shown in tables and charts in Section 4 (Solid Waste Study) of this report, and with the complete set of rate tables included in **Attachment 1** (Recommended Solid Waste Rates FY 2024-25 through FY 2027-28). Current effective solid waste rates are also shown in **Attachment 1**.

# 2. BACKGROUND

## Municipally Operated Solid Waste Services

The City's Facilities and Community Services Department provides critical solid waste and recycling, short-lived climate pollutant greenhouse gas (GHG) reduction, and community programs and services to residents and businesses in the City. The City is among the few public agencies that provides these services to residents and businesses as a municipal operation, from which the primary benefit is the City's direct control over programs, flexibility in provision of service, and high responsiveness to public needs. The City also owns and operates the California Street landfill that is for the sole use of the City.

## Compliance with SB 1383

Services and programs provided by the City are critical to preserve public health and are also required to fulfill State mandates for the reduction of GHG emissions. Per SB 1383 (the Short-Lived Climate Pollutant Act of 2016) the City must implement a variety of programs and services to recover and recycle organic waste (such as food scraps, yard trimmings and paper) and thus reduce GHG emissions from landfills.

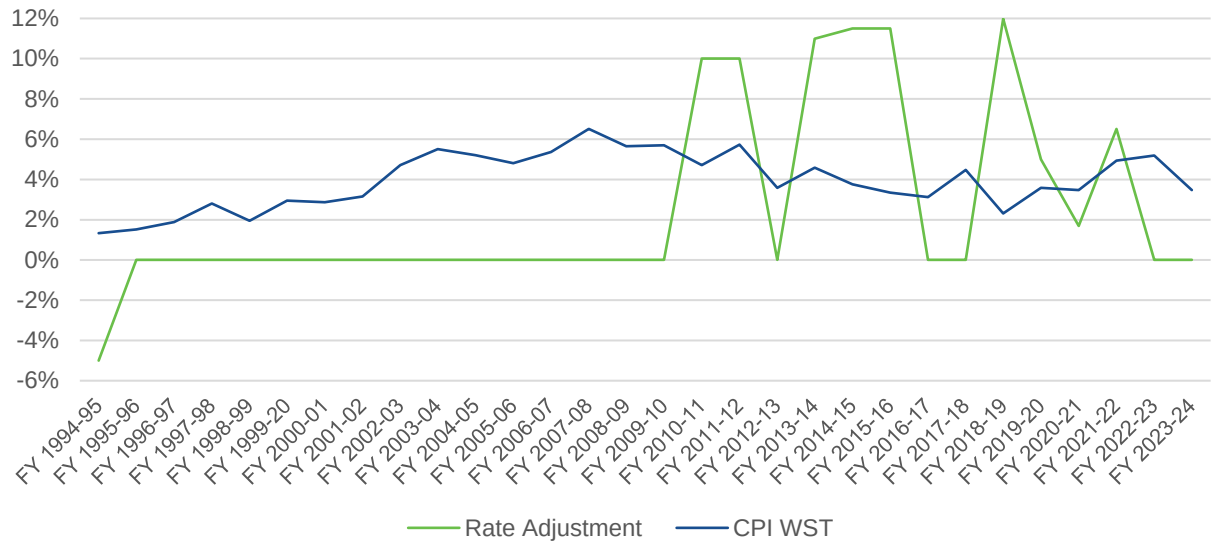
## Solid Waste Fund

All revenues and expenses associated with the City's solid waste services are held in the Solid Waste Fund. 92% of the funding for solid waste services are from payment of solid waste charges to residents, businesses, multi-family dwellings, and other generators of solid waste for disposal, recycling and composting in the City. The remaining 8% funding is comprised of revenues for capital replacement, interdepartmental services, interfund loan repayments, grants, reimbursements, and recyclable sales.

## Historical Adjustments to Solid Waste Rates

The City's solid waste program is a well-managed operation providing high levels of service to the community, controlling expenses, and maintaining emergency reserves at or above target levels. The City has historically adjusted rates an average of only 2.5% per year since FY 1994-95 – which is below average inflation. Solid waste service rates have not been adjusted since October 2021, and have only been adjusted ten times in the last thirty years. Chart 1, below, shows annual rate adjustments in the City by year compared to the Consumer Price Index (CPI) for Water, Sewer, and Trash (WST). The City's solid waste rate adjustments have experienced periodic spikes, partly due to not regularly adjusting solid waste rates on an annual schedule.

**Chart 1: Historical Solid Waste Rate Adjustments by Year**



# 3. SOLID WASTE FINANCIAL PLAN

## Methodology & Objectives

In completing this Study, R3 evaluated and projected the City's solid waste service revenues at current rate, operating, capital and SB 1383 compliance expenses, as well Solid Waste Fund balance reserves over a ten-year financial planning period.

***The primary objectives of this Study were to:***

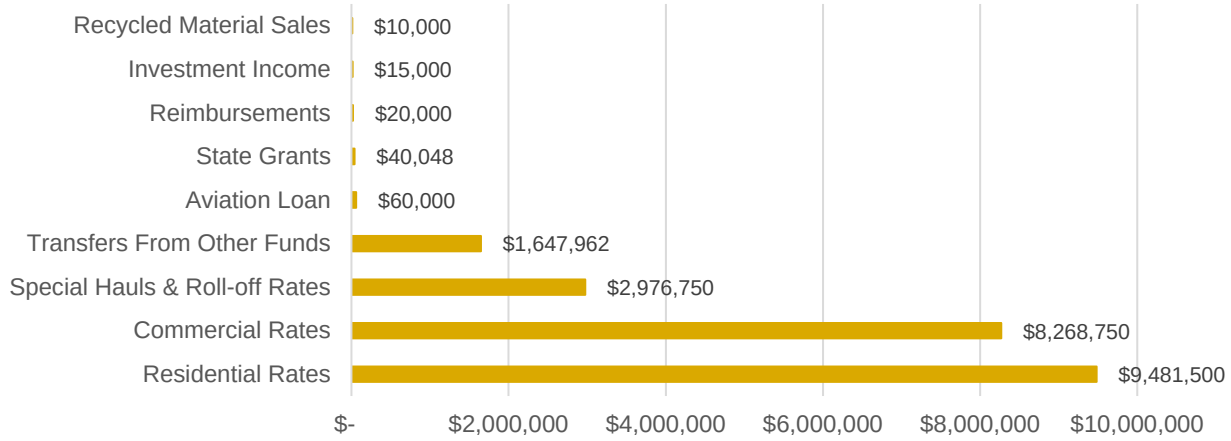
- Ensure financial stability in the Fund by generating revenues to cover costs, fund required capital replacement and projects (e.g., collection vehicles) and maintain healthy emergency reserves.
- Comply with state regulations including SB 1383 and CARB ZEV requirements.
- Minimize rate adjustment spikes to the maximum extent feasible.

This section of the Study report provides details regarding our findings related to each of these areas of analysis. A summary of the the-year solid waste financial plan for the Solid Waste Fund is included as **Attachment 2**.

## Projected Revenues

92% ($20.7 million in FY 2023-24) of the revenues into the Solid Waste Fund are from the bi-monthly solid waste service rates charged to residents and businesses via the City's utility bills for solid waste and recycling collection, processing, recovery, and disposal services. The remaining revenues ($1.8 million in FY 2023-24) are generated from other sources, mainly from the Capital Reserve Fund as an interfund transfer for capital replacement, but also from the sale of recyclable material, repayment of interfund loans, and investment income. Chart 2, below, shows the amounts of revenues into the Solid Waste Service Fund at the current (as of October 2021) solid waste service rates.

**Chart 2: Revenue Sources by Type and at Current Rates (FY 2023-24)**




For the purposes of this Study, projected changes and adjustments in revenues focus exclusively on solid waste service rates and capital transfers from other funds. This is because the other revenue sources are de minimis and have not historically changed in appreciable ways and are thus presumed to remain flat. Moreover, this Study does not contemplate or forecast growth in the number of ratepayers paying for solid waste services. This is because growth in accounts cannot be reliably projected at this time and further because, with rates being set to cover the cost of providing services, it is understood that new rate revenues will cover the costs of new solid waste service expenses for new customers.

**Overall, without Capital Reserve Funding and prior to recommended adjustments to solid waste rates, operating revenues into the City's Solid Waste Fund are projected at $20.87 million annually.**

# Projected Expenses

## Inflationary Changes to Baseline Operating Expenses

The City's operating expenses (not including capital and interfund transfers) are projected to increase annually by an average of ~4.75% per year in the coming four years. Due to annual changes in capital replacement costs and interfund transfers, the total expenses in the Solid Waste Fund decrease slightly in some years compared to prior years, although operating expenses are projected to increase in all years. The following is a summary of the inflationary assumptions included in this Study for baseline operating expenses, which do not include new expense for capital replacement or compliance with SB 1383. **Attachment 3** shows projections for all expenses over the ten-year financial planning period.

- Labor costs (inclusive of salaries, wages, and benefits) increasing overall 5.0%, in keeping with projections based on labor agreements.
- Vehicle maintenance costs increasing by 4.0% per year.
- Supplies and materials increasing by 4.0% per year.
- Professional services, including recycling and organics processing, increasing by 6.0% per year.
- Other operating costs, such as taxes, fees, and utilities increasing by 4.5% per year.
- Other expenses, such as office supplies, increasing by 4.0% per year.
- Landfill costs increasing by 3.0% per year.
- No changes to interfund transfers are projected.

**Table 1: Expense Inflation Factors**

| Expense Category | FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|---|
| Personnel Services | 5.0% | 5.0% | 5.0% | 5.0% |
| Maintenance | 4.0% | 4.0% | 4.0% | 4.0% |
| Professional Services | 6.0% | 6.0% | 6.0% | 6.0% |
| Supplies and Materials | 4.0% | 4.0% | 4.0% | 4.0% |
| Other Operating Costs | 4.5% | 4.5% | 4.5% | 4.5% |
| Other Expenses | 4.0% | 4.0% | 4.0% | 4.0% |
| Landfill Expenses | 3.0% | 3.0% | 3.0% | 3.0% |
| Interfund Transfers | 0.0% | 0.0% | 0.0% | 0.0% |

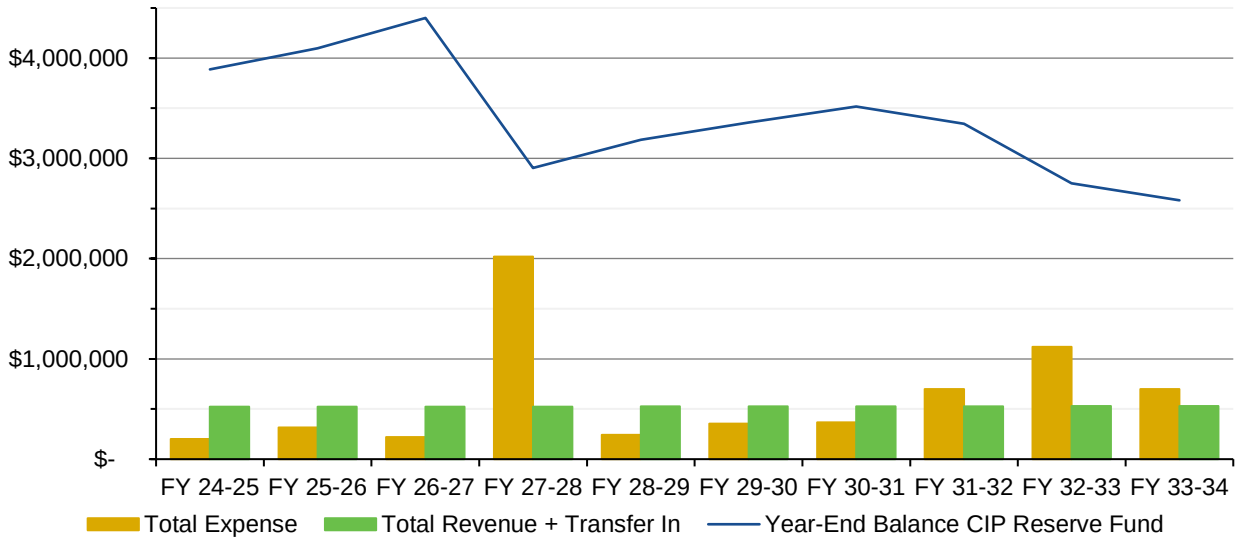
## Vehicle Replacement & Landfill Capacity Capital Projects

The City's solid waste collection vehicle fleet is comprised of approximately 27 trucks, all of which are due for replacement on a normal seven- to ten-year replacement schedule during the term of Study time horizon. **Attachment 4** shows the recommended replacement schedule for each vehicle by year with estimated costs for each. For the purposes of this Study, it is assumed that payments for vehicle replacement will be made per the schedule in **Attachment 4**.

The City also projects the need to construct a new cell at the landfill to accommodate more capacity for refuse disposal in the coming years. Construction of the new landfill cell is pojected to cost $3.5 million, and take place over three years from FY 2025-26 through FY 2027-28. For the purposes of this Study, it is assumed that payment of construction costs will be one third of the total cost in each of three fiscal years.

The City maintains a Capital Reserve Fund which is funded by development impact fees in the amount of approximately $500,000 per year. Capital purchases to service new development, including portions of the new solid waste and the new landfill cell, are funded by the Capital Reserve Fund. For the pursposes of this Study, it is assumed that 20% of most capital purchases will be funded by the Capital Reserve Fund; three collection vehicles serving newly developed areas are projected to be fully funded by the Capital Reserve Fund. Chart 3, below (with details in **Attachment 5**) shows the projected revenues and expenses in the Capital Reserve Fund over the ten-year planning period, along with the projected fund balance. As shown, the Capital Reserve Fund will remain healthly over the planning, even with the projected funding contributions to vehicle replacement and construction of the new landfill cell.

**Chart 3: Capital Reserve Fund Projection**




## New Expenses to Comply with SB 1383

SB 1383, or **Short-Lived Climate Pollutants: Organic Waste Methane Emissions Reductions**, establishes methane emissions reduction targets and grants CalRecycle the authority to pass regulations to achieve those targets. The law is an unfunded state mandate which passes responsibility for achieving the targets to local agencies. This new state law has the immediate goal of reducing organic waste sent to landfill and the ultimate objective of reaching statewide methane emissions reduction targets. Specifically, it sets a statewide goal for the reduction in organic waste to landfills – 50% by 2020 and 75% by 2025 – in addition to the recovery of 20% of edible food waste for human consumption.

SB 1383 requires local governments, including the City, to provide organics collection to all generators, and all generators to subscribe to organics collection service. It also has specific mandates for container systems, education, and outreach programs, monitoring and contamination reporting, and enforcement of regulations. CalRecycle has the discretionary authority to begin enforcement actions on jurisdictions and other entities for lack of compliance with SB 1383 starting on January 1, 2022. Civil penalties may begin accruing as of January 1, 2023.

R3 conducted an assessment of the City's current compliance status with respect to SB 1383, which found that while the City is compliant the fundamentals of the law, the City should fund and implement additional programs in order to achieve full compliance. Namely, the City needs to:

- Meet mandatory color and labelling requirements when replacing carts and containers.
- Procure recycled organic waste products as required.
- Implement contamination route audits.
- Fund edible food recovery programs.

- Provide management and oversight of these programs as well as the various SB 1383 reporting requirements to the State agency, CalRecycle.

R3 estimates that, altogether, these programs will require $480,750 in funding starting in FY 2024-25 (summary included in **Attachment 5**), and these new expenses are included in the solid waste financial plan details included in **Attachments 2 and 3**. In should be noted that these expenses are additional to SB 1383 operating expenses already embedded in Solid Waste Fund's baseline expenses, including new organics collection routes and increases in organics processing costs.

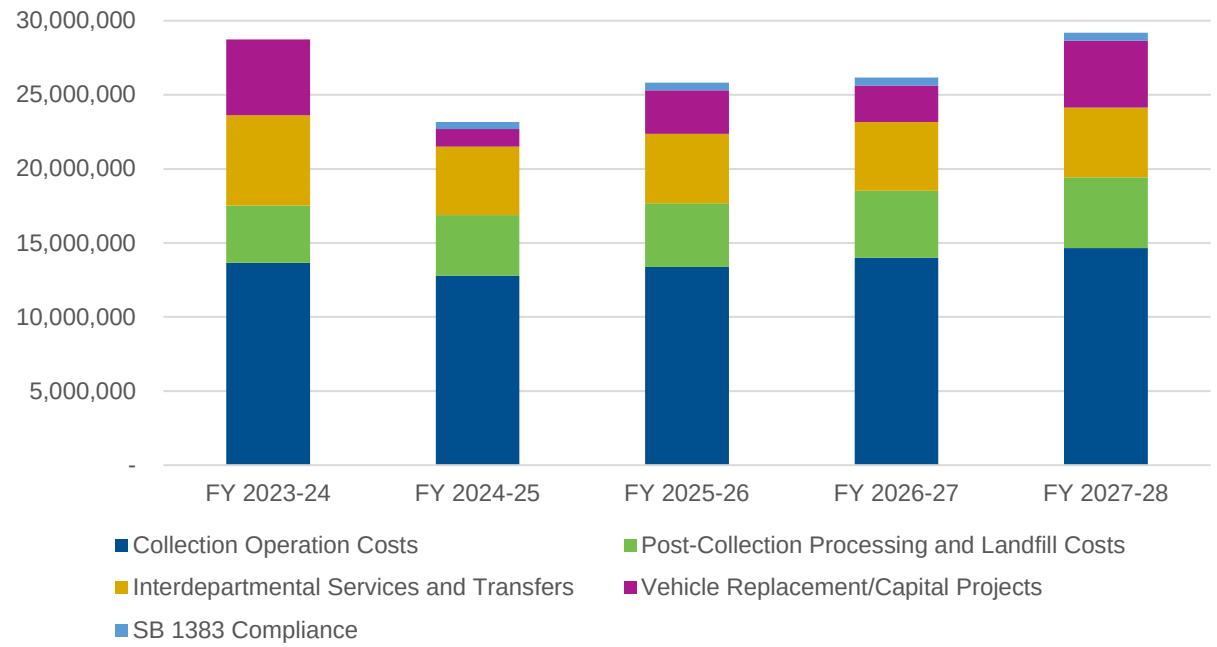
## Overall Expense Projections

Taken altogether, annual projected expenses will exceed projections of revenues at current solid waste rates for all years in the ten-year financial forecast. For the next four fiscal years alone:

- Projected expenses in the Solid Waste Fund for FY 2024-25 are $23.17 million while projected revenues (including transfers in from the Capital Reserve Fund but prior to adjustments in solid waste service rates) are $21.03 million.
- Projected expenses in FY 2025-26 are $25.81 million while projected revenues at current rates are $21.38 million.
- Projected expenses in FY 2026-27 are $26.16 million while revenues at current rates are $21.29 million.
- Projected expenses in FY 2027-28 are $29.20 million while revenues at current rates are $23.09 million.

Projected expenses by year for the next four fiscal years are shown in **Chart 4**, below, and are compared to the current expenses for FY 2023-24. It should be noted that FY 2023-24 expenses include catch-up purchases of solid waste collection vehicles (which were deferred in prior fiscal years) as well as pay-down of debt service transfers, neither of which will continue in the coming years.

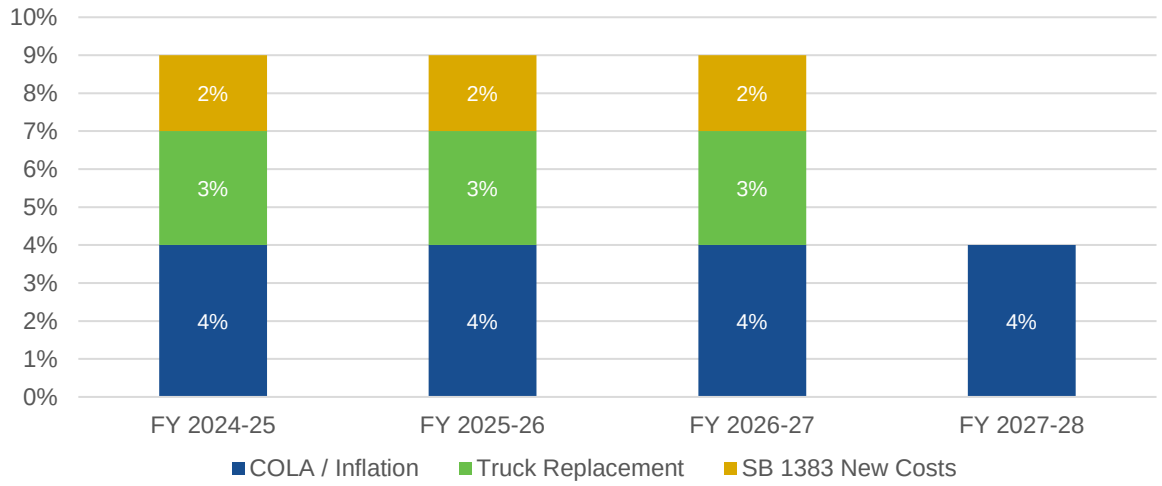
**Chart 4: Summary of Current and Projected Expenses**



# Recommended Adjustments to Solid Waste Rates

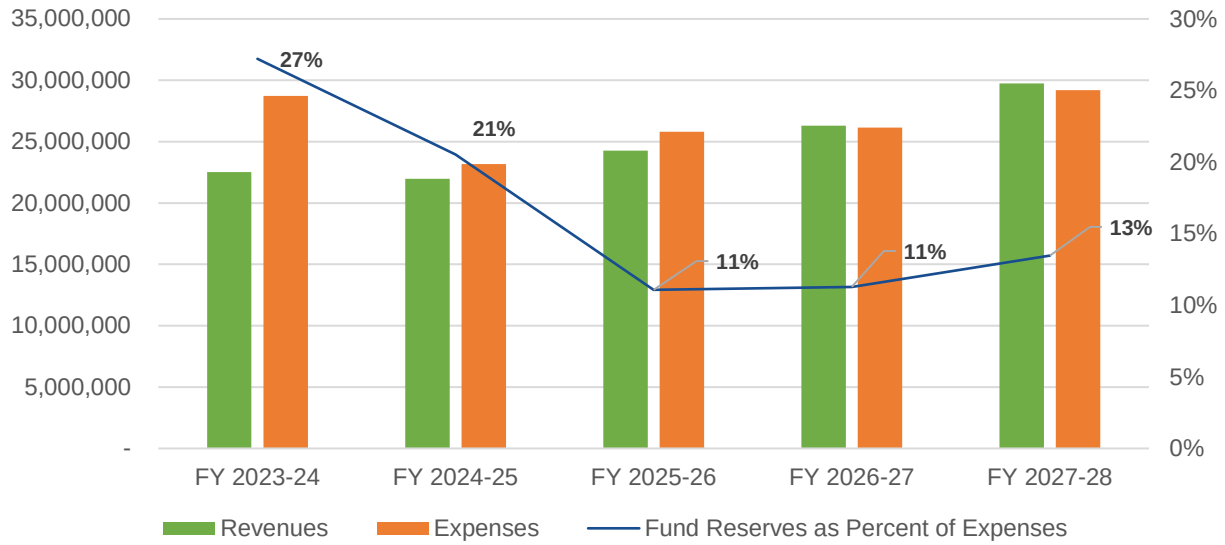
To meet operating expenses, fund vehicle replacements and capital projects, and comply with SB 1383, R3 recommends stepped-in solid waste rate adjustments over a four-year period. Recommended adjustments are: 9% each in FY 2024-25, FY 2025-26 and FY 2026-27 followed by a 4% adjustment in FY 2027-28, as shown in Chart 5, below.

**Chart 5: Recommended Adjustments to Solid Waste Rates**




Notably, these recommended adjustments avoid higher-than-necessary adjustments to solid waste service rates by continuing to supplement operational expense requirements via use of available balances in the Solid Waste Fund in FY 2024-25 and FY 2025-26, as shown in Chart 6, below.

**Chart 6: Projections of Revenues, Expenses and Reserves by Year**




While spending down available fund balance to phase-in rate adjustments is appropriate and advantageous, it is also important to maintain minimum reserve levels. It is strongly recommended that forecasted operating reserves not be below 10% in any given year. Although this Study recommends rate adjustments on a four-year schedule ending FY 2027-28 (instead of the maximum five-year schedule for rate adjustments under Proposition 218), should the City continue with a modest 2% adjustment in year five (5), the ending reserve balance is projected to be above 16% (two months of operating reserves).

The primary reason that the City should plan to achieve a 60-90-day operating reserve is because expense projections are conservative and do not contemplate higher long-term inflation. If inflation results in higher annual cost increases in the range of 5% to 6% per year (as was the case for many cost types during the pandemic) then actual costs could outpace Study projections, resulting in precipitously low fund reserves. To that end, planning to achieve a 60-90-day operating reserve serves as further rate stabilization and likely avoiding the need for additional rate adjustments above those already contemplated for the coming four years via the Study.

# 4. SOLID WASTE RATE STUDY

## Methodology & Objectives

R3's original objective was to develop rate adjustment recommendations for up to five years in accordance with the maximum timeframe for rate adoption per Proposition 218. After analysis and discussion between staff, R3, and the Municipal Utilities/Public Works Commission, R3 recommends a four-year rate schedule through FY 2027-28 due to current projections becoming less certain in FY 2028-29. While it is projected that a minimal adjustment (~2%) in FY 2028-20 will be needed, it would be more beneficial to the City to revisit the Study a year early to be able to make a more certain determination on future rate adjustment needs. Therefore, it is recommended that the City complete an updated Solid Waste Financial Plan and Rate Study in FY 2027-28 with rate adjustment recommendations starting in FY 2028-29. Using the projections of revenues, expenses, and fund reserves, the Study yields recommended adjustments to single-family, multi-family and commercial rates effective January 1, 2025, through January 1, 2028 (see **Attachment 1**).

## Proportionality in Cost-of-Service

R3 analyzed the proposed solid waste service rates for adequacy with respect to proportionate allocation of costs among solid waste service customers. R3 found that the City's current (and thus also proposed) solid waste rate structure proportionately allocates costs to service types and container sizes based on the relative differences in cost associated with the types of services provided to customers.

For example, for customers subscribing to 60- or 90-gallon cart solid waste service, the per-gallon cost-of-service for those subscribed to the larger container size (90-gallons) is proportionately less than those subscribed to the smaller container size (60-gallons). This is because solid waste service is comprised of both fixed and variable costs, with the fixed cost portion being for the cost of collection (labor, fuel, capital equipment, and other shared costs) as well as the costs related to post-collection disposal, processing, recycling and composting. Thus, the cost-of-service for the larger container size (90-gallons) has a lesser proportion of fixed costs to variable costs compared to the smaller (60-gallon) container size. This is demonstrated in Chart 7, below, which shows the proposed 60-gallon and 90-gallon bi-monthly service rate per gallon for residential, commercial, and multi-family customers.

**Chart 7: Proposed Bi-Monthly Service Charge Per Gallon for Cart Customers**

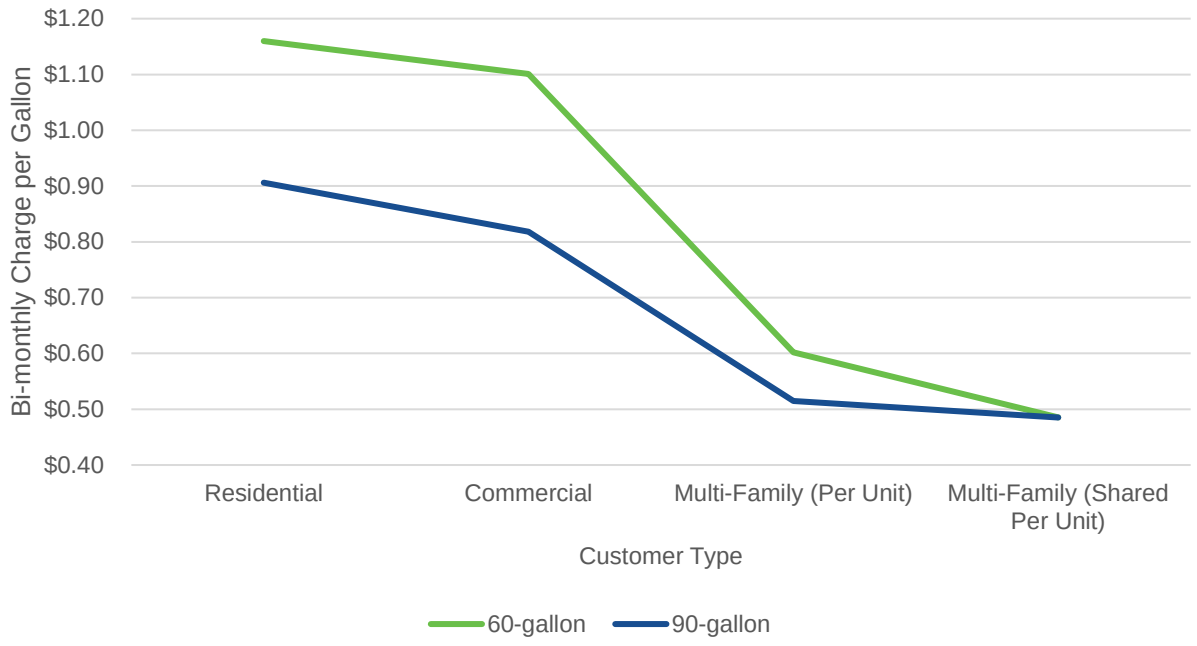
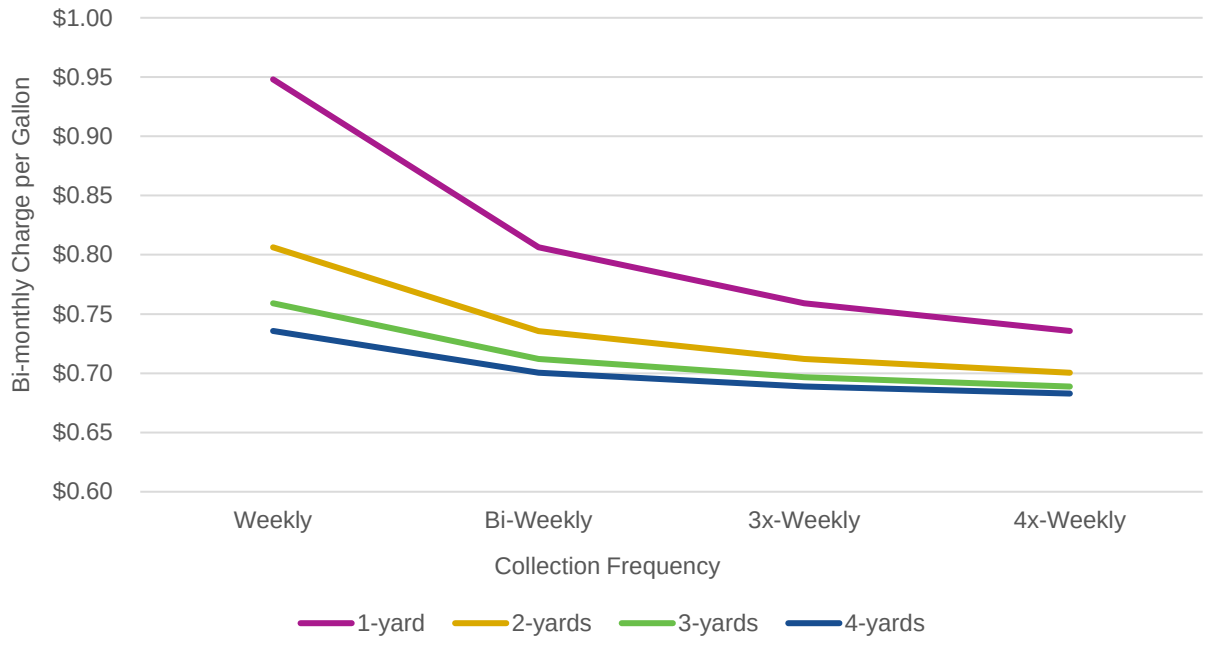


Chart 7 also demonstrates cost-of-service proportionality between customer classes (residential, commercial, and multi-family). For example, residential per-gallon costs-of-service for both 60-gallon and 90-gallon solid waste service levels are slightly higher than the equivalent commercial costs-of-service, which are in turn slightly higher than the equivalent (and per living unit) multi-family costs-of-service, which is appropriate and proportionate. This is because residential customers receive more services and benefits as part of their bi-monthly rate package (e.g. free bulky item waste collection, to name one example) that aren't offered to commercial or multi-family customers. Additionally, residential solid waste collection services are slightly less efficient than commercial or multi-family solid waste services, in that the truck and driver must move between each and every point of collection (over hundreds of points of collection) whereas for commercial and multi-family solid waste services, several to many containers are often serviced at one time.

In the case of multi-family per unit (and shared unit), the costs-of-service are more cost-effective because many units are collected at one time, at the highest overall comparable cost-effectiveness per point of collection compared to residential and commercial costs-of-service. Finally, the customer service needs of residential customers are proportionately higher than commercial and multi-family customers, for the simple reason than there is typically around one refuse collection container per residential customer account, while there are typically more than one refuse collection container per commercial and multi-family account – meaning that residential customer service needs are proportionately greater than the equivalent commercial and multi-family customer service needs.

Proportionality in cost-of-service is also demonstrated at the larger "bulk" solid waste subscription levels, which are collected in large bins measured in cubic yards and which can be collected more frequently than once per week. As with the per-gallon costs-of-service for refuse collected in cart containers (and for the same reasons) the per-gallon cost-of-service for those subscribed to the larger container sizes (and higher collection frequencies) is proportionately less than those subscribed to the smaller container sizes (and lower collection frequencies. This is demonstrated in Chart 8, below, which shows the proposed bi-monthly service rate per gallon for bulk refuse collected in cubic yard bins (which are available to commercial and multi-family customers).

**Chart 8: Proposed Bi-Monthly Service Charge Per Gallon for Bin Customers**




As shown in Table 8, the per gallon costs-of-service for 1-yard refuse service are proportionately higher than the respective costs-of-service for the progressively larger 2-, 3-, and 4-cubic yard bin containers.

Likewise, the per gallon costs-of-service for less frequent collection (i.e., once weekly) are proportionately higher than the costs-of-service for more frequent collection. It should be noted that other larger size bins and more frequent collection frequencies are also offered by the City, with the costs-of-service following the same pattern as shown in Table 8; costs-of-service for those containers are not shown simply for ease of presentation. Here again, the costs-of-service for these refuse container sizes and collection frequencies are fair and proportionate in that they take into account the fixed and variable costs associated with the solid waste services provided. Additionally, the per gallon costs of service for bin customers are proportionately less than the per gallon costs of service for most cart customers, with the reason being higher levels of collection efficiency for waste collection in larger bulk containers compared to smaller cart containers.

Overall, and given the analysis expressed above, we find that the City's solid waste rate structure – and the proposed solid waste services rates – fairly and proportionately allocate the costs-of-service between service levels and customer types. The per-gallon costs-of-service are higher for those customers with a greater proportion of fixed to variable costs and higher levels of other services provided, and lower for those customers with a less proportion of fixed to variable costs and lower levels of other services provided. Finally, in comparison to some other communities served by private operators, where it is commonplace for excess revenues generated by commercial and multi-family customers to offset single-family rates, it is evident via comparison that the City's solid waste rates do not include an inter-sector cross-subsidy.

# Recommended Rate Adjustments

## Bi-monthly Single-Family Rates

The City's single-family rates are based on refuse container size (60-gallon and 90-gallon refuse carts) but cover the cost of all service provided to single-family customers. The "bundled" service package includes weekly collection of refuse, recycling, and organics, as well as bulky item pickups, and access to periodic recycling events and other City services. The tables and chart below, and on the following page, show the recommended single-family 60-gallon and 90-gallon bi-monthly rates.

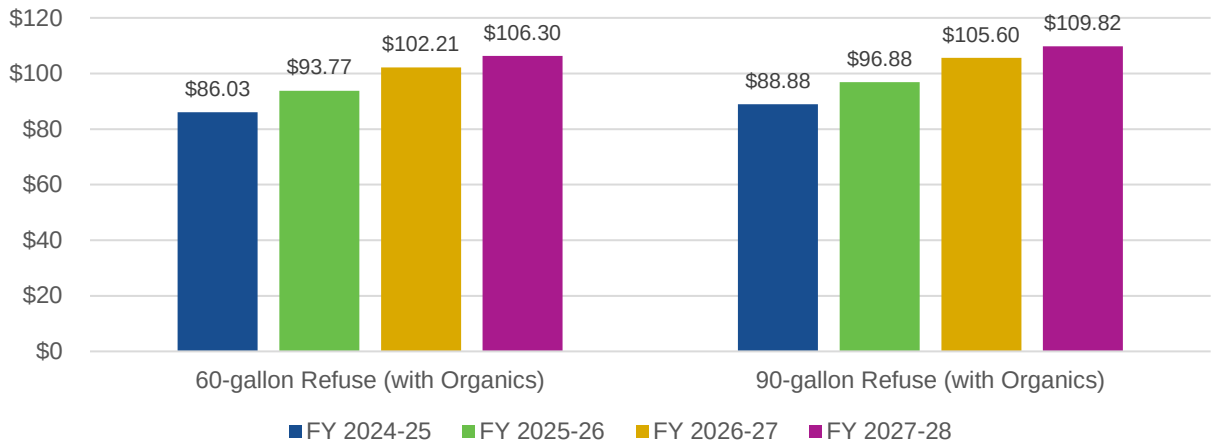
**Table 2: Recommended Single-Family 60-Gal Bi-Monthly Refuse Rates**

| Current FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|---|
| $78.93 | $86.03 | $93.77 | $102.21 | $106.30 |

**Table 3: Recommended Single-Family 90-Gal Bi-Monthly Refuse Rates**

| Current FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|---|
| $81.54 | $88.88 | $96.88 | $105.60 | $109.82 |

**Chart 9: Recommended Single-Family Bi-Monthly Refuse Rates**




The tables and chart below show the incremental adjustment in the bi-monthly rates.

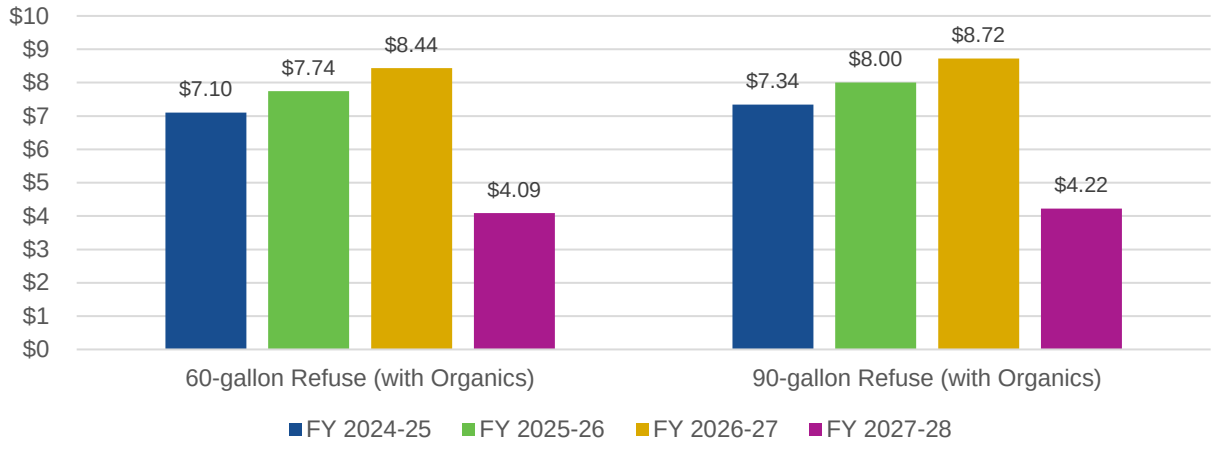
**Table 4: Annual Change in Single-Family 60-Gal Bi-Monthly Refuse Rates**

| FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|
| $7.10 | $7.74 | $8.44 | $4.09 |

**Table 5: Annual Change in Single-Family 90-Gal Bi-Monthly Refuse Rates**

| FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|
| $7.34 | $8.00 | $8.72 | $4.22 |

**Chart 10: Annual Change in Single-Family Bi-Monthly Refuse Rates**




## Bi-Monthly Multi-Family & Commercial Refuse Cart Rates

Like single-family rates, the City's multi-family & commercial refuse cart rates are based on refuse container size and cover the cost providing collection of refuse, recycling, and organics. Customers can choose from a variety of subscription levels and sizes, as shown in Attachment 1.The tables and chart below show examples of common multi-family subscription types (60- and 90-gallon of refuse per unit) and commercial subscription types (one cart collected once per week).

**Table 6: Recommended Multi-Family 60-Gal Bi-Monthly Refuse Cart Rates (per unit)**

| Current FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|---|
| $36.11 | $39.36 | $42.90 | $46.76 | $48.63 |

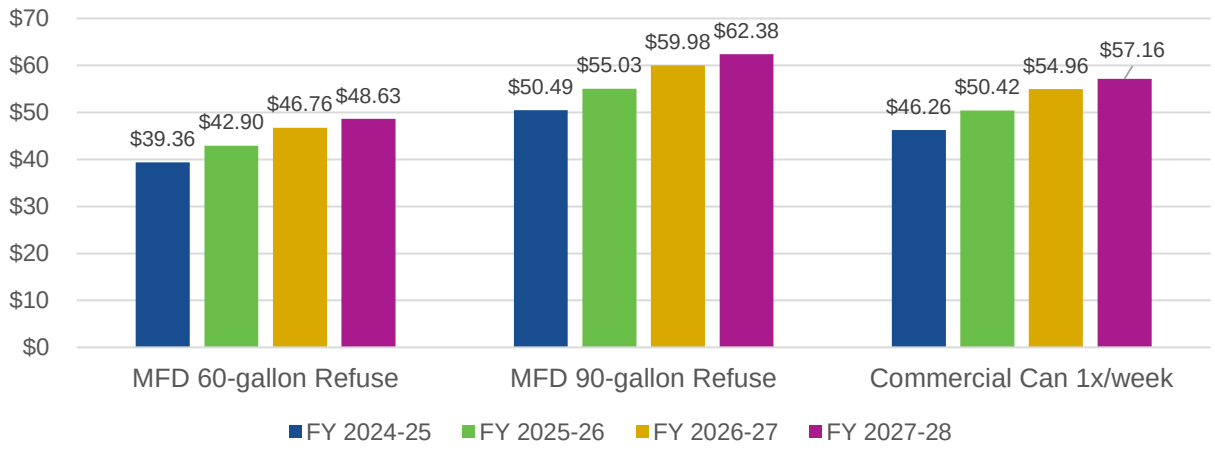
**Table 7: Recommended Multi-Family 90-Gal Bundled Bi-Monthly Refuse Cart Rates (per unit)**

| Current FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|---|
| $46.32 | $50.49 | $55.03 | $59.98 | $62.38 |

**Table 8: Recommended Commercial Bi-Monthly Refuse Cart Rates (per unit)**

| Current FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|---|
| $42.44 | $46.26 | $50.42 | $54.96 | $57.16 |

**Chart 11: Recommended Multi-Family & Commercial Bi-Monthly Refuse Cart Rates (per unit)**




The tables and chart below and on the following page show the bi-monthly adjustment in the rates.

**Table 9: Annual Change in Multi-Family 60-Gal Bundled Bi-Monthly Refuse Cart Rates (per unit)**

| FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|
| $3.25 | $3.54 | $3.86 | $1.87 |

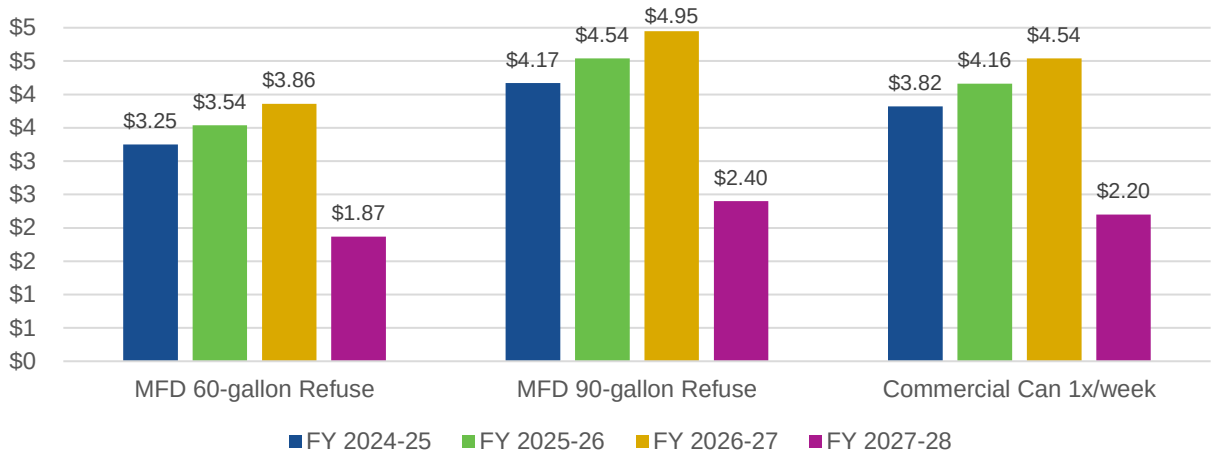
**Table 10: Annual Change in Multi-Family 90-Gal Bundled Bi-Monthly Refuse Cart Rates (per unit)**

| FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|
| $4.17 | $4.54 | $4.95 | $2.40 |

**Table 11: Annual Change in Commercial Cart Bi-Monthly Refuse Cart Rates (per unit)**

| FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|
| $3.82 | $4.16 | $4.54 | $2.20 |

**Chart 12: Annual Change in Multi-Family & Commercial Bi-Monthly Refuse Cart Rates (per unit)**




## Bi-Monthly Multi-Family & Commercial Refuse Bin Rates

The City's multi-family & commercial bin rates are based on refuse container size. Like multi-family and commercial cart ratepayers, bin container ratepayers can choose from a variety of subscription levels and sizes, as shown in Attachment 1. The tables and chart below and on the following page show examples of common bin subscription types.

**Table 12: Recommended Multi-Family & Commercial 1-CY 1x Weekly Bi-Monthly Refuse Bin Rates**

| Current FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|---|
| $191.47 | $208.70 | $227.48 | $247.95 | $257.87 |

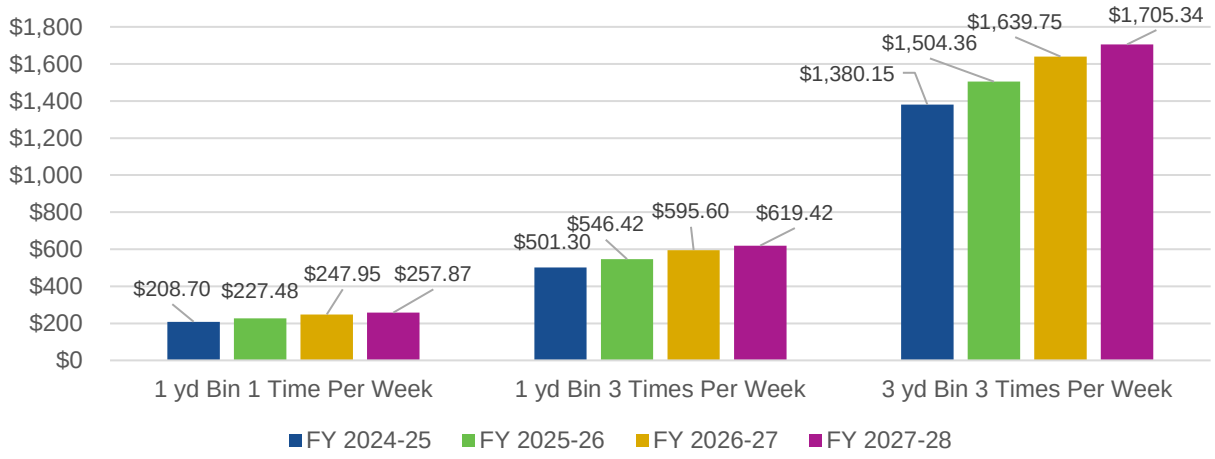
**Table 13: Recommended Multi-Family & Commercial 1-CY 3x Weekly Bi-Monthly Refuse Bin Rates**

| Current FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|---|
| $459.91 | $501.30 | $546.42 | $595.60 | $619.42 |

**Table 14: Recommended Multi-Family & Commercial 3-CY 3x Weekly Bi-Monthly Refuse Bin Rates**

| Current FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|---|
| $1,266.19 | $1,380.15 | $1,504.36 | $1,639.75 | $1,705.34 |

**Chart 13: Recommended Multi-Family & Commercial Bi-Monthly Refuse Bin Rates**




The tables and chart below and on the following page show the bi-monthly adjustment in the rates.

**Table 15: Annual Change in 1-CY 1x Weekly Bi-Monthly Refuse Bin Rates**

| FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|
| $17.23 | $18.78 | $20.47 | $9.92 |

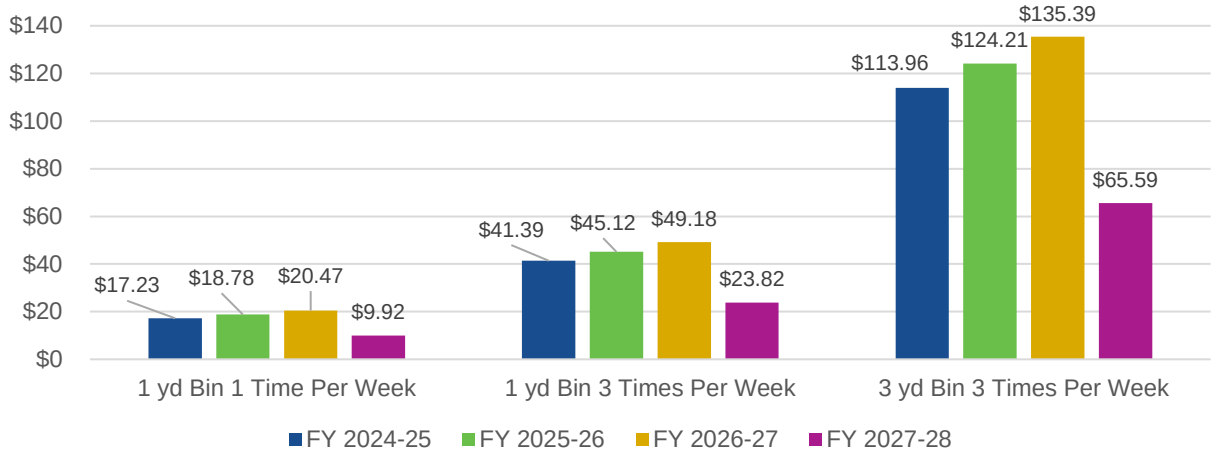
**Table 16: Annual Change in 1-CY 3x Weekly Bi-Monthly Refuse Bin Rates**

| FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|
| $41.39 | $45.12 | $49.18 | $23.82 |

**Table 17: Annual Change in 3-CY 3x Weekly Bi-Monthly Refuse Bin Rates**

| FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 |
|---|---|---|---|
| $113.96 | $124.21 | $135.39 | $65.59 |

**Chart 14: Annual Change in Multi-Family & Commercial Bi-Monthly Refuse Bin Rates**



## Attachment 1
## City of Redlands Solid Waste Service Rates

| Automated And Pull-Down Service<br>Bi-Monthly Rates | CURRENT<br>Effective<br>10/1/2021 | Proposed<br>Effective<br>1/1/2025 | Proposed<br>Effective<br>1/1/2026 | Proposed<br>Effective<br>1/1/2027 | Proposed<br>Effective<br>1/1/2028 |
|---|---|---|---|---|---|
| 1 extra 60 gallon refuse | $26.72 | $29.12 | $31.74 | $34.60 | $35.98 |
| 1 extra 60 gallon greenwaste[1] | $26.72 | $29.12 | $31.74 | $34.60 | $35.98 |
| 1 extra 90 gallon refuse | $33.85 | $36.90 | $40.22 | $43.84 | $45.59 |
| 1 extra 90 gallon greenwaste[1] | $33.85 | $36.90 | $40.22 | $43.84 | $45.59 |
| 2 60-gallon refuse | $105.65 | $115.16 | $125.52 | $136.82 | $142.29 |
| 1 90-gallon refuse | $81.54 | $88.88 | $96.88 | $105.60 | $109.82 |
| 1 60-gallon refuse | $78.93 | $86.03 | $93.77 | $102.21 | $106.30 |
| 1 60-gallon refuse and 1-90-gallon refuse | $108.26 | $118.00 | $128.62 | $140.20 | $145.81 |
| 1 60-gallon refuse commercial | $66.05 | $71.99 | $78.47 | $85.53 | $88.95 |
| 1 90-gallon refuse commercial | $73.65 | $80.28 | $87.51 | $95.39 | $99.21 |
| 2 90-gallon refuse commercial | $107.50 | $117.18 | $127.73 | $139.23 | $144.80 |
| Pull down service 1-90 RF | $137.36 | $149.72 | $163.19 | $177.88 | $185.00 |
| Pull down service 1-60 RF | $134.75 | $146.88 | $160.10 | $174.51 | $181.49 |
| 1 90-gallon refuse shared by 2 units - multi-family | $43.66 | $47.59 | $51.87 | $56.54 | $58.80 |
| 1 60-gallon refuse for each unit - multi- family | $36.11 | $39.36 | $42.90 | $46.76 | $48.63 |
| 1 90-gallon refuse for each unit - multi- family | $46.32 | $50.49 | $55.03 | $59.98 | $62.38 |
| 1 60-gallon refuse shared by 2 units - multi-family | $29.12 | $31.74 | $34.60 | $37.71 | $39.22 |
| HHW | $1.00 | $1.00 | $1.00 | $1.00 | $1.00 |
| Note: 1. Charge for 4 or more GW carts. | | | | | |

## Attachment 1
## City of Redlands Solid Waste Service Rates

| Commercial Bin Bi-Monthly Rates | CURRENT Effective 10/1/2021 | Proposed Effective 1/1/2025 | Proposed Effective 1/1/2026 | Proposed Effective 1/1/2027 | Proposed Effective 1/1/2028 |
|---|---|---|---|---|---|
| **1 yard bin serviced:** | | | | | |
| 1-times per week | $191.47 | $208.70 | $227.48 | $247.95 | $257.87 |
| 2-times per week | $325.69 | $355.00 | $386.95 | $421.78 | $438.65 |
| 3-times per week | $459.91 | $501.30 | $546.42 | $595.60 | $619.42 |
| 4-times per week | $594.36 | $647.85 | $706.16 | $769.71 | $800.50 |
| 5-times per week | $728.81 | $794.40 | $865.90 | $943.83 | $981.58 |
| 6-times per week | $863.03 | $940.70 | $1,025.36 | $1,117.64 | $1,162.35 |
| **2 yard bin serviced:** | | | | | |
| 1-times per week | $325.69 | $355.00 | $386.95 | $421.78 | $438.65 |
| 2-times per week | $594.36 | $647.85 | $706.16 | $769.71 | $800.50 |
| 3-times per week | $863.03 | $940.70 | $1,025.36 | $1,117.64 | $1,162.35 |
| 4-times per week | $1,131.74 | $1,233.60 | $1,344.62 | $1,465.64 | $1,524.27 |
| 5-times per week | $1,400.41 | $1,526.45 | $1,663.83 | $1,813.57 | $1,886.11 |
| 6-times per week | $1,669.36 | $1,819.60 | $1,983.36 | $2,161.86 | $2,248.33 |
| **3 yard bin serviced:** | | | | | |
| 1-times per week | $459.92 | $501.31 | $546.43 | $595.61 | $619.43 |
| 2-times per week | $863.03 | $940.70 | $1,025.36 | $1,117.64 | $1,162.35 |
| 3-times per week | $1,266.19 | $1,380.15 | $1,504.36 | $1,639.75 | $1,705.34 |
| 4-times per week | $1,669.36 | $1,819.60 | $1,983.36 | $2,161.86 | $2,248.33 |
| 5-times per week | $2,072.25 | $2,258.75 | $2,462.04 | $2,683.62 | $2,790.96 |
| 6-times per week | $2,475.40 | $2,698.19 | $2,941.03 | $3,205.72 | $3,333.95 |
| **4 yard bin serviced:** | | | | | |
| 1-times per week | $594.36 | $647.85 | $706.16 | $769.71 | $800.50 |
| 2-times per week | $1,131.74 | $1,233.60 | $1,344.62 | $1,465.64 | $1,524.27 |
| 3-times per week | $1,669.36 | $1,819.60 | $1,983.36 | $2,161.86 | $2,248.33 |
| 4-times per week | $2,206.70 | $2,405.30 | $2,621.78 | $2,857.74 | $2,972.05 |
| 5-times per week | $2,744.08 | $2,991.05 | $3,260.24 | $3,553.66 | $3,695.81 |
| 6-times per week | $3,281.46 | $3,576.79 | $3,898.70 | $4,249.58 | $4,419.56 |
| **5 yard bin serviced:** | | | | | |
| 1-times per week | $699.10 | $762.02 | $830.60 | $905.35 | $941.56 |
| 2-times per week | $1,400.41 | $1,526.45 | $1,663.83 | $1,813.57 | $1,886.11 |
| 3-times per week | $2,043.57 | $2,227.49 | $2,427.96 | $2,646.48 | $2,752.34 |
| 4-times per week | $2,744.08 | $2,991.05 | $3,260.24 | $3,553.66 | $3,695.81 |
| 5-times per week | $3,415.56 | $3,722.96 | $4,058.03 | $4,423.25 | $4,600.18 |

**Attachment 1**
**City of Redlands Solid Waste Service Rates**

| | | | | | |
|---|---|---|---|---|---|
| 6-times per week | $4,087.27 | $4,455.12 | $4,856.08 | $5,293.13 | $5,504.86 |
| **6 yard bin serviced:** | | | | | |
| 1-times per week | $820.34 | $894.17 | $974.65 | $1,062.37 | $1,104.86 |
| 2-times per week | $1,640.68 | $1,788.34 | $1,949.29 | $2,124.73 | $2,209.72 |
| 3-times per week | $2,461.02 | $2,682.51 | $2,923.94 | $3,187.09 | $3,314.57 |
| 4-times per week | $3,281.46 | $3,576.79 | $3,898.70 | $4,249.58 | $4,419.56 |
| 5-times per week | $4,101.70 | $4,470.85 | $4,873.23 | $5,311.82 | $5,524.29 |
| 6-times per week | $4,922.04 | $5,365.02 | $5,847.87 | $6,374.18 | $6,629.15 |

## Attachment 1
## City of Redlands Solid Waste Service Rates

| Commercial Compacted Bin Bi-Monthly Rates | CURRENT Effective 10/1/2020 | Proposed Effective 1/1/2025 | Proposed Effective 1/1/2026 | Proposed Effective 1/1/2027 | Proposed Effective 1/1/2028 |
|---|---|---|---|---|---|
| **1 1/2 yard compacted bin 4 times per week** | $1,215.40 | $1,324.79 | $1,444.02 | $1,573.98 | $1,636.94 |
| **2 yard compacted bin serviced:** | | | | | |
| 1-time per week | $405.28 | $441.76 | $481.52 | $524.86 | $545.85 |
| 2-times per week | $810.55 | $883.50 | $963.02 | $1,049.69 | $1,091.68 |
| 3-times per week | $1,215.83 | $1,325.25 | $1,444.52 | $1,574.53 | $1,637.51 |
| 4-times per week | $1,621.17 | $1,767.08 | $1,926.12 | $2,099.47 | $2,183.45 |
| 5-times per week | $2,026.46 | $2,208.84 | $2,407.64 | $2,624.33 | $2,729.30 |
| **3 yard compacted bin serviced:** | | | | | |
| 1-time per week | $607.68 | $662.37 | $721.98 | $786.96 | $818.44 |
| 2-times per week | $1,215.41 | $1,324.80 | $1,444.03 | $1,573.99 | $1,636.95 |
| 3-times per week | $1,823.08 | $1,987.16 | $2,166.00 | $2,360.94 | $2,455.38 |
| 4-times per week | $2,430.80 | $2,649.57 | $2,888.03 | $3,147.95 | $3,273.87 |
| 5-times per week | $3,038.40 | $3,311.86 | $3,609.93 | $3,934.82 | $4,092.21 |
| **4 yard compacted bin serviced:** | | | | | |
| 1-time per week | $810.58 | $883.53 | $963.05 | $1,049.72 | $1,091.71 |
| 2-times per week | $1,621.17 | $1,767.08 | $1,926.12 | $2,099.47 | $2,183.45 |
| 3-times per week | $2,430.80 | $2,649.57 | $2,888.03 | $3,147.95 | $3,273.87 |
| 4-times per week | $3,242.33 | $3,534.14 | $3,852.21 | $4,198.91 | $4,366.87 |
| 5-times per week | $4,052.78 | $4,417.53 | $4,815.11 | $5,248.47 | $5,458.41 |

## Attachment 1
## City of Redlands Solid Waste Service Rates

| Commercial Can Bi-Monthly Rates | CURRENT Effective 10/1/2021 | Proposed Effective 1/1/2025 | Proposed Effective 1/1/2026 | Proposed Effective 1/1/2027 | Proposed Effective 1/1/2028 |
|---|---|---|---|---|---|
| **1 can serviced:** | | | | | |
| 1-time per week | $42.44 | $46.26 | $50.42 | $54.96 | $57.16 |
| 2-times per week | $84.88 | $92.52 | $100.85 | $109.93 | $114.33 |
| **2 cans serviced:** | | | | | |
| 1-time per week | $84.88 | $92.52 | $100.85 | $109.93 | $114.33 |
| 2-times per week | $169.77 | $185.05 | $201.70 | $219.85 | $228.64 |
| 3-times per week | $254.64 | $277.56 | $302.54 | $329.77 | $342.96 |
| **3 cans serviced:** | | | | | |
| 1-time per week | $127.32 | $138.78 | $151.27 | $164.88 | $171.48 |
| 2-times per week | $254.64 | $277.56 | $302.54 | $329.77 | $342.96 |
| 5-times per week | $636.61 | $693.90 | $756.35 | $824.42 | $857.40 |
| 6-times per week | $763.92 | $832.67 | $907.61 | $989.29 | $1,028.86 |
| **4 cans serviced:** | | | | | |
| 2-times per week | $339.52 | $370.08 | $403.39 | $439.70 | $457.29 |
| 5-times per week | $848.81 | $925.20 | $1,008.47 | $1,099.23 | $1,143.20 |
| **5 cans serviced 2 times per week** | $424.40 | $462.60 | $504.23 | $549.61 | $571.59 |
| **6 cans serviced:** | | | | | |
| 2-times per week | $509.29 | $555.13 | $605.09 | $659.55 | $685.93 |
| 3-times per week | $763.92 | $832.67 | $907.61 | $989.29 | $1,028.86 |
| 5-times per week | $1,273.21 | $1,387.80 | $1,512.70 | $1,648.84 | $1,714.79 |
| 6-times per week | $1,527.85 | $1,665.36 | $1,815.24 | $1,978.61 | $2,057.75 |
| **7 cans serviced 2 times per week** | $594.17 | $647.65 | $705.94 | $769.47 | $800.25 |
| **11 cans serviced 2 times per week** | $933.69 | $1,017.72 | $1,109.31 | $1,209.15 | $1,257.52 |
| **18 cans serviced 2 times per week** | $1,527.85 | $1,665.36 | $1,815.24 | $1,978.61 | $2,057.75 |
| **22 cans serviced 2 times per week** | $1,867.20 | $2,035.25 | $2,218.42 | $2,418.08 | $2,514.80 |
| **39 cans serviced 2 times per week** | $3,310.35 | $3,608.28 | $3,933.03 | $4,287.00 | $4,458.48 |

## Attachment 1
## City of Redlands Solid Waste Service Rates

| Organic Food Waste Bi-Monthly Rates | CURRENT Effective 10/1/2021 | Proposed Effective 1/1/2025 | Proposed Effective 1/1/2026 | Proposed Effective 1/1/2027 | Proposed Effective 1/1/2028 |
|---|---|---|---|---|---|
| **1 32-gallon can serviced:** | | | | | |
| 1-time per week | $169.83 | $185.11 | $201.77 | $219.93 | $228.73 |
| 2-times per week | $339.66 | $370.23 | $403.55 | $439.87 | $457.46 |
| 3-times per week | $508.14 | $553.87 | $603.72 | $658.05 | $684.37 |
| **1 64-gallon can serviced:** | | | | | |
| 1-time per week | $197.01 | $214.74 | $234.07 | $255.14 | $265.35 |
| 2-times per week | $394.01 | $429.47 | $468.12 | $510.25 | $530.66 |
| 3-times per week | $591.01 | $644.20 | $702.18 | $765.38 | $796.00 |
| 5-times per week | $788.09 | $859.02 | $936.33 | $1,020.60 | $1,061.42 |
| 4-times per week | $985.01 | $1,073.66 | $1,170.29 | $1,275.62 | $1,326.64 |
| **1 96-gallon can serviced:** | | | | | |
| 1-time per week | $252.71 | $275.45 | $300.24 | $327.26 | $340.35 |
| 2-times per week | $504.06 | $549.43 | $598.88 | $652.78 | $678.89 |
| 3-times per week | $756.77 | $824.88 | $899.12 | $980.04 | $1,019.24 |
| **1 yard bin serviced:** | | | | | |
| 1-time per week | $404.88 | $441.32 | $481.04 | $524.33 | $545.30 |
| 2-times per week | $809.75 | $882.63 | $962.07 | $1,048.66 | $1,090.61 |
| 3-times per week | $1,214.63 | $1,323.95 | $1,443.11 | $1,572.99 | $1,635.91 |
| **2 yard bin serviced:** | | | | | |
| 1-time per week | $748.61 | $815.98 | $889.42 | $969.47 | $1,008.25 |
| 2-times per week | $1,495.87 | $1,630.50 | $1,777.25 | $1,937.20 | $2,014.69 |
| 3-times per week | $2,244.49 | $2,446.49 | $2,666.67 | $2,906.67 | $3,022.94 |
| **3 yard bin serviced:** | | | | | |
| 1-time per week | $1,078.76 | $1,175.85 | $1,281.68 | $1,397.03 | $1,452.91 |
| 2-times per week | $2,157.53 | $2,351.71 | $2,563.36 | $2,794.06 | $2,905.82 |
| 3-times per week | $3,236.30 | $3,527.57 | $3,845.05 | $4,191.10 | $4,358.74 |

**Attachment 1**
**City of Redlands Solid Waste Service Rates**

| Roll-Off Debris Boxes | CURRENT Effective 10/1/2021 | Proposed Effective 1/1/2025 | Proposed Effective 1/1/2026 | Proposed Effective 1/1/2027 | Proposed Effective 1/1/2028 |
|---|---|---|---|---|---|
| **Greenwaste:** | | | | | |
| 10 Cubic Yard | $298.01 | $324.83 | $354.07 | $385.93 | $401.37 |
| 15 Cubic Yard | $357.61 | $389.79 | $424.88 | $463.12 | $481.64 |
| 20 Cubic Yard | $417.21 | $454.76 | $495.69 | $540.30 | $561.91 |
| 30 Cubic Yard | $536.42 | $584.70 | $637.32 | $694.68 | $722.47 |
| 40 Cubic Yard | $655.61 | $714.61 | $778.93 | $849.03 | $883.00 |
| **Refuse:** | | | | | |
| 10 Cubic Yard | $333.77 | $363.81 | $396.55 | $432.24 | $449.53 |
| 15 Cubic Yard | $411.25 | $448.26 | $488.61 | $532.58 | $553.88 |
| 20 Cubic Yard | $488.73 | $532.72 | $580.66 | $632.92 | $658.24 |
| 30 Cubic Yard | $643.70 | $701.63 | $764.78 | $833.61 | $866.95 |
| 40 Cubic Yard | $798.66 | $870.54 | $948.89 | $1,034.29 | $1,075.66 |
| **Construction/demolition:** | | | | | |
| 10 Cubic Yard | $387.42 | $422.29 | $460.29 | $501.72 | $521.79 |
| 15 Cubic Yard | $491.72 | $535.97 | $584.21 | $636.79 | $662.26 |
| 20 Cubic Yard | $596.01 | $649.65 | $708.12 | $771.85 | $802.72 |
| 30 Cubic Yard | $804.62 | $877.04 | $955.97 | $1,042.01 | $1,083.69 |
| 40 Cubic Yard | $1,013.22 | $1,104.41 | $1,203.81 | $1,312.15 | $1,364.64 |
| | | | | | |
| Roll-off per ton overage fee (loads greater than 8 tons) | 95.53 | $104.13 | $113.50 | $123.71 | $128.66 |

## Attachment 1
## City of Redlands Solid Waste Service Rates

| Roll-Off Compactor Boxes | CURRENT Effective 10/1/2021 | Proposed Effective 1/1/2025 | Proposed Effective 1/1/2026 | Proposed Effective 1/1/2027 | Proposed Effective 1/1/2028 |
|---|---|---|---|---|---|
| 10 cubic yard | $412.44 | $449.56 | $490.02 | $534.12 | $555.49 |
| 15 cubic yard | $529.25 | $576.88 | $628.80 | $685.39 | $712.81 |
| 20 cubic yard | $646.05 | $704.19 | $767.57 | $836.65 | $870.12 |
| 24 cubic yard | $739.51 | $806.07 | $878.61 | $957.69 | $995.99 |
| 25 cubic yard | $762.87 | $831.53 | $906.37 | $987.94 | $1,027.46 |
| 27 cubic yard | $809.60 | $882.46 | $961.89 | $1,048.46 | $1,090.39 |
| 30 cubic yard | $879.69 | $958.86 | $1,045.16 | $1,139.22 | $1,184.79 |
| 34 cubic yard | $973.22 | $1,060.81 | $1,156.28 | $1,260.35 | $1,310.76 |
| 35 cubic yard | $996.51 | $1,086.20 | $1,183.95 | $1,290.51 | $1,342.13 |
| 37 cubic yard | $1,043.23 | $1,137.12 | $1,239.46 | $1,351.01 | $1,405.05 |
| 40 cubic yard | $1,113.31 | $1,213.51 | $1,322.72 | $1,441.77 | $1,499.44 |
| | | | | | |
| Roll-off per ton overage fee (loads greater than 8 tons) | $95.53 | $104.13 | $113.50 | $123.71 | $128.66 |

**Attachment 1**
**City of Redlands Solid Waste Service Rates**

| Miscellaneous Fees (Per Occurrence) | CURRENT Effective 10/1/2021 | Proposed Effective 1/1/2025 | Proposed Effective 1/1/2026 | Proposed Effective 1/1/2027 | Proposed Effective 1/1/2028 |
|---|---|---|---|---|---|
| Bagged items | $2.17 | $2.37 | $2.58 | $2.81 | $2.92 |
| Bulky item pick-up for single item | $47.68 | $51.97 | $56.65 | $61.75 | $64.22 |
| Bulky item pick-up for each additional item | $23.84 | $25.99 | $28.32 | $30.87 | $32.11 |
| Steam clean bin (per bin, any size) | $135.89 | $148.12 | $161.45 | $175.98 | $183.02 |
| Tires in cart, bin or roll-off (per tire) | $11.92 | $12.99 | $14.16 | $15.44 | $16.05 |
| Additional roll-off trip charge | $178.77 | $194.86 | $212.40 | $231.51 | $240.77 |
| Roll-off box daily rate (after initial 7 days) | $53.66 | $58.49 | $63.75 | $69.49 | $72.27 |
| Contamination of greenwaste roll-off box (in addition to charge for corresponding solid waste roll-off box) | $59.60 | $64.96 | $70.81 | $77.18 | $80.27 |
| Extra pick-up one 60- or 90-gallon automated cart (collection day) | $7.74 | $8.44 | $9.20 | $10.02 | $10.42 |
| Extra pick-up two 60- or 90-gallon automated cart (collection day) | $15.51 | $16.91 | $18.43 | $20.09 | $20.89 |
| Extra pick-up one 60- or 90-gallon automated cart (non-collection day) | $34.44 | $37.54 | $40.92 | $44.60 | $46.38 |
| Extra pick-up two 60- or 90-gallon automated cart (non-collection day) | $42.21 | $46.01 | $50.15 | $54.66 | $56.85 |
| Extra pick-up commercial bin per cubic yard (collection day) | $15.51 | $16.91 | $18.43 | $20.09 | $20.89 |
| Extra pick-up commercial bin per cubic yard (non-collection day) | $51.27 | $55.88 | $60.91 | $66.40 | $69.05 |
| Extra pick-up commercial compacted bin per cubic yard (collection day) | $23.36 | $25.46 | $27.75 | $30.25 | $31.46 |
| Extra pick-up commercial compacted bin per cubic yard (non-collection day) | $59.13 | $64.45 | $70.25 | $76.58 | $79.64 |

# ATTACHMENT 2

## CITY OF REDLANDS
## SOLID WASTE FINANCIAL PLAN

### SOLID WASTE SERVICE FUND (511)

| | | BUDGET | PROJECTIONS | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 | FY 2028-29 | FY 2029-30 | FY 2030-31 | FY 2031-32 | FY 2032-33 | FY 2033-34 |
| | **Starting Fund Balance $** | **10,981,141** | **4,770,962** | **3,562,557** | **2,014,041** | **2,149,961** | **2,688,611** | **4,162,555** | **5,340,992** | **6,155,228** | **5,306,104** | **2,417,184** |
| **Revenues** | Residential Rate Revenue | 9,481,500 | 9,908,168 | 10,799,903 | 11,771,894 | 12,524,394 | 12,897,670 | 13,155,623 | 13,418,736 | 13,687,110 | 13,960,853 | 14,240,070 |
| | Non-Residential Rate Revenue | 8,268,750 | 8,640,844 | 9,418,520 | 10,266,186 | 10,922,436 | 11,247,968 | 11,472,927 | 11,702,386 | 11,936,434 | 12,175,162 | 12,418,665 |
| | Special Hauls & Roll-off Rate Revenue | 2,976,750 | 3,110,704 | 3,390,667 | 3,695,827 | 3,932,077 | 4,049,268 | 4,130,254 | 4,212,859 | 4,297,116 | 4,383,058 | 4,470,720 |
| | Transfer In From Capital Reserve | 1,647,962 | 200,000 | 548,333 | 453,833 | 2,255,021 | 243,101 | 255,256 | 268,019 | 600,000 | 1,020,250 | 600,000 |
| | Other Revenues | 145,048 | 105,000 | 105,000 | 105,000 | 105,000 | 105,000 | 105,000 | 105,000 | 105,000 | 105,000 | 105,000 |
| | **Total Revenues** | **22,520,010** | **21,964,715** | **24,262,423** | **26,292,741** | **29,738,928** | **28,543,007** | **29,119,061** | **29,707,000** | **30,625,660** | **31,644,323** | **31,834,455** |
| **Operating Expenses** | Personnel | 6,883,624 | 6,477,805 | 6,801,695 | 7,141,780 | 7,498,869 | 7,873,813 | 8,188,765 | 8,516,316 | 8,856,968 | 9,211,247 | 9,579,697 |
| | Fleet Maintenance | 4,501,774 | 3,931,845 | 4,089,119 | 4,252,684 | 4,422,791 | 4,599,702 | 4,783,691 | 4,975,038 | 5,174,040 | 5,381,001 | 5,596,241 |
| | Recycling and Organics Processing | 2,464,255 | 2,612,110 | 2,768,837 | 2,934,967 | 3,111,065 | 3,297,729 | 3,429,638 | 3,566,824 | 3,709,497 | 3,857,877 | 4,012,192 |
| | Landfill Costs | 1,415,714 | 1,469,685 | 1,525,735 | 1,583,944 | 1,644,398 | 1,693,730 | 1,744,542 | 1,796,878 | 1,850,784 | 1,906,308 | 1,963,497 |
| | Professional Services | 933,464 | 989,472 | 1,048,840 | 1,111,771 | 1,178,477 | 1,249,185 | 1,299,153 | 1,351,119 | 1,405,164 | 1,461,370 | 1,519,825 |
| | Information Technology Services | 729,338 | 758,512 | 788,852 | 820,406 | 853,222 | 878,819 | 905,184 | 932,339 | 960,309 | 989,118 | 1,018,792 |
| | Supplies, Materials, Other Operating | 604,072 | 629,800 | 656,628 | 682,893 | 710,209 | 736,668 | 760,282 | 784,665 | 809,843 | 835,842 | 862,688 |
| | SB 1383 Compliance | - | 480,750 | 499,980 | 519,979 | 540,778 | 557,002 | 573,712 | 590,923 | 608,651 | 626,910 | 645,718 |
| | **Subtotal Operating Expenses** | **17,532,241** | **17,349,979** | **18,179,686** | **19,048,424** | **19,959,809** | **20,886,648** | **21,684,966** | **22,514,102** | **23,375,256** | **24,269,673** | **25,198,650** |
| **Capital and Equipment** | Vehicles and Other Capital Equipment | 5,112,850 | 1,201,525 | 1,776,559 | 1,304,094 | 3,364,318 | 1,417,165 | 1,477,970 | 1,541,815 | 3,201,750 | 5,303,033 | 3,201,816 |
| | Zero Emission Vehicle Infrastructure | - | - | - | - | - | - | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| | New Landfill Cell | - | - | - | 1,166,667 | 1,166,667 | - | - | - | - | - | - |
| | **Subtotal Capital and Equipment Expenses** | **5,112,850** | **1,201,525** | **2,943,225** | **2,470,761** | **4,530,985** | **1,417,165** | **1,577,970** | **1,641,815** | **3,301,750** | **5,403,033** | **3,301,816** |
| **Interdepartmental Services and Transfers** | Debt Service | 2,221,506 | 693,178 | 692,147 | 571,618 | 570,522 | 569,392 | 423,226 | 422,023 | 420,783 | 419,505 | 418,186 |
| | Transfer to PARIS | 1,885,248 | 1,885,248 | 1,885,248 | 1,885,248 | 1,885,248 | 1,885,248 | 1,885,248 | 1,885,248 | 1,885,248 | 1,885,248 | 1,885,248 |
| | Billing Services | 850,000 | 884,000 | 919,360 | 956,134 | 994,380 | 1,024,211 | 1,054,938 | 1,086,586 | 1,119,183 | 1,152,759 | 1,187,341 |
| | Internal Service Charge | 771,173 | 802,020 | 834,101 | 867,465 | 902,163 | 929,228 | 957,105 | 985,818 | 1,015,393 | 1,045,855 | 1,077,230 |
| | Other Transfers | 213,846 | 213,846 | 213,846 | 213,846 | 213,846 | 213,846 | 213,846 | 213,846 | 213,846 | 213,846 | 213,846 |
| | Transfer to Landfill Closure Reserve | 143,325 | 143,325 | 143,325 | 143,325 | 143,325 | 143,325 | 143,325 | 143,325 | 143,325 | 143,325 | 143,325 |
| | **Subtotal Interdepartmental Services and Transfers** | **6,085,098** | **4,621,617** | **4,688,027** | **4,637,637** | **4,709,484** | **4,765,250** | **4,677,687** | **4,736,846** | **4,797,778** | **4,860,537** | **4,925,177** |
| | **Total Expenses** | **28,730,189** | **23,173,120** | **25,810,938** | **26,156,821** | **29,200,278** | **27,069,064** | **27,940,624** | **28,892,763** | **31,474,785** | **34,533,243** | **33,425,642** |
| | **Revenues less Expenses** | **(6,210,179)** | **(1,208,405)** | **(1,548,515)** | **135,920** | **538,650** | **1,473,944** | **1,178,437** | **814,236** | **(849,125)** | **(2,888,920)** | **(1,591,188)** |
| | **Ending Fund Balance** | **4,770,962** | **3,562,557** | **2,014,041** | **2,149,961** | **2,688,611** | **4,162,555** | **5,340,992** | **6,155,228** | **5,306,104** | **2,417,184** | **825,996** |
| | **Ending Fund Balance as Percentage of Operating Expenses** | **27%** | **21%** | **11%** | **11%** | **13%** | **20%** | **25%** | **27%** | **23%** | **10%** | **3%** |

**ATTACHMENT 3**

**REDLANDS SOLID WASTE FINANCIAL PLAN**

**DETAILED FINANCIAL FORECAST**

| REFUSE COLLECTION AND DISPOSAL | | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | FY 23-24 | FY 24-25 | FY 25-26 | FY 26-27 | FY 27-28 | FY 28-29 | FY 29-30 | FY 30-31 | FY 31-32 | FY 32-33 | FY 33-34 |
| Account | Expense Line Item | Adjustment Category | Proposed Budget | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected |
| 30-511900-5001 | Salaries, Full-Time | Personnel Services | 3,601,975 | $ 3,032,074 | $ 3,183,677 | $ 3,342,861 | $ 3,510,004 | $ 3,685,505 | $ 3,832,925 | $ 3,986,242 | $ 4,145,691 | $ 4,311,519 | $ 4,483,980 |
| 30-511900-5002 | Salaries, Part-time | Personnel Services | 19,672 | $ 20,656 | $ 21,688 | $ 22,773 | $ 23,911 | $ 25,107 | $ 26,111 | $ 27,156 | $ 28,242 | $ 29,372 | $ 30,547 |
| 30-511900-5101 | Overtime Salaries | Personnel Services | 367,765 | $ 386,153 | $ 405,461 | $ 425,734 | $ 447,021 | $ 469,372 | $ 488,147 | $ 507,672 | $ 527,979 | $ 549,098 | $ 571,062 |
| 30-511900-5301 | Banked Leave Buy Back | Personnel Services | 65,988 | $ 69,287 | $ 72,752 | $ 76,389 | $ 80,209 | $ 84,219 | $ 87,588 | $ 91,092 | $ 94,735 | $ 98,525 | $ 102,466 |
| 30-511900-5401 | Pension Contributions | Personnel Services | 920,076 | $ 966,080 | $ 1,014,384 | $ 1,065,103 | $ 1,118,358 | $ 1,174,276 | $ 1,221,247 | $ 1,270,097 | $ 1,320,901 | $ 1,373,737 | $ 1,428,686 |
| 30-511900-5501 | Social Security/Medicare | Personnel Services | 220,544 | $ 231,571 | $ 243,150 | $ 255,307 | $ 268,073 | $ 281,476 | $ 292,735 | $ 304,445 | $ 316,622 | $ 329,287 | $ 342,459 |
| 30-511900-5601 | Deferred Compensation | Personnel Services | 9,677 | $ 10,161 | $ 10,669 | $ 11,202 | $ 11,762 | $ 12,351 | $ 12,845 | $ 13,358 | $ 13,893 | $ 14,448 | $ 15,026 |
| 30-511900-5701 | Health/Dental Insurance | Personnel Services | 1,001,621 | $ 1,051,702 | $ 1,104,287 | $ 1,159,502 | $ 1,217,477 | $ 1,278,350 | $ 1,329,484 | $ 1,382,664 | $ 1,437,970 | $ 1,495,489 | $ 1,555,309 |
| 30-511900-5702 | Workers 'Comp Insurance | Personnel Services | 196,200 | $ 206,010 | $ 216,311 | $ 227,126 | $ 238,482 | $ 250,406 | $ 260,423 | $ 270,840 | $ 281,673 | $ 292,940 | $ 304,658 |
| 30-511900-5703 | Disability Insurance | Personnel Services | 25,983 | $ 27,282 | $ 28,646 | $ 30,079 | $ 31,582 | $ 33,162 | $ 34,488 | $ 35,868 | $ 37,302 | $ 38,794 | $ 40,346 |
| 30-511900-5704 | Unemployment Insurance | Personnel Services | 20,684 | $ 21,718 | $ 22,804 | $ 23,944 | $ 25,142 | $ 26,399 | $ 27,455 | $ 28,553 | $ 29,695 | $ 30,883 | $ 32,118 |
| 30-511900-5705 | Life Insurance | Personnel Services | 2,940 | $ 3,087 | $ 3,241 | $ 3,403 | $ 3,574 | $ 3,752 | $ 3,902 | $ 4,058 | $ 4,221 | $ 4,390 | $ 4,565 |
| 30-511900-5802 | Eyecare Reimbursement | Personnel Services | 10,499 | $ 11,024 | $ 11,575 | $ 12,154 | $ 12,762 | $ 13,400 | $ 13,936 | $ 14,493 | $ 15,073 | $ 15,676 | $ 16,303 |
| 30-511900-5803 | Clothing Allowance | Other Operating Costs | 12,885 | $ 13,465 | $ 14,071 | $ 14,634 | $ 15,219 | $ 15,828 | $ 16,303 | $ 16,792 | $ 17,295 | $ 17,814 | $ 18,349 |
| 30-511900-5804 | Uniform Rental | Other Operating Costs | 5,369 | $ 5,611 | $ 5,863 | $ 6,098 | $ 6,342 | $ 6,595 | $ 6,793 | $ 6,997 | $ 7,207 | $ 7,423 | $ 7,646 |
| 30-511900-5903 | Other Taxable Benefits | Other Operating Costs | 95,520 | $ 99,818 | $ 104,310 | $ 108,483 | $ 112,822 | $ 117,335 | $ 120,855 | $ 124,481 | $ 128,215 | $ 132,061 | $ 136,023 |
| 30-511900-6005 | License & Permits | Other Operating Costs | 103,031 | $ 107,667 | $ 112,512 | $ 117,013 | $ 121,693 | $ 126,561 | $ 130,358 | $ 134,269 | $ 138,297 | $ 142,446 | $ 146,719 |
| 30-511900-6006 | Taxes | Other Operating Costs | 4,988 | $ 5,212 | $ 5,447 | $ 5,665 | $ 5,891 | $ 6,127 | $ 6,311 | $ 6,500 | $ 6,695 | $ 6,896 | $ 7,103 |
| 30-511900-6007 | Penalties and Interest | Other Operating Costs | 551 | $ 576 | $ 602 | $ 626 | $ 651 | $ 677 | $ 697 | $ 718 | $ 740 | $ 762 | $ 785 |
| 30-511900-6008 | State Mandated Fees | Other Operating Costs | 74,970 | $ 78,344 | $ 81,869 | $ 85,144 | $ 88,550 | $ 92,092 | $ 94,854 | $ 97,700 | $ 100,631 | $ 103,650 | $ 106,759 |
| 30-511900-6105 | Medical/Physicals | Professional Services | 3,297 | $ 3,495 | $ 3,705 | $ 3,927 | $ 4,162 | $ 4,412 | $ 4,589 | $ 4,772 | $ 4,963 | $ 5,162 | $ 5,368 |
| 30-511900-6106 | Other Professional Services | Professional Services | 895,432 | $ 949,158 | $ 1,006,107 | $ 1,066,474 | $ 1,130,462 | $ 1,198,290 | $ 1,246,222 | $ 1,296,070 | $ 1,347,913 | $ 1,401,830 | $ 1,457,903 |
| 30-511900-6301 | Water Wastewater Refuse | Other Operating Costs | 6,615 | $ 6,913 | $ 7,224 | $ 7,513 | $ 7,813 | $ 8,126 | $ 8,370 | $ 8,621 | $ 8,879 | $ 9,146 | $ 9,420 |
| 30-511900-6303 | City Disposal | Landfill Tip | 115,420 | $ 118,883 | $ 122,449 | $ 126,123 | $ 129,906 | $ 133,803 | $ 137,818 | $ 141,952 | $ 146,211 | $ 150,597 | $ 155,115 |
| 30-511900-6304 | Telephone | Other Operating Costs | 2,425 | $ 2,534 | $ 2,648 | $ 2,754 | $ 2,864 | $ 2,979 | $ 3,068 | $ 3,160 | $ 3,255 | $ 3,353 | $ 3,453 |
| 30-511900-6307 | Electricity & Gas | Other Operating Costs | 6,693 | $ 6,994 | $ 7,309 | $ 7,601 | $ 7,905 | $ 8,222 | $ 8,468 | $ 8,722 | $ 8,984 | $ 9,253 | $ 9,531 |
| 30-511900-6402 | Travel Expense/Reimbursement | Other Expenses | 1,985 | $ 2,064 | $ 2,147 | $ 2,233 | $ 2,322 | $ 2,392 | $ 2,464 | $ 2,537 | $ 2,614 | $ 2,692 | $ 2,773 |
| 30-511900-6403 | Training | Other Expenses | 16,800 | $ 17,472 | $ 18,171 | $ 18,898 | $ 19,654 | $ 20,243 | $ 20,851 | $ 21,476 | $ 22,120 | $ 22,784 | $ 23,467 |
| 30-511900-6505 | Retiree Health Insurance | Personnel Services | 420,000 | $ 441,000 | $ 463,050 | $ 486,203 | $ 510,513 | $ 536,038 | $ 557,480 | $ 579,779 | $ 602,970 | $ 627,089 | $ 652,173 |
| 30-511900-6710 | Special Contractual Services | Professional Services | 2,464,255 | $ 2,612,110 | $ 2,768,837 | $ 2,934,967 | $ 3,111,065 | $ 3,297,729 | $ 3,429,638 | $ 3,566,824 | $ 3,709,497 | $ 3,857,877 | $ 4,012,192 |
| 30-511900-6712 | Landfill Tipping Charges | Landfill Tip | 150,362 | $ 154,873 | $ 159,519 | $ 164,305 | $ 169,234 | $ 174,311 | $ 179,540 | $ 184,926 | $ 190,474 | $ 196,188 | $ 202,074 |
| 30-511900-6713 | Landfill Closure/PC Expense | Landfill CPC NON CASH | - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 30-511900-6801 | City Attorney Legal Service | Professional Services | 34,735 | $ 36,819 | $ 39,028 | $ 41,370 | $ 43,852 | $ 46,483 | $ 48,343 | $ 50,276 | $ 52,287 | $ 54,379 | $ 56,554 |
| 30-511900-6802 | Info Tech Service Charges | Other Expenses | 729,338 | $ 758,512 | $ 788,852 | $ 820,406 | $ 853,222 | $ 878,819 | $ 905,184 | $ 932,339 | $ 960,309 | $ 989,118 | $ 1,018,792 |
| 30-511900-6803 | City Garage Charges | Maintenance | 4,501,774 | $ 3,931,845 | $ 4,089,119 | $ 4,252,684 | $ 4,422,791 | $ 4,599,702 | $ 4,783,691 | $ 4,975,038 | $ 5,174,040 | $ 5,381,001 | $ 5,596,241 |
| 30-511900-6804 | General Govt Service Charge | Other Expenses | 771,173 | $ 802,020 | $ 834,101 | $ 867,465 | $ 902,163 | $ 929,228 | $ 957,105 | $ 985,818 | $ 1,015,393 | $ 1,045,855 | $ 1,077,230 |
| 30-511900-6805 | Billing Services | Other Expenses | 850,000 | $ 884,000 | $ 919,360 | $ 956,134 | $ 994,380 | $ 1,024,211 | $ 1,054,938 | $ 1,086,586 | $ 1,119,183 | $ 1,152,759 | $ 1,187,341 |
| 30-511900-6901 | Printing and Binding | Other Expenses | 1,100 | $ 1,144 | $ 1,190 | $ 1,237 | $ 1,287 | $ 1,325 | $ 1,365 | $ 1,406 | $ 1,448 | $ 1,492 | $ 1,537 |
| 30-511900-6902 | Advertising | Other Expenses | 4,650 | $ 4,836 | $ 5,029 | $ 5,231 | $ 5,440 | $ 5,603 | $ 5,771 | $ 5,944 | $ 6,123 | $ 6,306 | $ 6,495 |
| 30-511900-6903 | Janitorial Services | Other Expenses | 9,983 | $ 10,382 | $ 10,798 | $ 11,230 | $ 11,679 | $ 12,029 | $ 12,390 | $ 12,762 | $ 13,144 | $ 13,539 | $ 13,945 |
| 30-511900-6904 | Land and Building Rent | Other Expenses | 5,618 | $ 5,843 | $ 6,076 | $ 6,319 | $ 6,572 | $ 6,769 | $ 6,973 | $ 7,182 | $ 7,397 | $ 7,619 | $ 7,848 |
| 30-511900-6908 | Other Rentals | Other Expenses | 124,040 | $ 129,002 | $ 134,162 | $ 139,528 | $ 145,109 | $ 149,463 | $ 153,946 | $ 158,565 | $ 163,322 | $ 168,221 | $ 173,268 |
| 30-511900-6909 | Subscriptions & Memberships | Other Expenses | 1,041 | $ 1,083 | $ 1,126 | $ 1,171 | $ 1,218 | $ 1,254 | $ 1,292 | $ 1,331 | $ 1,371 | $ 1,412 | $ 1,454 |
| 30-511900-6910 | Labor | Other Expenses | - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 30-511900-7002 | Office Supplies | Supplies and Materials | 3,511 | $ 3,651 | $ 3,797 | $ 3,949 | $ 4,107 | $ 4,272 | $ 4,443 | $ 4,620 | $ 4,805 | $ 4,997 | $ 5,197 |
| 30-511900-7004 | Uniform/Safety Clothing | Supplies and Materials | 45,564 | $ 47,387 | $ 49,282 | $ 51,253 | $ 53,303 | $ 55,436 | $ 57,653 | $ 59,959 | $ 62,357 | $ 64,852 | $ 67,446 |
| 30-511900-7101 | Office Equipment & Furniture | Supplies and Materials | 4,630 | $ 4,815 | $ 5,008 | $ 5,208 | $ 5,416 | $ 5,633 | $ 5,858 | $ 6,093 | $ 6,336 | $ 6,590 | $ 6,854 |
| 30-511900-7102 | Small Tools & Equipment | Supplies and Materials | 10,046 | $ 10,448 | $ 10,866 | $ 11,300 | $ 11,752 | $ 12,222 | $ 12,711 | $ 13,220 | $ 13,749 | $ 14,299 | $ 14,871 |
| 30-511900-7201 | Hardware Maint/Replace | Maintenance | 551 | $ 573 | $ 596 | $ 620 | $ 645 | $ 670 | $ 697 | $ 725 | $ 754 | $ 784 | $ 816 |
| 30-511900-7205 | Machinery & Equip. Maint. | Maintenance | 15,233 | $ 15,842 | $ 16,476 | $ 17,135 | $ 17,820 | $ 18,533 | $ 19,275 | $ 20,046 | $ 20,847 | $ 21,681 | $ 22,549 |
| 30-511900-7206 | Vehicle Maintenance | Maintenance | 1,766 | $ 1,837 | $ 1,910 | $ 1,987 | $ 2,066 | $ 2,149 | $ 2,235 | $ 2,324 | $ 2,417 | $ 2,514 | $ 2,614 |
| 30-511900-7208 | Repair/Maintenance Supplies | Maintenance | 32,011 | $ 33,291 | $ 34,623 | $ 36,008 | $ 37,448 | $ 38,946 | $ 40,504 | $ 42,124 | $ 43,809 | $ 45,562 | $ 47,384 |
| 30-511900-7209 | Janitorial Supplies | Supplies and Materials | 7,497 | $ 7,797 | $ 8,109 | $ 8,433 | $ 8,770 | $ 9,121 | $ 9,486 | $ 9,866 | $ 10,260 | $ 10,671 | $ 11,097 |
| 30-511900-7210 | Building Supplies | Supplies and Materials | 3,638 | $ 3,784 | $ 3,935 | $ 4,092 | $ 4,256 | $ 4,426 | $ 4,603 | $ 4,787 | $ 4,979 | $ 5,178 | $ 5,385 |
| 30-511900-7211 | Computer Components | Supplies and Materials | - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 30-511900-7807 | Food | Other Expenses | 1,361 | $ 1,415 | $ 1,472 | $ 1,531 | $ 1,592 | $ 1,640 | $ 1,689 | $ 1,740 | $ 1,792 | $ 1,846 | $ 1,901 |
| 30-511900-7810 | Special Departmental Supplies | Other Expenses | 670,153 | $ 696,959 | $ 724,837 | $ 753,831 | $ 783,984 | $ 807,504 | $ 831,729 | $ 856,681 | $ 882,381 | $ 908,853 | $ 936,118 |
| 30-511900-8801 | Capital Lease | Other Expenses | 479,779 | $ 498,970 | $ 518,929 | $ 539,686 | $ 561,274 | $ 578,112 | $ 595,455 | $ 613,319 | $ 631,718 | $ 650,670 | $ 670,190 |
| 30-511900-9901 | Transfer to General Fund | Transfer | 57,186 | $ 57,186 | $ 57,186 | $ 57,186 | $ 57,186 | $ 57,186 | $ 57,186 | $ 57,186 | $ 57,186 | $ 57,186 | $ 57,186 |
| 30-511900-9901 | Transfer to PARIS | Transfer | 1,885,248 | $ 1,885,248 | $ 1,885,248 | $ 1,885,248 | $ 1,885,248 | $ 1,885,248 | $ 1,885,248 | $ 1,885,248 | $ 1,885,248 | $ 1,885,248 | $ 1,885,248 |
| 30-511900-9901 | Transfer to Groves | Transfer | 81,660 | $ 81,660 | $ 81,660 | $ 81,660 | $ 81,660 | $ 81,660 | $ 81,660 | $ 81,660 | $ 81,660 | $ 81,660 | $ 81,660 |
| 30-511900-9901 | Transfer to Risk Management | Transfer | 75,000 | $ 75,000 | $ 75,000 | $ 75,000 | $ 75,000 | $ 75,000 | $ 75,000 | $ 75,000 | $ 75,000 | $ 75,000 | $ 75,000 |
| 30-511900-9901 | Transfer to Landfill Closure Reserve | Transfer | 143,325 | $ 143,325 | $ 143,325 | $ 143,325 | $ 143,325 | $ 143,325 | $ 143,325 | $ 143,325 | $ 143,325 | $ 143,325 | $ 143,325 |
| **Solid Waste - Projects/Grants** | | | | | | | | | | | | | |
| 30-511910-6710 | Special Contractual Services | Capital Projects | 40,748 | $ 40,748 | $ 40,748 | $ 40,748 | $ 40,748 | $ 40,748 | $ 40,748 | $ 40,748 | $ 40,748 | $ 40,748 | $ 40,748 |
| 30-511910-7206 | Vehicle Maintenance | Capital Projects | 49,880 | $ 49,880 | $ 49,880 | $ 49,880 | $ 49,880 | $ 49,880 | $ 49,880 | $ 49,880 | $ 49,880 | $ 49,880 | $ 49,880 |
| 30-511910-7810 | Special Departmental Supplies | Capital Projects | 40,048 | $ 40,048 | $ 40,048 | $ 40,048 | $ 40,048 | $ 40,048 | $ 40,048 | $ 40,048 | $ 40,048 | $ 40,048 | $ 40,048 |
| 30-511910-7901 | Non-Capital Expenditures | Other Expenses | 816 | $ 849 | $ 883 | $ 918 | $ 955 | $ 983 | $ 1,013 | $ 1,043 | $ 1,074 | $ 1,107 | $ 1,140 |
| 30-511910-8501 | Other Betterments/Improv | Capital Projects | 1,399,485 | $ - | | | | | | | | | |
| 30-511910-8704 | Motor Vehicles | Capital Projects | 3,511,873 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 30-511910-8704 | Replacement Motor Vehicles (Vehicl | Capital Projects | - | $ 1,000,000 | $ 1,575,000 | $ 1,102,500 | $ 3,162,688 | $ 1,215,506 | $ 1,276,282 | $ 1,340,096 | $ 3,000,000 | $ 5,101,250 | $ 3,000,000 |
| 30-511910-8706 | All Other Equipment | Capital Projects | 70,000 | $ 70,000 | $ 70,000 | $ 70,000 | $ 70,000 | $ 70,000 | $ 70,000 | $ 70,000 | $ 70,000 | $ 70,000 | $ 70,000 |
| 30-511910-9001 | Principal | Capital Projects | 111,656 | $ 256,656 | $ 256,656 | $ 145,000 | $ 145,000 | $ 145,000 | $ - | $ - | $ - | $ - | $ - |
| 30-511910-9101 | Interest | Capital Projects | 7,810 | $ 7,810 | $ 7,810 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| **Solid Waste - Debt Service** | | | | | | | | | | | | | |
| 30-511930-6001 | Fiscal Agent Fees | Capital Projects | 2,225 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 30-511930-6004 | Bank/Collection Agent Fees | Capital Projects | 12,913 | $ 12,054 | $ 11,167 | $ 10,253 | $ 9,311 | $ 8,339 | $ 7,336 | $ 6,302 | $ 5,236 | $ 4,137 | $ 3,003 |
| 30-511930-9001 | Principal | Capital Projects | 1,946,507 | $ 295,459 | $ 304,691 | $ 314,212 | $ 324,031 | $ 334,158 | $ 344,601 | $ 355,371 | $ 366,478 | $ 377,933 | $ 389,746 |
| 30-511930-9101 | Interest | Capital Projects | 140,395 | $ 121,200 | $ 111,823 | $ 102,153 | $ 92,180 | $ 81,895 | $ 71,289 | $ 60,350 | $ 49,069 | $ 37,435 | $ 25,437 |
| | | | | | | | | | | | | | |
| | **New Landfill Cell** | Landfill Projects | - | $ - | $ 1,166,667 | $ 1,166,667 | $ 1,166,667 | $ - | $ - | $ - | $ - | $ - | $ - |
| | **ZEV Infrastructure** | Capital Projects | - | $ - | $ - | $ - | $ - | $ - | $ 100,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ 100,000 |
| | **SB 1383 Compliance Costs** | Other Expenses | $ - | $ 480,750 | $ 499,980 | $ 519,979 | $ 540,778 | $ 557,002 | $ 573,712 | $ 590,923 | $ 608,651 | $ 626,910 | $ 645,718 |
| | | **TOTAL EXPENSE** | **$ 28,730,189** | **$ 23,173,120** | **$ 25,810,938** | **$ 26,156,821** | **$ 29,200,278** | **$ 27,069,064** | **$ 27,940,624** | **$ 28,892,763** | **$ 31,474,785** | **$ 34,533,243** | **$ 33,425,642** |

# ATTACHMENT 4
# CITY OF REDLANDS
## FLEET REPLACEMENT SCHEDULE AND ESTIMATES

| Current Truck # | Description | Purchase Year | First Replacement | Second Replacement | 1 FY 2024-25 | 2 FY 2025-26 | 3 FY 2026-27 | 4 FY 2027-28 | 5 FY 2028-29 | 6 FY 2029-30 | 7 FY 2030-31 | 8 FY 2031-32 | 9 FY 2032-33 | 10 FY 2033-34 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 835 | Chevrolet 3500 stake bed | 2007 | 2024 | 2039 | | | | $ 200,000 | | | | | | |
| 817 | Peterbilt Roll-off | 2008 | 2024 | 2032 | | | | $ 500,000 | | | | | $ 1,000,000 | |
| 802 | Peterbilt ASL | 2013 | 2024 | 2032 | $ 500,000 | | | | | | | | $ 1,000,000 | |
| 850 | Peterbilt FEL | 2013 | 2024 | 2032 | $ 500,000 | | | | | | | | $ 1,000,000 | |
| 804 | Peterbilt ASL | 2014 | 2025 | 2034 | | $ 525,000 | | | | | | | | $ 1,000,000 |
| 805 | Peterbilt ASL | 2014 | 2025 | 2034 | | $ 525,000 | | | | | | | | $ 1,000,000 |
| 806 | Peterbilt ASL | 2014 | 2025 | 2034 | | $ 525,000 | | | | | | | | $ 1,000,000 |
| 877 | Ford F250 | 2014 | 2025 | 2040 | | | | $ 100,000 | | | | | | |
| 881 | Ford F150 | 2014 | 2025 | 2040 | | | | $ 75,000 | | | | | | |
| 803 | Peterbilt ASL | 2015 | 2026 | 2035 | | | | $ 551,250 | | | | | | |
| 823 | Peterbilt FEL | 2015 | 2026 | 2035 | | | $ 551,250 | | | | | | | |
| 847 | Peterbilt ASL | 2015 | 2026 | 2035 | | | $ 551,250 | | | | | | | |
| 840 | Ford REL | 2017 | 2027 | 2042 | | | | $ 578,813 | | | | | | |
| Route Growth | Peterbilt FEL | N/A | 2027 | 2036 | | | | $ 578,813 | | | | | | |
| Route Growth | Peterbilt ASL | N/A | 2027 | 2036 | | | | $ 578,813 | | | | | | |
| 846 | Peterbilt FEL | 2018 | 2028 | 2037 | | | | | $ 607,753 | | | | | |
| 809 | Peterbilt ASL | 2019 | 2028 | 2037 | | | | | $ 607,753 | | | | | |
| 811 | Peterbilt ASL | 2020 | 2029 | 2038 | | | | | | $ 638,141 | | | | |
| 836 | Peterbilt ASL | 2020 | 2029 | 2038 | | | | | | $ 638,141 | | | | |
| 821 | Peterbilt FEL | 2021 | 2030 | 2039 | | | | | | | $ 670,048 | | | |
| 822 | Peterbilt FEL | 2021 | 2030 | 2039 | | | | | | | $ 670,048 | | | |
| 808 | Peterbilt ASL | 2022 | 2031 | 2040 | | | | | | | | $ 1,000,000 | | |
| 810 | Peterbilt ASL | 2022 | 2031 | 2040 | | | | | | | | $ 1,000,000 | | |
| 859 | Peterbilt Roll-off | 2022 | 2031 | 2040 | | | | | | | | $ 1,000,000 | | |
| 841 | Peterbilt FEL | 2023 | 2032 | 2041 | | | | | | | | | $ 1,000,000 | |
| 842 | Peterbilt FEL | 2023 | 2032 | 2041 | | | | | | | | | $ 1,000,000 | |
| 807 | Ford – F150 XL | 2022 | 2032 | 2047 | | | | | | | | | $ 101,250 | |
| | | | | **TOTAL** | **$ 1,000,000** | **$ 1,575,000** | **$ 1,102,500** | **$ 3,162,688** | **$ 1,215,506** | **$ 1,276,282** | **$ 1,340,096** | **$ 3,000,000** | **$ 5,101,250** | **$ 3,000,000** |

# ATTACHMENT 5

## CITY OF REDLANDS
## SOLID WASTE FINANCIAL PLAN

### DIF CAPITAL RESERVE FUND (519)

| | | BUDGET | PROJECTIONS | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 | FY 2027-28 | FY 2028-29 | FY 2029-30 | FY 2030-31 | FY 2031-32 | FY 2032-33 | FY 2033-34 |
| | **Starting Fund Balance** | **$ 4,691,907** | **$ 3,565,945** | **$ 3,888,605** | **$ 3,863,611** | **$ 3,933,818** | **$ 2,203,558** | **$ 2,485,961** | **$ 2,756,974** | **$ 3,016,012** | **$ 2,943,881** | **$ 2,452,336** |
| **Revenues** | Development Impact Fees | $ 500,000 | $ 500,000 | $ 500,000 | $ 500,000 | $ 500,000 | $ 500,000 | $ 500,000 | $ 500,000 | $ 500,000 | $ 500,000 | $ 500,000 |
| | Investment Income | $ 22,000 | $ 22,660 | $ 23,340 | $ 24,040 | $ 24,761 | $ 25,504 | $ 26,269 | $ 27,057 | $ 27,869 | $ 28,705 | $ 29,566 |
| | **Total Revenues** | **$ 522,000** | **$ 522,660** | **$ 523,340** | **$ 524,040** | **$ 524,761** | **$ 525,504** | **$ 526,269** | **$ 527,057** | **$ 527,869** | **$ 528,705** | **$ 529,566** |
| **Expenses** | Transfer to Solid Waste Service Fund 511 | $ 1,647,962 | $ 200,000 | $ 548,333 | $ 453,833 | $ 2,255,021 | $ 243,101 | $ 255,256 | $ 268,019 | $ 600,000 | $ 1,020,250 | $ 600,000 |
| | **Total Expenses** | **$ 1,647,962** | **$ 200,000** | **$ 548,333** | **$ 453,833** | **$ 2,255,021** | **$ 243,101** | **$ 255,256** | **$ 268,019** | **$ 600,000** | **$ 1,020,250** | **$ 600,000** |
| | **Revenues less Expenses** | **$ (1,125,962)** | **$ 322,660** | **$ (24,994)** | **$ 70,207** | **$ (1,730,260)** | **$ 282,403** | **$ 271,013** | **$ 259,038** | **$ (72,131)** | **$ (491,545)** | **$ (70,434)** |
| | **Ending Fund Balance** | **$ 3,565,945** | **$ 3,888,605** | **$ 3,863,611** | **$ 3,933,818** | **$ 2,203,558** | **$ 2,485,961** | **$ 2,756,974** | **$ 3,016,012** | **$ 2,943,881** | **$ 2,452,336** | **$ 2,381,902** |

# ATTACHMENT 6

## City of Redlands - SB 1383 Cost Estimates

## 2024

| Cost Component | Annual (High) | Notes |
|---|---|---|
| Program Management Costs | $20,000 | *Includes time for staff and supervisors. Enforcement activities are increased.* |
| Program Overhead Costs | $91,000 | *Includes outreach development, printing and mailing costs; enforcement fleet and mailing costs.* |
| Route Audits | $45,000 | *Estimate based on minimum estimate of hours needed and utilizing Solid Waste Enforcement Officer. Comparative estimates route review sampling methodologies on "Route Review" tab. "Annual (low)" calculates the average of the two lowest cost estimates. "Annual (high)" calculates the average of the two highest cost estimates. These estimates can be replaced with any of the options presented in the summary table on the "Route Review" tab for comparison.* |
| Edible Food Recovery Program | *$50,000* | *This estimate needs to be informed by capacity planning at the County level and engagement with businesses covered and not currently donating and what annual contribution will support expansion of edible food recovery capacity as needed.* |
| Procurement | $149,000 | *Estimate based on total cost for purchase and transport per ton of compost of $18.78 for **17,475** tons of compost (The regulations state CalRecycle will recalculate the targets every 5 years, so this may change). This estimate is for planning purposes and is based on fulfilling **100%** of the procurement target with compost, which is not required (mulch, RNG, and electricity derived from biomass conversion may also be used). The ability to meet your procurement target depends on availability and opportunities for utilization.* |
| Green Carts Com / MFD | $24,000 | *5 year spread* |
| Green Bins COM / MFD | $50,000 | *5 year spread* |
| Container Labels (All) | $51,750 | *10 year spread, all carts and containers* |
| **Total** | **$480,750** | |