CITY OF REDLANDS
CITY COUNCIL
SUCCESSOR AGENCY

A G E N D A S

DECEMBER 5, 2023

EDDIE TEJEDA
Mayor

PAUL T. BARICH
Mayor Pro Tempore

DENISE DAVIS
Council Member

JENNA GUZMAN-LOWERY
Council Member

MARIO SAUCEDO
Council Member

***

JEANNE DONALDSON
City Clerk

PHILLIP DOOLITTLE
City Treasurer

CHARLES M. DUGGAN JR.
City Manager

YVETTE M. ABICH GARCIA
City Attorney

5:00 p.m. Open Public Meeting, Public Comment (Closed Session)
6:00 p.m. Open Session (Public Meeting)
* * *
City Council Chambers
Civic Center, 35 Cajon Street, Redlands, California

Recycled Paper

A G E N D A

The following information comprises the agenda for the regular meetings of the City Council of the City of Redlands and the Board of Directors of the Successor Agency of the former Redevelopment Agency of the City of Redlands at the times noted below in the City Council Chambers, Civic Center, 35 Cajon Street, Redlands, California, on:

TUESDAY, DECEMBER 5, 2023

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

Recycled Paper

5:00 P.M.

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

B. **Recess until 6:00 P.M. Open Session**

C. **(There are no Closed Session matters)**

6:00 P.M.

D. **Reconvene City Council Meeting**

E. ***Invocation by Council Member Davis***
Pledge of Allegiance by Mission Elementary School students
(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. **Presentations**

1. Redlands Pet Adoption (Redlands Animal Services)

2. Presentation of holiday video from the City of Redlands (Mayor Tejeda)

G. **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.)

H. **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 November 21, 2023 (City Clerk Donaldson)

2. Approve recommendation for appointment to the Planning Commission (Mayor Tejeda)

3. Approve recommendation for appointment to the Municipal Utilities/Public Works Commission (Council Member Saucedo)

4. Approve a Side Letter Agreement between the City and the Redlands Association of Mid-Management Employees and the Redlands Association of Management Employees (Assistant City Manager McConnell)

5. Approve payment of the invoice to Systems & Software, Inc. for support of the enQuesta Utility Database for Customer Management in an amount not-to-exceed $197,836 for annual software maintenance and support (Management Services/Finance Director Garcia)

Recycled Paper

6. Approve the purchase of 25 structure fire turnout sets from Allstar Fire Equipment, Inc. in the total amount of $77,169, to replace turnout gear that is nearing its expiration date, in accordance with the National Firefighter Protection Agency's recommendations (Fire Chief Sessler)

7. Approve the $30,000 contribution for the 2024 Fourth of July Celebration and determine that the financial support serves as a public benefit (Facilities and Community Services Director Crocker)

8. Approve rejection of the apparent lowest bidders and approve the agreement with Southern California Landscape, Inc. for irrigation and landscaping on Redlands Boulevard, between Tennessee Street and Kansas Street, and determine that the project is exempt from environmental review pursuant to Section 15304 of the State's guidelines implementing the California Environmental Quality Act (Facilities and Community Services Director Crocker)

9. Approve the Professional Services Agreement with SGH Architects, Inc. for the Citrus Avenue Parking Structure Maintenance and Repair Design for an amount not to exceed $98,020 (Facilities and Community Services Director Crocker)

10. Approve the Public Work Contract with Delta Electric, LLC for an amount not-to-exceed $146,165.30 for the Cypress Circle Street Lighting Upgrade Project, and determine that the project is exempt from environmental review pursuant to Section 15302(c) of the State's guidelines implementing the California Environmental Quality Act (Facilities and Community Services Director Crocker)

I. Communications

1. Downtown Redlands Parking Study Presentation (Development Services Director Desatnik)

2. Discussion and possible action relating to naming the Avice Meeker Sewall Theatre stage in honor of Cliff Cabanilla, and adoption of Resolution No. 8537 (Council Member Davis)

J. Public Hearings

1. Resolution No. 8523 to Participate in the Statewide Community Infrastructure Program (SCIP) (Mayor to declare meeting open as a public hearing)

    a. Public hearing to consider Resolution No. 8523 authorizing the City to join the Statewide Community Infrastructure Program (SCIP); authorizing the California Statewide Communities Development Authority to accept applications from property owners, conduct special assessment proceedings and levy assessments and special taxes and to form assessment districts and community facilities districts within the territory of the City of Redlands; embodying a joint community facilities agreement setting forth the terms and conditions of community facilities district financing; approving the form of the acquisition agreement when applicable; and authorizing related actions.
    (Management Services/Finance Director Garcia)

2. Resolution No. 8522 - Fee and Service Charge Revenue/Cost Comparison System
(Mayor to declare meeting open as a public hearing)

    a. Public hearing to consider Resolution No. 8522 approving a Fee and Service Charge Revenue/Cost Comparison System; Establishing the Amounts of Fees and Charges Levied In Connection with the City’s Provision of Services and determination that this resolution is exempt from environmental review pursuant to Section 15273 of the state's Guidelines implementing the California Environmental Quality Act.
    (Management Services/Finance Director Garcia)

Recycled Paper

K. **New Business**

1. Consideration of the agreement with Tec Equipment, Inc. for the supply of Original Equipment Manufacturer (OEM) autocar parts for an amount not to exceed $180,000 for the initial term, with the option to extend for two additional one-year terms for a total amount not-to-exceed $540,000 (Facilities and Community Services Director Crocker)

2. Consideration of the agreement with Bernell Hydraulics Inc. for the supply of Original Equipment Manufactured (OEM) Parker Hannifin Hydraulic Hoses and Accessories for an amount not-to-exceed $150,000 for the initial term, with the option to extend for two additional one-year terms for a total amount not-to-exceed $450,000 (Facilities and Community Services Director Crocker)

3. Consideration of Resolution No. 8527 approving ten (10) Homeless Resource Services Agreements with Encampment Resolution Funding Grant totaling $3,498,975 with partners as identified in the grant proposal and award, and determination that the agreements are exempt from environmental review pursuant to Section 15301 of the State's guidelines implementing the California Environmental Quality Act (Homeless Coordinator David Rabindranath)

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

M. **Adjournment**
The next regular meeting of the City Council will be held December 19, 2023

N. **Successor Agency of the former Redevelopment Agency of the City of Redlands**

1. Call regular meeting of the Successor Agency Board of Directors to order.

2. **Public Comment**
(At this time, the Agency Board will provide an opportunity for the public to address them on any subject, within the jurisdiction of the Successor Agency of the former Redevelopment Agency of the City of Redlands, 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.)

3. Approve regular meeting minutes of November 7, 2023 (Secretary Donaldson)

4. Adjourn Successor Agency Board of Directors' meeting
The next regular meeting of the Agency will be held on February 6, 2024

Recycled Paper

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.

Recycled Paper

City Council/Successor Agency Meeting **H. 1.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve the regular meeting minutes of November 21, 2023 (City Clerk Donaldson)

MOTION:

I move to approve the regular meeting minutes of November 21, 2023.

Attachments

Regular meeting minutes of November 21, 2023

MINUTES

Regular meeting of the City Council of the City of Redlands held in the Council Chambers, Civic Center, 35 Cajon Street, on November 21, 2023 at 5:00 P.M.

Present: Eddie Tejeda, Mayor
Paul Barich, Mayor Pro Tempore
Denise Davis, Council Member
Jenna Guzman-Lowery, Council Member
Mario Saucedo, Council Member

Staff: Charles M. Duggan, Jr., City Manager; Yvette M. Abich Garcia, City Attorney; Jeanne Donaldson, City Clerk; Phillip Doolittle, City Treasurer; Janice McConnell, Assistant City Manager; Chris Boatman, Assistant City Manager; Danielle Garcia, Management Services/Finance Director; John Harris, Municipal Utilities and Engineering Director; Rich Sessler, Fire Chief; Rachel Tolber, Police Chief; Tabitha Crocker, Facilities and Community Services Director

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

PUBLIC COMMENT

Coyote Aviation - Seven people, including Eric Paul, Gil and Carol Brown, Brad Evans, Michael Paisner, Dr. Pam Miller and Barry Neumayer voiced their displeasure with the City's treatment of Coyote Aviation, stating they thought it seemed the City was determined to unfairly shutter the local business. They questioned whether Council Members truly supported local businesses when it appeared to them that this was not always the case. They disputed the timeline of events and stated the City should review the facts and ultimately renegotiate the lease. They asked for fair treatment, and an honest and open dialogue.

CLOSED SESSION

Conference with legal counsel: Existing Litigation - Government Code §54956.9(d)(1)
(City Attorney Garcia)
One Case:
a. City of Redlands v. Coyote Aviation, Inc., San Bernardino Superior Court, Case No. LLTVA2200544

Conference with legal counsel: Initiation of Litigation - Government Code §54956.9(d)(4): One (1) Case.

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

Property:	204 E. Redlands Blvd (APN 0171-071-08-0000); 180 Ninth Street (APN 0171-088-06-0000, APN 0171-088-07-0000)
Agency Negotiators:	Charles M. Duggan, City Manager; Christopher Boatman, Assistant City Manager
Negotiating Party:	Lance Lenhert, Redlands Community Investment Corporation
Under Negotiation:	Terms of payment and price of possible purchase of property by the City

RECONVENE CITY COUNCIL MEETING

The meeting reconvened at 6:22 P.M. with an invocation by Council Member Saucedo followed by the pledge of allegiance to the American flag.

CLOSED SESSION REPORT

City Attorney Garcia announced that no reportable action was taken during the closed session.

PRESENTATIONS

Mayor Pro Tem Barich presented a Proclamation declaring November 25, 2023, as Small Business Saturday to Evan Sanford of Redlands Chamber of Commerce.

PUBLIC COMMENT

Thanks and No Thanks - Dennis Bell thanked Project Manager Ross Wittman for managing the remote callers during all the council meetings and complimented city staff who maintain the downtown area. He criticized Governor Newsom for patting himself on the back for the quick reopening of an LA stretch of the I-10 freeway which was temporarily shut down due to a fire.

Homelessness - Gregory Brittain complained the state of California can't seem to get a handle on solving the homelessness crisis, despite the millions of dollars being thrown at it.
He recommended cities across the nation incorporate the tactic used by Governor Newsom to clean up San Francisco's homeless population in preparation for China's President, Xi Jinping. He encouraged cities across the nation to invite dignitaries for a visit, as this would be the most expedient way to clear the streets and make them safe again.

CONSENT CALENDAR

Minutes

On motion of Council Member Denise Davis, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously approved, by roll call vote, the regular meeting minutes of November 7, 2023.

Vote: 5 - 0 Passed

Small Business Saturday Proclamation

On motion of Council Member Denise Davis, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously approved, by roll call vote, a Proclamation declaring November 25, 2023 as Small Business Saturday.

Vote: 5 - 0 Passed

Student Commissioner Appointments

On motion of Council Member Denise Davis, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously appointed, by roll call vote, Ryan Chau, Citrus Valley High School, to serve as the student commissioner on the Human Relations Commission for calendar year 2024; appointed Benjamin Daniel Perez, Redlands East Valley High School, to serve as the student commissioner on the Traffic and Parking Commission for calendar year 2024; and appointed Noah Nguyen, Redlands High School, to serve as the student commissioner on the Parks and Recreation Advisory Commission for calendar year 2024.

Vote: 5 - 0 Passed

Annual Maintenance Payment Dispatch/Records Management System

On motion of Council Member Denise Davis, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously approved, by roll call vote, an annual maintenance payment to Motorola Solutions, Inc. in the amount of $103,633 for the Police Department's Spillman Computer Aided Dispatch/Records Management System.

Vote: 5 - 0 Passed

License Agreement SBCTA Rights-of-Way

On motion of Council Member Denise Davis, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously determined, by roll call vote, that approval of a License Agreement with San Bernardino County Transportation Authority (SBCTA) for City utilities 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 License Agreement with San Bernardino County Transportation Authority (SBCTA) for City utilities within SBCTA rights-of-way.

Vote: 5 - 0 Passed

2023 JAG Grant Award Distribution & Interlocal Agreement

On motion of Council Member Denise Davis, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously approved, by roll call vote, the Interlocal Agreement between the Town of Apple Valley, the Cities of Adelanto, Barstow, Chino, Colton, Fontana, Hesperia, Highland, Montclair, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Twentynine Palms, Upland, Victorville, and the County of San Bernardino concerning distribution of the 2023 Justice Assistance Grant Award; and approved an additional appropriation of $19,851 to the Police Department.

Vote: 5 - 0 Passed

ABC / Office of Traffic Safety Grant Agreement

On motion of Council Member Denise Davis, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously approved, by roll call vote, the agreement between the City and the Department of Alcoholic Beverage Control (ABC-OTS) grant concerning the distribution provided by the Office of Traffic Safety through the National Highway Traffic Safety Administration in the amount of $30,000; approved the additional appropriation of $30,000 in grant funds to the Police Department; and authorized the Chief of Police to sign and execute any agreements concerning the grant.

Vote: 5 - 0 Passed

Agreement for City Park Shade Sail Replacements

On motion of Council Member Denise Davis, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously determined, by roll call vote, that approval of the agreement with R.E. Schultz Construction, Inc. is exempt from the state's California Environmental Quality Act pursuant to Section 15301; and approved the non-professional services agreement with R.E. Schultz Construction, Inc., for an amount not to exceed $115,500 for the replacement of shade sails at seven (7) city parks.

Vote: 5 - 0 Passed

License Agreement City's Corporate Yard Food Truck

On motion of Council Member Denise Davis, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously determined, by roll call vote, that approval of the License Agreement with Juan Morales, "The Dog House", is exempt from environmental review pursuant to Section 15301 of the California Environmental Quality Act Guidelines; and approved the License Agreement with Juan Morales, "The Dog House", for a food truck at the City's Corporate Yard, 1270 W. Park Avenue.

Vote: 5 - 0 Passed

Amend Agreement Redlands Bowl Electrical & Theatrical Lighting Project

On motion of Council Member Denise Davis, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously determined, by roll call vote, that approval of the agreement is exempt from an environmental review pursuant to Section 15061 of the State's CEQA guidelines; and approved the Third Amendment to the Public Works Contract with My Electrician Inc. for the Redlands Bowl Electrical and Theatrical Lighting Upgrade Project to extend the time for completion by sixty (60) calendar days ending January 29, 2024.

Vote: 5 - 0 Passed

In-Kind Support Redlands Turkey Trot

Facilities and Community Services Director Crocker introduced the request by Phoenix Hope International to hold The Redlands Turkey Trot event on November 23, 2023, within Sylvan Park and the surrounding area, which included street closures and a request for in-kind support in the amount of $12,649 related to the event. The application states the event proceeds will be used to further mission goals, which include building schools and health clinics in Guatemala, and half of the event proceeds are donated to Redlands-based charities. In the past, the organization has donated to the Redlands Educational Partnership (REP), YouthHope, and to elementary, middle, and high schools in the Redlands Unified School District. As public comment, Dennis Bell was opposed to granting in-kind support to out-of-state organizations and questioned why the support amount increased 105% from last year's event. Mayor Pro Tem Barich voiced opposition to the request due to the organization's out-of-state status and questioned the benefit to the City. Assistant City Manager Boatman added that organizations requesting in-kind support must show a community benefit to the City in order for the Council to approve.

On motion of Mayor Eddie Tejeda, seconded by Council Member Denise Davis, the City Council determined, by roll call vote, that approval of the event is exempt from environmental review pursuant to Section 15311(c) of the State’s guidelines implementing the California Environmental Quality Act; authorized the closure of E. High Ave., Division St., E. Park Ave., N. University St., Sylvan Blvd., N. Grove St., E. Brockton Ave., and Chapel St.; and authorized the expenditure of city resources and in-kind support in the amount of $12,649 related to this event.

Vote: 4 - 1 Passed

NAY: Mayor Pro Tempore Paul Barich

YMCA Holiday Home Tour Event In-Kind Support

On motion of Council Member Denise Davis, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously determined, by roll call vote, that approval of the in-kind support and temporary street closure is exempt from environmental review pursuant to Section 15311(c) of the state’s guidelines implementing the California Environmental Quality Act; approved the request for in-kind support in the amount of $1,800 related to this event; and authorized the temporary street closure of Valle Vista Drive, from Rossmont Drive to Sunset Drive for the

YMCA Holiday Home Tour event to be held on December 3, 2023.

Vote: 5 - 0 Passed

COMMUNICATIONS

2023 National Community Survey Results

Project Manager Ross Wittman provided a brief report regarding the 2023 National Community Survey (NCS) and introduced Brandon Barnett, of Polco, who presented an overview of the survey results. In order to effectively gauge Redlands residents' continued satisfaction with City services, in August 2023, the City released the 2023 NCS. During the months of August and September, Polco compiled the results into the report, highlighting trends over the three NCS periods, noting areas where the City received positive feedback from Redlands' residents, while also identifying areas where City services can improve.

Mr. Barnett reviewed the procedures for undertaking the survey and listed five key findings: 1) Overall, Redlands residents enjoyed a positive quality of life; 2) Ratings for safety were on the rise, and residents continued to emphasize its importance; 3) There were many positive reviews regarding community design, but residents identified a need for improvement related to the availability of affordable quality housing; 4) Overall economic health of Redlands was rated good or excellent; 5) Residents showed a renewed appreciation for education, arts, and culture. Special topics were also addressed in the survey, including homelessness and downtown parking and ease of travel in Redlands.

Council Member Saucedo stated the results were good news, indicating city services were running well, but he pointed out there was a need for improvement regarding homelessness, protecting small businesses, code enforcement and sustainability issues. Council Member Guzman-Lowery said the results seemed to line up with email communications she had received, and she saw a need to create more infrastructure throughout the City. Council Member Davis recommended the City continue to focus on promoting transparency and encouraging open government policies. Mayor Pro Tem Barich invited the public to suggest ways in which the City could improve. Mayor Tejeda was pleased with the results.

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 presentation on the results of the 2023 National Community Survey (NCS) conducted by Policy Confluence, Inc. dba Polco.

Vote: 5 - 0 Passed

HELPER Act Letter of Support

Mayor Tejeda briefly reviewed the HELPERS Act which aims to provide favorable mortgage terms and conditions for eligible first responders, including law enforcement officers, firefighters, paramedics, emergency medical technicians (EMTs) and teachers. By establishing a dedicated mortgage insurance program, the bill eliminates the traditional mortgage down payment requirement and monthly mortgage insurance premiums, which can be substantial barriers to homeownership. The legislation has received endorsements from mayors of several

California municipalities.

As public comment, Gregory Brittain admitted this program might look good on paper, but he complained the national debt was spiraling out of control, and he urged for more fiscal responsibility. Michael Paisner said there is a need for fiscal responsibility, but he pointed out the source of the nation's debt came mostly from Social Security and Medicare and defense spending and people should keep it all in perspective.

On motion of Council Member Denise Davis, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously authorized, by roll call vote, Mayor Tejeda to sign a letter on behalf of the City of Redlands in support of the HELPER Act (S. 1514 / H.R. 3170).

Vote: 5 - 0 Passed

January 2, 2024 City Council Meeting Cancellation

Mayor Tejeda recommended the cancelation of the January 2, 2024, regular meeting of the City Council in light of the holiday closure. The next regular meeting will be held on January 16, 2024.

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the cancelation of the January 2, 2024, regular meeting of the City Council in light of the holiday closure.

Vote: 5 - 0 Passed

American Rescue Plan Act Progress Report

Grants Coordinator Selena Sanchez provided an overview and progress report of the American Rescue Plan Act (ARPA) program and explained the City received a total allocation of $11,508,106 of the $350 billion SLFRF funding through ARPA. ARPA funds must be obligated by December 31, 2024, and fully expended by December 31, 2026. Staff recommended the reallocation of $1,857,000 from the Small Business Gift Card Match Program and $55,000 from the Nonprofits Assistance Program to fund a second round of the Grocery Gift Card Program. Staff further recommended approval of two limited-term, full-time Administrative Assistants I/II positions effective January 8, 2024, for the administrative support and facilitation of the community programs under the American Rescue Plan Act SLFRF allocation. Council Members strongly supported the continuation of the gift card program as it has proven to be an effective way to assist those in need.

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 reallocation of $1,625,000 from the Small Business Gift Card Match Program and $55,000 from the Nonprofits Assistance Program to fund a second round of the Grocery Gift Card Program; and approved two limited-term, full-time Administrative Assistants I/II positions effective January 8, 2024, for the administrative support and facilitation of the community programs under the American Rescue Plan Act SLFRF allocation and the reallocation of $232,000 from the Small Business Gift Card Match Program to fund the positions.

Vote: 5 - 0 Passed

PUBLIC HEARINGS

Resolution No. 8522 Fee and Service Charge Revenue/Cost Comparison

Mayor Tejeda opened the public hearing and called on Management Services/Finance Director Garcia who announced that staff requested the public hearing be continued to a date certain of December 5, 2023 in order to compile more information on the background of the fees, related to Resolution No. 8522.

On motion of Mayor Eddie Tejeda, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously agreed, by roll call vote, to continue the public hearing to a date certain of December 5, 2023, to allow for additional time to compile more information on the background of the fees related to Resolution No. 8522, approving the Fee and Service Charge Revenue/Cost Comparison System, establishing the amounts of fees and charges levied In connection with the City's provision of services.

Vote: 5 - 0 Passed

Resolution No. 8523 Participation in Statewide Community Infrastructure Program

This item was pulled from tonight's agenda. Staff will reschedule the matter for the City Council meeting held on December 5, 2023.

NEW BUSINESS

City Branding

Project Manager Ross Wittman briefly reported on the agreement with Pastilla, Inc for City Branding. He introduced Rudy Manning, of Pastilla who described the branding effort intended to embody Redlands' unique characteristics, strengths, and identity and clearly identify and differentiate Redlands and its inimitable assets, culture, environment, and location within Southern California and California as a whole. Mr. Manning provided background on the company's team, qualifications and experience. The goal of the branding effort was to create an effective and professional brand, giving Redlands a strong and easily identifiable presence in media, marketing, and economic development endeavors.

Pastilla has developed a tried and tested process to create an elevated brand identity, that includes community engagement, identifying the community's values and strengths and building a brand strategy. Anticipated deliverables from the branding initiative include alternative logos, colors, wordmarks, fonts and insignias. Template materials will be developed to create standardized city letterhead, business cards and email signatures. Finally, a brand implementation guide will be created for City staff outlining the standards and rules for the use of the brand. A brief discussion included the difference between city seals versus city logos. The timeline for full completion was anticipated at 6 to 9 months.

Council Members were enthusiastic about the presentation and appreciated the fact that Mr.

Manning had attended schools in Redlands. The desire was to create cohesion within the community and give people a consistent message. City Manager Duggan added that the goal was to unify messaging, so the public could easily recognize the city brand. As public comment, Andy Hoder was opposed to spending taxpayer dollars to develop a brand image when there were so many other pressing needs, such as tree trimming and repairing cut stone curbs. Dennis Bell also considered this a waste of money, and he said the City's image can't be changed by simply changing the branding images.

On motion of Mayor Eddie Tejeda, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the agreement with Pastilla, Inc. in the amount of $82,075 for City Branding.

Vote: 5 - 0 Passed

Police Department Portable Radios Purchase

Police Chief Tolber explained the need for the sole source purchase for 800 MHz APX 6500 and APX 6000 portable radios from Motorola Solutions to replace current aging equipment, in an amount not to exceed $684,650.96.

On motion of Mayor Eddie Tejeda, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously approved, by roll call vote, the sole source purchase for 800 MHz APX 6500 and APX 6000 portable radios from Motorola Solutions to replace current aging equipment, in an amount not to exceed $684,650.96.

Vote: 5 - 0 Passed

Fire Department All-Band Portable Radios Purchase

Fire Chief Sessler reviewed the sole source purchase of 800 MHz APX NEXT XN all-band portable radios from Motorola Solutions to replace current aging equipment, for an amount not to exceed $805,692.46.

On motion of Mayor Eddie Tejeda, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the sole source purchase of 800 MHz APX NEXT XN all-band portable radios from Motorola Solutions to replace current aging equipment for the Fire Department, in an amount not to exceed $805,692.46.

Vote: 5 - 0 Passed

Resolution No. 8521 New Payment Schedule for Lease Purchase 3 Type I Fire Engines

Fire Chief Sessler provided background of Resolution No. 8521 for a new payment schedule under the existing Master Equipment Lease-Purchase Agreement with Holman Capital Corporation, for the lease purchase of three Type I Fire Engines in the total amount of $3,668,444.93. Per its Fleet Replacement Plan, the Fire Department has identified a critical need for replacing two Type I Fire Engines (Medic Engines 262 and 264). These engines are used as primary means for fire suppression and emergency response. Each of these units are

outside the recommended standard for front line service.

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. 8521 authorizing a new Payment Schedule under the existing Master Equipment Lease-Purchase Agreement with Holman Capital Corporation, for the lease purchase of three Type I Fire Engines in the total amount of $3,668,444.93.

Vote: 5 - 0 Passed

Agreement for Citrus Center Security Services

Facilities and Community Services Director Crocker presented the agreement with Universal Protection Service, LP, doing business as Allied Universal Security Services for unarmed security guard services at the Citrus Center in an amount not-to-exceed $355,206.30 for a period of three years.

On motion of Mayor Eddie Tejeda, seconded by Council Member Denise Davis, the City Council unanimously determined, by roll call vote, that approval of the agreement is exempt from environmental review pursuant to Section 15301 of the State's guidelines implementing the California Environmental Quality Act; and approved the agreement with Universal Protection Service, LP dba Allied Universal Security Services for unarmed security guard services at the Citrus Center in an amount not to exceed $355,206.30.

Vote: 5 - 0 Passed

License Agreement Zanja Trail Construction

Facilities and Community Services Department Director Crocker summarized the License Agreement with Larry Jacinto Construction, Inc. authorizing construction of the Zanja Trail between Church Street and 9th Street and a parking lot serving the Zanja Trail between 7th Street and 9th Street. As public comment, Bruce Laycook asked if there was a cost for the City. Assistant City Manager Boatman clarified a donation was received donating the trail and all the construction for the trail and this agreement authorizes the contractor to perform the work on the property.

On motion of Council Member Mario Saucedo, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously determined, by roll call vote, that approval of the License Agreement with Larry Jacinto Construction, Inc. is exempt from California Environmental Quality Act guidelines pursuant to Section 15061; and approved a License Agreement with Larry Jacinto Construction, Inc. for the construction of the Zanja Trail between Church Street and 9th Street and a parking lot serving the Zanja Trails between 7th Street and 9th Street.

Vote: 5 - 0 Passed

COUNCIL MEMBER ANNOUNCEMENTS AND ACTIVITIES

Tree Lighting Ceremony at Ed Hales Park - The event was a huge success and attended by Mayor Tejeda, Mayor Pro Tem Barich, and Council Members Davis and Saucedo.

Veterans Day Parade and Ceremony - All the Council Members participated in the parade and activities at Jennie Davis Park.

Mayor Tejeda enjoyed the Salvation Army's Red Kettle cook-off event, met with a mortgage specialist for information related to the HELPER Act, toured District 2 with Police Chief Tolber, and attended an event honoring the many years of pastoral service of Dr. Donald Robinson.

Mayor Pro Tem Barich enjoyed Thanksgiving Tuesday, sponsored by the RPOA, Police Officers Foundation and Stater Bros, where over 300 people were fed a holiday feast at Sylvan Park. He attended the recent Library Board meeting, the Chamber's Rise and Shine meeting and was happy to participate in the 100th anniversary celebration of the Redlands Lawn Bowling club.

Council Member Davis thanked City Manager Duggan for addressing the Youth Council, with 35 students, participated in a parade in Fontana hosted by Assemblymember Eloise Gomez Reyes and enjoyed the Benevolent Fund Bowling event.

Council Member Guzman-Lowery attended the Ark of Safety Community Resiliency Summit, sponsored by Building Resilient Communities. The event showcased safety solutions for the community.

Council Member Saucedo participated in a County level roundtable discussion related to homelessness, and was proud to attend an event hosted by the San Bernardino County Schools Superintendent, who awarded diplomas to veterans. He thoroughly enjoyed the ribbon cutting event at Lugonia Groves celebrating the replanting of trees as a way to preserve the community's citrus heritage. He added, the grove has been a vital part of the City's legacy.

ADJOURNMENT

There being no further action required the meeting adjourned at 8:17 P.M. The next regular meeting of the City of Redlands City Council will be held on December 5, 2023.

City Council/Successor Agency Meeting **H. 2.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve recommendation for appointment to the Planning Commission (Mayor Tejeda)

MOTION:

I move to appoint Conrad Guzkowski to serve the remainder of a four-year term on the Planning Commission ending January 6, 2025.

RECOMMENDATION:

Pursuant to the Redlands Municipal Code, appointments to this commission are made by the Mayor. It is recommended by Mayor Tejeda that the City Council consider the appointment of Conrad Guzkowski to the Planning Commission.

DISCUSSION:

Commissioner Steven Frasher resigned from the planning commission as of October 4, 2023. Commissioner Frasher's term ends on January 6, 2025. A public notice inviting interested residents to submit an application for an appointment to the Planning Commission was issued in October. The public notice was concurrently aired on Redlands TV and posted on the community bulletin board at the A. K. Smiley Public Library. The local newspapers also received distribution of the public notice. Eight applications were received, and six applications from a previous notice were included.

Due to the number of commissioners who are still on their first terms, and have served fewer than 2 years, Mayor Tejeda, in consultation with Planning Commission Chair Karah Shaw, has opted to appoint former Planning Commission chair Conrad Guzkowski to lend legacy knowledge and experience to the commission in lieu of selecting from the pool of recent applicants.

The Planning Commission consists of seven members as follows:

- Marc Shaw
- Rich Smith
- Rosemarie Gonzales
- Vacant
- Matthew Endsley
- Maryn Wells
- Karah Shaw

ALTERNATIVES:

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

SUBMITTED BY:
Janice McConnell, Assistant City Manager

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

PREPARED BY:
Jennifer Macias, Management Analyst

Attachments

Planning Commission Notice 2023
Applications

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

PUBLIC NOTICE

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

PLANNING COMMISSION

The Planning Commission prepares a comprehensive long term general plan for the physical development of the City and makes recommendations to the City Council relating to the maintenance of the General Plan, zoning administration, environmental assessments, site plan and architectural review, subdivision planning, sign, parking and landscaping regulations, housing and historic preservation.

The Planning Commission meets on the second and fourth Tuesday of each month at 4:00 p.m. Residents interested in applying for the non-salaried position on this commission may request application forms from the Office of the City Clerk, City Hall, 35 Cajon Street, Suite 4, or by phone 798-7510, or from the City's website at www.cityofredlands.org

Deadline for filing applications is October 20, 2023.

Jennifer Macias, Management Analyst
Office of the City Manager
City of Redlands, California

10/06/2023

City Manager's Office

OCT 13 2023

Received

CITY OF REDLANDS
COMMISSION APPLICATION FORM

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

COMMISSION\BOARD APPLIED FOR

Planning Commission

Name Dan Jimenez

Address [redacted] Redlands, CA

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

Email [redacted]

Occupation Educator

Reasons for desiring to serve – relevant experience and qualifications:

please see attached.

Signature _____ **Date** 10/10/2023

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

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

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

(2) Maria Whitaker-Saucedo
Chair
Common Vision Coalition
Telephone [redacted]

Return Application to: **Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org**

✓ address Verified

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

Reasons for desiring to serve – relevant experience and qualifications:

I am a 15-year resident of Redlands with a passion for local government and community service. I have a B.S. in Public Health from CSU San Bernardino and an M.A. in Learning and Teaching from the University of Redlands. My public health background makes me a unique applicant because I will be able to provide a lens focused not only on shaping the physical aspect of our city but also the social and environmental aspects. This lens is vital in meeting the goals of our current Strategic Plan which calls for an increased focus on quality of life, public health, and infrastructure sustainability.

Redlands is going through a period of transformational growth, and we need to ensure that our city's planning commission considers the impact on our environment, and how it affects underserved populations. As the development of the transit village continues, we must ensure that we are always keeping in mind factors including environmental design as a key component of planning, which make our communities friendly towards multiple forms of transportation (walking, public transit, bicyclists, etc.). Additionally, as more housing developments materialize in our thriving community, a public health lens will go a long way to ensure that we are creating or preserving green spaces that are accessible for all, while working within the parameters of the future Parks Master Plan.

As a member of the most recent class of Leadership Redlands, organized by the Redlands Chamber of Commerce, I have spent the last year attaining an incredible amount of knowledge regarding the different needs of our city from the role of city government to homelessness, education, healthcare, and geographic information systems. I have met countless community partners who are vested in the continued prosperity of our city. We've come to understand that city planning is the bedrock for responsible growth and a vibrant quality of life. In September, Leadership Redlands hosted the first Movies in the Park nights in North Redlands in over 10 years where we worked closely with city staff. This experience has prepared me for continuing to work with city staff and reading recommendations for city planning and pursuing equitable outcomes for all in our community.

Finally, I am accustomed to working in teams and commissions. During my tenure at CSUSB I was the President of the Public Health Honors Society and I have served as the vice-chair of the School Site Council at my school site for the past two years. I am familiar with Roberts Rules of Order and conducting meetings when the Chair is absent. I am savvy with technology and a quick learner, which are essential skills for success in our modern society.

In summary, I believe that my educational background, lived experience, and work-based skills will make me an effective member of the planning commission.

Currently Serves on Cultural Arts Commission

CITY OF REDLANDS
COMMISSION APPLICATION FORM

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

RECEIVED
OCT 17 2023
Redlands City Clerk

COMMISSION\BOARD APPLIED FOR
Planning Commission

Name Dennis Christensen

Address [redacted] Redlands 92373

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

Email [redacted]

Occupation Semiretiered Real Estate Broker, volunteer

Reasons for desiring to serve – relevant experience and qualifications:
See attached statement and Resume

Signature [signature] **Date** 10/17/2023

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

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

(1) Mick Gallager
[redacted]
Redlands, CA 92373
Telephone [redacted]

(2) Dr. Fredrick Rabinowitz, PHD
[redacted]
Redlands, CA 92373
Telephone [redacted]

Return Application to: **Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org**

✓ address verified

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

Dennis Christensen

Planning Commission Application Statement 10/17/23

We relocated to the Inland Empire in 1953, and I lived and worked in Redlands off and on for more than twenty five years. My appreciation for our town's past, present and future sense of place motivates me to be community involved.

Inevitable progress, as our town is experiencing, brings welcome and unwelcome changes. The Planning Commission has one of the vital roles in the City's discretionary planning approval process to protect heritage and guide compatible development as a recommending body to the City Council.

California Housing Legislation (including about 50 new laws); affordable and low income housing, homelessness; suburban sprawl; big box development; traffic and parking; pollution; infrastructure; water and drought; climate change; and more...are significant matters for the Planning Commission to provide rational and effective decisions.

My attached resume spans over a half century and during these years have gained knowledge and experience with development, construction, zoning ordinances and subdivision map act; etc.; and with Redlands City functions and mandates including the General Plan 2035; Transit Village Plan, which modified Measures R and N; the 2022-2028 Strategic Plan,;and 2023-2024 Biennial Budget, .and more.

If you determine my diverse education, career and experiences equip me with the knowledge and ability to perform successfully the duties of a Redland City Planning Commissioner, it would be my pleasure to serve.

Thank you.

Dennis M. Christensen
[redacted]
[redacted]
Redlands, California 92373

EDUCATION

1980 B.A. Art California State College, San Bernardino

1977 M.A. Environmental Administration Graduate School of Administration, University of California, Riverside

1973 B.A. Linguistics, cum laude University of California, Riverside

1971 A.A. San Bernardino Valley Junior College, San Bernardino

1964 Redlands High School

PROFESSIONAL LICENSE

7/9/1991 to Present California Licensed Estate Broker

11/22/1984 to 7/9/1991 California Licensed Real Estate Associate

COMMUNITY VOLUNTEER SERVICE

9/18/2012 to present (term expires 1/6/2026): City of Redlands Cultural Arts Commissioner
Chairman March 2018 to March 2022; member fundraising, public art, Art & Culture Master Plan subcommittees; contributed to Art on Loan project and fundraising and development of Sister Cities Clocks project.

7/31/2015 to 11/2017: Redlands General Plan 2035 Steering Committee, Art and Culture Representative
Contributed to Art and Culture element, proposed development of Art And Culture Master Plan; suggested and cohosted a community workshop; member judging panel for City Photo Contest for General Plan 2035.

4/2/2002 to 2/16/2007: City of Redlands Trails Committee
Primary objective to promote and recommend public access trails within the city.

EMPLOYMENT HISTORY AND EXPERIENCE

1991 to Present: Broker/Owner Inland Valley Investments, Redlands
Semiretired; brokerage and marketing of single and multi-family residential properties, commercial properties, land, investment properties; property management; project financial analysis, entitlement review; consulting services; listing broker on sale of 47 N 1st Street, presently occupied by Redlands Chamber of Commerce.

1995 to 2014: Director of Real Estate, University of Redlands, Redlands
Work with donors, Development Department and Business and Finance Office for acquisition and marketing of gift real estate for either outright gift or fund charitable remainder trust; conduct due diligence, arrange with donor as needed and reviewed, financial data, property inspections, entitlement review, Phase I Environmental Report, Environmental Impact Report; managed acquisitions of campus area adjacent residential property and land for Redlands Property Management Trust, supervisor for its residential property manager; School of Business satellite campus leasing team; attended Association of University Real Estate Officials conferences.

1992 to 1995: Real Estate Contract with University of Redlands, Redlands
Broker representative for acquisition of adjacent off campus area real estate for Redlands Property Management Trust; assist University in due diligence of gift real estate.

1989 to 1991: Gimberly Investments, Ontario
Real estate associate; listings and sales of commercial and investment real estate.

1987 to 1989: Assured Mini Storage, Redlands
Due diligence and entitlement review for mini storage land acquisitions; assigned to construction management for successful completion, including tenant improvements, of three troubled partially completed multi-tenant business parks, each of approximately 27,000 to 40,000 SF; advised owner on changes resulting in improved efficiency and significant value increases for new development of one mini storage and one business park.

1981 to 1987: Future Sun, Ltd., Rialto, Rosewood House
Formed 501(C)(3) non profit corporation; collaborated writing and securing Department of Social Services grant through Inland Regional Center for six bed home for developmentally disabled nonverbal teenage girls; Board President, business manager, bookkeeper; prepare and file IRS 990 and FTB 199; non-profit regulatory compliance.

1984 to 1985: Real Estate Associate, Yandell Realty and Century 21 Yandell Realty, San Bernardino
Listings and sales of residential and commercial properties, including HUD and VA properties, REO's, investment real estate; coordinated repairs and renovations; property management; Notary Public; Century 21 property insurance associate; prepare individual and small business Federal and California income tax returns.

1982: H & R Block, San Bernardino
Subsequent to H & R Block training class, hired to prepare Federal and California income tax returns.

1977 to 1979: San Bernardino County, Property Information Division, San Bernardino
Convert County Maintained Road Book paper map system data to computerized Dual Information Map Encoding.

1973 to 1974: San Bernardino School District, Sierra (continuation) High School, San Bernardino
Tutorial Assistant for art teacher, assistant coach for boys and girls softball teams.

MILITARY SERVICE U. S. NAVY

1964 to 1968 active duty, 1968 to 1970 inactive reserve, 1970 Honorable Discharge
Helicopter Combat Support Squadron 6, Naval Air Station, Norfolk, Virginia; Anti Submarine Warfare Technician Third Class (AX-3) Special Duty Air Crewman SH 3, H 34, CH 46 qualified; H 34 plane captain; (SAR) search and rescue, medical and personnel transports; supply and utility operations; service related 10% disability.

PERSONAL REAL ESTATE EXPERIENCE

Owned, managed and sold several single family rental properties; extensive renovation of one personal home; owner builder of two resale homes and my former and current homes. Prepared budgets, arranged financing worked with plan designers, contractors, vendors, County and City Building and Safety for entitlements and inspections; negotiated with Cal Trans to final terms and compensation for their taking a portion of our Highway 1 vacant land.

MEMBERSHIPS & GROUPS

Deep Creek Fly Fishers Club
Free Thinkers Around Redlands
American Legion Redlands Post 106
Inland Empire Atheists, Agnostics and Skeptics

HOBBIES AND INTERESTS

Ceramics, glass blowing and sculpture during college, taught ceramics at Perris Hills Park; arts shows, galleries and museums; historic and modern architecture; classic and sports cars; foreign and domestic travel; fly fishing; golf; wine tasting; stock market; Hendrick's gin martini with pearl onion.

City Manager's Office

CITY OF REDLANDS
COMMISSION APPLICATION FORM

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

OCT 16 2023

COMMISSION\BOARD APPLIED FOR

Planning Commission

Received

Name Eric Davis

Address [redacted] Redlands,CA 92373

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

Email [redacted]

Occupation Chef & Caterer / Restaurant Opening Project Coordinator

Reasons for desiring to serve – relevant experience and qualifications:

As a Chef and Restauranteur, I believe my experience can help organize Redlands for a brighter future. Being born here, I appreciate the historical significance of our small-town oasis. I am committed to helping our city become a destination for great food and entertainment, making neighborhoods safer for families, and revitilizing underserved areas.

Signature _____ **Date** 10/16/2023

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

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

(1) Michael Stoffel

Chief of Staff County Supv. Jesse Armendarez; Realtor

[redacted]

Telephone [redacted]

(2) Robbie Stell

Business Owner - Stell Coffee & Tea Co.

[redacted]

Telephone [redacted]

Return Application to: Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org

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

✓address Verified

RECEIVED

OCT 16 2023

Redlands City Clerk

CITY OF REDLANDS
COMMISSION APPLICATION FORM

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

COMMISSION\BOARD APPLIED FOR
Planning Commission

Eric Raley
Name

[redacted] Redlands, CA, 92373
Address

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

Email [redacted]

Director, County of San Bernardino Probation Department
Occupation

Reasons for desiring to serve – relevant experience and qualifications:
My interest in serving is to give back to the City of Redlands, where I have attended University, gotten married, and raised my family. I want to ensure the highest quality of life to its residents, and as my work experience includes roles in finance, budgeting, and capital improvement plans for the County, such as remodeling buildings and facilities, I believe I would be well-suited to contribute to the Planning Commission. I also have a Masters Degree in Business Administration from the University or Redlands, in addition to other logistic and organizational training. Thank you.

Signature [signature] **Date** 10-13-23

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

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

(1) Christopher Condon
[redacted]
Redlands, CA 92374
Telephone [redacted]

(2) Luis Estrada
[redacted]
Redlands, CA 92374
Telephone [redacted]

Return Application to: Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org

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

✓ address Verified

City Manager's Office

CITY OF REDLANDS
COMMISSION APPLICATION FORM

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

OCT 19 2023

Received

COMMISSION\BOARD APPLIED FOR

Planning Commission

Name Jeromy Roush

Address [redacted] Redlands, CA 92373

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

Email [redacted]

Occupation Plant & Facilities Director- Sorenson Engineering

Reasons for desiring to serve – relevant experience and qualifications:

As a lifelong resident of Redlands with over 20 years of experience in large-scale management, construction collaboration,and environmental compliance, I am well-prepared to serve on the City Planning Commission. My extensive involvement in new construction development, including working closely with architects, engineers, contractors, and city personnel, demonstrates my commitment to responsible growth, sustainability, and community engagement. See attached

Signature Jeromy Roush Digitally signed by Jeromy Roush Date: 2023.10.19 16:25:40 -07'00' **Date**

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

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

(1) Paul Sewell- President
Sorenson Engineering
Yucaipa CA 92399
Telephone [redacted]

(2) Jason Mayer - Civil Eng.
Site Tech Inc.
Highlands, CA 92346
Telephone [redacted]

Return Application to: Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org

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

✓address Verified

JEROMY ROUSH
[redacted]

October 19, 2023

CITY OF REDLANDS
OFFICE OF THE CITY COUNCIL
C/O OFFICE OF THE CITY MANAGER
SUITE 200
3500 CAJON STREET
REDLANDS, CA 92373

Attn: Office of the City Manager
Re: Planning Commission Opening

Dear City Planning Commission Selection Committee,

I am writing to express my strong interest in serving on the City Planning Commission and to demonstrate why I am the ideal candidate for this crucial role. As a lifelong resident of Redlands, with over two decades of strategic and efficient operational management experience, including extensive involvement with new construction development, I am deeply committed to our city's values and well-prepared to contribute to its continued growth and development.

Redlands values community engagement, sustainability, and responsible growth, and my experience closely reflects these values:

Large-Scale Management: My experience in managing a manufacturing facility has instilled in me a strong sense of responsibility for managing resources efficiently, that can contribute to Redlands' commitment to responsible growth.

Construction Collaboration: My extensive collaboration with architects, engineers, contractors, and city personnel in Yucaipa and Calimesa demonstrates my dedication to working in partnership with stakeholders, mirroring Redlands' emphasis on community engagement.

Environmental Compliance: My background in environmental regulations and documentation aligns with Redlands' dedication to sustainability.

Revenue Growth: My experience in increasing revenue within my various career roles demonstrates the capacity for economic growth while maintaining a balance with the community's interests.

Community Engagement: In my capacity as an ambassador for my Company at trade shows and in the market, I have also been an active part of the Redlands' vibrant community. I am acquainted with numerous fellow Redlands residents, including business owners, and have established strong connections within the community.

As a lifelong resident, I have a profound connection to Redlands, and I am dedicated to contributing to its long-term vision. My roots in this community are deep, and I am committed to ensuring the continued well-being and sustainable growth of our city.

JEROMY ROUSH

[redacted]

October 19, 2023

C/O Office of the City Manager
Re: Planning Commission Opening
Page 2

I firmly believe in the principles that Redlands holds dear, and I am eager to apply my skills, experience, and dedication to our city's betterment. I welcome the opportunity to discuss my qualifications further and how I can contribute to the City Planning Commission's vital work in alignment with Redlands' values.

Thank you for considering my application.

Sincerely,

Jeromy Roush

JEROMY ROUSH

[redacted]

OBJECTIVE Continue to drive Sorenson Engineering Inc. as the industry leader in precision machining and delivery performance by utilizing 20 years of strategic, efficient operational management experience.

EXPERIENCE

SORENSON ENGINEERING, INC., Yucaipa, California **September 2016 – Present**

Plant & Facilities Maintenance Director / Division Manager (*MicroMist Systems*)

- Manage large scale manufacturing facility, infrastructure, real property and plant equipment.
- Supervise outside contractors and technical direction, leadership, oversee budget administration, plan and schedule construction activities, analyze workflow, and recommend capital acquisitions and/ or modifications.
- Oversee all environmental requirements and documentation for regulatory agencies.
- Lead the implementation and continuous improvement of technology-driven advancements with facility security and maintain the safety of all employees.

MicroMist Systems - Division Manager

- Increased revenue 2.5x in the last 6 years, generating $15MM in sales.
- Serve as the company's ambassador at trade shows and throughout the market.
- Create and present proposals to prospects and existing clients domestic and internationally.
- Manage company operations, production teams, project installations and customer relations.

Division Manager **December 2006 – March 2008**

Technical Service Manager **August 1996 – September 2000**

EVANS BREWING COMPANY, Irvine, California **February 2015 – August 2016**

Vice President Sales

- Created and implemented a strategic sales strategy consisting of accounts and distributor throughout 6 states, preparing a Southern California craft brewery for IPO. for a seasoned.

HANGAR 24 CRAFT BREWERY, Redlands, California **December 2009 - November 2014**

National Accounts / Sales Manager

- Responsible for negotiating brand placement with high level principals in nationally managed venues, grocery and restaurant chains.
- Increased chain revenue 70% in 2013 and 40% YTD 2014 by presenting to key buyers.
- Partnered with 25 distributors in 3 states managing placements, IRI, pricing and execution.
- Trained and supervised a staff of 20+, ensuring the needs of the customers were met.

CORKTRADERS CORPORATION, Redlands, California **April 2008 – April 2014**

Director of Operations

- Pioneered a wine trading social media platform while employing and managing an IT staff.

GIORGIO ARMANI CORPORATION, New York, New York **November 2000 – January 2006**

General Manager (Illinois & California)

- Developed and managed a strategic business plan yielding $3.6MM in sales in 2005.
- Recruited and lead a team of 30 to surpass revenue goal over $1.6MM while providing exceptional customer service.

SKILLS Energetic and self-motivated with the innate ability to lead and motivate a team. Highly organized. Excels in strategic and analytical thinking. Proficient computer skills with extensive experience in Microsoft and various other software. Intermediate Spanish language comprehension.

RECEIVED
OCT 20 2023
Redlands City Clerk

CITY OF REDLANDS
COMMISSION APPLICATION FORM

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

COMMISSION\BOARD APPLIED FOR
Planning Commission

Name Madeline (Maddie) Jordan

Address [redacted] Redlands, CA 92373

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

Email [redacted]

Occupation Associate Planner

Reasons for desiring to serve – relevant experience and qualifications:

(please see attached).

Signature [signature] **Date** 10/19/2023

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

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

(1) Fermin Preciado
Director / City of Yucaipa Per. Services / city (My Department Director)
Telephone [redacted]

(2) Timothy Rankin
Engineer Esri Program Manager Technical Enablement (Family Friend)
Telephone [redacted]

Return Application to: **Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org**

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

✓ address verified (tc)

Madeline (Maddie) Jordan

Relevant Experience and Qualifications for Planning Commission

As an enthusiastic learner, self-starter, and motivated professional planner, I enjoy contributing my innovative and creative GIS skillset to current and long-range planning efforts in my present role as an Associate Planner at the City of Yucaipa. With parents, family friends, and a fiancé who work at Esri, our city's driving work force, I believe in the power of data, creating captivating and accessible information, and then "meeting people where they" to help them adequately receive and process said information.

In my current role, I am most proud of taking the initiative to try to make complicated planning processes and jargon more accessible to the public through maps, brochures, website maintenance, and additional hard copy resources and help guides. I am currently supporting a transition of digital permitting software to create a more streamlined customer service experience for our residents as well.

While I work in Yucaipa, I am a Redlands native, RHS soccer/track alumni, historic "Band Stand" property owner on Grant Street, a Nicho's ice cream lover, and an enthusiast for our new train. I love my hometown and in the last few years I have been inspired by our community's path forward to being a truly "smart" and sustainable Southern California city.

As our town continues to grow, I believe my background and understanding of planning principles will be an asset to fruitful discussions regarding land use decisions. I look forward to being considered for the Planning Commission and being able to serve.

CITY OF REDLANDS
COMMISSION APPLICATION FORM

City Manager's Office

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

OCT 16 2023

COMMISSION\BOARD APPLIED FOR

Planning Commission

Received

Name Mark Stanson

Address [redacted] Redlands, CA 92373

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

Email [redacted]

Occupation Property Management

Reasons for desiring to serve – relevant experience and qualifications:

I believe my 35 years workin gin real estate gives me the foresite to work with the commission on projects that will benefit the city and enhnce what is already here. I believe I have the experience that is required to make the right choices for the city I love. I served as a public works commissioner for over 20 years and believe in serving my city. I am currently serving on the County of San Bernardino tax apeal board. I am available to answer any questions you may have.

Signature _____ **Date** 10/12/23

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

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

(1) Steve Reeder

Telephone [redacted]

(2) Donn Grenda

Telephon[redacted]

Return Application to: **Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org**

✓ address verified AE

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

CITY OF REDLANDS
COMMISSION APPLICATION FORM

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

COMMISSION\BOARD APPLIED FOR

RECEIVED
OCT 19 2023
Redlands City Clerk

Planning

Name Thomas Berg

Address [redacted]

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

Email [redacted]

Occupation Civil Engineer

Reasons for desiring to serve – relevant experience and qualifications:

I am a licensed Civil Engineer with 40 years of experience in public works with public agencies and capital improvement projects. I am familiar with federal, state, and local codes and regulations for building and construction. It is my desire to serve this fine City to encourage sensible planning and development.

Signature Thomas Berg **Date** 10/19/23

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

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

(1) STEVEN STOCKTON, PE. (2) JOHN MILLS

email: [redacted]

Telephone _____ Telephone [redacted]

Return Application to: Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org

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

✓ address verified

City Manager's Office

CITY OF REDLANDS
COMMISSION APPLICATION FORM

OCT 18 2022

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

Received

COMMISSION\BOARD APPLIED FOR

Planning Commission

Name Byran Whitehead

Address [redacted] Redlands, CA 92374 [redacted]

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

Email [redacted]

Occupation Student at University of Redlands/Camp Counselor at YMCA Camp Oakes

Reasons for desiring to serve – relevant experience and qualifications:

As a student who currently is a resident of Redlands and intends to continue being a resident I can provide the experience of young professionals.

Residential planning needs to serve not only middle class and lower class communities but also young professionals in order to attract business and employment oppurtunities.

I will also add that alongside growth we must balance Redlands' rich architectural culture especially in more historical areas.

Qualifications: University of Redlands Fall 2021 and Spring 2022 Dean's List with a 4.0 GPA. Political Science and English Major.

Signature Byron Whitehead **Date** 10/15/2022

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

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

(1) Graeme Auton
Professor
Telephone [redacted]

(2) Fredy Diaz
Employer
Telephone [redacted]

Return Application to: Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org

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

✓ address Verified

City Manager's Office

CITY OF REDLANDS
COMMISSION APPLICATION FORM

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

OCT 21 2022

Received

COMMISSION\BOARD APPLIED FOR

Planning Commission

Name Dan Jimenez

Address [redacted] Redlands, CA 92374

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

Email [redacted]

Occupation High SchoolTeacher

Reasons for desiring to serve – relevant experience and qualifications:

I have been a resident of Redlands since 2008 and am interested in serving the community, building community connections, and developing leadership skills. I have a B.S. in Public Health from CSUSB and an M.A. in Teaching and Learning from the University of Redlands.

Signature _____ **Date** 10/21/22

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

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

(1) Dorie Stratton

Telephone [redacted]

(2) Kim Clark

Telephone [redacted]

Return Application to: **Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org**

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

✓ address Verified

Scanned with CamScanner

CITY OF REDLANDS
COMMISSION APPLICATION FORM

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

City Manager's Office
OCT 27 2022
Received

COMMISSION\BOARD APPLIED FOR
Planning/Commission

Name Dennis Seaton

Address [redacted]

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

Email [redacted]

Occupation Retired / BNSF Railway Facility Management

Reasons for desiring to serve – relevant experience and qualifications:

Looking for an opportunity to utilize my 30 years of experience with Railway planning and facilities management.

30 years experience in project management and logistics for BNSF Railway.

Signature Dennis L. Seaton **Date** 10/27/2022

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

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

(1) Richard Dennision
General Manager
BNSF Railway
Telephone [redacted]

(2) John Hovland
Facilities Management
ITS Consultant
Telephone [redacted]

Return Application to: **Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org**

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

Address Verified

City Manager's Office

CITY OF REDLANDS
COMMISSION APPLICATION FORM

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

OCT 21 2022

Received

COMMISSION\BOARD APPLIED FOR
Planning Commission

Name Jason Doyle

Address [redacted] Redlands, CA 92374

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

Email [redacted]

Occupation University Administrator

Reasons for desiring to serve – relevant experience and qualifications:

I would be honored to serve on the Planning Commission because this is an exciting time in Redlands. The forthcoming transit villages are a great opportunity for Redlands to take advantage of the new rail line. It also is just as important to preserve the essence and history of other neighborhoods in our city. In my career, I have had significant experience working with developers of high-quality residential and mixed-use projects in California. Through this work, I am familiar with the development process in California and the need for community participation in current and advance planning. I hold a bachelor's degree in environmental studies and MBA from the University of Redlands. I look forward to being able to serve my community in this way.

Signature [signature] **Date** 10/20/2022

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

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

(1) Mike Amaya
[redacted]
Telephone [redacted]

(2) Roger Cellini
University of Redlands
[redacted]
Telephone [redacted]

Return Application to: Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org

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

✓ address Verified

CITY OF REDLANDS
COMMISSION APPLICATION FORM

City Manager's Office
OCT 21 2022
Received

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

COMMISSION\BOARD APPLIED FOR

Planning Commission

Name Louisa Amis

Address [redacted] Redlands Ca. 92374

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

Emai [redacted]

Occupation Apartment Manager

Reasons for desiring to serve – relevant experience and qualifications:

I have a strong interest in local government. I have served on LAFCO (Local Agency Formation Commission). Lafco has a planning function,a regulatory function and also evaluates the effectiveness and efficiency of cities. It can propose changes as seen as needed. I served as a juror on the Civil Grand Jury of San Bernardino County. In my past employment at Loma Linda University; I worked with and managed a very diverse group of individuals

Signature Louisa Amis **Date** 10-21-22

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

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

(1) Willie Davis, PhD
Professor
Loma Linda University
Telephone [redacted]

(2) Eileen Brantley, PhD
Researcher and Professor
Loma Linda University
Telephone [redacted]

Return Application to: Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org

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

✓ address verified

CITY OF REDLANDS
COMMISSION APPLICATION FORM

City Manager's Office
OCT 27 2022
Received

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

COMMISSION\BOARD APPLIED FOR

Planning Commission

Name ROY GEORGE

Address [redacted] Redlands, CA 92373

Telephone (Work) (Cell / Home)

Email [redacted]

Occupation Small Business Owner

Reasons for desiring to serve – relevant experience and qualifications:

15 years of community service experience in the local area. Member of Redlands Rotary (Noon) Redlands Police citizen volunteer, Currently serving as a Human Resources Commissioner in the City of Redlands

Signature Roy **Date** 10/27/2022

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

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

(1) Shobha George

Telephone [redacted]

(2) Dave Raley

Telephon [redacted]

Return Application to: Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org

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

City Council/Successor Agency Meeting **H. 3.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve recommendation for appointment to the Municipal Utilities/Public Works Commission (Council Member Saucedo)

MOTION:

I move to appoint Paul Norwood to serve the remainder of a four year term on the Municipal Utilities/Public Works Commission ending November 16, 2024.

RECOMMENDATION:

It is recommended by Mayor Tejeda and Council Member Saucedo that Paul Norwood be appointed to serve the remainder of a four-year term on the Municipal Utilities/Public Works Commission ending November 16, 2024. Pursuant to the Redlands Municipal Code, appointments to this commission are made by the Mayor and approved by the City Council. However, Mayor Tejeda has expressed his desire to rotate recommendations for commission/board appointments among the City Council Members; therefore, Council Member Saucedo has been delegated authority by Mayor Tejeda to make the recommendation for this appointment.

DISCUSSION:

Due to a clerical oversight, Commissioner Zachary Travis was found to be ineligible to serve on the Municipal Utilities/Public Works Commission. Per Redlands Municipal Code section 2.38.010: Membership: The members of the commission shall serve without compensation, shall each be a resident of the City, and neither a member of any other commission, board or committee of the City nor an employee thereof. It was brought to Mayor Tejeda's attention that the address at which Commissioner Travis' resides is outside of the City of Redlands' municipal boundaries.

A public notice requesting interested residents to submit an application to the Municipal Utilities/Public Works Commission was issued in October. The public notice was aired on Redlands TV and posted on the community bulletin board at the A. K. Smiley Public Library. The local newspapers also received distribution of the public notice. Two new applications were received and one application from a previous posting were included for consideration.

The Municipal Utilities/Public Works Commission consists of seven members as follows:

- Thomas F. Breitkreuz
- David Garcia
- Robert Meals
- Adekunle Ojo
- Steve Stockton
- Vacant
- Chandrasekar Venkatraman

ALTERNATIVES:

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

SUBMITTED BY:

Jennifer Macias, Management Analyst

REVIEWED BY:

Charles M. Duggan Jr., City Manager
Janice McConnell, Assistant City Manager

Attachments

MUPW Notice

2023 MUPWC Applications

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

PUBLIC NOTICE

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

MUNICIPAL UTILITIES/PUBLIC WORKS COMMISSION - The Municipal Utilities/Public Works Commission serves in an advisory capacity to the City Council and advises and assists the Municipal Utilities and Engineering Director, City Manager and other city departments by providing citizen review and input concerning all aspects of the management and operation of public works projects and facilities, thereby providing a direct channel for utilization of the citizen expertise available in the community.

This Commission meets on the first Monday of even-numbered months at 4:00 p.m.

Residents interested in applying for the non-salaried position on this commission may request application forms from the City Clerk's Office, Civic Center, 35 Cajon Street, Suite 4, Phone: 798-7510, or by downloading an application from the City's website at www.cityofredlands.org.

Deadline for filing applications is November 14, 2023.

Jennifer Macias, Management Analyst
Office of the City Manager
City of Redlands, California

10/31/2023

CITY OF REDLANDS
COMMISSION APPLICATION FORM

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

COMMISSION\BOARD APPLIED FOR

Municipal Utilities/Public Works Commission

Name Gary Wintergerst

Address [redacted] Redlands CA 92374

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

Email [redacted]

Occupation Retired Civil Engineer (CA C-21918)

Reasons for desiring to serve – relevant experience and qualifications:

I am a native and 70-plus year resident of Redlands so I believe I have fairly extensive knowledge of the community and many of its needs. As a retired Civil Engineer I have experience in a variety of public works projects, particularly in the transportation field. I am a Caltrans retiree but nearly half of my engineering career has been spent as a consultant with several firms. Thank you for your consideration of my application to serve the community.

Signature _____ **Date** 11/7/2023

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

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

(1) J Gary Stegemann
[redacted]
Redlands CA 92373
Telephone [redacted]

(2) Dr. Robert Denham
[redacted]
Redlands CA 92373
Telephone [redacted]

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

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

✓address Verified (AE)

City Manager's Office

NOV - 1 2023

Received

CITY OF REDLANDS
COMMISSION APPLICATION FORM

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

COMMISSION\BOARD APPLIED FOR

Municipal Utilities/Public Works Commission

Name Paul Norwood

Address [redacted]

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

Email [redacted]

Occupation Termite Inspector, Terminix

Reasons for desiring to serve – relevant experience and qualifications:

A few years ago I had a business in Yucaipa and served for three years on the Yucaipa Chamber of Commerce Board of Directors. I served on the "Yucaipa First!" Commission for two years I have served on the School Site Council for Crafton Elementary (two years) and also Clement Middle School Site Council for two years. I served on a business advisory council for Yucaipa for their City Council, advising on the uptown roundabout and reverse parking projects.

Signature Paul Norwood **Date** 11/1/23

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

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

(1) David Higginson
Architect SGH Architects
Telephone [redacted]

(2) Chris Norman
Pastor of Citizens Church
Telephone [redacted]

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

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

✓ address Verified (HE)

CITY OF REDLANDS
COMMISSION APPLICATION FORM

City Manager's Office
NOV 15 2022
Received

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

COMMISSION\BOARD APPLIED FOR

Public Works / Utility Commission

Name Thomas Berg, PE

Address [redacted]

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

Email [redacted]

Occupation Calif. Professional Civil Engineer, C 28449

Reasons for desiring to serve – relevant experience and qualifications:

As an engineeer I've had the oppportunity and experience the past 40 years working as Construction Manager for many city and county public works projects within So. Calif. I'd like to be of service and offer Redlands the benefit of that experience since the city will have many similar public works projects in the near future given their Village Transite Rail plan(s).

Signature Thomas Berg **Date** 1115 22

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

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

(1) Stephen Stockton, PE
President RHMA
Telephone [redacted]

(2) John Mills
w/ Chamber of Commerce
Telephone [redacted]

Return Application to: Office of the City Council, C/O Office of the City Manager, Suite 200, 35 Cajon Street, PO Box 3005, Redlands, CA 92373, OR by email to RedlandsOCM@cityofredlands.org

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

✓ address verified

City Council/Successor Agency Meeting **H. 4.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve a Side Letter Agreement between the City and the Redlands Association of Mid-Management Employees and the Redlands Association of Management Employees (Assistant City Manager McConnell)

MOTION(S):

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

I move to approve the Side Letter Agreements between the City and the Redlands Association of Mid-Management Employees and the City and the Redlands Association of Management Employees.

RECOMMENDATION:

Staff recommends that Council approve the side letters of agreement between the City of Redlands and the Redlands Association of Mid-Management Employees and the Redlands Association of Management Employees.

DISCUSSION:

On June 20, 2023, the Council approved Memorandums of Understanding (MOU) between the City and the Redlands Association of Mid-Management Employees (RAMME) and the Redlands Association of Management Employees (RAME). The MOUs included the option for employees to deposit their sick leave balance into a Post-Employment Health Plan (PEHP), cash out a portion of their sick leave, or utilize sick leave towards service credit at the time of retirement. After further review of the PEHP with the plan administrator, it was determined that the option of cashing out sick leave is not allowable.

The City met with representatives of RAMME and RAME and agreed to modify Article 21 of the RAMME MOU and Articles 12 and 18 of the RAME MOU. The new language clarifies the benefit provided to unit members. All employees in both the RAMME unit and the RAME unit will deposit the balance of their sick leave into the PEHP or utilize sick leave towards service credit at the time of retirement. All other provisions of the MOUs remain unchanged.

ALTERNATIVES:

N/A

STRATEGIC PLAN:

N/A

SUBMITTED BY:
Janice McConnell, Assistant City Manager

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

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director
J. Brian Foote, President, RAME
Michael Foster, President, RAMME

PREPARED BY:
Tommi Ng, Assistant Director, Human Resources/Risk Management

---

Fiscal Impact

Discussion:
There is no fiscal impact.

Attachments

RAMME Side Letter
RAME Side Letter

CITY OF REDLANDS AND REDLANDS ASSOCIATION OF MID-MANAGEMENT EMPLOYEES
SIDE LETTER OF AGREEMENT (2023)

This Side Letter of Agreement amending the July 1, 2023 – June 30, 2026 Memorandum of Understanding between Redlands Association of Mid-Management Employees ("RAMME") and the City of Redlands ("City") is made and entered into this 5th day of December, 2023. RAMME and the City are sometimes individually referred to herein as a "Party" and, together, as the "Parties."

RECITALS

WHEREAS, on June 20, 2023, RAMME and the City agreed to a Memorandum of Understanding ("RAMME MOU") for the period of July 1, 2023 to June 30, 2026; and

WHEREAS, the Parties now wish to clarify their intentions with respect to Article 21, Sections C, D, and E of the RAMME MOU; and

WHEREAS, representatives of the City and RAMME have met and conferred in good faith, and now wish to effect changes with respect to Article 21, Section C, D, and E.

NOW, THEREFORE, in consideration of the mutual promises contained herein, RAMME and the City agree as follows:

AGREEMENT

Section 1. Article 21, Sections C, D, and E of the RAMME MOU, entitled "Sick Leave" is hereby amended to read as follows:

C. SICK LEAVE USE UPON RETIREMENT

Unit employees taking service retirement under the PERS retirement plan may elect to have all sick leave accrued at the time of retirement converted to cash value at their final rate of pay and deposited in the Post Employment Health Plan (PEHP) where it can be used for applicable medical insurance premiums for the Unit employee and their eligible dependents. In the event that the employee dies prior to the exhaustion of the cash value of said benefits, the remaining cash value may be applied toward the premiums of covered dependents until exhausted, subject to the conditions and limitations of the PEHP.

D. SICK LEAVE CASH OUT

Upon voluntary separation of service (excluding retirement) or layoff with the City, Unit employees with ten (10) or more years of continuous service will be eligible to cash in unused sick leave at the following formula:

YEARS OF SERVICE	PERCENT
10 – 15	**25 %**
16 – 20	**35 %**
21+	**50 %**

E. SICK LEAVE CONVERSION

Unit employees shall have the option of converting one hundred percent (100%) of individual sick leave accruals to service credit. This option shall be exercised in lieu of deposit to the PEHP.

CITY OF REDLANDS

_____
Eddie Tejeda, Mayor

REDLAND ASSOCIATION OF MID-MANAGEMENT EMPLOYEES

_____
Michael Foster, President

Attest:

_____
Jeanne Donaldson, City Clerk

CITY OF REDLANDS AND REDLANDS ASSOCIATION OF
MANAGEMENT EMPLOYEES SIDE LETTER OF AGREEMENT (2023)

This Side Letter of Agreement amending the July 1, 2023 – June 30, 2026 Memorandum of Understanding between Redlands Association of Management Employees (RAME) and the City of Redlands ("City") is made and entered into this 5th day of December, 2023. Redlands Association of Management Employees and the City are sometimes individually referred to herein as a "Party" and, together, as the "Parties."

RECITALS

WHEREAS, on June 20, 2023, Redlands Association of Management Employees and the City agreed to a Memorandum of Understanding ("RAME MOU") for the period of July 1, 2023 to June 30, 2026; and

WHEREAS, the Parties now wish to clarify their intentions with respect to Article 12, Section E.2 and Article 18, Sections D and E of the RAME MOU; and

WHEREAS, representatives of the City and RAME have met and conferred in good faith, and now wish to effect changes with respect to Article 12, Section E.2 and Article 18, Sections D and E of the RAME MOU;

NOW, THEREFORE, in consideration of the mutual promises contained herein, RAME and the City agree as follows:

AGREEMENT

Section 1. Article 12, Section E.2 of the RAME MOU, entitled "Health Insurance – Retiree Medical" is hereby amended to read as follows:

1. Upon service retirement and completion of fifteen (15) or more cumulative years of service with the City, a Unit employee hired prior to March 11, 2010, who qualifies as an annuitant under PEMHCA, may elect to receive as City contribution to a retiree health savings account the difference between the PEMHCA minimum and the cost of fully paid lifetime medical and dental insurance (excludes vision coverage) for the employee and eligible dependents, under the City's medical and dental insurance programs.

   Unit employees hired on or after March 11, 2010 are not eligible for the lifetime medical benefit.

Section 1. Article 18, Sections D and E of the RAME MOU, entitled "Sick Leave" is hereby amended to read as follows:

D. CONVERSION TO CASH: Upon voluntary separation of service (excluding retirement), or layoff with the City, Unit employees with ten (10) years or more of continuous service shall be eligible to cash in unused sick leave at the following formula:

YEARS OF SERVICE	PERCENT
10 – 15	**25 %**
16 – 20	**35 %**
21+	**50%**

E. UPON RETIREMENT: Upon retirement under the PERS retirement plan, unit employees will have the option of: (1) converting one hundred percent (100%) of individual sick leave accruals to service credit; or, (2) Unit employees may elect to have all remaining sick leave accrued at the time of retirement converted to cash value at their final rate of pay, and deposited in the Post Employment Health Plan (PEHP) where it can be used for applicable premiums payable under the City's medical insurance program for the employee and the employee's eligible dependents. In the event that the employee dies prior to exhaustion of the cash value of said benefits, the remaining cash value may be applied toward the premiums of covered dependents until exhausted, subject to the conditions and limitations of the PEHP.

CITY OF REDLANDS

_____
Eddie Tejeda, Mayor

REDLANDS ASSOCIATION OF MANAGEMENT EMPLOYEES

_____
John Foote, President

Attest:

_____
Jeanne Donaldson, City Clerk

City Council/Successor Agency Meeting **H. 5.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve payment of the invoice to Systems & Software, Inc. for support of the enQuesta Utility Database for Customer Management in an amount not-to-exceed $197,836 for annual software maintenance and support (Management Services/Finance Director Garcia)

MOTION(S):

I move that the City Council approve payment of the invoice to Systems & Software, Inc. ("S&S"), providers of the City's utility billing software, in an amount not-to-exceed $197,836 for annual software maintenance and support for the calendar year 2024.

RECOMMENDATION:

Staff recommends that the City Council approve payment of an invoice to Systems & Software, Inc. ("S&S"), providers of the City's utility billing software, in an amount not-to-exceed $197,836 for annual software maintenance and support to provide technical support for all areas related to the operation of City's utility database and customer management software.

DISCUSSION:

Since 2004, the City has used the enQuesta Utility Database and Customer Management software. Version upgrades were performed in 2008 and 2015. The enQuesta system provides billing, collections and cash receipting functionality for the customer service and revenue offices, in addition to managing over 80,000 customer accounts for water, wastewater, solid waste, household hazardous waste and street fees. This system is not only vital for the accurate and timely production of 130,000 utility bills annually, it is also critical to the operational efficiencies and integrity of the records contained therein.

S&S supports this proprietary software in the form of technical assistance, troubleshooting, quarterly meetings, no-cost attendance at annual enQuesta user conferences, monthly webcasts and an assigned account manager. The annual maintenance cost is increasing 5% from 2023 to 2024 as S&S has been investing in their product and service levels to improve experience for City staff and the ability to serve City customers. This is a sole source purchase due to the fact that the enQuesta software is proprietary, making software programming and maintenance protocols unavailable on the general market. These services are only available through S&S, owner of the software product.

ALTERNATIVES:

Do not approve the payment with Systems & Software.

STRATEGIC PLAN:

Not Applicable

SUBMITTED BY:
Danielle Garcia, Management Services/Finance Director

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

REVIEWED BY:
Janice McConnell, Assistant City Manager
Dana Abramovitz-Daniel, Procurement Manager

PREPARED BY:
Aimee Hoover, Revenue Supervisor

Fiscal Impact

Fiscal Year:	FY 2024
Revenue Generating:	No
Appropriation Required Y/N:	No
Amount:	$197,836
Budgeted Y/N:	Y

Discussion:

There is no impact to the General Fund. Funding for this expense is included in the IT Division's Fiscal Year 2023-24 budget.

Attachments

S&S Annual Maintenance Renewal Invoice for 2023

2024 Support Guidelines

Systems & Software

Please remit to:
62130 Collections Center Drive
Chicago, IL 60693-0621

Invoice SSIMN0000027
Date 11/7/2023
Page 1 of 1

Bill To

City of Redlands
35 Cajon Street Suite 15A
Redlands, CA 92373
United States

Ship To

City of Redlands
35 Cajon Street Suite 15A
Redlands, CA 92373
United States

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
	RED100		LOCAL DELIVERY	MN JAN

Ordered	Item Number	Description	Unit Price	Ext Price
1.00	ENQUESTA	enQuesta Support: 1/1/2024 to 12/31/2024	US$ 176,662.86	US$ 176,662.86
1.00	TPM	Third Party Maintenance: 1/1/2024 to 12/31/2024	US$ 21,172.86	US$ 21,172.86

Please note that payment is due on or before the maintenance start date. To avoid interruptions in service, please allow 10 business days prior to the start of your term to send in your payment.

Invoice Questions? Please call Lisa Ross at 613-226-5511 ext 2192 or email LRoss@harriscomputer.com

Subtotal	US$ 197,835.72
Misc	US$ 0.00
Tax	US$ 0.00
Freight	US$ 0.00
Trade Discount	US$ 0.00
Total	US$ 197,835.72



SYSTEMS & SOFTWARE 2024 SUPPORT GUIDELINES

Where Innovation Meets Excellence

TABLE OF CONTENTS

Working Together 2
Our Model 3
Your Supporting Cast 4
Client Support Desk & After-Hours Support 4
Escalation Model 5
Submission of Issues 6
Included In Annual Maintenance & Support 7
Modifications & Enhancements 8
Help S&S Help You 9-10
Understanding Ticket Flow 11
Deployment of V6 Releases 11
Deployment of V4.X – 5 Releases 11
Quality Assurance 12
2024 S&S Holiday Calendar 12
Hardware Requirements 13
Guidelines for Hosted Customers 14
Security and Disaster Recovery 15

WORKING TOGETHER

S&S is committed to supporting our customers by providing prompt responses and satisfying solutions.

To support this commitment, S&S has invested a significant amount of time, energy, and attention to building the team and tools needed to support our customers, including providing multiple channels to reach us.

S&S strives to work closely with our customers to understand their unique business needs, how business evolves, address incidents, and work collectively to ensure seamless system performance. Committed to helping your business succeed, S&S is ready to help with additional solutions as your business grows and changes. We appreciate your business!

Sincerely,



Julie Hextell
Executive Vice-President

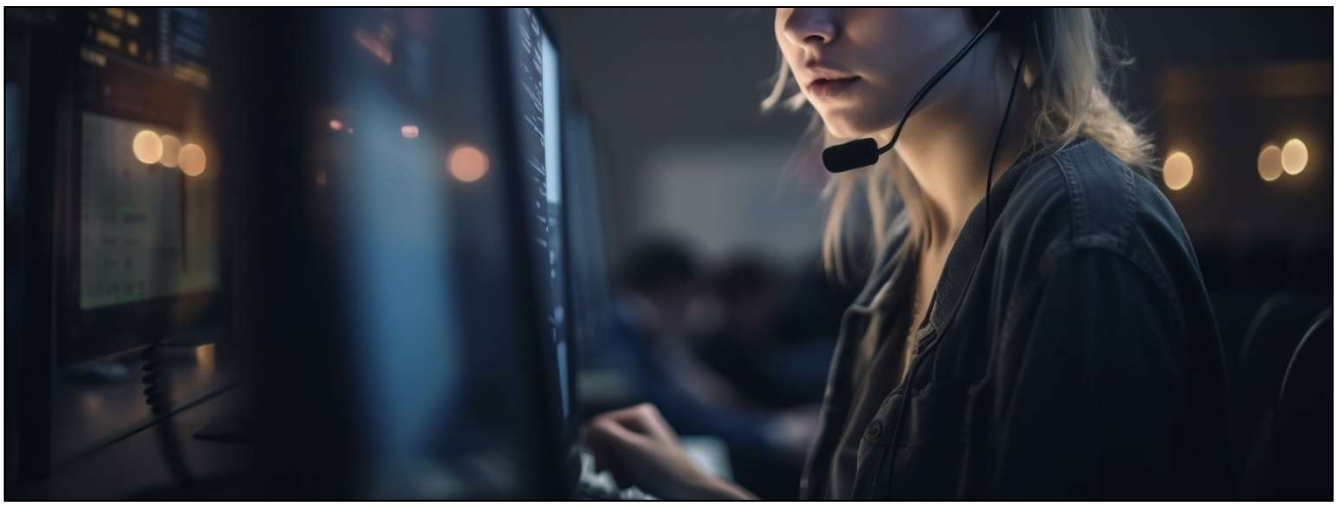
OUR MODEL

Customer Support Portal - The Customer Support Portal allows your employees to manage & track tickets and engage directly with the Triage Team.

Phone - Our Triage Team is ready to provide phone and online support Monday - Friday, from 8 AM – 6 PM ET. After-hours emergency pager support is also available from 6 PM – 8 AM ET. Showstoppers submitted online after 6 PM ET will be addressed the following business day. For immediate support for a Showstopper, please call the support line at 1-800-655-8810.

Documentation - enQuesta products continue to evolve. Each release of new or improved functionality comes with detailed documentation. This provides our customers with the ability to identify and test product enhancements quickly & easily.

Training Videos - S&S provides access to custom-designed training videos, focusing on a variety of subjects. Our video library is kept current with product enhancements.



YOUR SUPPORTING CAST

Currently, S&S employs over 100 team members across the U.S. and Canada, with the depth and experience required to resolve your most complex issues. The skill set within the S&S team ranges from chartered accountants to engineers & developers, to seasoned utility professionals and billing & project specialists.

S&S celebrated our 50-year anniversary in 2023! We have recruited, hired, and trained some of the brightest minds in the industry, some who have been with our team for over 40 years! You can count on S&S processes and people to address your issues effectively.

CLIENT SUPPORT DESK



AFTER HOURS SUPPORT

S&S On-Call Team Members are available 24/7 for critical system issues and address them within a response time of 15 minutes. Showstoppers submitted via the Customer Support Portal outside business hours will be addressed on the next day. To escalate an after-hours showstopper, please call the Support Desk, and you'll be routed to our Paging Service. An S&S Team Member will reach out within 15 minutes.

ESCALATION MODEL

In the rare event where you are not getting the required support, please follow the escalation path below:

PATH	CHANNEL	CONTACT	RESPONSE TIME
LEVEL 1	S&S Support Desk	1-800-655-8810 OR support@ssivt.com	Target Response: 2 Hrs **Showstopper Response: <15 Min**
LEVEL 2	Triage Team Lead	Mary Reedy 802-233-2694 mreedy@harriscomputer.com	Target Response: 1 Hr **Showstopper Response: <15 Min**
LEVEL 3	Customer Success Managers	Christine Nicholson cnicholson@harriscomputer.com Nat Bond nbond@harriscomputer.com	Target Response: 1 Hr **Showstopper Response: <15 Min**
LEVEL 4	Director, Customer Success	Michelle Gamble 802-755-7165 mgamble@harriscomputer.com	Target Response: 1 Hr **Showstopper Response: <15 Min**

SUBMISSION OF ISSUES

ISSUE TYPE	DESCRIPTION (examples)	INITIAL REVIEW TARGET
LOW PRIORITY	**The issue is cosmetic or requested functionality that will be considered for future versions/releases (Ex. Columns displayed on a particular screen)**	**24 HRS**
MEDIUM PRIORITY	**The issue has workaround that can be used until the issue is resolved** ➢ A particular work order cannot be updated ➢ Document Designer template changes ➢ Work Queues	**8 HRS**
HIGH PRIORITY	**A business critical issue, but not preventing all users from getting their work done.** ➢ Discrepancy in the collection run sheet ➢ Processing credit refunds ➢ Hand Held Upload/Download ➢ Deposits ➢ System errors that have workarounds ➢ Calculate errors impacting a small # of records	**2 HRS**
SHOW STOPPER	**A reported issue is considered a Showstopper when the utility cannot continue with their daily processes until the issue is resolved. Examples may include;** ➢ Daily Process has been halted by a critical error ➢ Application and/or Database Server is down ➢ Web Portal is down ➢ enQuesta Reporting Center (ERC) is down ➢ Out of Balance Messages preventing an update to continue ➢ Job Scheduler Failures ➢ Bill Print is incorrect	**15 MINS**

INCLUDED IN ANNUAL MAINTENANCE & SUPPORT

The following services are included in the 2024 Annual Maintenance & Support Contract:

- Guaranteed support for the current versions of our applications
- 24x7 Access to the Customer Support Portal for logging issues
- 24x7 Emergency support coverage
- My eSpace for Utilities, accessible on the Customer Support Portal, includes release notes, functional documentation, and custom documentation.
- Monthly Webinars (*Customer Connect*) on new features, "how-to's," and new integration options.
- Wide array of experts on staff
- Technical troubleshooting and issue resolution
- Database patching, as applicable
- One-stop support for contracted third parties.
- Limited duration training (15-minute)
- Quote dashboard
- Internal System Monitoring
- Automated train refreshes
- Regular releases for v6 only
- Quarterly Customer Newsletters
- Periodic user & product advisory groups, as well as HCTC



MODIFICATIONS & ENHANCEMENTS

Occasionally, your business needs will require a quote for services and development. Requests for modifications and enhancements should be addressed with your Customer Success Manager. Examples of billable quotes include, but are not limited to:

- Reporting Requests
  - Requests for new table/view/model changes for custom needs
  - Security – additions and changes
  - Basic administration functions such as scheduling via Cognos, or email distribution set-up.
  - Deployments of new or additional Cognos functionality such as reports, dashboards, auditing, DR, managed alerts, detailed documentation, performance monitoring, SQL optimization
  - Training or archive content stores/environment
- Bill print changes
- Business process changes or reviews
- New configurations/criteria set-up
- Doc Designer – new letters
- Rate changes
- Training (remote or onsite options)
- Upgrades and support of third-party software/interfaces
- Recovering data resulting from customer error
- Complex data hits
- Third party integrations – net new and changes to live integrations

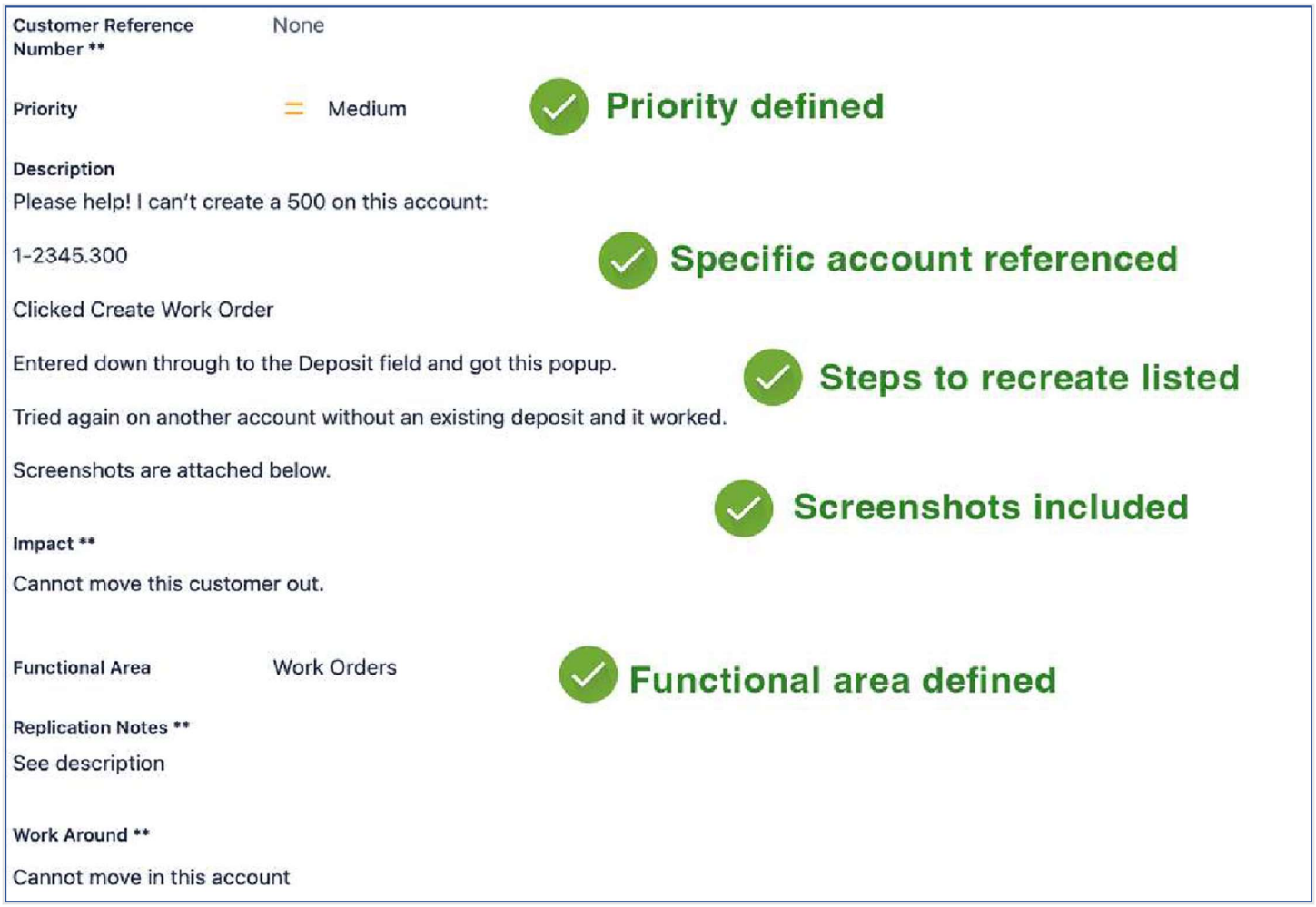
The 2024 hourly rate for this work is $275/Hour. This rate is deemed effective January 1st, 2024, through to and including December 31st, 2024, unless otherwise indicated and is subject to change.

HELP S&S HELP YOU

You can submit tickets through our Customer Support Portal at:

https://ssivt.atlassian.net/servicedesk/customer/portals

Here is what you need to include when you submit a ticket:



The Triage Team has a list of "***Must Gathers***" that they require from you to ensure there is enough information to diagnose your issue.



Screenshots:

- Include full page including the URL
- Error message
- Account info
- Scope of impact
- Is this impacting one, more than one, or all users?
- How many accounts are involved?
- Is there a workaround?

Process:

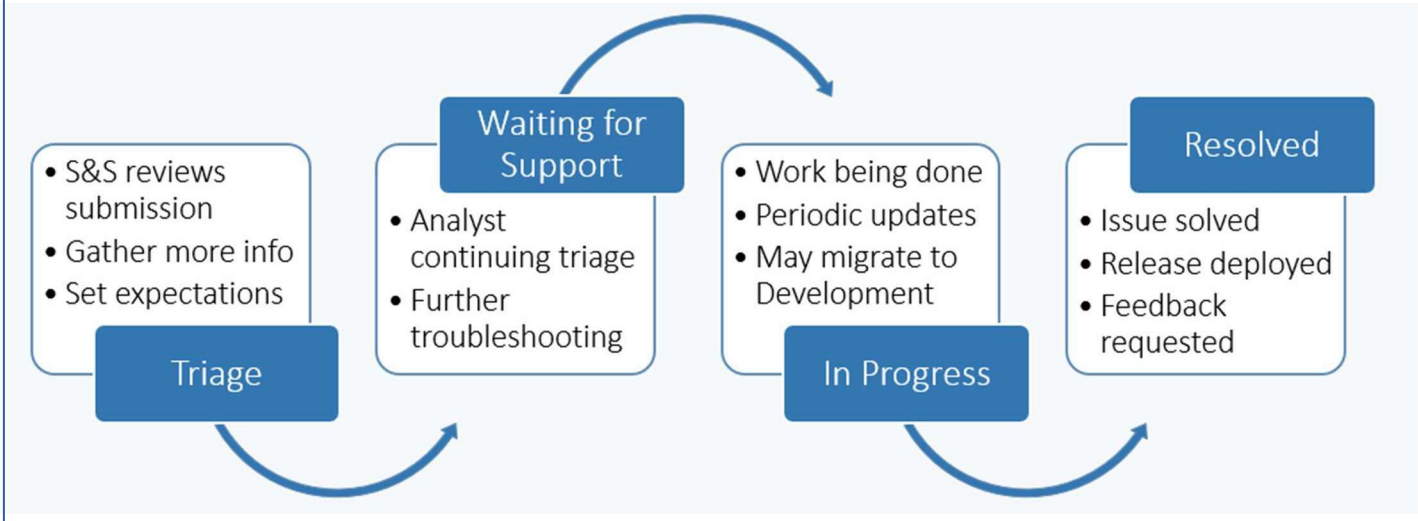
- What was the user doing when this happened?
- Menu name or fast path
- Criteria entered on screen (a screenshot is awesome here too!)

If something is PC related, we may also ask you the following questions:

- *Edge version*
- Is the user using the desktop icon?
- When is the last time the impacted user restarted enQuesta?
- When is the last time the impacted user rebooted their PC?
- Is the PC provisioned by Group Policies or the Edge script?
- *Windows Version*
- Does it work on another PC?

UNDERSTANDING TICKET FLOW

Ticket resolution will follow this general pattern. If a ticket does need development work, you will see the additional status of “With Development”.



DEPLOYMENT OF V6 RELEASES

Customers must provide a secure VPN connection to S&S. Customers should plan to take updated releases not less than once a quarter. Your Customer Success Manager will discuss the scope and content of releases during your regular calls, and together create a schedule for deployment to Train for your testing. It is essential that you stay current on releases to ensure that you receive timely fixes. Hotfixes will only be performed in emergency situations.

Once you have thoroughly tested and approved the release to Production, our developers will deploy it at the agreed upon date and time.

DEPLOYMENT OF V4.5 – 5 RELEASES

Customers must provide a secure VPN connection to S&S. Your Customer Success Manager will work with you to gather the tickets that you want released to your system. We will deploy to your Train environment and provide time for you to test. Once you have thoroughly tested and approved the release to Production, our developers will deploy it at the agreed upon date and time.

QUALITY ASSURANCE

All code changes made by S&S developers are run through our automated testing after being individually tested by internal QA resources. Once this QA process is complete, releases are made available to our customers. The internal testing is documented and traceable in our Jira system.

2024 S&S HOLIDAY CALENDAR

S&S offices will be closed during the dates listed below.

Date	Holiday
January 1	New Year's Day
May 27	Memorial Day
July 4th	Independence Day
September 2	Labor Day
November 28 & 29	Thanksgiving
December 24 & 25	Christmas

After-Hours pager support for showstoppers will be available, if required.

HARDWARE REQUIREMENTS

Workstation	Minimum Requirements	Recommended System
Operating System	Windows 10	Windows 10
Processor	2 Cores, 2.5GHz	4 Cores, 3.0 GHz
RAM	4GB	8GB
Screen Resolution	FHD 1080p	QHD 1440p
Disk Space	100MB (free)	100MB (free)
LAN Speed	100 Mbps	100 Mbps
Browser*	MS Edge	MS Edge
PDF Viewer	Acrobat Reader	Acrobat Reader

(*) Microsoft Edge with IE mode enabled and enQuesta settings configured, including the Enterprise Mode Site List. Scripts and/or group policy rules will be provided by S&S for properly configuring these settings on client machines.

Customers must provide a secure VPN connection to S&S.

GUIDELINES FOR HOSTED CUSTOMERS

- S&S will from time to time modify the configuration of the hosted infrastructure to meet our SLA for hosted services. This includes modification of the underlying server resources to meet performance objectives and capacity demands. This may include resource increases in the event of overutilization of resources or the decrease in resources in the event of underutilization of resources.

- S&S will occasionally introduce additional management tools to the hosted infrastructure to maintain manageability, monitoring, and security of the infrastructure to meet our SLA obligations. This may include additional monitoring agents or scripts, additional security tools, and automated processes.

- We will make every effort to schedule planned changes to the environment with the customer during non-business hours. However, in emergency situations S&S may have to proceed without prior notification to the customer. An example of this might be an active security breach or system down event.

SECURITY AND DISASTER RECOVERY

Disaster Recovery

- When the client has purchased Dataguard services, Dataguard will be used to sync a live copy of the production database server from the client's primary data center region to a geographically dispersed secondary datacenter region.
- All storage volumes from each server are backed up from the client's primary data center region to a geographically dispersed secondary datacenter region for offsite storage. In the event of disaster in the primary data center, your production environments can be recreated alongside the synced copy of the database server in the secondary region when Dataguard services have been purchased. Otherwise, they will be rebuilt with the most recent production database backup.
- Availability Domains are used within Oracle data centers as well to provide higher levels of fault tolerance and redundancy even within regions (more here): https://docs.oracle.com/en-us/iaas/Content/General/Concepts/regions.htm).



Working together with you for a better tomorrow.

City Council/Successor Agency Meeting **H. 6.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve the purchase of 25 structure fire turnout sets from Allstar Fire Equipment, Inc. in the total amount of $77,169, to replace turnout gear that is nearing its expiration date, in accordance with the National Firefighter Protection Agency's recommendations (Fire Chief Sessler)

MOTION(S):

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

I move to approve the purchase of 25 structure fire turnout sets from Allstar Fire Equipment, Inc. in the total amount of $77,169.00, to replace turnout gear that is nearing its expiration date, in accordance with the National Firefighter Protection Agency's recommendations.

RECOMMENDATION:

Staff recommends the approval of the purchase of 25 structure fire turnout sets from Allstar Fire Equipment, Inc. in the total amount of $77,169.00, to replace structure fire turnout gear that is nearing its expiration date, in accordance with the National Firefighter Protection Agency's recommendations.

DISCUSSION:

A firefighter's protective clothing must be robust and long-lasting while still offering comfort and breathability to reduce exhaustion and overheating for the individuals wearing it. Firefighters may need to respond to a variety of situations in a single day, requiring their protective clothing to provide them with the ability to handle tasks such as responding to a car accident, performing roof ventilation, or battling a significant fire.

Since it serves as the initial and most essential line of defense for firefighters, turnout gear should supply them with effective protection against burn injuries across a wide range of conditions, all while mitigating heat-related stress.

Ensuring the safety of firefighters is paramount, making it crucial that their turnout gear remains in excellent condition. Per the National Firefighter Protection Agency (NFPA) standards 1970, 1975, 1981, and 1982, all firefighting members shall be assigned two sets of structure fire turnouts that have a manufacturing date less than 10 years old. In order to meet these safety standards promptly, we must acquire 25 sets of turnouts. In the event of an unfortunate accident, the primary focus for investigators is the adherence to safety gear compliance.

Adhering to the City's procurement policies, staff utilized an existing cooperative agreement for public utility equipment with Sourcewell. By using Sourcewell cooperative purchasing, the City can benefit from previously posted solicitation packages that have been competitively bid and awarded. Agencies can review bid results from more than 50,000 government, education, and nonprofit organizations to draw from the terms and pricing for similar structure fire turnouts. Staff is recommending that City Council approve the purchase of the structure fire turnouts from Allstar Fire Equipment, Inc. using the cooperative agreement (Lion Contract# 032620-LIO) to ensure the most cost-effective bid on turnout gear.

ALTERNATIVES:

City Council has the option to reject the proposed purchase; however, such a decision would lead to a failure to meet the NFPA turnout standards.

STRATEGIC PLAN:

Priorit B - Public Health & Safety

SUBMITTED BY:
Rich Sessler, Fire Chief

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

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

PREPARED BY:

Bruni Reyes, Management Analyst

Fiscal Impact

Discussion:

Sufficient funding for the purchase of the structure fire turnouts is included in the department's Fiscal Year 2023-2024 budget as approved by the City Council.

Attachments

Allstar Equipment Quote

Sourcewell Contract - LION

ALLSTAR FIRE EQUIPMENT, INC

12328 Lower Azusa Road
Arcadia, California 91006
Phone (626) 652-0900
Fax: (626) 652-0919

SALES QUOTE

johns@allstarfire.com

Date: November 7, 2023
To: City of Redlands
Attn: Bruni Reyes

Per your request, we are pleased to quote on the following:

QTY	UNIT	DESCRIPTION	PRICE	EXTENSION
25	ea	Lion CVFM-K7 PBI Max 7 oz. Natural V-Force Turnout Coat per Redlands Specifications **Coat List Price - $4435.00** **Sourcewell Discount of 35% - Price is $2882.75** **(Lion Contract #032620-LIO)**	$1,774.00	$44,350.00
25	pr	Lion PVFM-K7 PBI Max 7 oz. Natural V-Force Belted Turnout Pant per Redlands Specifications **Pant List Price - $2661.00** **Sourcewell Discount of 35% - Price is $1729.65** **(Lion Contract #032620-LIO)**	$1,064.40	$26,610.00
		Terms: Net 30 Freight: Included Delivery: 120-150 Days		
			Subtotal	$70,960.00
			8.75%	$6,209.00
			TOTAL	$77,169.00

Quoted By: _____
John Sprengelmeyer - Inside Sales

SOURCEWELL

PRODUCTS, SERVICES, SPECIFICATIONS AND PRICES

FIRE FIGHTER PERSONAL PROTECTIVE EQUIPMENT (PPE)	
Product Category	Percentage (%) off List Price* (***OR*** fixed price if % off pricing is not available)
Fire (Firefighter) Turnouts or Turnout Gear	35%
Wildland Fire Fighting Protective Gear Versa Pro/Versa Pro Plus	15%
EMS & General Fire Garments	-
• Technical Rescue TR51	35%
• Urban Search and Rescue	35%
• Emergency Medical Operations Protective Ensembles TR51	35%
• Station Wear	35%
Helmets	35%
CBRN	15%
Gloves	10%
Boots	20%
Accessories Turnout Only	35%
Protective Garment Laundry Machines	-
• Extractors	-
• Decontamination chemicals	-
Maintenance & Cleaning Services	20%
Particulate Blocking Hoods	15%
Med Pro	15%
Core Training Products	3%

SOURCEWELL
CONTRACT
032620-LIO

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

Sourcewell

Solicitation Number: RFP #032620

CONTRACT

This Contract is between **Sourcewell**, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and **LION First Responder PPE Inc.**, 7200 Poe Ave., Suite 400, Dayton, OH 45414 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to its members. Participation is open to all levels of governmental entity, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and its Members (Members).

1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

B. EXPIRATION DATE AND EXTENSION. This Contract expires May 7, 2024, unless it is cancelled sooner pursuant to Article 24. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.

C. SURVIVAL OF TERMS. Articles 11 through 16 survive the expiration or cancellation of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

A. EQUIPMENT, PRODUCTS, OR SERVICES. Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new/current model. Vendor may offer close-out or refurbished Equipment or Products if they are clearly indicated in Vendor's product and pricing list. Unless agreed to by the Member in advance, Equipment or Products must be delivered as operational to the Member's site.

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Vendor warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Vendor warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Vendor's dealers and distributors must agree to assist the Member in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that is effective past the expiration of the Vendor's warranty will be passed on to the Member.

C. DEALERS AND DISTRIBUTORS. Upon Contract execution, Vendor will make available to Sourcewell a means to validate or authenticate Vendor's authorized Distributors/Dealers relative to the Equipment, Products, and Services related to this Contract. This list may be updated from time-to-time and is incorporated into this Contract by reference. It is the Vendor's responsibility to ensure Sourcewell receives the most current version of this list.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced as stated in Vendor's Proposal.

Regardless of the payment method chosen by the Member, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Member at the time of purchase.

When providing pricing quotes to Members, all pricing quoted must reflect a Member's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Member's requested delivery location.

A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Vendor must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Members. Members reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery.

Vendor must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

Sourcewell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Equipment or Products. In the event of the delivery of nonconforming Equipment and Products, the Member will notify the Vendor as soon as possible and the Vendor will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Member.

B. SALES TAX. Each Member is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, Members must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Members.

4. PRODUCT AND PRICING CHANGE REQUESTS

Vendor may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Contract Administrator. This form is available from the assigned Sourcewell Contract Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number
- Clearly specify the requested change
- Provide sufficient detail to justify the requested change
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change)
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will be become an amendment to this Contract and be incorporated by reference.

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

5. MEMBERSHIP, CONTRACT ACCESS, AND MEMBER REQUIREMENTS

A. MEMBERSHIP. Membership in Sourcewell is open to public and nonprofit entities across the United States and Canada; such as municipal, state/province, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Members that can legally access the Equipment, Products, or Services under this Contract. A Member's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Vendor understands that a Member's use of this Contract is at the Member's sole convenience and Members reserve the right to obtain like Equipment, Products, or Services from any other source.

Vendor is responsible for familiarizing its sales and service forces with Sourcewell membership requirements and documentation and will encourage potential members to join Sourcewell. Sourcewell reserves the right to add and remove Members to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Vendor's employees may be required to perform work at government-owned facilities, including schools. Vendor's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Member policies and procedures, and all applicable laws.

6. MEMBER ORDERING AND PURCHASE ORDERS

A. PURCHASE ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, Member must clearly indicate to Vendor that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Vendor. Typically a Member will issue a purchase order directly to Vendor. Members may use their own forms for purchase orders, but it should clearly note the applicable Sourcewell contract number. Members will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Member.

B. ADDITIONAL TERMS AND CONDITIONS. Additional terms and conditions to a purchase order may be negotiated between a Member and Vendor, such as job or industry-specific requirements, legal requirements (such as affirmative action or immigration status requirements), or specific local policy requirements. Any negotiated additional terms and conditions must never be less favorable to the Member than what is contained in Vendor's Proposal.

C. PERFORMANCE BOND. If requested by a Member, Vendor will provide a performance bond that meets the requirements set forth in the Member's purchase order.

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

D. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Member requires service or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in this Contract, the Member and the Vendor may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

E. TERMINATION OF PURCHASE ORDERS. Members may terminate a purchase order, in whole or in part, immediately upon notice to Vendor in the event of any of the following events:

1. The Member fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal or state laws or regulations prohibit the purchase or change the Member's requirements; or
3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Member.

F. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Member's purchase order will be determined by the Member making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Vendor will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Member inquiries; and
- Business reviews to Sourcewell and Members, if applicable.

B. BUSINESS REVIEWS. Vendor must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to members, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcewell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

The Report must contain the following fields:

- Customer Name (e.g., City of Staples Highway Department);
- Customer Physical Street Address;
- Customer City;
- Customer State;
- Customer Zip Code;
- Customer Contact Name;
- Customer Contact Email Address;
- Customer Contact Telephone Number;
- Sourcewell Assigned Entity/Member Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Vendor.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Vendor will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Members. The Vendor will submit a check payable to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Members under this Contract during each calendar quarter. Payments should note the Sourcewell-assigned contract number in the memo and must be mailed to the address above "Attn: Accounts Receivable." Payments must be received no later than forty-five (45) calendar days after the end of each calendar quarter.

Vendor agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Vendor is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Vendor in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than thirty (30) days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Vendor's Authorized Representative is the person named in the Vendor's Proposal. If Vendor's Authorized Representative changes at any time during this Contract, Vendor must promptly notify Sourcewell in writing.

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

10. ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. ASSIGNMENT. Neither the Vendor nor Sourcewell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

B. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been fully executed by the parties.

C. WAIVER. If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

D. CONTRACT COMPLETE. This Contract contains all negotiations and agreements between Sourcewell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

E. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, master-servant, principal-agent, or any other relationship.

11. LIABILITY

Vendor must indemnify, save, and hold Sourcewell and its Members, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees, arising out of the performance of this Contract by the Vendor or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications.

12. AUDITS

Sourcewell reserves the right to review the books, records, documents, and accounting procedures and practices of the Vendor relevant to this Contract for a minimum of six (6) years from the end of this Contract. This clause extends to Members as it relates to business conducted by that Member under this Contract.

13. GOVERNMENT DATA PRACTICES

Vendor and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Vendor under this Contract.

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

If the Vendor receives a request to release the data referred to in this article, the Vendor must immediately notify Sourcewell and Sourcewell will assist with how the Vendor should respond to the request.

14. INTELLECTUAL PROPERTY

As applicable, Vendor agrees to indemnify and hold harmless Sourcewell and its Members against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Members by any person on account of the use of any Equipment or Products by Sourcewell or its Members supplied by Vendor in violation of applicable patent or copyright laws.

15. PUBLICITY, MARKETING, AND ENDORSEMENT

A. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Vendor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

B. MARKETING. Any direct advertising, marketing, or offers with Members must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

C. ENDORSEMENT. The Vendor must not claim that Sourcewell endorses its Equipment, Products, or Services.

16. GOVERNING LAW, JURISDICTION, AND VENUE

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

17. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

18. SEVERABILITY

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

19. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have thirty (30) calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending*. Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Vendor fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, any additional costs incurred by Sourcewell and/or its Members as a result of such failure to proceed will be borne by the Vendor.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Member order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

20. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an “AM BEST” rating of A- or better, with coverage and limits of insurance not less than the following:

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:
$500,000 each accident for bodily injury by accident
$500,000 policy limit for bodily injury by disease
$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition). At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:
$1,000,000 each occurrence Bodily Injury and Property Damage
$1,000,000 Personal and Advertising Injury
$2,000,000 aggregate for Products-Completed operations
$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer).

Minimum Limits:
$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Liability*. During the term of this Contract, Vendor will maintain coverage for all claims the Vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Vendor's professional services required under this Contract.

Minimum Limits:
$2,000,000 per claim or event

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Vendor will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Vendor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
$2,000,000 per occurrence
$2,000,000 annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. All policies must include there will be no cancellation, suspension, non-renewal, or reduction of coverage without thirty (30) days' prior written notice to the Vendor.

Upon request, Vendor must provide to Sourcewell copies of applicable policies and endorsements, within ten (10) days of a request. Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Vendor agrees to name Sourcewell and its Members, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies).

F. SELF-INSURED RETENTIONS. Any self-insured retention in excess of $10,000 is subject to Sourcewell's approval.

21. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Vendor must maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcewell and Members.

22. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcewell in writing.

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota, the United States federal government, or any Member. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

23. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Members that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Members may also require additional requirements based on specific funding specifications. Within this Article, all references to "federal" should be interpreted to mean the United States federal government. The following list only applies when

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

a Member accesses Vendor's Equipment, Products, or Services with United States federal funds.

A. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. § 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of $150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

covered by 31 U.S.C. § 1352. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of three (3) years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

DocuSign Envelope ID: C85D501C-19EF-4F0D-B550-B76C3691C972

24. CANCELLATION

Sourcewell or Vendor may cancel this Contract at any time, with or without cause, upon sixty (60) days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor's Proposal. Termination of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to termination.

Sourcewell

By: DocuSigned by: Jeremy Schwartz C0FD2A139D06489...

Jeremy Schwartz

Title: Director of Operations & Procurement/CPO

Date: 5/5/2020 | 5:00 PM CDT

Approved:

By: DocuSigned by: Chad Coauette 7E42B8F817A64CC...

Chad Coauette

Title: Executive Director/CEO

Date: 5/6/2020 | 9:53 AM CDT

LION First Responder PPE Inc.

By: DocuSigned by: Mark T. Smith 5B7DDCBA48E84BD...

Mark T. Smith

Title: President LION Americas

Date: 5/6/2020 | 9:52 AM CDT

RFP 032620 - Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment

Vendor Details

Company Name:	LION First Responder PPE
Does your company conduct business under any other name? If yes, please state:	LION
Address:	7200 Poe Avenue Dayton, OH 45414
Contact:	Melissa Kirk
Email:	mkirk@lionprotects.com
Phone:	937-266-0869
Fax:	937-415-0869
HST#:	47-1845529

Submission Details

Created On:	Tuesday February 25, 2020 11:04:25
Submitted On:	Thursday March 26, 2020 15:27:16
Submitted By:	Melissa Kirk
Email:	mkirk@lionprotects.com
Transaction #:	ce8d59f7-17bf-4a73-99ce-22a9fa717684
Submitter's IP Address:	72.0.146.98

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Please do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; mark "NA" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (and applicable d/b/a, if any):	LION First Responder PPE, Inc.	*
2	Proposer Address:	7200 Poe Ave. Suite 400 Dayton, OH 45414	*
3	Proposer website address:	www.lionprotects.com	*
4	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Mark T. Smith President, LION Americas 7200 Poe Avenue Suite 400 Dayton, Ohio 45414 513-535-7549	*
5	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Melissa Kirk Director, Sales Operations 7200 Poe Ave Suite 400 Dayton, OH 45414 mkirk@lionprotects.com 937.415.2817	*
6	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Stefanie Theodor Sales Coordinator 7200 Poe Ave Suite 400 Dayton, OH 45414 stheodor@lionprotects.com 937.415.2935	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *	

7	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	1898 - LION begins as a mobile dry goods and clothing store. 2020 - LION continues to deliver innovative, patented technology to the fire service market. LION Core Beliefs Fostering customer intimacy We have a deep commitment to delivering at a "world-class" level our customers' personal safety, readiness and professional identity needs. Delivering that starts with having strong personal networks, and with personal experience walking in the shoes of the customer. Doing what we promise We seek to do business with stakeholders who share our commitment to honesty, transparency, candor, and fun, as well as to action consistent with our core values - like us, they strive to win with integrity. Learning from everything and everyone We value curiosity and strong personal initiative in the pursuit of understanding our customers' needs and exceeding them. Respecting all people We harness diverse points of view and even conflict as useful sources of learning, innovation, and continuous improvement. Collaborating to deliver solutions We use teamwork and a commitment to do whatever it takes to deliver solutions; that is what fuels our operational excellence. Lasting internal and external partnerships based on trust, mutual respect and collaboration are at the heart of Lion's success. Nothing short of excellence We understand that exceeding our customers' expectations demands leadership, diligent planning, skillful organizing, rapid decision making, training, and having the right tools - this is how we consistently and reliably achieve flawless execution. Being good corporate citizens We extend our sense of leadership to the global communities in which we live and work - we are privileged to give back to those that give so much to us.	*
8	Provide a detailed description of the products and services that you are offering in your proposal.	PPE Products - Turnout Gear, Helmets, Gloves, Boots, Hoods, CBRN, StationWear, Rescuewear, First Responder Training Products, PPE Maintenance, Fire Training	*
9	What are your company's expectations in the event of an award?	To leverage the Sourcewell Cooperative Purchasing agreement to further protect those who protect others… because firefighters and those around them are at risk.	*
10	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Sourcewell is a government agency that establishes an alliance between buyers and suppliers for use by education, government and non-profits. Cooperative purchasing with Sourcewell leverages the national purchasing power of more than 50,000 member agencies while also streamlining the required purchasing process.	*
11	What is your US market share for the solutions that you are proposing?	20-25%	*
12	What is your Canadian market share, if any?	35%	*
13	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No	*

14	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	Manufacturer LION partners with a Distribution Network to deliver products and services. Distribution Partners employee Distribution Sales Representatives.	*
15	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	NFPA 1971, NPFA 1851, NFPA 1951, NFPA 1855, NFPA1975, NFPA 1977, NFPA 1983, NFPA 1999, NFPA 1992, NPFA 1994, NFPA 1001, NFPA 1403, NPFA 1402, NPFA 10, OSHA 2254, OSHA, ISO 9001	*
16	Provide all “Suspension or Debarment” information that has applied to your organization during the past ten years.	N/A	*
17	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	All have been included.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
18	Describe any relevant industry awards or recognition that your company has received in the past five years	N/A	*
19	What percentage of your sales are to the governmental sector in the past three years	LION sells through a distribution network so the sale is to the distributor partner. Approximately 5% would be direct to LION .	*
20	What percentage of your sales are to the education sector in the past three years	LION sells through a distribution network so the sale is to the distributor partner.	*
21	List any state or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Ohio State - Approx. $7M New Jersey New York - Approx. $5M NPP	*
22	List any GSA contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	N/A	*

Table 4: References/Testimonials

Line Item 23. Supply reference information from three customers who are eligible for Sourcewell membership.

Entity Name *	Contact Name *	Phone Number *	
CITY OF PHOENIX	Catherine Logan	(602) 534-0943	*
MISHAWAKA FIRE DEPT	David Ray	(574) 257-0620	*
ORANGE BEACH FIRE / RESCUE	Lt. LaPorto	(407) 761-2431	*

Table 5: Top Five Government or Education Customers

Line Item 24. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
Riverside Co	Government	New York - NY	CBRN	n/a	n/a	*
FDNY	Government	New York - NY	CBRN	n/a	n/a	*
Baltimore Co	Government	Maryland - MD	CBRN	n/a	n/a	*
ILEAS (Illinois Law Enforcement Alarm System)	Government	Illinois - IL	CBRN	n/a	n/a	*
Tom Smith Fire Equipment	Government	Florida - FL	MILITARY (DLA)	n/a	n/a	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell Members across the US, and Canada if applicable.Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
25	Sales force.	LION field sales – 22 Direct Employees Located across the United States and Canada Servicing the United States, Canada, Latin America and Middle East	*
26	Dealer network or other distribution methods.	Dealer Network, 100 plus distribution partners	*
27	Service force.	LION TotalCare Market Centers – 6 locations. Atlanta, Boston, Chicago, Houston, Memphis, Wilmington, with 72 employees	*
28	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	LION works with Distribution Partners with hundreds of Distribution Sales Representatives in the US and Canada that provide customer service to the Fire Service. LION operates a customer service department in Dayton, Ohio and Albany, NY that processes warranty claims and miscellaneous customer inquiries.	*
29	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	N/A	*
30	Identify any Sourcewell Member sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	N/A	*
31	Define any specific contract requirements or restrictions that would apply to our Members in Hawaii and Alaska and in US Territories.	Hawaii – LION's policy is to ship direct to Hawaii via 2 day air or via ocean depending on size of shipment. Alaska – LION ships through a freight forwarder and covers freight within the contiguous states.	*

Table 7: Marketing Plan

Line Item	Question	Response *	
32	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Protecting at Every Level. By looking at the immediate and long-term risks, LION is actively working on advocating and developing products and services that protect the health of those that protect our communities. When those products and services are ready, we work to promote those services and drive revenue and profitable share growth for our company and for our partners. Our areas of strength / Marketing Strategy • Core Values and Commitment to Service • Team Structure and Support • Methodical Approach to Business o Market Analysis o Customer Segmentation o Product Launch Plans • Meaningful Product Differentiation • Brand Building • Metro Support • Dealer Support o LION University • End-User Outreach o Press Releases / Press Coverage o LION Mobile Fire Experience o Metro Sponsorships o Customer Education / Awareness Campaigns o Trade Shows o Collateral Development o Advertising o Industry Supplements o Videography o Digital Platforms (website, LION Fire Academy) o Social Media Put this in for Question 33: LION uses multiple social media platforms, maintains an informative website,	*
33	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	LION uses multiple social media platforms, maintains an informative website, and advertises digitally. LION also has access to reporting capabilities on our sales information and uses public information databases to understand market potential and opportunity to drive marketing plans and sales strategies.	*
34	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	The ability to use Sourcewell as a purchasing vehicle will be incorporated in the Sales Strategy for the field sales team.	*
35	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	No	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	
36	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell Members. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	LION Fire Academy LION Fire Academy provides fire department members with online training on PPE and Continuing Education Units for successful completion. Fire instructors can incorporate PPE education into their classes and have their students earn credits. If you are a fire student or contemplating a career in firefighting, you'll find helpful quizzes, videos and links on PPE and other firefighting topics. NFPA 1851 and NFPA 1500 training modules are valid for any brand of PPE at no cost. lionfireacademy.com	*

37	Describe any technological advances that your proposed products or services offer.	See Marketing information	*
38	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	CORPORATE POLICY: 1. We strive to cut wasteful energy usage by replacing inefficient lighting with LED lighting in all of our buildings by 2020. Since 2015, LION's Dayton corporate headquarters has used LED lighting, leading to a reduction in annual environmental impact of at least 454,539.76 lbs of Carbon Dioxide, 3,765.64 lbs of Sulfer Dioxide, and 1,842.88 lbs of Nitrogen Dioxide. In 2019, Lion completed the installation of renewable energy solar PV panels and LED lighting in its West Liberty manufacturing factory. 2. We do not sell products that could have a harmful effect on human health and the environment. 3. We do not use manufacturing processes that release harmful pollutants or toxic materials. 4. We educate our employees on practical efforts to avoid wasteful uses of energy. a. We have installed motion detectors at Hazel Green Distribution Center and at our Dayton corporate headquarters. b. We review shipping and logistics methods to use the most efficient shipping routes to save fuel. c. We have a recycling program at the Dayton corporate headquarters with a goal for expansion to other facilities by the end of 2019. All new employees receive the attached handout on what can and cannot be recycled. d. At the Dayton corporate headquarters, LION employees have recycling bins available to increase the amount of paper that is recycled. Confidential documents are shredded by Royal Document Destruction, which recycles the paper. 5. We strive to minimize material waste. a. We strive to introduce efficiencies in the use of materials in order to reduce to the highest extent possible the generation of wastes. b. Lion has a program to recycle used turnout gear. We have already delivered more than 1000 sets of used reconditioned gear. 6. We have engaged in R&D efforts with potential suppliers to develop sustainable raw materials to replace hydrocarbon-based petroleum products as the basic raw material in certain products. 7. We have installed a brand-new Elkay Water Drinking System in the Dayton corporate headquarters to increase the use of re-usable water bottles and reduce plastic waste. 8. Lion's Dayton corporate headquarters has been certified in 2015-2018 as a Green Business by the Dayton Regional Green Initiative (DRG3). 9. Lion complies with all environmental laws and regulations in the locations where we operate. LION Recycling Policy At LION, we educate our employees on practical efforts to decrease waste. As part of our core beliefs of being good corporate citizens, we strive to be more environmentally sustainable. Please utilize the small cardboard box under your desk to recycle the following items. • Plastic bags, batteries, & light bulbs The EPA estimates that 75% of the American waste stream is recyclable, but we only recycle about 30% of it. Please do your part and recycle!	*
39	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	LION does not have an eco policy	*
40	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	LION is a big business, so no SB certificates.	*

41	What unique attributes does your company, your products, or your services offer to Sourcewell Members? What makes your proposed solutions unique in your industry as it applies to Sourcewell members?	As a result of our commitment to research-based design and innovation, LION has been awarded multiple patents for PPE and training products that prepare first responders for the hazards they face each day. Our dedicated R&D staff works with fire departments to generate and evaluate new product ideas. End-users collaborate with us on product development wear trials, training tests, focus groups, and surveys. The Personal Protection Council (PPC) focuses on fire service trends and unmet needs.	*
42	Identify your ability and willingness to provide your products and services to Sourcewell member agencies in Canada.	Products and Services are available in Canada.	*

Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	

43	Do your warranties cover all products, parts, and labor?	WARRANTY a. For PPE and uniforms, Supplier warrants that all its firefighter and emergency responder protective clothing, uniforms and equipment meet all applicable NFPA standards in effect at the time of their manufacture and further warrants that such products are free from any defect in workmanship or any patent material defect. b. Conditions of use are outside the control of Supplier. It is the responsibility of Customer to inspect and maintain the product to assure it remains fit for its intended purpose. In order to maximize the useful life of these products and maintain the warranty, the products are to be used only by appropriately trained personnel following proper firefighting or emergency response techniques and in accordance with the products' warning, use, inspection, maintenance, care, storage and retirement instructions. Failure to do so will void the warranty. continued on next page 2019 LION Customer Policies — Terms/Warranty (Continued) 50 – LION Turnout™ Price List RETAIL PRICE LIST Effective October 1, 2019 Price subject to change without prior notice c. If the agreement involves the processing of material supplied by the Customer, Supplier warrants the product incorporating the material to be free from only manufacturing defects for a period of six (6) months after delivery. If the processing proves to be unsound, Supplier may, at its own discretion, either remedy the fault or perform the processing again using material to be delivered by the Customer, or refund a proportionate amount of the agreed contract price. d. Subparagraphs e, f, g and h of this section apply exclusively to training products: e. Supplier warrants the proper functioning of its products and the soundness of the materials and parts used therein for a period of twelve (12) months after delivery or for any other such term as agreed in writing between Supplier and the Customer. No warranty is given for products that were not new at the moment of delivery, and/or products that are not in use by the Customer itself. Supplier does not warrant that the goods are suitable for the purpose for which the Customer intends to use them. Supplier does not warrant the absence of any faults of the products if and insofar as the products were made following the design and/or other instructions or materials of the Customer. f. Parts for which the wear-and-tear is dependent on the intensity and frequency of use of the product delivered are warranted for twelve (12) months or seven hundred and fifty (750) hours of use, whichever comes first. Replacement of any parts damaged as result of excessive usage and operation, defined as greater than eighty-five (85) hours per month or one thousand (1,000) hours per year, or more than ten (10) hours of continuous operation, shall be excluded from the warranty. g. Supplier must be informed of more intensive use as soon as it becomes clear that the product is likely to be used more than indicated in General Terms or a separate agreement signed by both parties. If the Customer remains in default of notifying Supplier, the warranty is voided. h. Faults that arise after modification or repair by third parties, faults resulting from the use of the products for a purpose other than that for which they are intended, and faults arising from normal wear-and-tear, injudicious use or improper maintenance are not covered by the warranty. The Customer is also barred from invoking the warranty provisions: i. if software and/or systems purchased by the Customer have been installed without the prior consent of Supplier and/or not fully according to any given instructions of Supplier; ii. in the event of negligence on the part of the Customer with regard to maintenance, or if the Customer has used the goods for purposes for which they were not designed; iii. if the Customer has made changes or had changes made to the goods; iv. in the event of injudicious or reckless use, improper connections, improper voltage, lightning strike, damage due to moisture penetration or other external causes or calamities; or v. for software problems resulting from the installation of software installed by the Customer or third parties without the explicit permission of Supplier.

44	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	EXCEPT AS SET FORTH ABOVE, SUPPLIER MAKES NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO, ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR USE. j. Under the above warranties, Supplier will repair or replace, at its option, any product which does not meet the above warranties. Such repair or replacement will be the Customer's sole remedy and Supplier will not be responsible for any incidental, consequential or other damages based upon or arising in any way from breach of the warranties contained herein or the Customer's use of such product. k. The repairs under warranty will normally be carried out by Supplier at its factory, affiliate, or other designated facility. Only if repair by Supplier or a third party engaged by Supplier is not possible, and Supplier has duly communicated this to the Customer, the Customer shall be entitled to the replacement or repair of the faulty parts (unless otherwise explicitly agreed). l. Supplier may decide not to repair the goods but instead to replace them with brand new or equivalent goods, or to take back the goods and, if appropriate, refund part of the purchase price and/or offer a comparable alternative. m. The goods replaced under this warranty will be the property of Supplier. n. These warranty obligations apply only to any product, part or component which is returned to Supplier or a Supplier Authorized Clean and Repair Center with prior authorization and proof of purchase, and which Supplier agrees to be defective as covered by this warranty. o. The word "product" includes the product itself and any parts or labor furnished by Supplier with the sales, delivery or servicing of the product. p. "Defects in workmanship and materials" means poorly manufactured seams, stitching or components (e.g., loose or broken seams, zippers or snaps that fall off or do not function properly),and fabrics which have such flaws as holes, uneven spots, weak areas, pilling or other flaws caused by irregularities in their manufacture. q. The limited warranty for firefighter PPE does not cover the following items after receipt of the product by Customer: i. Claims made after sixty (60) days from the date of shipment for damage to materials; ii. Damage or color change from exposure of materials to direct or indirect sunlight or fluorescent light; iii. Shade variations among textiles used or shade changes to fabrics caused by wear and tear and/or washing; iv. Color loss due to abrasion (creases, folds, pleats, edges, collar points, etc.); v. Damage caused by improper washing, decontamination, disinfecting or maintenance (for example, use of chlorine or petrochemicals to clean); vi. Damage caused by repair work not performed to factory specifications; vii. Damage from routine exposure to common hazards which may cause rips, tears, burn damage or abrasion; viii. Loss of retroreflectivity of reflective trim due to normal wear and tear and/or heat exposure; ix. Detachment of reflective trim due to thread abrasion and/or heat exposure; x. Replacement of zippers or closures worn partially sealed and/or damaged by heavy wear and tear; xi. Loss of buttons, snaps, or cuff seams.	*
45	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	All expenses are covered to perform approved warranty claims on Training Props and Fire Safety Trailers. o Core products are shipped back to the factory for repair. o Over the phone troubleshooting often required. o Warranty does not cover misuse/neglect.	*
46	Are there any geographic regions of the United States (and Canada, if applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell Members in these regions be provided service for warranty repair?	No. Lion can provide a certified factory tech or approved dealer technician to perform warranty repairs anywhere in the US or Canada. All core products can be shipped back to the factory for repair.	*

47	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	COMPLAINTS & LIABILITY a. Without prejudice to all that is stipulated in the agreement and elsewhere in these General Terms, Supplier will not be liable, contractually and/or extra-contractually, for direct damages, except insofar as the Customer proves that the damage and/or loss is the result of a shortcoming relating to the delivered product that can be fully and solely attributed to Supplier, in which case, however, the total liability of Supplier will be still limited to the amount that is covered by its insurance. If no insurance coverage exists, for any reason at all, Supplier's liability is limited to a sum equal to the amount of the invoice value of the supplied goods that gave rise to the liability. Supplier can never be held liable for loss of profits, loss of earnings or other indirect and consequential damage. Supplier will in no event be liable, unless insofar as it explicitly accepts liability in these General Terms or in a written agreement between Supplier and the Customer. b. Complaints must be submitted to Supplier in writing, with argumentation, within fourteen (14) days after the Customer becomes aware or could reasonably have become aware of the complaint, failing which Supplier is entitled to disregard the complaint and the Customer is deemed to have waived any claim it may have against Supplier with regard to the complaint. c. If a timely and well-substantiated complaint is found justified, Supplier is entitled to either lower its invoices or improve the results of its work. d. Complaints do not entitle the Customer to suspend or offset any payments. e. After delivery, Supplier is no longer liable for faults, excepting where faults are fully and solely attributable to Supplier and the Customer did not give notice of such faults prior to the transfer in title, and furthermore the Customer could not reasonably be expected to have discovered these faults at the moment of transfer in title and register a complaint concerning the fault within the appropriate time frame as stipulated herein. f. If and insofar as the Customer has insured any risk associated with the agreement, the Customer is obliged to claim any damages under that insurance and indemnify Supplier against recovery claims by the insurer. g. Supplier's liability for direct material damages is at all times limited to the net amount of the invoice pertaining to the agreement (excluding VAT). Under no circumstances shall the compensation exceed the amount for which Supplier has procured insurance coverage for the loss-causing events and for which coverage is actually provided. h. The following are not subject to compensation: Consequential loss, including damages due to business stoppage and loss of profit; Damages inflicted on persons and/or property found in the vicinity of the location where the contract is being performed inflicted by or during the performance of the contract; Damages caused by third parties, such as auxiliaries engaged by Supplier. i. Excepting where otherwise agreed in writing, all liability of Supplier is cancelled (and therefore will expire) at the latest after six (6) months have elapsed from the moment at which the agreement ends by transfer in title, dissolution or cancellation. j. The legal claim derived from a fault for which Supplier is liable is not admissible (and will therefore expire) if it is brought later than six (6) months following the day on which the agreement ends by virtue of delivery, transfer in title, dissolution or cancellation.	*

48	What are your proposed exchange and return programs and policies?	RETURNS a. The Customer must contact Supplier Customer Support within forty-five (45) days of receipt of shipment to receive a Return Authorization Number. All returns received without a Return Authorization Number will be held up for processing. Except for defective items: i. Products that have been worn, laundered, altered or soiled are non-returnable; ii. Personalized garments (e.g., with names, letters or heat transfer emblems) are non-returnable; iii. Custom manufactured, custom sizes, made-to-order and special cut products are non-returnable; iv. Products that have been discontinued or redesigned are non-returnable; v. Boots that have been worn are non-returnable; vi. CBRN products are non-returnable. b. Returns must have prior approval from Supplier and marking instructions. Supplier will not accept goods returned without its written permission. c. Return of stock goods are subject to a fifteen percent (15%) restocking fee. d. Custom made-to-order products are not returnable.	*
49	Describe any service contract options for the items included in your proposal.	Service contracts for core products are described in the attachment. Large Prop and Fire Safety Trailer service contracts are priced individually, see summary attachments.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
50	What are your payment terms (e.g., net 10, net 30)?	Net 30	*
51	Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?	Leasing can be offered through a 3rd party service.	*
52	Describe your formal trade-in program or policy for the products or equipment offered in your proposal, if any. Upload trade-in program materials (if applicable) in the document upload section of your response.	N/A	*
53	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell Members' purchase orders.	In most cases, orders are submitted through Distribution to LION. The Sourcewell Member Designation would be documented on the purchase order. Quarterly a LION Representative will run a report identifying Sourcewell orders to calculate the appropriate quarterly fee.	*
54	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell Members for using this process?	Yes, no additional cost.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as desribed in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
55	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	A percentage discount off list is provided by product category. List price lists for each category to be uploaded.	*
56	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	A percentage discount off list is provided by product category is listed in our document.	*
57	Describe any quantity or volume discounts or rebate programs that you offer.	N/A	*
58	Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.	N/A	*
59	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	LION Training Products: Freight is not included. Applicable fees may be charged for inspection, installation, set up and training. LION PPE Freight is included in the 48 contiguous states. Domestic freight to the freight forwarder is included for export orders.	*
60	If freight, delivery, or shipping is an additional cost to the Sourcewell Member, describe in detail the complete freight, shipping, and delivery program.	FOB: Origin	*
61	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Hawaii – LION’s policy is to ship direct to Hawaii via 2 day air or via ocean depending on size of shipment. Alaska – LION ships through a freight forwarder and covers freight within the contiguous states.	*
62	Describe any unique distribution and/or delivery methods or options offered in your proposal.	N/A	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments	
63	d. other than what the Proposer typically offers (please describe).	See attachment	

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	
64	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.	One point of contact. Monthly review of departments registered with Sourcewell. Specific order field for Sourcewell Member information. LION reports all sales.	*
65	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	.75% of sale	*

Table 14: Industry Specific Questions

Line Item	Question	Response *	
66	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Monthly review of departments utilizing agreement. Monthly review of opportunities eligible for agreement utilization. Educate field sales regarding cooperative agreement.	*
67	Describe the unique design and feature attributes of the products and/or equipment offered in your proposal.	By looking at both the immediate and long-term risks, we are actively working on advocating and developing products and services that protect the health of those that protect our communities.	*
68	Describe available options for customization of the products and/or equipment offered in your proposal.	LION offers a wide variety of customization including outershell, moisture barrier, thermal liner, pockets, trim, reinforcements and lettering.	*
69	Explain your processes for sizing, fitting, and the alteration of the products and/or equipment offered in your proposal, as applicable.	Sizing services can offered in person, via video or by sizing guideline documentation. Sizing can be performed using a sizing set or measuring tape.	*
70	If you provide on-site or in-person sales, service, training, and/or support, explain how those activities are handled and the unique attributes of your process.	In most cases, on site or in person services are provided through LION's Distribution Network with the support of the LION Distribution Sales Manager, Metro Account Manager, Product Manager and Demo Team.	*
71	Describe your compliance with applicable national standards for the products and/or equipment offered in your proposal, such as: National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), and American National Standards Institute (ANSI).	NFPA 1971, NPFA 1851, NFPA 1951, NFPA 1855, NFPA1975, NFPA 1977, NFPA 1983, NFPA 1999, NFPA 1992, NPFA 1994, NFPA 1001, NFPA 1403, NPFA 1402, NPFA 10, OSHA 2254, OSHA, ISO 9001	*

Table 15: Exceptions to Terms, Conditions, or Specifications Form

Line Item 72. **NOTICE**: To identify any exception, or to request any modification, to the Sourcewell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcewell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification	

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.

2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”

- Financial Strength and Stability - Lion Balance Sheet FY19 Highly Confidential.pdf - Thursday March 26, 2020 15:25:06
- Marketing Plan/Samples - LION Sourcewell marketing plan.pdf - Thursday March 26, 2020 15:23:12
- WMBE/MBE/SBE or Related Certificates (optional)
- Warranty Information - Fire Safety Trailer Service Plan (no pricing).pdf - Thursday March 26, 2020 15:23:25
- Pricing - Sourcewell_LION Discount off List.pdf - Thursday March 26, 2020 15:22:40
- Additional Document - Service Plan 2019 Pricing.pdf - Thursday March 26, 2020 15:25:25

Proposers Assurance of Comp

PROPOSER ASSURANCE OF COMPLIANCE

PROPOSER'S AFFIDAVIT

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to Sourcewell member agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this RFP and any resulting Contract.

2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of Sourcewell, or any person, firm, or corporation under contract with Sourcewell, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP; and, the Proposer has not participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named solicitation.

3. The contents of the Proposer's proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent of the Proposer and will not be communicated to any such persons prior to the official opening of the proposals.

4. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted and included with the Proposer's Proposal.

5. The Proposer will, if awarded a Contract, provide to Sourcewell Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.

6. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.

7. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

8. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify Sourcewell for reasonable measures that Sourcewell takes to uphold such a data designation.

☑ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Mark Smith, SR Vice President, LION First Responder PPE, Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

○ **Yes** ◉ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_7_Firefighting_Pers_Protect_Eqpt_RFP032620 Thu March 19 2020 10:31 AM	☑	2
Addendum_6_Firefighting_Pers_Protect_Eqpt_RFP032620 Fri March 13 2020 02:36 PM	☑	--
Addendum_5_Firefighting_Pers_Protect_Eqpt_RFP032620 Wed March 4 2020 05:07 PM	☑	1
Addendum_4_Firefighting_Pers_Protect_Eqpt_RFP032620 Thu February 27 2020 03:55 PM	☑	2
Addendum_3_Firefighting_Pers_Protect_Eqpt_RFP032620 Mon February 10 2020 06:01 PM	☑	1
Addendum_2_Firefighting_Pers_Protect_Eqpt_RFP032620 Thu January 30 2020 05:45 PM	☑	--
Addendum_1_Firefighting_Pers_Protect_Eqpt_RFP032620 Mon January 27 2020 09:48 AM	☑	--

City Council/Successor Agency Meeting **H. 7.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve the $30,000 contribution for the 2024 Fourth of July Celebration and determine that the financial support serves as a public benefit (Facilities and Community Services Director Crocker)

MOTION(S):

If the City Council determines that this request is appropriate, the following motion is provided:

1. I move that the City Council approve a contribution of $30,000 for the 2024 Fourth of July Celebration to be paid to the Redlands 4th of July Committee and determine that the financial support serves as a public benefit.

RECOMMENDATION:

Staff recommends that the City Council approve a contribution of $30,000 for the 2024 Fourth of July Celebration to be paid to the Redlands 4th of July Committee. Staff further recommends that the City Council determine that the financial support serves as a public benefit and direct staff accordingly regarding the request for support of the 2024 Fourth of July Celebration event.

DISCUSSION:

The Facilities and Community Services Department processes applications and issues permits for special events to be held in public areas of the City. Upon 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. Therefore, in an effort to support programs that provide a community benefit, the City Council will, from time to time, consider the authorization of the use of city resources in support of a special event.

The Redlands Fourth of July Committee (Committee) has held the Redlands 4th of July Celebration Event for the past 53 years. Although historically the event has been held at the University of Redlands, the event was relocated to Moore Middle School in 2020. In anticipation of the 2024 4th of July celebration, the Committee is requesting support from the City of Redlands by providing FCS, Police, and Fire personnel, and funds in the amount of $30,000 for the event to be held once again at Moore Middle School. At this time, the Committee is requesting approval of the $30,000 contribution needed to reserve the fireworks display. Note that this cost represents only a portion of the total cost for fireworks, as the Committee reports the overall show last year cost $123,000. The average in-kind service contribution is approximately $24,000 and a separate report for those services will be included in a future City Council agenda.

Should Council approve the contribution, the funds will be paid after the event occurs.

ALTERNATIVES:

The City Council may elect to deny the request for the expenditure of funds, or choose an alternative amount.

STRATEGIC PLAN:

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

SUBMITTED BY:
Tabitha Crocker, Facilities and Community Services Director

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

REVIEWED BY:
Janice McConnell, Assistant City Manager
Chris Boatman, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

PREPARED BY:
Joe Bierma, Administrative Analyst

Fiscal Impact

Fiscal Year:	2023-2024
Revenue Generating:	N
Appropriation Required Y/N:	N
Amount:	$30,000
Budgeted Y/N:	N
Account No.:	101300-8501

Discussion:

The $30,000 contribution for fireworks is an unbudgeted expense. However, staff has identified recreational funds in project savings that can be utilized if the City Council approve this request.

Attachments

A. 4th of July Committee Letter

Redlands Fourth of July Committee, Inc.
278 Tennessee Street
Suite 12
Redlands, California

September 30, 2023

City of Redlands
Chris Boatman
35 Cajon Street
Redlands, California 92373

RE: 2024 Fireworks Show Location

Dear Mr. Boatman,

I'm writing to you today to request continued support from the City of Redlands for our 2024 annual 4th of July Celebration at Sylvan Park and Fireworks Show at Moore Middle School.

For the past 3 years our community fireworks show has been funded through ticket sales and monetary support from San Manuel Band of Mission Indians and the City of Redlands. Without these three components, Redlands Fourth of July Celebration would not be possible as event costs to host the Fireworks Show, Community Flyovers, Skydivers and Bands exceed ticket income. The combined community celebration at Sylvan Park and the Fireworks Show as discussed above cost just over $123,000 this past year.

In cooperation with Redlands Unified School District, we have held 3 fireworks shows at Moore Middle School sports fields at reduced costs for the event. This has allowed us to hold monies in reserve after the event these past two years to pay $15,000 deposit for the fireworks contract due in January and approximately $12,000 in advance event set up costs, payable from February to June of each year.

While our 2023 event enjoyed increased ticket sales, there are monetary logistics to navigate that are unique to the event each year. For the 2023 event we tracked over 625 volunteer hours spent between setup, logistics, and event day labor at Sylvan Park and Moore MS fireworks display.

The committee is a group of Redlands community members that are willing to volunteer for free but not able to shoulder the risk of lack of income or rising event costs from year to year. Without the City's in-kind and cash support, we would decline to host this year's event and be in a position to personally take responsibility if ticket sales are not supported through public attendance.

Please let me know if any further information is needed.

Thank you,
Tim Murone

City Council/Successor Agency Meeting **H. 8.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve rejection of the apparent lowest bidders and approve the agreement with Southern California Landscape, Inc. for irrigation and landscaping on Redlands Boulevard, between Tennessee Street and Kansas Street, and determine that the project is exempt from environmental review pursuant to Section 15304 of the State's guidelines implementing the California Environmental Quality Act (Facilities and Community Services Director Crocker)

MOTION(S):

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

1. I move that the City Council determine that the project is categorically exempt from environmental review in accordance with Section 15304 of the State's guidelines implementing the California Environmental Quality Act; and

2. I move to approve the rejection of the apparent lowest bidders and approve the agreement with Southern California Landscape, Inc. for irrigation and landscaping on Redlands Boulevard, between Tennessee Street and Kansas Street, for an amount not to exceed $145,188.40.

RECOMMENDATION:

Staff recommends that the City Council approve an agreement with Southern California Landscape, Inc. for irrigation and landscaping on Redlands Boulevard, between Tennessee Street and Kansas Street, for an amount not to exceed $145,188.40. Staff further recommends that the City Council determine that the project is categorically exempt from environmental review in accordance with Section 15304 of the State's guidelines implementing the California Environmental Quality Act.

DISCUSSION:

The City recently purchased property adjacent to the corporate yard with frontage on Redlands Boulevard. The property provided a much-needed expansion area for various City functions, including the Parks Division, Water Division, and Equipment Maintenance. At the time of acquisition, the expanded city yard was fenced and enclosed, but the landscaping along Redlands Boulevard was not updated or improved to meet current standards.

A landscape architect was commissioned to create a landscape plan for the highly visible frontage, and an RFP was developed and posted on August 31, 2023, based on the plan

developed by the landscape architect. On September 18, 2023, the City Clerk's office received and opened six bids. Staff evaluated the bids for conformance with the City's purchasing ordinance, and verified the total price as shown in the table below.

Kormex Construction and Jas Landscape were deemed to be non-responsive bidders due to quantity changes that were revised in Addendum 1. Addendum 1 was not acknowledged by Kormex Construction or Jas Landscape, which in turn, altered their final price as the quantities were not correct. Consequently, Southern California Landscape, Inc. was deemed the apparent lowest responsive and responsible bidder and met all of the bidding requirements.

*Non-Responsive Bidders

BIDDER	BID AMOUNT EAST SIDE	BID AMOUNT WEST SIDE	TOTAL BID AMOUNT
*Kormex Construction, Ontario, CA	$108,922.00	$22,310.00	$131,232.00
Southern California Landscape, Rancho Cucamonga, CA	$128,814.40	$16,374.00	$145,188.40
Premier West Landscape, Walnut, CA	$135,102.24	$17,604.81	$152,707.05
Superb Engineering, Banning, CA	$137,957.50	$19,770.00	$157,727.50
*Jas Landscape, Oxnard, CA	$113,863.50	$25,155.00	$139,018.50
SDC Engineering, Inc., Laguna Hills, CA	$141,529.55	$29,715.28	$170,704.83

The proposed agreement will provide landscaping along the south side of Redlands Boulevard from Tennessee Street to Kansas Street, greatly improving the aesthetics of the sidewalk area. These improvements include the installation of a new drip irrigation system, approximately 181 tons of decomposed granite, drought tolerant trees and shrubs.

ALTERNATIVES:

The City Council may elect not to award the agreement to Southern California Landscape, Inc. and provide alternative direction to staff.

STRATEGIC PLAN:

Priority A - Quality of Life

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

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

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

PREPARED BY:
Kathleen Giorgianni, Senior Administrative Assistant

Fiscal Impact

Fiscal Year:	2023/2024
Revenue Generating:	NO
Appropriation Required Y/N:	NO
Amount:	145,188.40
Budgeted Y/N:	Y
Account No.:	607900, 511900, 501900, 101304

Discussion:

The irrigation and landscaping project in the city yard will be funded by the following departments and divisions under the current budget; 25% Equipment Maintenance (607900), 25% Solid Waste (511900), 25% Water Utility (501900), and 25% Streets (101304).

Attachments

Agreement

Bid Report

AGREEMENT TO PERFORM NON-PROFESSIONAL SERVICES FOR IMPROVEMENT TO PUBLIC BUILDINGS AND GROUNDS

This agreement for the provision of Corporate Yard landscaping ("Agreement") is made and entered in this 5th day of December, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and Southern California Landscape, Inc., a California corporation ("Contractor"). City and Contractor are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Contractor agree as follows:

ARTICLE 1 – ENGAGEMENT OF CONTRACTOR

1.1 City hereby engages Contractor to perform Corporate Yard landscaping services for City (the "Services"). The Services that Contractor shall perform are more particularly described in Exhibit "A," titled "Scope of Services," which is attached hereto and incorporated herein by this reference.

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

ARTICLE 2 – RESPONSIBILITIES OF CONTRACTOR

2.1 Contractor shall comply with all applicable federal, state, and local laws and regulations in the performance of the Services including, but not limited, to all applicable Labor Code and prevailing wage laws and non-discrimination laws, including the Americans with Disabilities Act. Pursuant to Labor Code section 1773.2, copies of the prevailing rates of per diem wages as determined by the Director of the California Department of Industrial Relations for each craft, classification or type of worker needed to undertake the Services are on file at City's Municipal Utilities and Engineering Department, located at the Civic Center, 35 Cajon Street, Suite 15A (Mailing: P.O. Box 3005), Redlands, California 92373.

2.2 Contractor acknowledges that if it violates the Labor Code provisions relating to prevailing wages that City may enforce such provisions by withholding payments to Contractor or its subcontractors pursuant to Labor Code section 1771.6.

2.3 If Contractor executes an agreement with a subcontractor to perform any portion of the Services, Contractor shall comply with Labor Code sections 1775 and 1777.7, and shall provide the subcontractor with copies of the provisions of Labor Code sections 1771, 1775, 1776, 1777.5, 1813 and 1815. Contractor acknowledges that the statutory provisions establishing penalties for failure to comply with state wage and hour laws and to pay prevailing wages may be enforced by City pursuant to Labor Code sections 1775 and 1813.

2.4 Contractor and its subcontractors shall comply with the provisions of Labor Code section 1776 regarding payroll records maintenance, certifications, retention, and inspection.

2.5 Contractor acknowledges that eight (8) hours constitutes a legal day's work pursuant to Labor Code section 1810.

2.6 Contractor shall comply with the provisions of Labor Code section 1777.5 as to apprenticeships, and Labor Code sections 1771, 1775, 1776, 1777.5, 1813 and 1815.

2.7 Pursuant to Public Contract Code section 7103.5(b), Contractor offers and agrees to assign to City all rights, title and interest in and to all causes of action it may have under section 4 of the Clayton Act (15 U.S.C. section 15) or under the Cartwright Act (Chapter 2 (commencing with section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, goods or materials pursuant to this Agreement.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City shall make available to Contractor information in its possession that may reasonably assist Contractor in performing the Services.

3.2 City designates Tabitha Crocker, Facilities & 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 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 Contractor shall complete the Services within thirty (30) calendar days from the Notice to Proceed date unless the Services are earlier terminated as permitted herein.

4.3 Contractor shall furnish a labor and material bond in the form attached hereto as Exhibit "B," which is attached hereto and incorporated herein by this reference, in an amount equal to one hundred percent (100%) of the total compensation to be paid to Contractor pursuant to this Agreement.

ARTICLE 5 – PAYMENTS TO CONTRACTOR

5.1 Compensation:

Total compensation for Contractor's performance of the Services shall be in the amount of One Hundred Forty-Five Thousand, One Hundred Eighty-Eight Dollars and Forty Cents ($145,188.40). City shall pay Contractor in accordance with Exhibit "C" titled "Fee Schedule," which is attached hereto and incorporated herein by reference.

5.2 Contractor shall submit an invoice to City upon completion of the Services. City shall pay Contractor no later than thirty (30) days after receipt and approval by City of Contractor's invoice.

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

CITY	CONTRACTOR
City Clerk City of Redlands 35 Cajon Street P.O. Box 3005 (mailing) Redlands, CA 92373 jdonaldson@cityofredlands.org (909) 798-7531	Lee Ann Lyon, Secretary Southern California Landscape, Inc, 8687 Pecan Avenue Rancho Cucamonga, CA 91739 Leeann@scaland.com 909-350-9522

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 "D," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

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

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

6.2 Contractor shall defend, indemnify, and hold harmless City and its elected and appointed officials, employees, and agents from and against any and all claims, losses and liability, including attorneys' fees, arising from injury or death to persons or damage to property occasioned by any negligent act or omission by, or the willful misconduct of, Contractor, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

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

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

A. Does not make a governmental decision whether to:

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

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

7.3 In the event City determines that Contractor must disclose its financial interests, Contractor shall complete and file a Fair Political Practices Commission Form 700, Statement of

Economic Interests, with the City Clerk's office pursuant to the written instructions provided by the City Clerk.

ARTICLE 8 – GENERAL CONSIDERATIONS

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

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

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

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

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

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

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

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

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

CITY OF REDLANDS

By: _____
Eddie Tejeda, Mayor

SOUTHERN CALIFORNIA LANDSCAPE, INC.

By: _____
Lee Ann Lyon, Secretary

ATTEST:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

Southern California Landscape Inc., shall provide all labor and materials to complete project number FCS03162023KG and plans dated February 20, 2023.

Work will consist of:

EASTERN PORTION

- 11019 SF of irrigation
- 24 LF Composite Header
- 12 Each 15 Gallon Trees
- 56 Each 1 Gallon Shrubs
- 232 Each 5 Gallon Shrubs
- 146 Tons D.G. Mulch

WESTERN PORTION (Optional)

- 940 SF of Irrigation
- 20 LF Composite Header
- 2 Each 15 Gallon Trees
- 36 Each 5 Gallon Shrubs
- 35 Tons D.G. Mulch

EXHIBIT "B"

LABOR AND MATERIAL BOND

Whereas, the City of Redlands, State of California, and Southern California Landscape, Inc. (hereinafter designated as "Principal") have entered into an agreement (the "Agreement") whereby Principal agrees to provide landscaping for the corporate yard (the "Work"), which said agreement, dated December 5, 2023, and titled as "Agreement to Perform Non-Professional Services for Improvement to Public Builds and Grounds" is hereby referred to and made a part hereof; and

Whereas, under the terms of the Agreement, Principal is required before commencing the performance of the Work, to file a good and sufficient Labor and Material bond with the City of Redlands to secure the claims to which reference is made in Title 3 (commencing with Section 9550) of Part 6 of Division 4 of the Civil Code of the State of California.

Now, therefore, said Principal and the undersigned as corporate surety, are held firmly bound unto the City and all contractors, subcontractors, laborers, material men and other persons employed in the performance of the Agreement and referred to in the aforesaid Code of Civil Procedure in the sum of One Hundred Forty-Five Thousand, One Hundred Eighty-Eight Dollars and Forty Cents ($145,188.40) for materials furnished or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor, that said surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by the City in successfully enforcing such obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this bond shall insure to the benefit of any and all persons, companies and corporations entitled to file claims under Title 3 (commencing with Section 9550) of Part 6 of Division 4 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

Should the condition of this bond be fully performed, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

The surety hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Agreement or the specifications accompanying the same shall in any manner affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition.

In witness whereof, this instrument has been duly executed by the Principal and surety above named, on _____, 2023.

(SEAL)	(SEAL)
_____	_____
(Contractor)	(Surety) BY:
_____	_____
(Signature)	(Signature)
	Address: _____ _____
(Seal and Notarial Acknowledgment of Surety)	Telephone( ) _____

EXHIBIT "C"

("Fee Schedule")

A. CORPORATE YARD *EAST* LANDSCAPING PROJECT

Description of Services	Quantity	Unit Price Per	Total Price in Figures
Irrigation System Installed	11019 SF	$ 7.60	$ 83,744.40
Composite Header Installed	24 LF	$ 25.00	$ 600.00
15 Gallon Tree Installed	12 EA	$250.00	$ 3,000.00
1 Gallon Shrub Installed	56 EA	$ 15.00	$ 840.00
5 Gallon Shrub Installed	232 EA	$ 65.00	$ 15,080.00
DG Mulch Installed	146 TN	$175.00	$ 25,550.00
			$128,814.40

B. CORPORATE YARD *WEST* LANDSCAPING PROJECT

Description of Services	Quantity	Unit Price Per	Total Price in Figures
Irrigation System Installed	940 SF	$ 7.35	$ 6,909.00
Composite Header Installed	20 LF	$ 25.00	$ 500.00
15 Gallon Tree Installed	2 EA	$250.00	$ 500.00
5 Gallon Shrub Installed	36 EA	$ 65.00	$ 2,340.00
DG Mulch Installed	35 TN	$175.00	$ 6,125.00
			$16,374.00

EXHIBIT "D"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

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

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

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

CHECK ONE

_____I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

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

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

SOUTHERN CALIFORNIA LANDSCAPE, INC.

By:_____ Date: _____

Lee Ann Lyon, Secretary

CITY OF REDLANDS
OFFICE OF THE CITY CLERK
BID OPENING REPORT

The following bids were opened on the **18th day of September 2023 at 11:30 a.m.** on behalf of the Facilities and Community Services Department for **Corporate Yard Landscaping Project – FCS03162023KG**. 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	Bid Bond	Addenda Acknowledged (1)	Total Bid Amount
1	Kormex Construction, Ontario CA	Yes	Yes	No	$108,922.00
2	Southern California Landscape, Rancho Cucamonga CA	Yes	Yes	1 acknowledged	$128,814.40
3	Premier West Landscape, Walnut CA	Yes	Yes	1 acknowledged	$135,102.24
4	Superb Engineering, Banning CA	Yes	Yes	1 acknowledged	$137,957.50
5	Jas Landscape, Oxnard CA	Yes	Yes	No	$139,018.50
6	SDC Engineering, Inc., Laguna Hills CA	Yes	Yes	1 acknowledged	$141,529.55

Jeanne Donaldson, City Clerk
City of Redlands, California

Emailed: Councilmembers,
City Manager, PIO, Press
Department Head: Tabitha Crocker
Staff: Kathleen Giorgianni

City Council/Successor Agency Meeting **H. 9.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve the Professional Services Agreement with SGH Architects, Inc. for the Citrus Avenue Parking Structure Maintenance and Repair Design for an amount not to exceed $98,020 (Facilities and Community Services Director Crocker)

MOTION(S):

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

1. I move that the City Council approve a professional services agreement with SGH Architects, Inc. for an amount not-to-exceed $98,020.

RECOMMENDATION:

Staff recommends that the City Council approve a professional services agreement with SGH Architects, Inc. for the Citrus Avenue Parking Structure Maintenance and Repair Design (FCS09072023JN) for an amount not to exceed $98,020.

DISCUSSION:

The Citrus Avenue parking structure is located at the corner of Citrus Avenue and 6th Street, serves as public parking and is utilized by downtown merchants, their customers, and visitors to the City of Redlands. The city owns the parking structure and is responsible for maintenance and repairs. The structure contains one supported level and one grade level of parking and provides a total of 194 parking spaces.

In early 2023, a consultant was hired to assess the structure and provide a detailed assessment report. According to the assessment report, the structure is generally in fair condition considering its age. However, the structural elements require repairs and retrofitting to enhance the structure's durability and extend its

service life. On September 8, 2023, staff proceeded with issuing a request for proposals (RFP) for the Citrus Avenue Parking Structure Maintenance and Repair Professional Services. On October 10, 2023, staff received two (2) proposals from the following firms:

1. Higginson Architects, Inc.
2. SGH Architects, Inc.

In accordance with Chapter 2.16.180 of the City's Municipal Code, an evaluation committee reviewed and ranked the proposals based on the demonstrated competence and professional qualifications of each firm, in accordance with specific evaluation criteria identified in the RFP. SGH Architects, Inc. was identified as the most qualified consultant to perform the tasks listed in the RFP. City staff negotiated a reasonable consulting fee and is recommending that the Council approve an agreement with SGH Architects, Inc. for an amount not to exceed $98,020.

ALTERNATIVES:

The City Council may elect not to approve the agreement for the professional services and direct staff accordingly.

STRATEGIC PLAN:

Not applicable.

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
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

PREPARED BY:

Jawad Naderi, Associate Engineer

Fiscal Impact

Fiscal Year:	FY 2023-24
Revenue Generating:	N
Appropriation Required Y/N:	N
Amount:	$107,822
Budgeted Y/N:	Y
Account No.:	101304

Discussion:

Funding was appropriated as part of the FY 2023-2024 budget update. The total cost of the professional services will be $107,822 ($98,020 plus a 10% contingency).

Attachments

SGH Architects, Inc. Agreement

AGREEMENT TO PERFORM PROFESSIONAL SERVICES

This agreement for the provision of Citrus Avenue Parking Structure Maintenance and Repair Design ("Agreement") is made and entered in this 5th day of December, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and SGH Architects, 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 Citrus Avenue Parking Structure Maintenance and Repair Design 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 Tabitha Crocker, Facilities & 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 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 Consultant shall complete the Services by one hundred fifty (150) calendar days from and after the date of City's issuance of a Notice to Proceed to Consultant, unless the Services are terminated earlier as provided for herein.

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

ARTICLE 5 – PAYMENTS TO CONSULTANT

5.1 Compensation: Total compensation for Consultant's performance of the Services shall not exceed the amount of ninety-eight thousand twenty dollars ($98,020). City shall pay Consultant on a time and materials basis up to the not to exceed amount in accordance with Exhibit "B," titled ("Fee Schedule ") which is attached hereto and incorporated herein by reference.

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

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

CITY:

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

CONSULTANT:

Michael J. Stephens, Managing Partner
SGH Architects, Inc.
707 Brookside Avenue
Redlands, CA 92373
mstephens@sgharch.com
Phone: 909-375-3030
Fax: 909-375-4040

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

SGH Architects, Inc.

By: _____
Michael J. Stephens, Managing Partner

ATTEST:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

The Consultant shall develop plans, specifications, contract documents for bidding, engineer's estimates, and construction support services of the project adhering to the requirements of the City of Redlands, the General Plan, the current Standard Specifications for Public Works Construction (Greenbook).

The Consultant shall provide design and professional services set forth below:

1. Complete set of Construction Drawings and specifications including, but not limited to:
   - 1.1 Lower-level & Upper-level Overall Site Plans
   - 1.2 Code Analysis Plan
   - 1.3 Enlarged Site Plan – Demolition and Improvement
   - 1.4 Architectural and Structural Plans and details
2. Written Specifications package for bidding purposes
3. Engineer’s Estimate
4. Construction support services throughout the construction phase including, but not limited to:
   - 4.1 Review of submittals
   - 4.2 Review of RFIs
   - 4.3 Review of Change order requests and cost analysis
   - 4.4 Attending progress meetings with the contractor.
   - 4.5 Site visits
   - 4.6 Punch lists
5. As-Built Drawings

The anticipated length of time for professional services for items 1, 2, and 3 in Section 2 of the scope of services associated with this agreement will be 150 calendar days.

The length of time for construction support services for items 4 and 5 in Section 2 will be determined based on the construction execution schedule.

EXHIBIT "B"

FEE SCHEDULE

FEE/COST PROPOSAL

CITY OF REDLANDS - CITRUS AVENUE PARKING STRUCTURE

		Total Rate/Hr.	Principal $ 245	Project Manager $ 190	Project Leader $ 130	Clerical/ Staff $ 80
1.00	**Stage / Task I** - *PROGRAM VALIDATION*					
1.01	Review program with City (1 meeting)		2	2		
1.02	Prepare Conceptual Plan/Project Understanding		2	3	12	
1.03	Team Coordination			2		2
1.04	Project Administration		1	4		2
	Subtotal hours	32	5	11	12	4
	Subtotal fee	$ 5,195	1225	2090	1560	320
2.00	**Stage / Task II** - *PRELIMINARY DESIGN (SD/DD)*					
2.01	Identify and Prioritize Scope Elements		1	2		
2.02	Refine Parking Structure Plan for Work Scope		1	4	12	
2.03	Cost Estimating Coordination (60%)		1	4		
2.04	Project Documentation		1	6	12	2
2.05	Team Coordination		1	4		2
2.06	Project Administration		1	4		2
	Subtotal hours	60	6	24	24	6
	Subtotal fee	$ 9,630	1470	4560	3120	480
3.00	**Stage / Task III** - *FINAL DESIGN/PLAN CHECK*					
3.01	Prepare Construction Documents		1	2	50	
3.02	Cost Estimating Coordination (90% and 100%)		1	4		
3.03	Prepare Specifications		2	4		8
3.04	Submit Documents to City for Plan Review				2	
3.05	Review Documents with City (1 meeting)		1	1		
3.06	Review/Incorporate Agency Comments		1	4	8	
3.07	Team Coordination		1	1		
3.08	Project Administration		1	4		4
	Subtotal hours	100	8	20	60	12
	Subtotal fee	$ 14,520	1960	3800	7800	960
4.00	**Stage / Task VI** - *BIDDING*					
4.01	Prepare Documents for Distribution		1	2	6	2
4.02	Review and Respond to pre-bid RFI's		1	2	2	2
4.03	Review Bid Documents with City		1	1		
	Subtotal hours	20	3	5	8	4
	Subtotal fee	$ 3,045	735	950	1040	320
5.00	**Stage / Task V** - *CONSTRUCTION*					
5.01	Attend Pre-Construction Conference		1	1		
5.02	Attend Bi-Weekly Construction Meetings (6)		4	6		6
5.03	Review Submittals / Shop Drawings		2	6		
5.04	Review/Respond to RFI's		2	6		3
5.05	Punch List		2	4		4
5.04	Review/Prepare Record Drawings			1	2	
5.06	Project Administration/Close-Out		1	1		8
	Subtotal hours	60	12	25	2	21
	Subtotal fee	$ 9,630	2940	4750	260	1680

FEE/COST PROPOSAL

CITY OF REDLANDS - CITRUS AVENUE PARKING STRUCTURE

Total SGH Architects Basic Services						
Total Hours	272	34	85	106	47	
Total Fee	$ 42,020	$ 8,330	$ 16,150	$ 13,780	$ 3,760	
Basic Services Consultant Fees						
Structural Engineering	$ 33,600					
Civil (N/A)	$ -					
Mechanical/Plumbing Engineering	$ 4,500					
Fire Protection (N/A)	$ -					
Cost Estimating	$ 17,400					
Landscape (N/A)	$ -					
Electrical/Low Voltage (N/A)	$ -					
Total Basic Services Consultant	**$ 55,500**					
Subtotal All Basic Services	$ 97,520					
Enhanced Services						
Not Applicable.	$ -					
Subtotal Enhanced Services	$ -					
Reimbursable Expenses	$ 500					
Total Fee	$ 98,020					

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.

VENDOR

By:_____ Date: _____
Michael J. Stephens, Managing Partner

City Council/Successor Agency Meeting **H. 10.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve the Public Work Contract with Delta Electric, LLC for an amount not-to-exceed $146,165.30 for the Cypress Circle Street Lighting Upgrade Project, and determine that the project is exempt from environmental review pursuant to Section 15302(c) of the State's guidelines implementing the California Environmental Quality Act (Facilities and Community Services Director Crocker)

MOTION(S):

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

1. I move that the City Council determine that approval of the Public Work Construction Contract with Delta Electric, LLC for the Cypress Circle Street Lighting Upgrade Project is exempt from environmental review pursuant to Section 15302(c) of the State's guidelines implementing the California Environmental Quality Act; and

2. I move that the City Council approve an award of the public work construction contract to Delta Electric, LLC in the amount of $146,165.30 for the Cypress Circle Street Lighting Upgrade Project.

RECOMMENDATION:

Staff recommends that City Council determine that approval of the Public Work Construction Contract is categorically exempt from environmental review in accordance with Section 15302(c) of the State's guidelines implementing the California Environmental Quality Act. Staff further recommends that the City Council approve an award of contract with Delta Electric, LLC, for an amount not-to-exceed $146,165.30 for the Cypress Circle Street Lighting Upgrade Project No. FCS08242023JN.

DISCUSSION:

Cypress Circle is a unique neighborhood located to the southeast of East Cypress Avenue, between Cajon Street and East Redlands Boulevard. This project will replace the existing obsolete and inoperable street lighting with a modern, energy-efficient lighting system. The new lighting will significantly enhance neighborhood safety and greatly improve the street's aesthetics while saving the city on energy costs.

In early 2022, city staff conducted an inspection and confirmed that the existing light poles and fixtures had reached a point where repairs were neither possible nor sustainable. In addition to the need for the poles to be replaced, there are two locations on Cypress Circle that require new lighting. The scope of the project consists of removing and replacing four existing light poles and fixtures, as well as installing two new light poles.

The plans and specifications were completed in September 2023, and city staff advertised the project on September 26, 2023. The City Clerk's office received and opened five (5) bids for the project on October 18, 2023. The bids were reviewed by staff to determine if they were responsive to bid requirements. Based on the attached bid analysis, Delta Electric, LLC is the lowest responsive and responsible bidder. Therefore, it is recommended that the City Council award a Public Work Construction Contract to Delta Electric LLC, for an amount not-to-exceed $146,165.30.

The following five (5) Project bids were received before the submittal deadline:

BID OPENING REPORT SUMMARY	
BIDDER	**BID AMOUNT**
1. Delta Electric LLC	$146,165.30
2. VT Electric Inc.	$156,110.00
3.Calpromax Engineering Inc.	$189,690.00
4. Elecnor Belco Electric Inc.	$219,432.00
5. DBX Inc.	$231,000.00

Furthermore, the project is categorically exempt from environmental review in accordance with Section 15302(c) of the State's guidelines implementing the California Environmental Quality Act (CEQA) as the project involves removal and replacement of existing facilities.

ALTERNATIVES:

The City Council may elect not to approve the award of the Public Work Construction Contract and direct staff accordingly.

STRATEGIC PLAN:

Not applicable.

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
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

PREPARED BY:
Jawad Naderi, Associate Engineer

Fiscal Impact

Fiscal Year:	FY 2022-23
Revenue Generating:	N
Appropriation Required Y/N:	N
Amount:	160,781.83
Budgeted Y/N:	Y
Account No.:	101304-6710

Discussion:

The total cost of the project will be $160,781.83 ($146,165.30 plus a 10% contingency).

Attachments

Public Work Contract
Bid Opening Report
Bid Analysis

PUBLIC WORK CONSTRUCTION CONTRACT

This Public Work Construction contract ("Contract") is made and entered into this 5th day of December, 2023, by and between the City of Redlands, a municipal corporation, organized and existing under the laws of the State of California (hereinafter "City"), and Delta Electric, LLC, a California Limited Liability Company (hereinafter "Contractor"). City and Contractor are sometimes individually referred to herein as a "Party" and, together, as the "Parties."

In consideration of the mutual promises contained herein, City and Contractor agree as follows:

1. **SCOPE OF WORK:** Contractor shall furnish all materials and will perform all of the work for the following: Cypress Circle Street Lighting Upgrade Project, FCS08242023JN, complete all items as required by the Contract Documents (as herein defined) and Specifications for City's Cypress Circle Street Lighting Upgrade Project, FCS08242023JN (the "Work").

2. **CONTRACT SUM:** City shall pay Contractor the sum of one hundred forty-six thousand one hundred sixty-five and thirty cents' dollars ($146,165.30) as consideration for its performance of the Work in accordance with the terms and conditions set forth in the Contract Documents. Pursuant to Public Contract Code Section 22300, Contractor has the option to deposit securities with an escrow agent as a substitute for retention of earnings required to be withheld by City pursuant to an escrow agreement as set forth in Public Contract Code section 22300.

3. **TIME FOR COMPLETION:** The Work shall be completed within ninety (90) working day(s) as defined in Section 1-2 of the Standard Specifications for Public Works Construction "Greenbook" from and after the date of City's issuance of a Notice to Proceed to Contractor.

4. **LIQUIDATED DAMAGES:** Contractor's failure to complete the Work within the time allowed will result in damages being sustained by City. Such damages are, and will continue to be, impracticable and extremely difficult to determine. Accordingly, Contractor shall pay to City, or have withheld from monies due to Contractor, the sum of five hundred dollars ($500) for each working day as defined in Section 1-2 of the Standard Specifications for Public Works Construction "Greenbook" in excess of the specified time for completion of the Work. Execution of this Contract shall constitute agreement by City and Contractor that five hundred dollars ($500) per day is the estimated damage to City caused by the failure of Contractor to complete the work within the allowed time. Such sum is liquidated damages and shall not be construed as a penalty, and may be deducted from payments due Contractor if such delay occurs.

5. **CONTRACT DOCUMENTS:** This Contract incorporates by reference the following: Notice Inviting Bids, Instructions to Bidders, Contractor's Proposal, Bid Bond, Agreement, Performance Bond, Labor and Material Bond, Plans, General Conditions, Special Provisions and Specifications, and any addenda thereto (collectively, the "Contract Documents").

6. **ATTORNEYS' FEES:** In the event any action is commenced to enforce or interpret the terms or conditions of this Contract, or the Contract Documents, the prevailing Party in such action, in addition to any costs and other relief, shall be entitled to recover its reasonable attorneys' fees, including fees for use of in-house counsel by a Party.

7. **RESOLUTION OF CONSTRUCTION CLAIMS:** Claims by Contractor in the amount of three hundred seventy five thousand dollars ($375,000) or less shall be made by Contractor and processed by the City pursuant to the provisions of Part 3, Chapter 1, Article 1.5 of the Public Contract Code (commencing with Section 20104). All claims shall be in writing and include the documents necessary to substantiate the claim. Nothing in subdivision (a) of Public Contract Code Section 20104.2 shall extend the time limit or supersede the notice requirements provided in this case from filing claims by Contractor.

8. ELIGIBILITY OF CONTRACTOR/SUBCONTRACTOR: Contractor and all of its subcontractors shall abide by California Public Contract Code, Section 6109, and California Labor Code Sections 1777.1 and/or 1777.7, and certify that they are not debarred and are eligible to work on this project.

9. ASSIGNMENT OF AGREEMENT: No assignment by a Party of any rights or interests under this Contract shall be binding on another Party without the written consent of the Party sought to be bound.

10. SUCCESSORS AND ASSIGNS: City and Contractor each binds itself and their respective successors and assigns in respect to all covenants, agreements, and obligations contained in the Contract Documents.

11. SEVERABILITY: Any provision or part of the Contract Documents held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon City and Contractor.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract the day and year first written above.

CITY OF REDLANDS

(SEAL)

By:_____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

(SEAL)

Rolando Estevez_____
Name of Contractor

By:_____
Signature of Authorized Agent

President_____
Title

_____
Signature of Authorized Agent (if necessary)

_____
Title

581045_____
Contractor's License No.

WORKER'S COMPENSATION INSURANCE CERTIFICATION

Description of Contract: City of Redlands
Facilities and Community Services Department
Cypress Circle Street Lighting Upgrade Project
Project No. FCS08242023JN

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.

Dated this _____ day of _____, 2023.

Delta Electric LLC _____
(Contractor)

_____
(Signature)

President_____
(Official Title)

(SEAL)

(Labor Code Section 1861 provides that the above certificate must be signed and filed by the Contractor with the Owner prior to performing the work of the contract.)

FAITHFUL PERFORMANCE BOND

Whereas, the City of Redlands ("City"), State of California, and Delta Electric LLC (hereinafter designated as "Principal") have entered into an agreement dated December 5th, 2023 ("Agreement") whereby Principal agrees to install and complete certain public improvements (the "Work"), which said Agreement is identified as Cypress Circle Street Lighting Upgrade Project and is hereby referred to and made a part hereof; and

Whereas, said Principal is required under the terms of the Agreement to furnish a bond for the faithful performance of the Work, now, therefore, we, the Principal and, _____, as Surety, are held and firmly bound unto the City in the penal sum of one hundred forty-six thousand one hundred sixty-five and thirty cents dollars ($146,165.30) lawful money of the United States, for the payment of which sum we bind ourselves, and our heirs, successors, executors and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above bounded Principal, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the Agreement and any alteration thereof made as therein provided, on his or its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall faithfully fulfill the one-year guarantee of all materials and workmanship, and shall defend, indemnify and save harmless the City and its elected officials, officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by the City in successfully enforcing such obligations, all to be taxed as costs and included in the judgment rendered.

As a condition precedent to the satisfactory completion of the Work, the above obligation shall hold good for a period of one (1) year or longer if required by the Agreement after the acceptance of the work by the City, during which time if the Principal shall fail to make full, complete, and satisfactory repair and replacements and totally protect the City from loss or damage made evident during this period from the date of completion of the Work, and resulting from or caused by defective materials or faulty workmanship, the above obligation in penal sum thereof shall remain in full force and effect. The obligations of Surety hereunder shall continue so long as any obligation of the Principal remains.

Whenever the Principal shall be, and is declared by the City to be, in default under the Agreement, the City having performed the City obligations thereunder, the Surety shall promptly remedy the default, or shall promptly, at the City's option:

1. Complete the Work in accordance with its terms and conditions; or

2. Obtain a bid or bids for completing the Work in accordance with its terms and conditions, and upon determination by Surety of the lowest responsive and responsible bidder, arrange for a contract between such bidder and the City, and make available as work progresses sufficient funds to pay the cost of completion of the Work less the balance of the Agreement price,

but not exceeding, including other costs and damages for which Surety may be liable hereunder, the amount set forth above. The term "balance of the Agreement price," as used in this paragraph, shall mean the total amount payable to the Principal by the City under the Agreement and any modifications thereto, less the amount previously properly paid by the City to the Principal.

Surety expressly agrees that the City may reject any contractor or subcontractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the Principal.

Surety shall not utilize the Principal in completing the Work nor shall Surety accept a bid from the Principal for completion of the Work if the City, when declaring the Principal in default, notifies Surety of the City's objection to the Principal's further participation in the completion of the Work.

No right of action shall accrue on the bond to or for the use of any person or corporation other than the City named herein or the successors or assigns of the City. Any suit under this bond must be instituted within the applicable statute of limitations period.

The said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Agreement or to the work to be performed thereunder or the Specifications accompanying the same shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Agreement or to the work or to the specifications.

No final settlement between the City and the Principal shall abridge the right of any beneficiary hereunder whose claim may be unsatisfied.

The Principal and Surety agree that if the City is required to engage the services of any attorney in connection with the enforcement of this bond, each shall pay the City's reasonable attorneys' fees incurred, with or without suit, in addition to the above sum.

In witness whereof, this instrument has been duly executed by the Principal and Surety above named, on _____, 2023.

(SEAL)	(SEAL)
_____	_____
(Contractor)	(Surety)
_____	BY: _____
(Signature)	(Signature)
	Address: _____
	_____
(Seal and Notarial Acknowledgment of Surety)	Telephone ( )_____

LABOR AND MATERIAL BOND

Whereas, the City Council of the City of Redlands, State of California, and Delta Electric, LLC (hereinafter designated as "Principal") have entered into an agreement (the "Agreement") whereby Principal agrees to install and complete certain designated public improvements (the "Work"), which said agreement, dated December 5th, 2023, and identified as Cypress Circle Street Lighting Upgrade Project, FCS08242023JN is hereby referred to and made a part hereof; and

Whereas, under the terms of the Agreement, Principal is required before commencing the performance of the Work, to file a good and sufficient Labor and Material bond with the City of Redlands to secure the claims to which reference is made in Title 3 (commencing with Section 9550) of Part 6 of Division 4 of the Civil Code of the State of California.

Now, therefore, said Principal and the undersigned as corporate surety, are held firmly bound unto the City and all contractors, subcontractors, laborers, material men and other persons employed in the performance of the Agreement and referred to in the aforesaid Code of Civil Procedure in the sum of one hundred forty-six thousand one hundred sixty-five and thirty cents dollars ($146,165.30) for materials furnished or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor, that said surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by the City in successfully enforcing such obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this bond shall insure to the benefit of any and all persons, companies and corporations entitled to file claims under Title 3 (commencing with Section 9550) of Part 6 of Division 4 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

Should the condition of this bond be fully performed, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Agreement or the specifications accompanying the same shall in any manner affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition.

In witness whereof, this instrument has been duly executed by the Principal and surety above named, on _____, 2023.

(SEAL)	(SEAL)
_____	_____
(Contractor)	(Surety)
_____	BY: _____
(Signature)	(Signature)
	Address: _____
(Seal and Notarial Acknowledgement of Surety)	_____
	Telephone: ( )_____

CITY OF REDLANDS
OFFICE OF THE CITY CLERK
BID OPENING REPORT

The following bids were opened on the **18th day of October 2023 at 3:00 p.m.** on behalf of the Facilities and Community Services Department for **Cypress Circle Street Lighting Upgrade Project – FCS08242023JN**. 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	Bid Bond	Addenda Acknowledged (N/A)	Total Bid Amount
1	Delta Electric LLC., Santa Clarita CA	Yes	Yes	N/A	$146,165.30
2	VT Electric Inc., Ontario CA	Yes	Yes	N/A	$156,110.00
3	Calpromax Engineering, Inc., Placentia CA	Yes	Yes	N/A	$189,690.00
4	Bleco-Elecnor, Chino CA	Yes	Yes	N/A	$219,432.00
5	DBX, Inc., Temecula CA	Yes	Yes	N/A	$231,000.00

Jeanne Donaldson, City Clerk
City of Redlands, California

Emailed: Councilmembers,
City Manager, PIO, Press
Department Head: Tabithia Crocker
Staff: Jawad Naderi

CITY OF REDLANDS
FACILITIES AND COMMUNITY SERVICES DEPARTMENT
BID ANALYSIS

PROJECT NO.FCS08242023 — BID DATE: 18-Oct-2023
CYPRESS CIRCLE STREET LIGHTING PROJECT — EST. START DATE: 1-Dec-2023

Item No.	Bid Item	Quantity	Unit	Delta Electric LLC		VT Electric Inc		Calpromax Engineering Inc	
				Unit Price	Item Price	Unit Price	Item Price	Unit Price	Item Price
1	Mobilization (Maximum 5% of Total Base Bid Price)	1	LS	$6,100.00	$6,100.00	$5,000.00	$5,000.00	$11,000.00	$11,000.00
2	Removal and disposal of existing light poles	4	EA	$875.00	$3,500.00	$2,052.00	$8,208.00	$1,300.00	$5,200.00
3	Footing and raised pedestal reinforced concrete, including all associated activities but not limited to excavation, formwork, concrete pouring, materials, labor, and transportation of excavated materials.	6	EA	$4,400.00	$26,400.00	$3,808.00	$22,848.00	$2,600.00	$15,600.00
4	Double Arm Ameron Pole (Model 4B117) - Customized Height (15'-8") per Detail 1 on Sheet-3 of project plans, including all related activities not limited to installation and wiring.	6	EA	$4,500.00	$27,000.00	$4,894.00	$29,364.00	$4,700.00	$28,200.00
5	Fixture (29W Type IV GE Cobraheads Part number: ERL1-0-04-D5-30-A-GRAY) , including all related activities not limited to installation and wiring.	12	EA	$650.00	$7,800.00	$721.00	$8,652.00	$525.00	$6,300.00
6	Directional drilling and installation of 1 1/2" SCH 40 conduit, including all associated activities but not limited to labor, materials, potholing, sawcutting, excavation of launching and receiving pits, and conduit installation.	970	LF	$50.54	$49,023.80	$44.00	$42,680.00	$62.00	$60,140.00
7	100 AMP Meter Pedestal, (2) 20 AMP Breaker, (USPUL unmetered service pedestal)	1	EA	$8,970.00	$8,970.00	$5,402.00	$5,402.00	$7,500.00	$7,500.00
8	#8 AWG wire	2,000	LF	$1.18	$2,360.00	$3.50	$7,000.00	$4.00	$8,000.00
9	#10 AWG wire	400	LF	$1.11	$444.00	$3.00	$1,200.00	$4.00	$1,600.00
10	#10GND	1,500	LF	$1.11	$1,665.00	$3.00	$4,500.00	$2.60	$3,900.00
11	No. 3 1/2 PCC traffic rated pull box	7	EA	$617.50	$4,322.50	$998.00	$6,986.00	$650.00	$4,550.00
12	Patch and repair street asphalt, concrete walkways, damaged surfaces, and structures, including directional drill launching and receiving pit repairs, to meet the established city standards and match existing condition.	1	LS	$4,550.00	$4,550.00	$12,000.00	$12,000.00	$36,400.00	$36,400.00
13	Service connection to SCE power pole and abandonment of existing feed from north SCE pole, including all necessary coordination, labor, and materials.	1	LS	$4,030.00	$4,030.00	$2,270.00	$2,270.00	$1,300.00	$1,300.00
			Total Bid Schedule		**$146,165.30**		**$156,110.00**		**$189,690.00**

CITY OF REDLANDS
FACILITIES AND COMMUNITY SERVICES DEPARTMENT
BID ANALYSIS

PROJECT NO.FCS08242023 — BID DATE: 18-Oct-2023
CYPRESS CIRCLE STREET LIGHTING PROJECT — EST. START DATE: 1-Dec-2023

Item No.	Bid Item	Quantity	Unit	Elecnor Belco Electric Inc		DBX Inc	
				Unit Price	Item Price	Unit Price	Item Price
1	Mobilization (Maximum 5% of Total Base Bid Price)	1	LS	$10,000.00	$10,000.00	$5,000.00	$5,000.00
2	Removal and disposal of existing light poles	4	EA	$2,500.00	$10,000.00	$1,500.00	$6,000.00
3	Footing and raised pedestal reinforced concrete, including all associated activities but not limited to excavation, formwork, concrete pouring, materials, labor, and transportation of excavated materials.	6	EA	$3,500.00	$21,000.00	$5,000.00	$30,000.00
4	Double Arm Ameron Pole (Model 4B117) - Customized Height (15'-8") per Detail 1 on Sheet-3 of project plans, including all related activities not limited to installation and wiring.	6	EA	$5,160.00	$30,960.00	$6,000.00	$36,000.00
5	Fixture (29W Type IV GE Cobraheads Part number: ERL1-0-04-D5-30-A-GRAY) , including all related activities not limited to installation and wiring.	12	EA	$638.00	$7,656.00	$800.00	$9,600.00
6	Directional drilling and installation of 1 1/2" SCH 40 conduit, including all associated activities but not limited to labor, materials, potholing, sawcutting, excavation of launching and receiving pits, and conduit installation.	970	LF	$72.00	$69,840.00	$90.00	$87,300.00
7	100 AMP Meter Pedestal, (2) 20 AMP Breaker, (USPUL unmetered service pedestal)	1	EA	$6,786.00	$6,786.00	$6,500.00	$6,500.00
8	#8 AWG wire	2,000	LF	$2.50	$5,000.00	$4.00	$8,000.00
9	#10 AWG wire	400	LF	$1.90	$760.00	$4.00	$1,600.00
10	#10GND	1,500	LF	$2.50	$3,750.00	$4.00	$6,000.00
11	No. 3 1/2 PCC traffic rated pull box	7	EA	$1,400.00	$9,800.00	$1,500.00	$10,500.00
12	Patch and repair street asphalt, concrete walkways, damaged surfaces, and structures, including directional drill launching and receiving pit repairs, to meet the established city standards and match existing condition.	1	LS	$26,904.00	$26,904.00	$15,000.00	$15,000.00
13	Service connection to SCE power pole and abandonment of existing feed from north SCE pole, including all necessary coordination, labor, and materials.	1	LS	$16,976.00	$16,976.00	$9,500.00	$9,500.00
	Total Bid Schedule				**$219,432.00**		**$231,000.00**

City Council/Successor Agency Meeting **I. 1.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Downtown Redlands Parking Study Presentation (Development Services Director Desatnik)

MOTION(S):

This is an informational item. No motion is required.

RECOMMENDATION:

Provide staff with direction as to which, if any, parking strategies to pursue.

DISCUSSION:

On September 6, 2022, the City Council unanimously approved a professional services agreement with Walker Consultants Inc. (Walker) for the preparation of a Downtown Redlands Parking Study (Attachment A). The purpose of this study was to inventory and assess the availability and utilization of parking in the downtown and to provide targeted recommendations to help address real and perceived parking concerns.

Over the past decade, the City of Redlands' downtown has continued to grow and thrive, with the surrounding core around State Street considered one of Redlands' greatest assets. Promoting in-fill and mixed-use development in the downtown, with the goal of enhancing a pedestrian-friendly, walkable urban core, is a central goal of the 2035 General Plan and Transit Villages Specific Plan.

The City desires to plan for and to provide sufficient parking in the downtown to ensure its economic viability and success, to provide parking cost-effectively and in convenient locations for users, and to efficiently manage parking in a manner that supports a walkable and pedestrian-friendly downtown environment. Some businesses and residents have complained that parking is more challenging to

find as the downtown has become increasingly vibrant over the past decade. Parking is a key factor for businesses to continue to be successful and to help customers feel welcome.

Walker Consultants Inc.

Walker has worked with cities throughout Southern California and has expertise in identifying the technical and structural characteristics, values, and needs of the communities they have served. Some of these clients include Solvang, Redondo Beach, San Diego, Beaumont, Palm Springs, and Santa Monica. Walker has spent thousands of hours observing and analyzing parking and curb use over decades as the lead author of the International Council of Shopping Center's (ICSC's) and Urban Land Institutes (ULI's) Shared Parking Models and publications, and for the past three years, conducting an extensive curbside research and development initiative, independently vetting and testing dozens of tech products to collect millions of curb use data points in cities across the country, to develop curb typologies and implementable curb plans, policies, and fees.

Walker brings expertise in all aspects of the study, including parking policy, new mobility management and planning, shared parking, shared operation, enforcement and technology, signage and wayfinding, data collection and analytics, street design and activation of public spaces and streets.

Outreach

City staff and Walker hosted two public meetings in the afternoon and early evening hours of November 9, 2022, attended by 29 downtown Redlands business and property owners, Redlands residents and Redlands Chamber of Commerce representatives. City staff and Walker provided a presentation of the study being conducted, and answered questions from the community.

Walker provided a written memo in June 2023, in response to several questions and concerns from the Redlands Chamber of Commerce about the study (Attachment B). City staff and Walker met with the Executive Director of the Chamber of Commerce, representatives of the Chamber Board and several chamber members on June 28, 2023, to discuss the memo and to address the concerns.

Survey Results

There were a number of parking related questions in the City's climate survey conducted by National Community Survey in 2022 that provided useful feedback for parking policy considerations. These questions and responses are contained in Attachment C).

The responses noted that the ease of public parking in Downtown Redlands was

more likely to be rated as excellent or good than public parking in the City of Redlands as a whole. Only 17 percent of the respondents rated the ease of finding public parking in Downtown Redlands as poor, compared with 24 percent for the ease of finding parking in the City as a whole.

A similar question asked respondents to rate the convenience/location of parking in Downtown Redlands. The convenience/location of parking was slightly less likely to be rated as poor than was the ease of finding parking, suggesting that participants may have been relatively content with the parking spaces they eventually found, but less content with the amount of time it took to find a space. A total of 83 percent of the respondents rated the ease of finding public parking downtown as excellent, good, or fair, compared with 89 percent for convenience/location of the parking.

Asking survey participants how many blocks they consider a reasonable distance to park away from the business they are visiting can shed light on ratings of the convenience, location, and ease of parking in Downtown Redlands. In response to this question, seven percent of participants reported finding it reasonable to walk five or more blocks, while 36 percent were willing to walk three-to-four blocks, and 56 percent expected to be able to park within two blocks of their destination.

The City conducted the National Community Survey again in 2023, this time with a unique question related to metered parking. Survey respondents were asked the following question: "How much, if at all, would you support adding metered parking to address parking availability in downtown Redlands?" In response to this question, 56 percent were strongly opposed, while 19 percent were somewhat opposed. Only 11 percent strongly supported metered parking, with another 15 percent somewhat supporting it. Taken together, approximately three-quarters of respondents were in opposition to the concept of metered parking to address downtown parking availability.

Traffic and Parking Commission and Strategies

Development Services staff worked with the Municipal Utilities and Engineering Department department to provide updates of the study to the Traffic and Parking Commission (TPC) throughout the study period, beginning on July 21, 2022, and again on September 21, 2022, January 26, 2023, and March 23, 2023. Walker provided a written memo in May 2023, in response to TPC questions and concerns they had about the study thus far (Attachment D).

A report and presentation of the final report was presented to the TPC on May 25, 2023, with the goal of the presentation to begin discussion, provide information contained within the report and answer any questions as the TPC developed specific recommendations for presentation to the City Council.

A final meeting in which the TPC considered the parking report was held on

September 28, 2023. The staff report for this meeting, which included staff's recommendations, is Attachment E to this report. At the conclusion of this meeting the TPC provided their priority list of recommended actions to be included with the Downtown Redlands Parking Study when presented to the City Council. The list of recommendations include:

Increased Parking Enforcement and Education

- Educate the public with signage and communication with the business community
- Develop parking options for employees of downtown businesses
- Phase-in parking enforcement, with a focus on issuing warnings for a period of time to be determined, followed by citations and fines

Pursue Shared-Use Agreements with Private Parking Lot Owners

- Enter into lease agreements with local churches or private property owners that have parking lots for their businesses
- Lease of parking lots greater than 25-spaces should be the focus. Lots could be used for general public parking during periods of high demand or to be used for safe, convenient employee parking

Encourage Use of Existing Parking Facilities through Safety Improvements

- Provide safe and convenient parking for employees who work in and around State Street, by identifying public parking lots where employees can park and walk safely to and from their work locations
- Include evaluation and improvements to existing lighting, signage, crosswalks, accessibility, and security

Study Restriping of Citrus Avenue

- Study the feasibility of converting Citrus Avenue to one-way between Orange and Redlands Boulevard and restripe street to provide additional parking similar to angled parking on State Street. The direction of travel would be opposite State Street (westbound). Staff recently found a drawing of this concept that was done several years ago (Attachment F). It shows that the one-way, diagonal parking concept would provide 130 on-street spaces, an increase of 26 spaces over the existing 104 parallel parking spaces. Unfortunately, the TPC did not have the benefit of this information, as this drawing was recently found, when it considered this matter.

Increase Tree and Shade Improvements

- Identify where additional trees or shade structures could be installed to improve pedestrian comfort

The TPC did not support the following:

Paid Parking Pilot Program

- Install a paid parking system on State Street and adjacent north-south streets in the downtown.
- When parking demand is high, drivers will have the option between parking for free and walking a few blocks or paying a small fee to park in a more convenient space.

Establishment of a Parking Benefits District (PBD)

- Since the most feasible source of revenue to fund a PBD is from paid parking revenue, this item was not recommended.
- A PBD could be utilized to help identify the issues, needs, and opportunities to improve parking in the downtown
- Establishing an advisory committee, its members, roles, and responsibilities will need to be accomplished and will be accomplished at the direction of the Mayor and City Council

Parking Structure

- Initiate an RFP for a feasibility study to determine the cost and site analysis, along with a preliminary financial analysis for the construction of a new parking structure
- The study identified the current city hall site (not including the Citrus Ave. parking structure) as the most feasible location. This site could accommodate a new 4-level structure (3 full floors plus rooftop parking) with approximately 590 parking spaces
- As a cost reference, the construction cost per parking space at the recently opened Stuart Ave. parking structure was approximately $62,500 per space, which would cost approximately $36.9 million for a 590-space structure

Special Events

The Downtown Redlands Parking Study did not consider special events because it is not typical to base parking needs on non-standard or infrequent uses. However, to address public comment, staff has summarized all of the special events that occurr in and around downtown, including the Redlands Bowl, to report and quantify the impact (Attachment G). With the exception of a small number of events, staff does not believe that the events greatly impact the overall parking availability downtown for long periods of time.

City staff conducted a windshield survey of the upper level of the Citrus Avenue parking structure during several of the Redlands Bowl evening events and found many available parking spaces after 8:30 pm. Since the Bowl events were occurring at this same time, usually lasting to nearly 10:00 pm, this could demonstrate that Redlands Bowl attendees were not utilizing this parking structure that serves downtown Redlands businesses and visitors.

ALTERNATIVES:

N/A

STRATEGIC PLAN:

The Downtown Redlands Parking Study supports Priority A, "Quality of Life," "Economic Vitality", strategic objective.

SUBMITTED BY:
Brian Desatnik, Development Services Director

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

REVIEWED BY:
Janice McConnell, Assistant City Manager
Danielle Garcia, Management Services/Finance Director

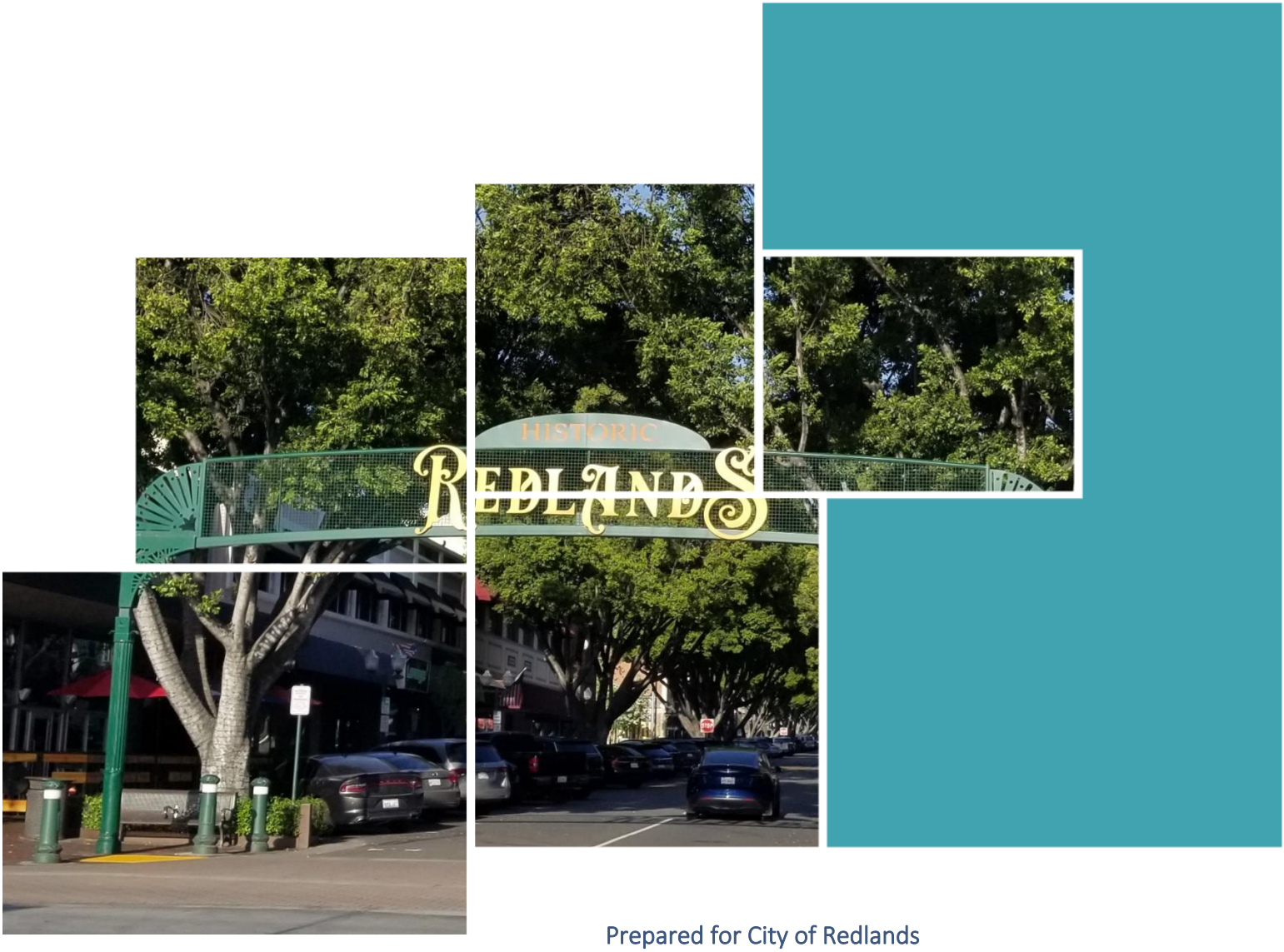
PREPARED BY:
Cruz Esparza IV, Economic Development Manager

Fiscal Impact

Discussion:
N/A

Attachments

Attachment A: DT Redlands Parking Study
Attachment B: Walker Comments to Chamber
Attachment C: National Survey
Attachment D: Walker Response to TPC
Attachment E: Memo to TPC_Sept 28
Attachment F: Citrus Avenue Restriping Concept
Attachment G: Downtown Parking



Prepared for City of Redlands

Downtown Redlands Parking Study

June 29, 2023

WALKER CONSULTANTS

Contents

Executive Summary i
Existing Conditions i
Community Outreach Findings iii
Parking Strategy Recommendations v
1. Introduction 2
Setting 2
Purpose of the Study 3
Study Area 3
2. Existing Conditions 6
Parking Supply 6
Existing Parking Demand 8
How Long Do People Park? 17
Planned Development in the Study Area 19
City Hall Site Redevelopment 24
Downtown Parking Surveys 26
National Community Survey 2022 Results 33
Employee Surveys and Conversations 41
Business Outreach Summary 44
Review of Existing Materials 46
Downtown Parking and Standards Review 53
Case Studies of Parking Management Best Practices 56
Summary of Existing Conditions Key Findings 67
3. Downtown Vision, Goals, and Parking Strategies 70
General Plan - Vision and Key Themes 70
Transit Villages Specific Plan – Parking Vision and Goals 71
Additional Support for the Parking Vision and Goals 72
Confirmation of Parking Vision and Goals 75
Transit Villages Specific Plan – Parking Strategies 76
Confirmation of Parking Strategies 80
4. Action Steps and Implementation Details 82
1. Increase Access to Underutilized Off-Street Facilities 83
2. Manage Street Parking and Prime Off-Street Facilities to Ensure Availability 90

3. Establish a Parking Benefit District 94
4. Improve the Downtown Pedestrian Environment 96
5. Encourage the Use of Sustainable Transportation Modes to Reduce Parking Demand 99
6. Increase the Supply of Publicly Available Parking 104
Appendix A: Data Collection Considerations 110
Appendix B: Downtown Redlands Intercept Survey 112
Appendix C: Downtown Redlands Employee Comments 113
Appendix D: San Clemente Parking Lot Lease Agreement Template 115

List of Figures

Figure 1: Downtown Redlands Context Map 2
Figure 2: Downtown Redlands Study Area 4
Figure 3: Thursday Peak Parking Utilization, 1 p.m. 11
Figure 4: Thursday Parking Occupancies Over Time 12
Figure 5: Saturday Parking Utilization, 11 a.m. 15
Figure 6: Saturday Parking Occupancies Over Time 16
Figure 7: Parking Durations of Vehicles Parked at 1 p.m. Peak – Thursday November 18, 2022 18
Figure 8: Downtown Redlands Approved/Pending Development Projects 20
Figure 9: Thursday Peak Parking Utilization (1:00pm) with Projected Downtown Development Projects 22
Figure 10: Saturday Peak Parking Utilization (1:00pm) with Projected Downtown Development Projects 23
Figure 11: City Hall Redevelopment Conceptual Parking Layout 25
Figure 12: Place of Residence 27
Figure 13: Trip Purpose 27
Figure 14: Parking Location 28
Figure 15: Nearness to Destination 28
Figure 16: Parking Experience 29
Figure 17: Length of Stay 29
Figure 18: Parking-based Decision Making 30
Figure 19: Frequency of Visiting Downtown Redlands 34
Figure 20: Mode of Transportation Used to Travel to Downtown Redlands 35
Figure 21: Ease of Travel Ratings by Mode 36
Figure 22: Ratings of the Ease of Public Parking in Redlands and Downtown Redlands 36
Figure 23: Ratings of the Convenience/Location of Parking in Downtown Redlands 37
Figure 24: Perceptions of a Reasonable Parking Distance 38
Figure 25: Ratings of Charging Stations for Electric Vehicles in Downtown Redlands 38
Figure 26: Issues Seen as Major Priorities for City Resource Allocation 39
Figure 27: Respondents' Top Priorities for Redlands 40
Figure 28: Downtown Redlands Study Area 42
Figure 29: Parking Space Inventory from 2017 Initial Downtown Parking Study Area 47
Figure 30: Average Peak Hours Parking Utilization from the 2017 Initial Downtown Parking Study 48
Figure 31: Parking Improvements Plan from the 2017 Initial Downtown Parking Study 49

Figure 32: Downtown Parking Requirements in the Transit Villages Specific Plan 53
Figure 33: Downtown Redlands "High Quality Transit Area" Coverage 54
Figure 34: Redlands Transit Villages Specific Plan Area Boundaries 55
Figure 35: Commuter Mode Shares Before and After Parking Cash-Out 58
Figure 36: Retail sales-tax revenue in Old Pasadena before and after installing parking meters in 1993 60
Figure 37: Community-wide Survey Responses 65
Figure 38: Transportation-related Greenhouse Gas Reduction Estimates 66
Figure 39: View of the Look Theater from Stuart Avenue Parking Structure 70
Figure 40: Signs Restricting Public Parking on Private Off-Street Facilities 83
Figure 41: Underutilized Private Parking Lots near Downtown Redlands 88
Figure 42: Example of Parking Wayfinding Signage 89
Figure 43: Parking Benefit District Outreach Example 96
Figure 44: Proposed Pedestrian Improvements for Downtown Redlands 97

List of Tables

Table 1: Study Area Parking Supply 7
Table 2: Thursday Peak Parking Occupancy and Utilization by Facility, 1 p.m. 10
Table 3: Saturday Parking Occupancy and Utilization by Facility, 11 a.m. 14
Table 4: Downtown Redlands Development Projects 19
Table 5: Parking Location by Length of Stay 32
Table 6: Perception of Parking Distance by Length of Stay 32
Table 7: Parking Distance and Search Time by Length of Stay 32
Table 8: Perception of Parking Distance by Trip Purpose 33
Table 9: Parking-based Decision Making by Trip Purpose 33
Table 10: Employee Parking Locations 41
Table 11: Action Steps for Increasing Access to Underutilized Facilities 83
Table 12: Implementation Details for Increasing Access to Underutilized Facilities 85
Table 13: Actions Steps for Managing Street Parking and Prime Off-Street Facilities 90
Table 14: Implementation Details for Managing Street Parking and Prime Off-Street Facilities 92
Table 15: Action Steps for Establishing a Parking Benefit District 94
Table 16: Implementation Details for Establishing a Parking Benefit District 95
Table 17: Action Steps for Improving the Downtown Pedestrian Environment 97
Table 18: Implementation Details for Improving the Downtown Pedestrian Environment 98
Table 19: Action Steps for Encouraging the Use of Sustainable Transportation Modes 99
Table 20: Implementation Details for Encouraging the Use of Sustainable Transportation Modes 101
Table 21: Actions Steps for Increasing the Public Parking Supply 105
Table 22: Implementation Details for Increasing the Public Parking Supply 106

Executive Summary

The City of Redlands engaged Walker Consultants ("Walker") to conduct a comprehensive downtown parking study. This includes an overview of the existing parking conditions, a summary of key findings from community outreach, and parking strategy recommendations that align with existing downtown parking vision, goals, and policies outlined in the Transit Villages Specific Plan. Key findings include:

- More than half of the parking spaces in the core downtown area were unused during the busiest times (over 2,000 spaces, not including the spaces at the Redlands Mall).
- Parking spaces on and near State Street were often nearly fully occupied, making it difficult for the visitors who most value convenient access to find a parking space that meets their needs.
- New developments can be expected to further increase the pressure for street parking, and it may become even more difficult to find a convenient space if actions are not taken to manage demand.
- In light of existing and future conditions, and the community priorities revealed through public outreach, this report's recommendations for improving the parking experience in downtown Redlands include:
    1. Increase access to underutilized off-street facilities.
    2. Manage parking to ensure at least one or two spaces remain available in high demand areas; pilot a paid parking program on select streets and prime off-street facilities.
    3. Establish a parking benefit district.
    4. Improve the downtown pedestrian environment.
    5. Encourage the use of sustainable travel modes to reduce parking demand.
    6. Increase the supply of publicly available parking.

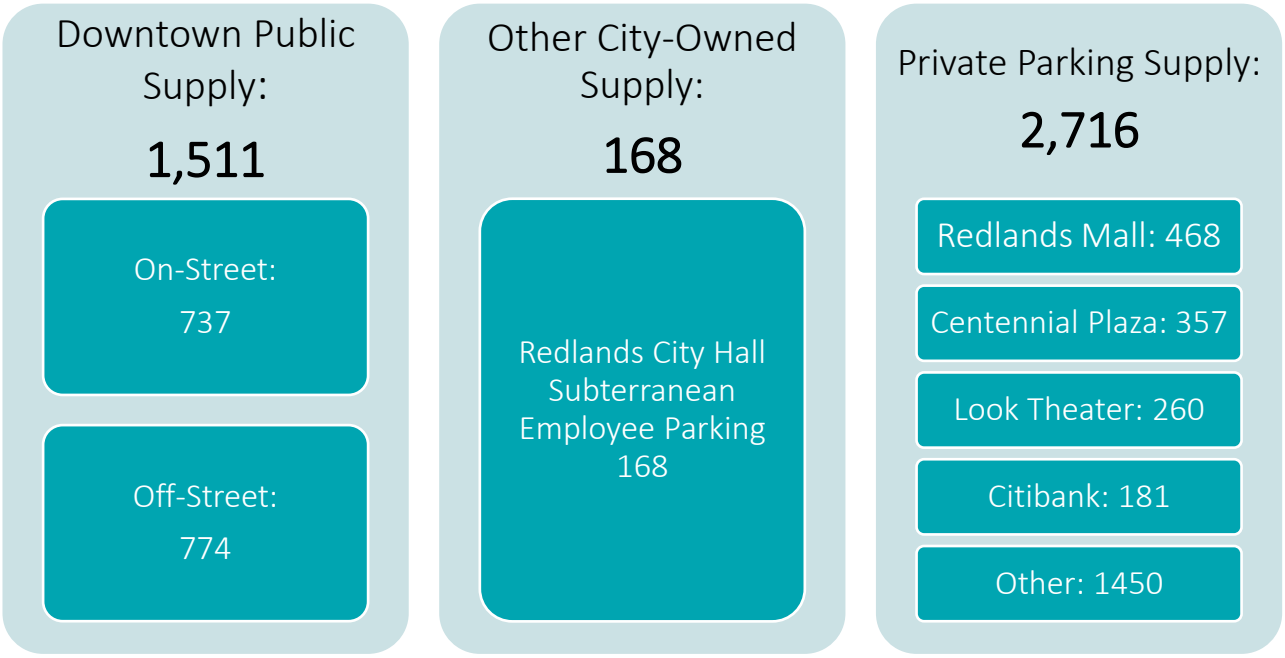
Existing Conditions

Study Area and Data Collection

- The study area was approximately bound by Stuart Avenue to the north, 9th Street to the east, Olive Avenue and Vine Street to the south, and Eureka Street to the west.
- Data was collected for public on- and off-street parking and private off-street facilities.
- Occupancy data collection occurred on Thursday, November 17 and Saturday, November 19, 2022, every two hours starting at 9:00 a.m. and ending at 7:00 p.m.
- Turnover data was collected on Thursday, November 17, 2022.
    - Partial license plate data was collected for all on-street spaces on State Street between Orange Street and 7th Street, and on 5th, 6th and 7th Street between Redlands Boulevard and Citrus Avenue.
    - Data was recorded every hour between 9:00 a.m. and 7:00 p.m.

Existing Parking Supply

The approximate inventories of public parking and private parking in the downtown at the time of the study are displayed below. City Hall subterranean parking will no longer be reserved for City employees only once City Hall relocates, and Redlands Mall parking will no longer be available once the site is redeveloped.



Existing Parking Demand

- Peak parking demand occurred at 1 p.m. on Thursday. At this time, 48% of parking spaces were occupied.
- Saturday parking demand was slightly lower but followed a similar pattern as Thursday.
- On-street parking in and around State Street, in the Ed Hales Park lot, and the Citrus Avenue parking structure was effectively full during peak periods on both Thursday and Saturday.
- There was significant parking availability in private off-street parking facilities.

How Long People Park

The turnover study area included 167 spaces in the downtown core—on State Street between Orange Street and 7th Street, and on 5th, 6th and 7th Street between Redlands Boulevard and Citrus Avenue.

- Most vehicles present during the peak were parked for one or two hours.
- There were 45 vehicles, likely belonging to employees or business owners, parked for four or more hours.
- 27% of the spaces in the turnover study area were occupied by long-term parkers.

Planned Development and City Hall Relocation

- New Developments
  - The City provided Walker with eleven downtown locations with expected development projects.
  - The Redlands Mall redevelopment will remove parking spaces currently provided for public use.
  - Most new developments will be west of Orange Street and will increase the demand for public parking in the area.
- City Hall Relocation
  - Redlands City Hall will be relocated from the corner of Citrus and Orange to 300 State Street.
  - When the current City Hall site is vacated, the site may be redeveloped, and existing or new subterranean parking will likely become publicly available.

Community Outreach Findings

Community outreach for this study was done in November and December of 2022 and included 155 intercept surveys of downtown visitors, 180 brief conversations with downtown employees, and two meetings with local business and property owners. Redlands' 2022 National Community Survey also included questions about parking.

Downtown Intercept Surveys and Employee Conversations

- Approximately half of intercept survey respondents in downtown Redlands were from Redlands, and approximately half were visiting from outside the City.
- Of the survey respondents in the State Street area, 67% reported quickly finding parking near their destination, 17% found a space near their destination after circling around for a while, 9% found parking quickly but not near their destination, and 7% spent time looking for parking near their destination but could not find one and parked further away.
- For approximately half of survey respondents, parking availability is an important factor when deciding where to go out for shopping or dining.
- Redlands has been moderately successful at encouraging longer-term parkers to park off-street but could do more to ensure that convenient on-street parking is available for people making short trips.
- Safety concerns often caused employees and business owners to park as near their workplace as possible, and some of their customers felt unsafe as well.
- Employees would appreciate more options to park without time limits.
- The lack of convenient available parking sometimes keeps potential customers away from downtown.

National Community Survey Findings

- Ease of travel by car in Redlands was rated as more satisfactory than ease of travel by walking, biking, or public transportation.
- Most respondents rated the ease of public parking and the convenience/location of parking downtown as either good or fair. The ease of finding public parking downtown was rated more satisfactorily than the ease of finding public parking in Redlands in general.

- Forty-three percent of participants considered it reasonable to walk at least three blocks from a parking space to their destination.
- In terms of resource allocation, Downtown parking was the least likely to be seen as a major priority for the City. It was the second least likely to be seen as the top priority, selected by only five percent of respondents. In general, people would prefer resources be allocated to issues of Homelessness, Public Safety, Sustainability and Climate Change, and Quality of Life, rather than Downtown parking.

Business Community Outreach Findings

- Many participants expressed their concern that the lack of convenient available parking drives potential customers away.
- Several participants said that a few employees and business owners might park all day in prime downtown spaces, which they believed should be left available for customers.
- Several people expressed concern that the lack of available parking regularly causes the public to park in private off-street spaces reserved for their businesses.
- Many participants expressed concern that the new development would reduce the supply of parking currently used by Downtown visitors and employees, while also creating new parking demand.
- Many participants were worried about safety and did not feel safe walking Downtown or entering a parking structure at night. Safety concerns often caused employees and business owners to park as near their workplace as possible, and some of their customers felt unsafe as well.
- Some people suggested that Redlands needed to construct a new parking structure with more convenient access to State Street.
- Some people believed Redlands should use pricing to ensure some convenient spaces remain accessible for customers making short trips and to discourage longer-term parkers from parking in prime spaces.
- Multiple people believed stronger parking enforcement would help the parking situation.
- Some people suggested that existing parking—such as the City Hall or Centennial Plaza spaces—could be opened up and shared with employees or the public to help manage demand.

Parking Strategy Recommendations

Parking strategies for Downtown Redlands were developed based on the existing conditions, community outreach findings, and case studies of parking management best practices. The strategies are supported by the downtown parking vision, goals, and policies outlined in the Transit Villages Specific Plan and by General Plan policies and actions. The City's Climate Action Plan also estimates greenhouse gas emissions reductions that will result from implementing General Plan policies related to parking and transportation improvements.

Actions	Rationale	Support
Strategy 1: Increase Access to Underutilized Off-Street Facilities.		
• Unbundle Parking • Increase Public Management and Ownership • Pursue Shared Use Agreements • Remove Restrictions Limiting the Use of Public Facilities • Develop Signage and Wayfinding • Create Employee Parking Plan and Program	Many parking spaces in Downtown Redlands are empty during times of high parking demand. Increasing access to these spaces will improve the parking options available for visitors.	**Transit Villages Specific Plan:** 6.3.F.4 **General Plan:** Chapter 2 – Distinctive City A.69, A.80, P.24, P.26, A.92, A.98, A.101 Chapter 3 – Prosperous Economy P.1, P.12, A.33, A.37 Chapter 4 – Livable Community P.45, A.120, P.56 Chapter 5 – Connected City P.5, P.12, A.5, A.17, A.22, P.29, A.70, A.73, A.75 Chapter 8 – Sustainable Community P.1, P.8, A.44, P.9, P.10
Strategy 2: Manage Street Parking and Prime Off-Street Facilities to Ensure Availability.		
• Increase Parking Enforcement • Implement Paid Parking Pilot • Adjust Time Limits at Underutilized On-Street Parking Locations • Develop and implement loading and deliveries plan	Some parking locations had occupancies greater than 85 percent, meaning drivers begin to perceive parking as "full" and are likely to spend more time circling to find a space, or even take their business elsewhere. Ensuring some convenient parking spaces are always available will improve the experience for visitors.	**Transit Villages Specific Plan:** 6.3.F.1 and 6.3.F.6 **General Plan:** Chapter 2 – Distinctive City P.24, P.26, A.92, A.101 Chapter 3 – Prosperous Economy P.1, A.8, P.12, A.33, A.37 Chapter 4 – Livable Community A.16, P.45, A.120, P.56, P.61 Chapter 5 – Connected City P.5, A.17, P.22, P.29, A.73, A.75 Chapter 7 – Healthy Community P.44, P.45, P.49 Chapter 8 – Sustainable Community P.1, A.44, P.9

Actions	Rationale	Support
Strategy 3: Establish a Parking Benefit District.		
• Establish a Parking Benefit District	Downtown business owners have a keen awareness of parking and access issues, needs, and opportunities. Their involvement can help ensure the success of downtown parking management initiatives and support the continued vitality of the area.	**Transit Villages Specific Plan:** 6.3.F.7 **General Plan**: Chapter 2 – Distinctive City: P.6, A.92, A.95, A.101 Chapter 3 – Prosperous Economy: P.1, P.12, P.14, A.33, A.35, A.37, A.40 Chapter 4 – Livable Community: A.16, P.43, P.45, A.120, A.125, P.61 Chapter 5 – Connected City: A.12, A.22, P.29 Chapter 7 – Healthy Community: P.24, A.71, P.48
Strategy 4: Improve the Downtown Pedestrian Environment.		
• Improve Safety • Increase Shade Coverage • Make Aesthetic Improvements to Walkways	Improving the walkability and security of the downtown environment can increase the attractiveness of parking locations previously deemed undesirable due to their distance from popular destinations, effectively increasing the parking supply while also enhancing the aesthetic character of the area.	**Transit Villages Specific Plan:** 6.3.F.3 **General Plan:** Chapter 2 – Distinctive City P.7, A.2, A.16, A.18, A.37, P.18, A.80, P.24, P.26, A.92, A.95, A.99, A.100, A.102 Chapter 3 – Prosperous Economy P.1, P.12, A.33, A.37, A.38, A.40 Chapter 4 – Livable Community A.16, A.89, A.90, P.43, P.44, P.45, A.120, A.125, A.126, A.127, P.56, P.59 Chapter 5 – Connected City P.4, P.5, P.6, P.9, P.11, P.16, A.4, A.5, A.8, A.17, P.18, P.19, A.18, A.19, A.20, A.22, A.36, A.44, A.67, A.68, A.73, A.75 Chapter 7 – Healthy Community P.16, P.17, A.39, A.46, P.23, A.68, A.69, A.73, P.44, P.45 Chapter 8 – Sustainable Community P.1, A.10, A.44, P.9

Actions	Rationale	Support
Strategy 5: Encourage the Use of Sustainable Transportation.		
• Provide Secure Bike Parking • Pilot a Shared Mobility Service • Develop a Parking Cash-Out Program • Create Transportation Wallet Program • Increase Awareness of Alternatives to Driving Alone • Consider a Downtown Trolley Pilot	A policy environment that facilitates and encourages the use of alternative transportation modes can reduce parking demand without a corresponding decrease in economic vitality. Community outreach revealed both room for improvement and community interest in alternative modes of transportation.	**Transit Villages Specific Plan:** 6.3.F.8 **General Plan:** Chapter 2 – Distinctive City P.7, A.6, P.24, P.26, A.92, A.99, A.102 Chapter 3 – Prosperous Economy P.1, A.8, P.12, A.33, A.37, A.40 Chapter 4 – Livable Community A.16, A.89, P.43, P.44, P.45, P.46, A.120, A.125, A.126, A.127, A.128, P.56, P.59 Chapter 5 – Connected City P.4, P.5, P.6, P.8, P.9, P.11, P.12, P.13, P.16, A.3, A.4, A.5, A.8, A.11, A.18, A.20, P.20, P.21, A.25, A.26, A.27, A.29, P.22, A.35, A.36, A.37, A.44, P.26, P.27, A.61, A.63, A.67, P.28, A.71, A.72, A.75 Chapter 7 – Healthy Community P.16, P.17, A.39, A.44, A.45, A.46, P.23, A.69, P.44, P.45, P.46, A.145, A.150 Chapter 8 – Sustainable Community P.1, P.9
Strategy 6: Increase the Supply of Publicly Available Parking.		
• Unbundle Parking • Increase Public Management and Ownership • Pursue Shared Use Agreements • Increase Capacity with Valet Assist Parking • Consider Investing in Additional Structured Parking	Creating new parking options can improve access to downtown by allowing more visitors and employees to park near their destinations.	**Transit Villages Specific Plan:** 6.3.F.9 **General Plan:** Chapter 2 – Distinctive City A.69, P.24, P.26, A.92, A.101 Chapter 3 – Prosperous Economy P.1, P.12, A.33, A.37, A.38 Chapter 4 – Livable Community A.16, P.45, A.120, P.56, P.59, P.29 Chapter 5 – Connected City P.5, A.17, A.70, A.73, A.75, A.80 Chapter 7 – Healthy Community P.23, A.68, A.73 Chapter 8 – Sustainable Community P.8, A.44, P.10

01 Introduction

1. Introduction

The City of Redlands engaged Walker Consultants ("Walker") to conduct a downtown parking study pursuant to an RFP issued in May 2022. This includes an overview of the existing parking conditions, a review of existing planning documents and conditions in the study area, a summary of downtown vision, goals and strategies, and the development of action steps and implementation details.

This report is organized into four sections: (1) Introduction, (2) Existing Conditions, (3) Vision, Goals and Strategies, and (4) Action Steps and Implementation Details.

Report Outline

1. Introduction
2. Existing Conditions
3. Vision, Goals, and Strategies
4. Action Steps and Implementation Details

Setting

Redlands is located in San Bernardino County, California. The City was once the Washington naval orange growing capital of the world and boasts several distinctive late 1800's buildings, such as the A.K. Smiley Library and Morey House, in addition to the Redlands Bowl amphitheater. Redlands is located just south of the terminus of State Route 210 at Interstate 10 and is a destination that attracts visitors from the mountain communities to the north. Downtown Redlands is accessible from the Interstate 10 from the west, Interstate 10 and SR-39 from the east, and State Route 210 from the north. Figure 1 shows the location of the City of Redlands in the context of the surrounding area.

Figure 1: Downtown Redlands Context Map



Source: Aerial Image – *Google Earth Professional*, 2023.

Redlands has a population of approximately 73,280 people, according to the U.S. Census 2021 population estimates. The City and downtown in particular are growing, with several housing projects and commercial developments planned within the downtown study area, including redevelopment of the Redlands Mall.

Purpose of the Study

The City of Redlands, its businesses, residents, and visitors are at the confluence of converging and complimentary trends, providing an opportunity to rethink how travel and access should be provided to enhance the quality of life in the City's historic Downtown area. The traditional paradigm of transportation in California that requires a parking space for every person who patronizes and works at a restaurant or other business in the City is evolving. New laws such as Assembly Bill (AB) 2097 have abolished minimum parking requirements for most land uses with access to high quality transit. New technologies and changing consumer preferences for the simple convenience and pleasure of bicycling and walking allow the public choices other than relying on driving and parking to reach their destination. At the same time, Walker recognizes that the majority of access will continue to occur via private vehicles in the immediate future. Vehicle travel should be accommodated and managed efficiently to maximize the use and utility of existing parking assets.

The inefficiency and cost of devoting too much land to parking spaces or inefficiently managing that space can be detrimental to the vibrancy of a mixed-use downtown area, constraining business and limiting the City's ability to advance mobility and climate goals. An inefficient parking system increases traffic, deters bicycling and walking, prevents existing businesses from expanding or new business from opening, and limits the number of businesses and destinations to visit in the City.

With the planned addition of approximately 1,000+ residential units to downtown Redlands, the time is now for the City to take a comprehensive look at parking and mobility in its Downtown core to ensure that the system serves the needs of both existing and future businesses, residents, and visitors in an effective and efficient manner.

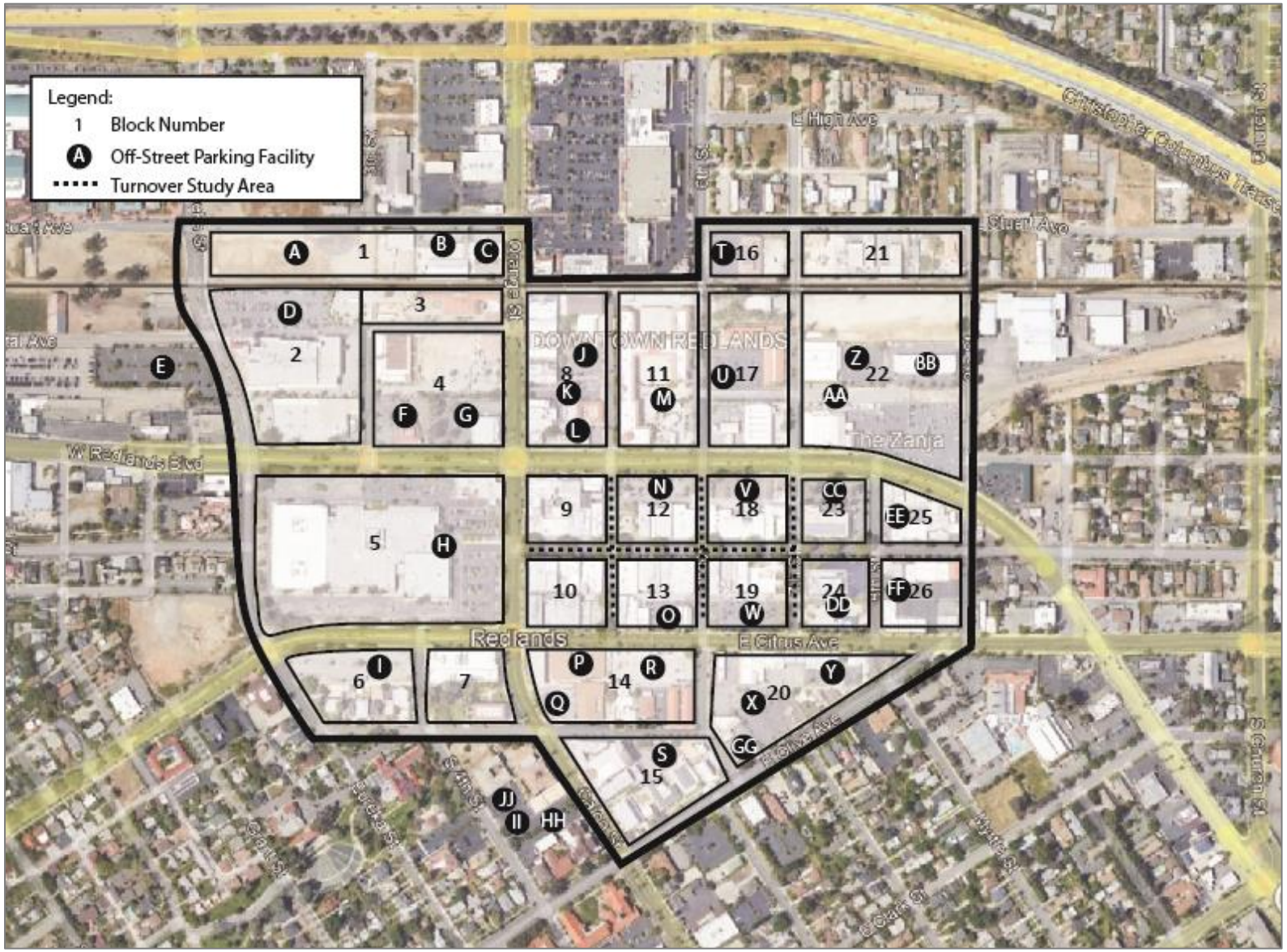
In an era of changing mobility and consumer demands, this study and plan seek to address how valuable parking assets, curb space, and public space can be planned, organized, and optimized to balance needs, accommodate demand, and achieve the City's goals.

Study Area

The study area included public on- and off-street parking within the area approximately bound by Stuart Avenue to the north, 9th Street to the east, Olive Avenue and Vine Street to the south, and Eureka Street to the west. In addition to studying publicly available parking, Walker also included larger private off-street parking facilities, to understand how private parking supplies were being utilized within the study area. Select private off-street parking facilities just outside of the study area that stakeholders and Walker identified as being of potential interest were also included.

Along with the on-street parking available on most streets in the study area, there are two public parking garages, four public surface parking lots/areas, and the City Hall parking structure currently reserved for City Hall employees, but which may increase the publicly available parking supply when City Hall moves to the Citibank building. Most of the private off-street parking facilities in the study area are surface lots, with subterranean parking components at both Citrus Plaza and the Citibank building. Figure 2 shows the study area.

Figure 2: Downtown Redlands Study Area



Source: Aerial Image – *Google Earth Professional*, 2023; Graphic – *Walker Consultants*, 2023.

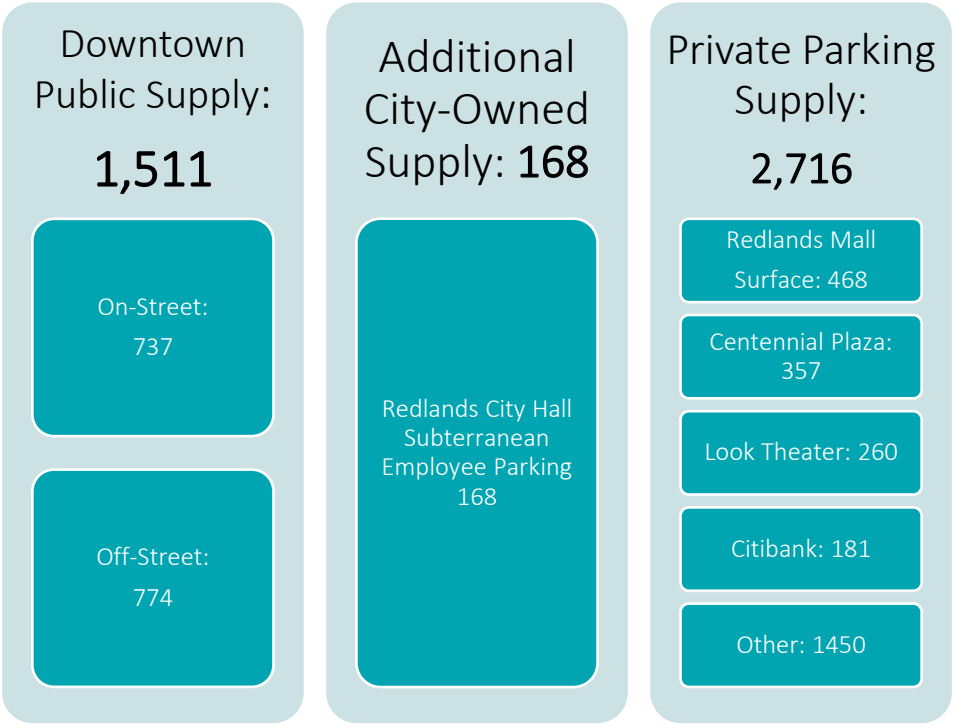
02 Existing Conditions

2. Existing Conditions

This Existing Conditions chapter provides an overview of the existing parking conditions observed in the study area. This includes the number of parking spaces available within the study area, how occupied these spaces are during hours of peak parking demand, and the typical length of time people park. It also includes current community perspectives on parking in downtown Redlands, as summarized in the Downtown Parking Surveys, National Community Survey, Employee Surveys and Conversations, and Business Community Outreach subsections. Finally, it concludes with a review of current downtown parking plans, policies, standards, and management practices in Redlands and highlights case studies of practices used in other cities.

Parking Supply

Inventories of the number of parking spaces were collected in the study area. These included on-street parking, public parking lots and garages, and private parking lots and garages. In addition to having access to public parking, City of Redlands employees have subterranean parking at the existing City Hall site. Overall, Walker identified 4,395± spaces in the downtown area. Of these spaces, there are 737± on-street spaces and 3,658± off-street spaces.



In approximately 1989, the development of the retail project at the Centennial Plaza removed a municipal parking lot. Per a Disposition Development Agreement, the developer and owner of the property was required to provide a replacement of 53 permanent public parking spaces. The 53 spaces could be located anywhere within the parking fields (underground or street level) and marked as Public Parking. In recent years, the marked spaces underground have been gated and restricted to employee-only access, for safety concerns. City staff have recently re-initiated conversation regarding how the 53 spaces can be made available to the public.

While it is not currently accessible to the public, Walker also inventoried and collected parking occupancy counts at the subterranean employee parking underneath the existing City Hall complex. Additionally, the Redlands Mall is slated for redevelopment, but for now parking demand in its surface parking lot was included in the study, since the parking closest to State Street is used by both employees and customers of State Street businesses. Subterranean parking at the Mall is gated, inaccessible, and not in use.

The parking supply counted for this study is summarized in Table 1.

Table 1: Study Area Parking Supply

Area	Supply (Spaces)
On-Street Parking	737
Public Off-Street (Letter on Map)	
Stuart Av. Parking Structure (A)	385
Orange St. Parking Lot (K)	53
Ed Hales Park Lot Block 12 (N)	61
City Hall Surface Parking (Q)	25
Citrus Av. Parking Structure (R)	194
Block 22 (AA)	56
Public Off-Street Total	**774**
Additional Publicly Owned Off-Street	
City Hall Underground Employee Parking (P)	168
Private Off-Street	
Private Lot (B)	14
Red Rooster (C)	16
Look Theater (D)	260
Private Lot (E)	177
Denny's (F)	64
Century 21 (G)	76
Redlands Mall (H)	468
Block 6 Lot (I)	146
Boiler Room (J)	47
Private Lot (L)	41
Centennial Plaza (M)	357
Provident Bank (O)	19
United Methodist (S)	38
Redlands Pawn (T)	32
Redlands Plaza (U)	98
Misc. Lots (V)	58
Wells Fargo (W)	70
Citizen's Bank (X)	99
Misc. Lots (Y)	62
The Door (Z)	54
Redlands Mill (BB)	40
Bank of America (CC)	53
Citibank (DD)	181
Misc. Lots (EE)	30
Misc. Lots (FF)	77
Bear Valley Water (GG)	17
First Congregational (HH)	69
Theron's (II)	20
First Presbyterian (JJ)	33
Private Off-Street Total	**2,716**

[1]Lettering assigned to off-street lots for data collection, mapping (see Figure 2), and analysis purposes. These are not official designations.
Source: *Walker Consultants*, 2023.

Redlands Regular Meeting of 12-05-23
182 of 966

Parking Restrictions and Enforcement

Most on-street parking in the study area is time restricted; approximately 70% of the spaces had posted time limits, with the most prevalent time limit being two hours. On side streets and certain edges of the study area, on-street parking is unrestricted. Off-street public parking is currently unrestricted in structures and restricted to three hours in core area surface lots, while private off-street parking is generally restricted to customer parking only. There is no hourly paid parking in the study area, although stakeholders indicated that some businesses lease reserved off-street spaces behind businesses for employee parking.

Existing Parking Demand

Walker evaluated parking demand within the downtown study area by conducting occupancy counts of parked cars. Data collection occurred on Thursday, November 17, 2022, and Saturday, November 19, 2022. Counts were collected every two hours starting at 9:00 a.m. and ending at 7:00 p.m.

The intent of the data collection effort was to gain an understanding of peak parking conditions on a typical weekday and weekend day. Appendix A provides additional information regarding the data collection methodology.

At the time of data collection, most commercial properties on State Street were occupied. The Stuart Avenue parking structure had been open for a few months, and there was some ongoing development activity in the study area. There were no Covid-19 related restrictions or parking closures in place.

Overall, peak parking demand occurred at 1 p.m. on Thursday. During the peak, the parking in the study area experienced a utilization rate of 48% with 1,875± spaces occupied and 2,052± spaces available. The number of spaces occupied includes the parking demand observed at the Redlands Mall, but the number of spaces available does not include the mall inventory since a development project will remove this parking in the near future. At this time, 70% of on-street spaces (513± spaces), 52% of public off-street spaces (399± spaces), 47% of City Hall employee spaces (79± spaces), and 39% of private off-street spaces (884± spaces) were occupied.

Target Parking Utilization



85% occupancy is the optimal goal for downtown parking utilization. At 85%, **most spaces are utilized** while those seeking a space can find one with minimal searching.

When occupancy is **over 85%,** people begin perceiving parking as **"full"** and often must **search longer** to find a space.

*Peak parking demand occurred at **1 p.m.** on Thursday. At this time, **48% of downtown public parking spaces were occupied**.*
There is parking availability in the study area, but there are also localized areas of parking congestion.

Typically, parking programs use an 85% utilization rate as the target for on-street parking to ensure most spaces are being utilized, while adequate availability also remains for those seeking a space. Off-street parking facilities can have an acceptable parking occupancy rate of 90% or higher, especially for facilities where employees are regularly parking, although the 85% for off-street parking simply represents a higher level of service to the driver (more regular availability provided). In general, when parking facilities experience occupancies greater than 85%,

users begin to perceive parking as "full" and are likely to spend more time circling to find a space. At 85%, most spaces are being utilized, but drivers seeking a space can find one with minimal searching. Therefore, 85% is typically used as a target for optimal parking occupancy on a typical day. This target provides a 15% cushion of parking supply for the busiest days when drivers will spend more time to find a space.

With peak occupancies for both on-street and off-street public parking facilities well below 85%, parking availability in the study area is high even during peak conditions; however, there are localized areas of parking congestion which may contribute to perceptions of lack of parking. Visitors to downtown likely experience challenges finding an available space exactly where they want it during peak demand hours.

Details of both Thursday and Saturday parking occupancy counts are provided in the following sections.

Thursday Parking Occupancy

As stated in the previous section, peak parking demand for the study area occurred on Thursday at 1 p.m., with 1,875± spaces occupied (including at the Redlands Mall parking lot), 2,052± spaces available (excluding the Redlands Mall parking supply), and a utilization rate of 48%. At this time, 70% of on-street spaces (513± spaces), 51% of public off-street spaces (399± spaces), 47% of City Hall employee spaces (79± spaces), and 39% of private off-street (884± spaces) were occupied.

During this time, while there were many empty parking spaces within the downtown area, there were also pockets of high demand, particularly the on-street parking on and around State Street and parking in the Citrus Avenue parking structure. There was significant availability in outlying areas of on-street parking and in private parking lots that are not necessarily open to the general public.

Available on-street parking was primarily located north of Redlands Boulevard, west of Orange Street, and south of Olive Street. Table 2 provides a summary of parking occupancies and utilization experienced during the Thursday peak, and

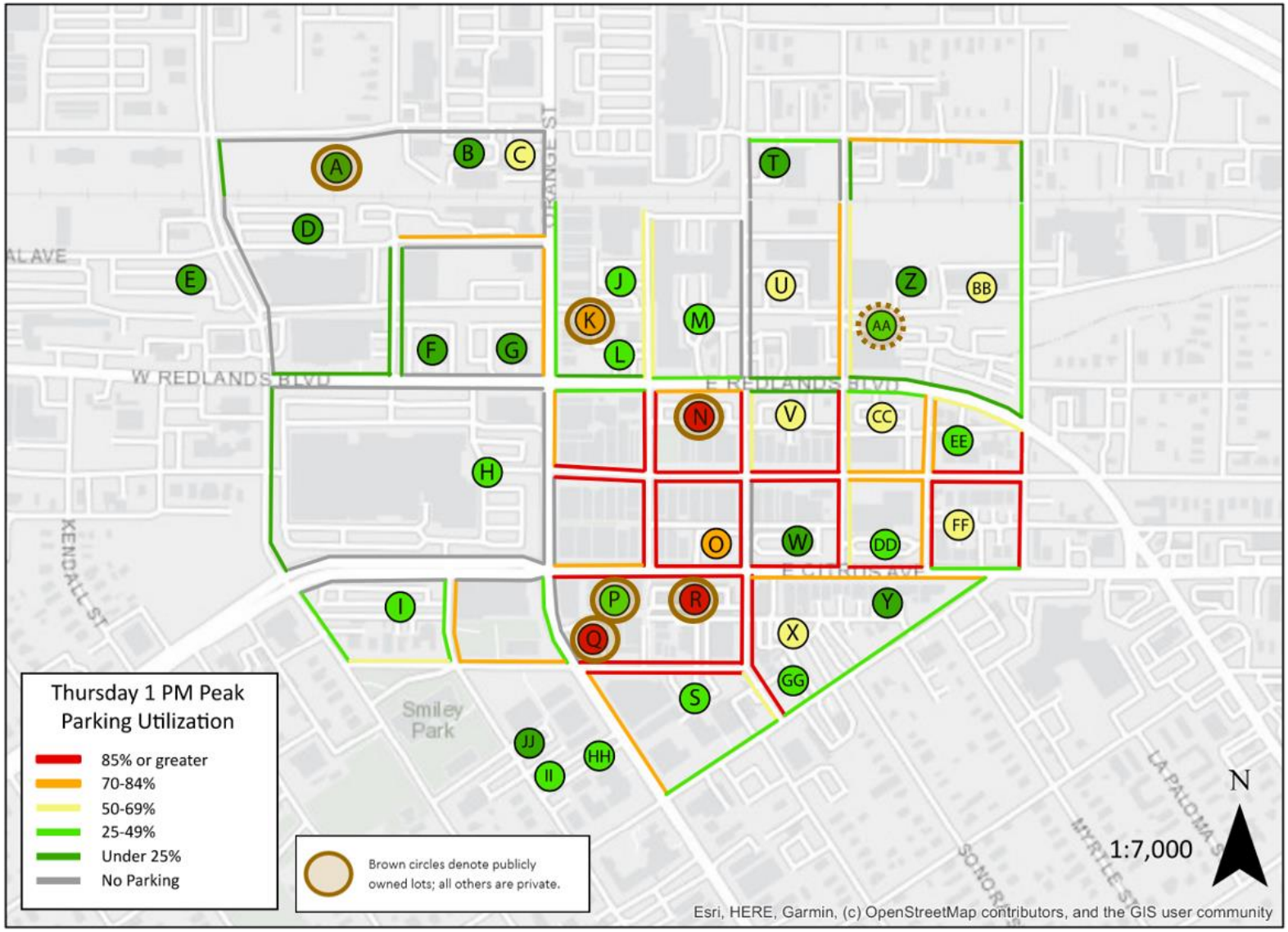
Figure 3 displays peak hour utilization by individual street segment and off-street facility.

Table 2: Thursday Peak Parking Occupancy and Utilization by Facility, 1 p.m.

Area	Supply (Spaces)	Occupancy	Utilization
On-Street Parking	**737**	**513**	**70%**
Public Off-Street			
Stuart Av. Parking Structure (A)	385	61	16%
Orange St. Parking Lot (K)	53	39	74%
Ed Hales Park Lot Block 12 (N)	61	59	97%
City Hall Surface Parking (Q)	25	22	88%
Citrus Av. Parking Structure (R)	194	192	99%
Block 22 (AA)	56	26	46%
Total Public Off-Street	**774**	**399**	**52%**
Additional Publicly Owned Off-Street			
City Hall Underground Employee Parking (P)	168	79	47%
Private Off-Street			
Private Lot (B)	14	0	0%
Red Rooster (C)	16	9	56%
Look Theater (D)	260	45	17%
Private Lot (E)	177	1	1%
Denny's (F)	64	14	22%
Century 21 (G)	76	18	24%
Redlands Mall (H)	--*	173	37%
Block 6 Lot (I)	146	40	27%
Boiler Room (J)	47	14	30%
Private Lot (L)	41	18	44%
Centennial Plaza (M)	357	129	36%
Provident Bank (O)	19	15	79%
United Methodist (S)	38	13	34%
Redlands Pawn (T)	32	5	16%
Redlands Plaza (U)	98	52	53%
Misc. Lots (V)	58	38	66%
Wells Fargo (W)	70	15	21%
Citizen's Bank (X)	99	56	57%
Misc. Lots (Y)	62	12	19%
The Door (Z)	54	0	0%
Redlands Mill (BB)	40	24	60%
Bank of America (CC)	53	37	70%
Citibank (DD)	181	56	31%
Misc. Lots (EE)	30	13	43%
Misc. Lots (FF)	77	48	62%
Bear Valley Water (GG)	17	6	35%
First Congregational (HH)	69	26	38%
Theron's (II)	20	5	25%
First Presbyterian (JJ)	33	2	6%
Total Private Off-Street	**2,248**	**884**	**39%**
Grand Total	**3,927**	**1,875**	**48%**

Note: * - Redlands Mall not included in parking supply since an entitled project will eliminate it as a source of public Downtown parking. Observed parking demand in the lot has been included in the analysis since it is existing Downtown parking demand.

Figure 3: Thursday Peak Parking Utilization, 1 p.m.



Source: *Walker Consultants*, 2023.

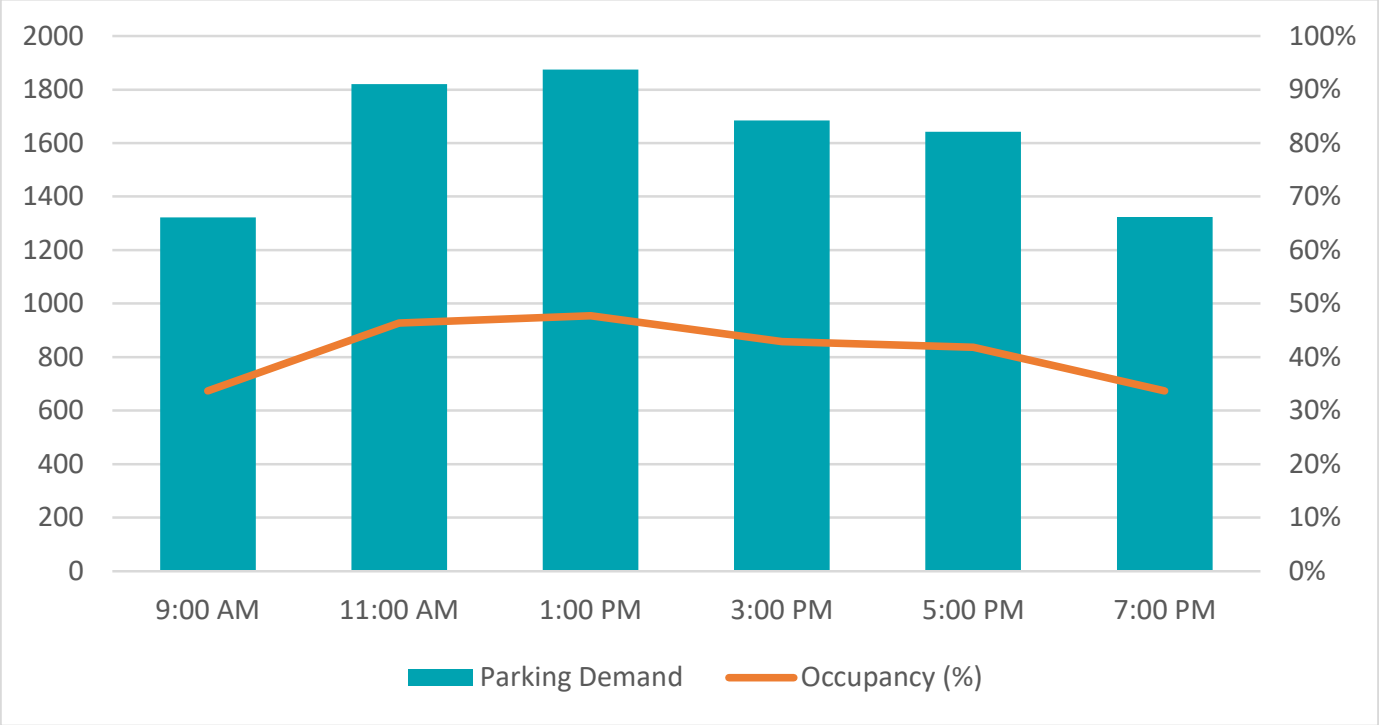
Thursday Parking Demand Over Time

Parking occupancy counts were collected at 9 a.m., 11 a.m., 1 p.m., 3 p.m., 5 p.m., and 7 p.m. While parking demand peaked at 1 p.m., parking utilization was similar during the 11 a.m. count.

The 9 a.m. and 7 p.m. counts experienced the lowest parking occupancies, as the study area exhibited weekday peaks driven by daytime office employees, dining, and retail uses.

Overall, the results of the data collection effort reveal that Downtown Redlands experiences high weekday parking demand during lunch hour that gradually declines throughout the day. Figure 4 provides a summary of the total number of vehicles observed (Parking Demand) and share of parking spaces that were occupied (Occupancy %) at each time.

Figure 4: Thursday Parking Occupancies Over Time



Source: *Walker Consultants*, 2023.

Thursday Parking Occupancy Key Findings

- Peak public parking demand occured at 1 p.m. with 48% of spaces occupied.
- There was significant parking availability at this time in private off-street parking facilities.
- On-street parking in and around State Street, in the Ed Hales Park lot, and the Citrus Avenue parking structure was effectively full.
- Parking demand generally builds in the morning, peaks during the lunchtime hours, and declines over the course of the afternoon and into the evening.
- Existing peak public parking demand does not exceed the 85% target utilization threshold overall, indicating that parking overall is adequate but may require management to free up the prime parking areas which tend to be full throughout the day and into the evening.

Saturday Parking Occupancy

Parking occupancy counts were collected on Saturday at 9 a.m., 11 a.m., 1 p.m., 3 p.m., 5 p.m., and 7 p.m. The peak parking demand observed was at 11 a.m. At this time, the study area was 40%± utilized with 1,563± spaces occupied. On-street parking was 65% utilized, with off-street parking less utilized.[1]

During this time, while there were many empty parking spaces within the downtown area, there were also pockets of high demand, particularly the on-street parking on and around State Street and parking in the Citrus Avenue parking structure. There was significant availability in outlying areas of on-street parking and in private parking lots that are not necessarily open to the general public.

Available on-street parking was primarily located north of Redlands Boulevard, west of Orange Street, and south of Olive Street. Table 3 provides a summary of parking occupancies and utilization observed during the Saturday peak, and Figure 5 displays peak hour utilization by individual street segment and off-street facility. In general, the study area experienced similar patterns of parking demand on Saturday compared to Thursday, though slightly lower occupancies.

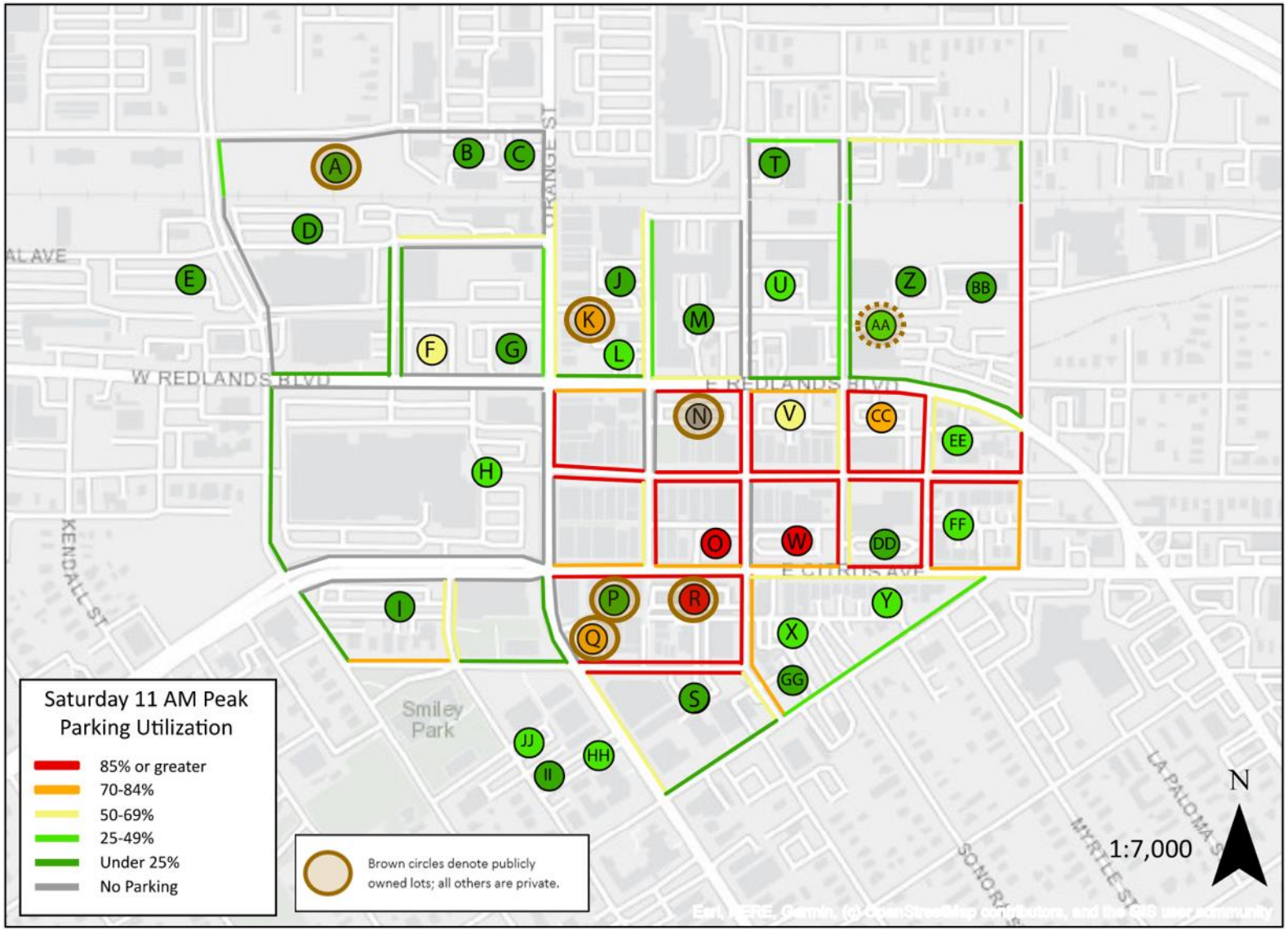
[1] Occupancy counts were conducted before the new Farmers' Market, which impacts demand and availability. Ed Hale's parking lot (61 spaces) is now open on Saturday mornings, but street parking is taken away (127 spaces) for a net loss of 66 spaces compared to when data collection occurred. However, the increase in Saturday demand/decrease in supply would not alter any of the key recommendations.

Table 3: Saturday Parking Occupancy and Utilization by Facility, 11 a.m.

Area	Supply	Occupancy	Utilization
On-Street Parking	**737**	**480**	**65%**
Public Off-Street			
Stuart Av. Parking Structure (A)	385	36	9%
Orange St. Parking Lot (K)	53	38	72%
Ed Hales Park Lot Block 12 (N)	61	(closed)*	(closed)*
City Hall Surface Parking (Q)	25	21	84%
Citrus Av. Parking Structure (R)	194	194	100%
Block 22 (AA)	56	15	27%
Total Public Off-Street	**774**	**304**	**39%**
Additional Publicly Owned Off-Street			
City Hall Underground Employee Parking (P)	168	40	24%
Private Off-Street			
Private Lot (B)	14	0	0%
Red Rooster (C)	16	2	13%
Look Theater (D)	260	63	24%
Private Lot (E)	177	9	5%
Denny's (F)	64	42	66%
Century 21 (G)	76	1	1%
Redlands Mall (H)	--**	196	42%
Block 6 Lot (I)	146	13	9%
Boiler Room (J)	47	6	13%
Private Lot (L)	41	16	39%
Centennial Plaza (M)	357	41	11%
Provident Bank (O)	19	18	95%
United Methodist (S)	38	7	18%
Redlands Pawn (T)	32	5	16%
Redlands Plaza (U)	98	25	26%
Misc. Lots (V)	58	34	59%
Wells Fargo (W)	70	66	94%
Citizen's Bank (X)	99	27	27%
Misc. Lots (Y)	62	18	29%
The Door (Z)	54	1	2%
Redlands Mill (BB)	40	8	20%
Bank of America (CC)	53	45	85%
Citibank (DD)	181	15	8%
Misc. Lots (EE)	30	13	43%
Misc. Lots (FF)	77	27	35%
Bear Valley Water (GG)	17	4	24%
First Congregational (HH)	69	24	35%
Theron's (II)	20	3	15%
First Presbyterian (JJ)	33	10	30%
Total Private Off-Street	**2,248**	**739**	**33%**
Grand Total	**3,927**	**1,563**	**40%**

Note: *Ed Hales Park lot closed to parking due to presence of a farmer's market.
** - Redlands Mall not included in parking supply since an entitled project will eliminate it as a source of public Downtown parking. Observed parking demand in the lot has been included in the analysis since it is existing Downtown parking demand.

Figure 5: Saturday Parking Utilization, 11 a.m.



Source: *Walker Consultants*, 2023.

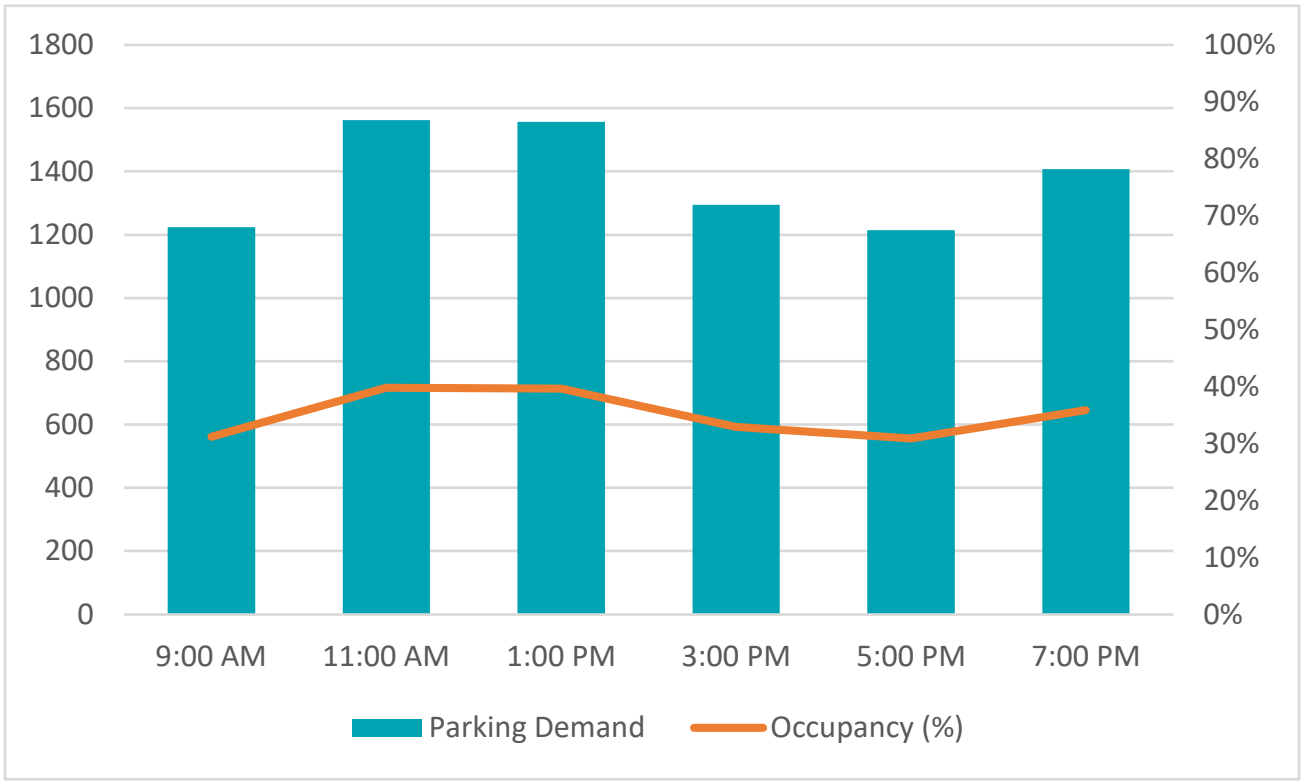
Saturday Parking Demand Over Time

Parking occupancy counts were collected at 9 a.m., 11 a.m., 1 p.m., 3 p.m., 5 p.m., and 7 p.m. While parking demand peaked at 11 a.m., parking utilization was similar during the 1 p.m. count.

The 9 a.m. and 5 p.m. counts had the lowest parking occupancies. There was a second, lesser peak at 7:00 p.m. Saturday parking demand was driven by the farmer's market and lunch and dinnertime at restaurants.

Figure 6 provides a summary of the number of vehicles observed (Parking Demand) and share of parking spaces that were occupied (Occupancy %) at each observation time.

Figure 6: Saturday Parking Occupancies Over Time



Source: *Walker Consultants*, 2023.

Saturday Parking Occupancy Key Findings

- On Saturday, parking in the study area was 40% utilized overall during lunchtime.
- Saturday experienced a similar pattern of parking demand as Thursday, with on-street parking on State Street and the Citrus Avenue parking structure being the fullest parking areas. On Saturday evenings, demand is higher than on Thursdays due to weekend dining in the study area.

How Long Do People Park?

Walker conducted a parking turnover, or length-of-stay (how long a vehicle is parked in a space) study for select on-street spaces within the study area, focused along State Street. Most of the spaces in the turnover study area are time-limited with 30-minute or 2-hour time limits. The intent of the turnover analysis was to understand the extent to which long-term parkers, such as employees and business owners, are parking in the most convenient parking spaces, which are typically meant to be prioritized for customers.

Parking turnover data was collected for all on-street spaces on State Street between Orange Street and 7th Street, and on 5th, 6th and 7th Street between Redlands Boulevard and Citrus Avenue. The parking turnover study area was previously shown in Figure 2. A total of 167 parking spaces were covered in the length of stay analysis.

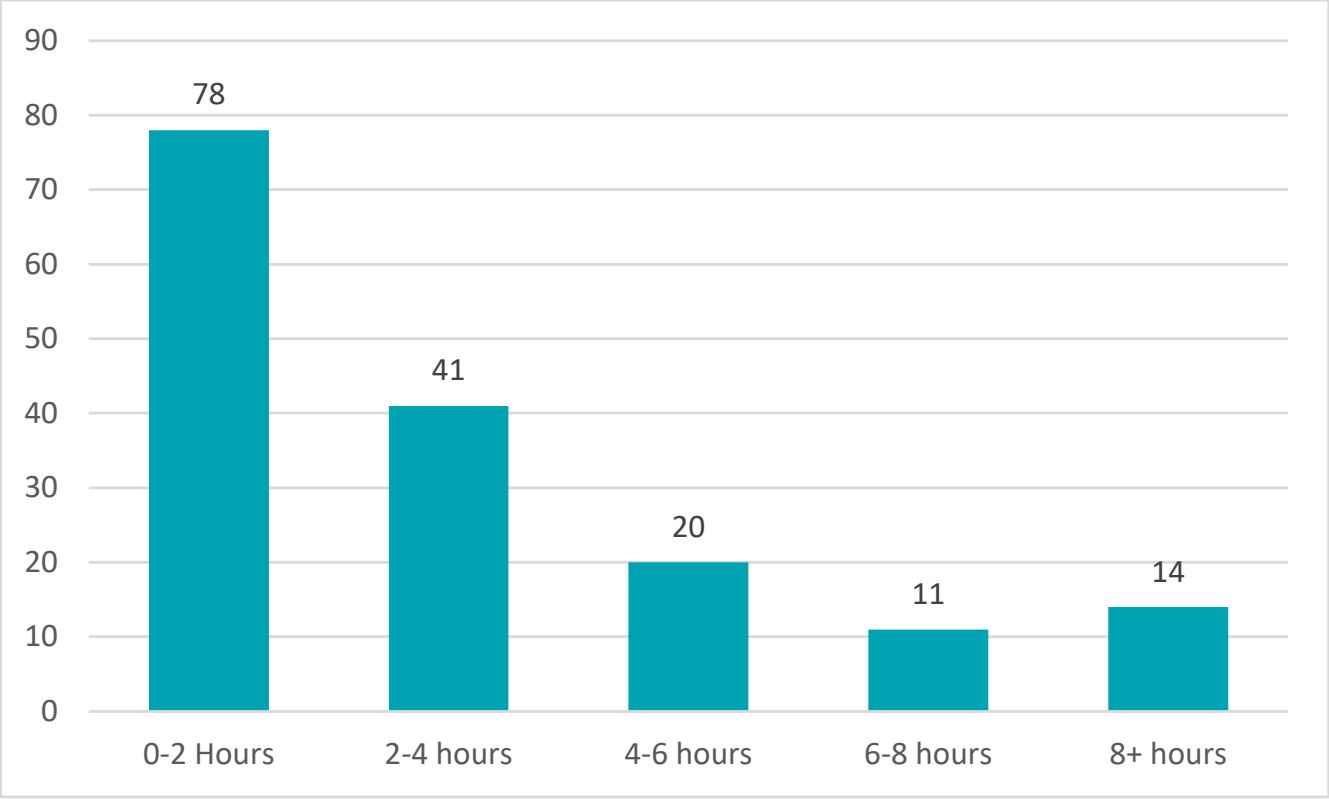
To understand how often parked cars leave a space, or turn over, a license plate inventory (LPI) was collected hourly from 9 a.m. to 7 p.m. (11 counts) on Thursday, November 17, 2022. Within this timeframe, Walker collected partial (last 4 characters) license plate data for 779 vehicles.

Of these vehicles, the majority, 79%, or 621 vehicles, were parked for zero to two hours. There were 158 vehicles parked for three hours or more.

To understand how turnover affects the ability of patrons to find parking close to their destination in a busy area during periods of high parking demand, Walker looked specifically at the parking duration for the vehicles parked during the 1 p.m. peak on Thursday, November 17th.

Figure 7 provides a summary of parking durations for the vehicles parked on-street in the turnover study area on Thursday, November 17, 2022, at 1 p.m.

Figure 7: Parking Durations of Vehicles Parked at 1 p.m. Peak – Thursday November 18, 2022



Source: *Walker Consultants*, 2023.

There were 45 vehicles parked for four or more hours, representing 27% of the 167 parking spaces in the turnover study area. These are likely to be employees, business owners, and potentially some visitors. In Walker's experience conducting downtown parking studies in similar environments, while a few vehicles may be visitors parking long-term, the majority are almost always business owners and employees.

In the prime parking locations that should have been available to customers and visitors, 27% of the spaces at peak were taken up by long-term parkers. Each of these spaces could instead have served four to eight short-term parkers and would have provided parking opportunities for those on tight schedules looking to squeeze in a retail purchase or lunch in the downtown. Considering the needs of employees and business owners while also prioritizing convenient parking for customers and visitors helps support the economic vitality of the area.

Parking Turnover Key Findings

- The majority of vehicles present during the peak were parked for one or two hours.
- There were 45 vehicles, likely belonging to employees or business owners, parked for four or more hours.
- 27% of the 167 spaces in the turnover study area were occupied by long-term parkers.

Planned Development in the Study Area

There are several development projects within or adjacent to the study area that are in various stages of approval or construction. These include redevelopment of the former Redlands Mall site and several projects near the historic Santa Fe Station area that in total will add close to 1,000 dwelling units, approximately 180,000 square feet of retail/dining space, and approximately 25,000 square feet of office space to the Downtown area. The station area and mall projects will enhance pedestrian and bicycle connections between the Santa Fe Station, including the new Metro Arrow train service, and State Street.

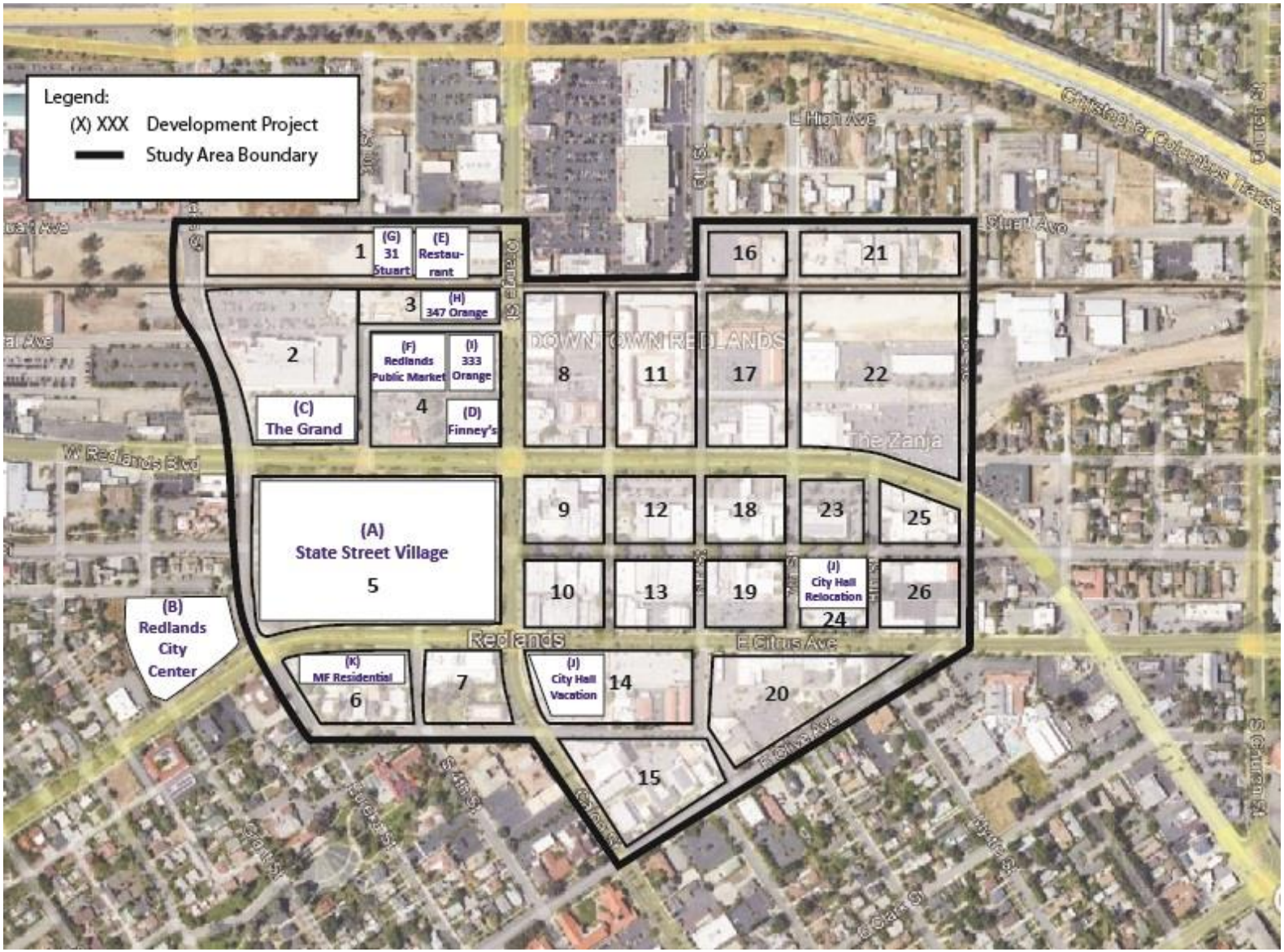
Table 4 lists the current development projects within and adjacent to the study area.

Table 4: Downtown Redlands Development Projects

Project	Letter on Map (See Figure 8 on next page)	Land Use Program
State Street Village	A	700 Apartments 71,778 square feet retail/restaurant 12,328 square feet office
Redlands City Center (adjacent to study area)	B	138 Apartments 10,533 square feet restaurant/retail
The Grand Apartments	C	149 Apartments
Finney's Craft House	D	6,700 square foot restaurant
Restaurant	E	17,000 square foot restaurant
Redlands Public Market	F	33,676 square foot food hall
31 Stuart Ave. Mixed Use	G	36,825 square feet office/retail/restaurant
347 Orange St.	H	6,951 square feet retail/restaurant
333 Orange St.	I	11,807 square feet retail/restaurant
City Hall Relocation	J	City Hall relocating to 300 State Street
Block 6 Redevelopment	K	Unspecified, likely multi-family residential

Figure 8 shows the location of the downtown development projects in and adjacent to the study area.

Figure 8: Downtown Redlands Approved/Pending Development Projects



Source: *Walker Consultants*, 2023.

Walker prepared a preliminary assessment of the future parking demand generated by the Downtown development projects compared to the proposed (or existing) parking supply at each project using the Urban Land Institute/National Parking Association Shared Parking model and available information regarding each development's program and parking supply.

The three approved residential/mixed-use residential projects are projected to provide enough parking to satisfy their parking needs. They plan to provide parking at or above the City's minimum off-street parking requirements that were in effect at the time of their approvals. It is likely that the parking demand from these projects will also utilize adjacent on-street parking if it is free, and in the case of State Street Village, utilize the new on-street parking created by the project. On-street parking is the most convenient parking option and the first to fill up, and no matter how much off-street parking is provided, adjacent on-street parking will always be the preferred option for some customers, residents, and employees. The main impact of State Street Village on the downtown is the loss of the temporary parking that the defunct Mall provided to the downtown. Parking demand in the Redlands Mall lot will have to relocate and disperse throughout the study area. As the existing conditions analysis indicated, there is ample parking supply overall in downtown to accommodate this, although the City may wish to manage the on-street parking to ensure spaces remain available for Downtown visitors and customers.

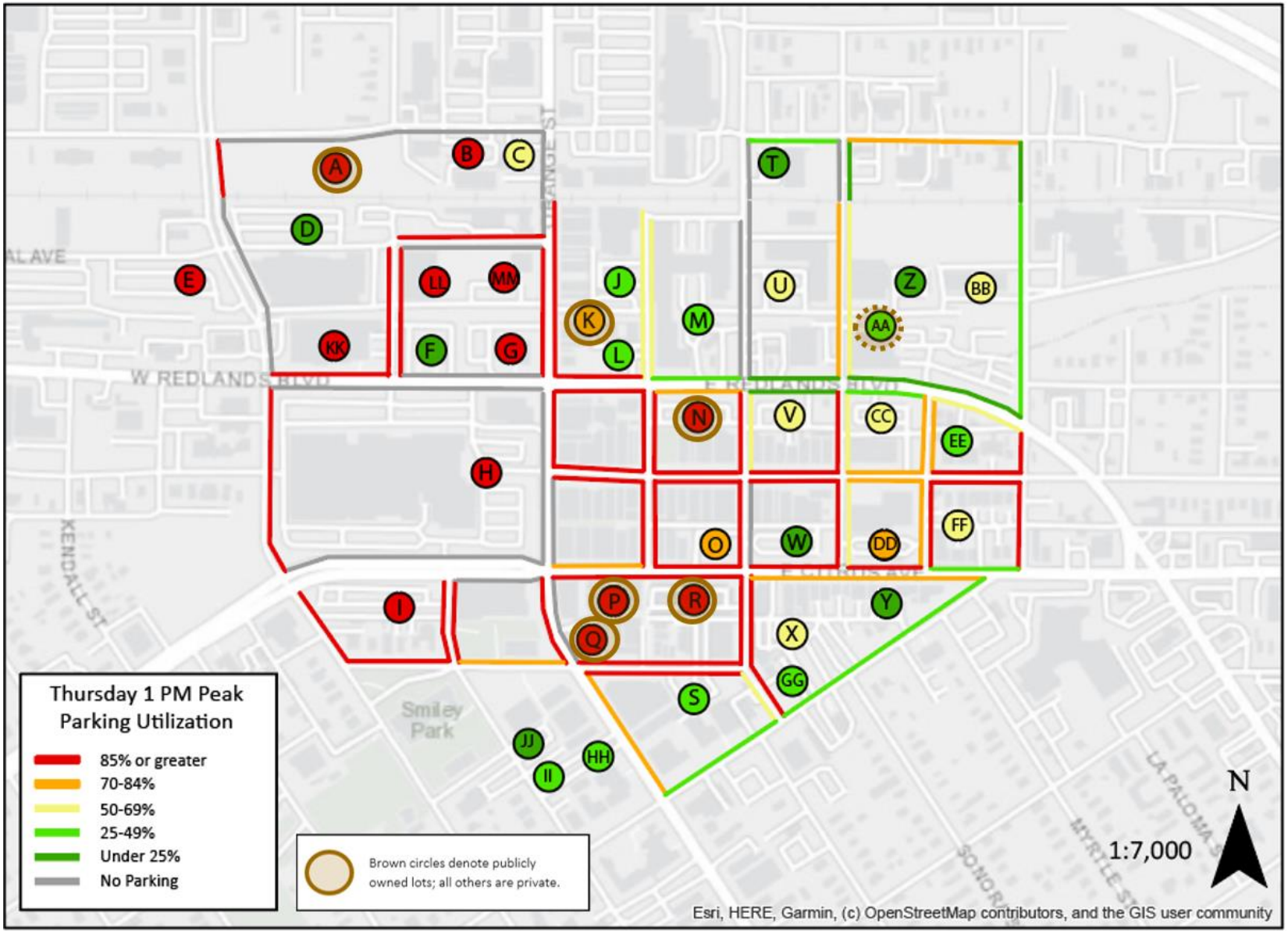
The proposed Finney's restaurant and 333 Orange are also projected to have enough on-site parking for their needs. However, the station adjacent developments, such as the Redland's public market, 31 Stuart, the restaurant, and 347 Orange may rely on on-street parking and the Stuart Avenue Parking structure and other sources of parking as little to no parking exists on these sites.

Figure 9 and Figure 10 show projected weekday and weekend peak parking demand in the study area assuming the construction of the Downtown development projects.

As shown in the figures, the Downtown development projects will result in much of the on- and off-street parking supply in Blocks 1-6, as well as the parking lot across Eureka Street from the Look Theater, being full or close to full during peak periods of parking demand, where today many of them are only lightly utilized. Displaced parking demand from the Redlands Mall site could be accommodated in the parking facilities of the current City Hall site once vacated and/or in any new public parking at the site if it is redeveloped.

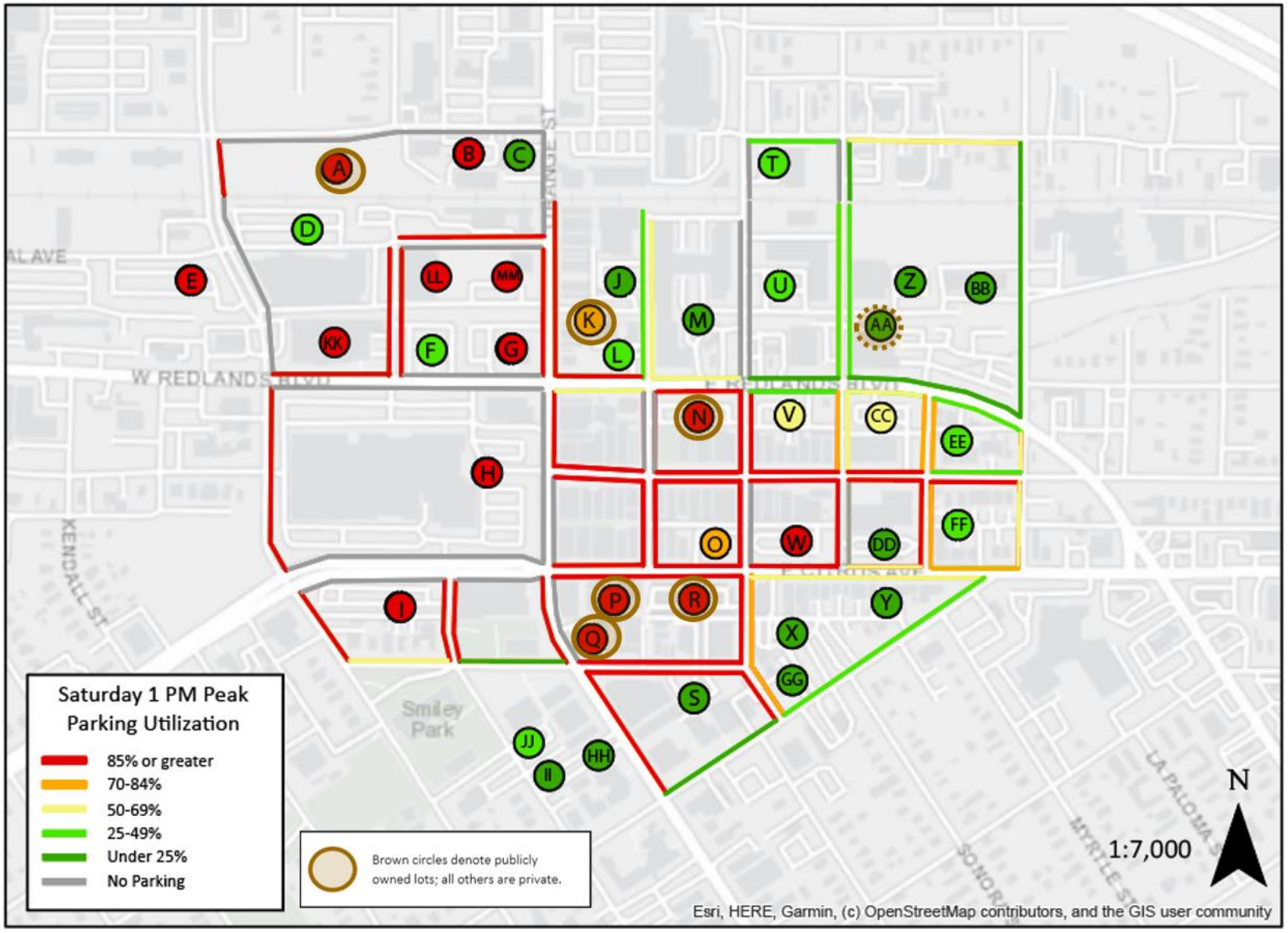
The relocation of Redlands City Hall from the corner of Citrus and Orange to 300 State Street presents an option for redevelopment and/or construction of additional structured parking supply that is convenient to Downtown. This will be discussed in subsequent sections in more detail.

Figure 9: Thursday Peak Parking Utilization (1:00pm) with Projected Downtown Development Projects



Source: *Walker Consultants*, 2023.

Figure 10: Saturday Peak Parking Utilization (1:00pm) with Projected Downtown Development Projects



Source: *Walker Consultants*, 2023.

City Hall Site Redevelopment

The City is in the process of relocating its City Hall from the current campus on the southeast corner of the Citrus Avenue/Orange Street-Cajon Street intersection to the Citrus Center, located at 300 E State Street, which is the south side of State Street between 7th Street and 8th Street.

When the move is completed, the existing City Hall campus and underground parking area will be vacant. Since the City owns the land, it makes it the most feasible site in the study area for the construction of additional public parking. The layout of the existing subterranean level of parking is not ideal for public parking due to the presences of triple tandem spaces in some areas and excessive drive aisles due to the location of the entry and exit to the subterranean parking area. However, since the site already has subterranean parking, reconfiguration and/or reconstruction of the existing subterranean area and construction of additional parking would likely be less expensive than construction of a subterranean level on a typical greenfield site or redevelopment site without an existing subterranean level.

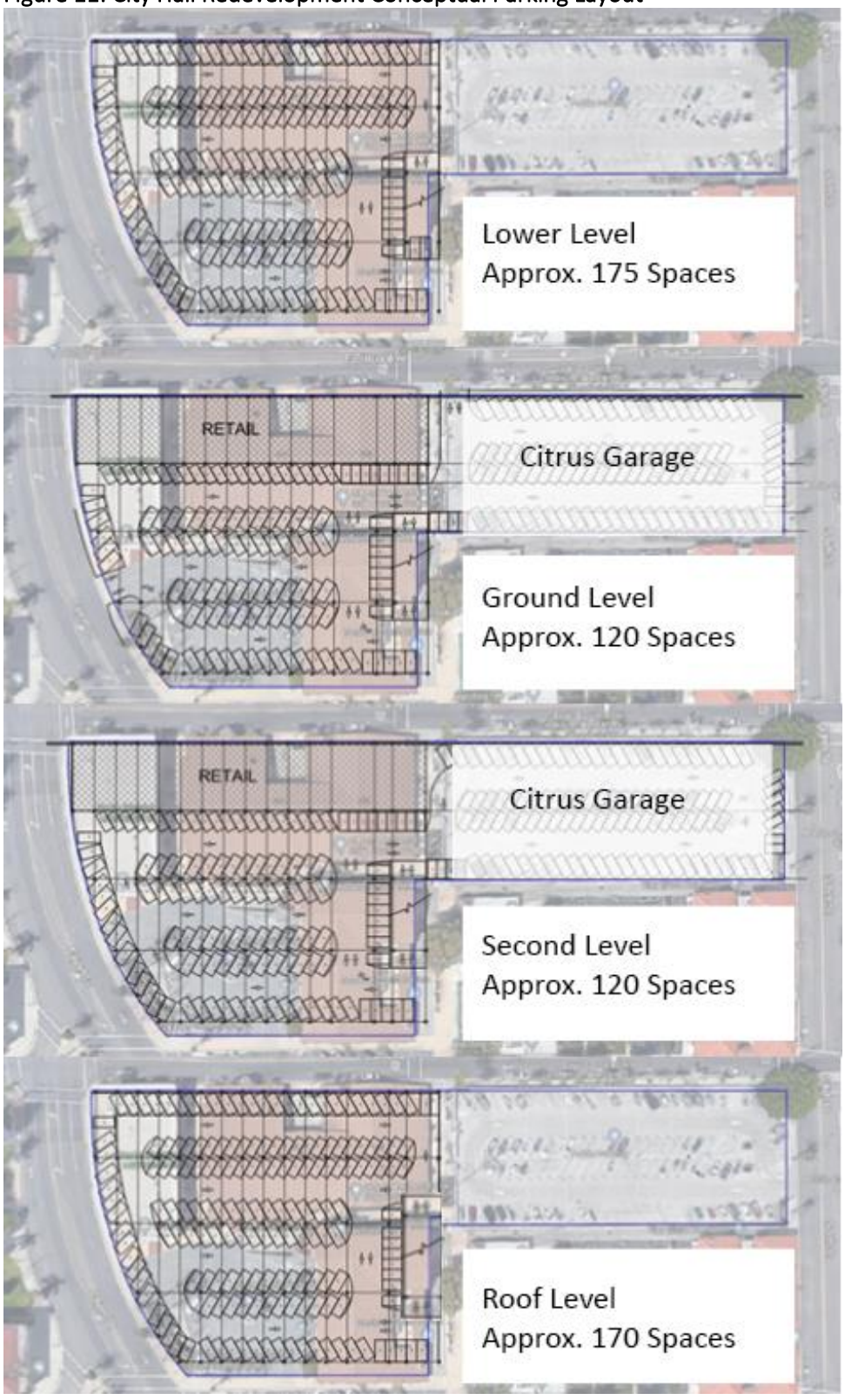
A preliminary concept has been developed to illustrate how parking could be designed on the site and add to the public parking supply in the Downtown area. The concept below is preliminary and basic in nature, and includes an illustration of ground level, street fronting retail. There is also the potential to plan and design additional land uses either above the parking area, or adjacent to it.

The layout, shown in Figure 11, includes the following assumptions:

- Citrus Avenue garage remains as is.
- The conceptual garage connects to the Citrus Avenue garage at the ground level and upper level and shares the existing access points on Citrus Avenue and 6th Street.
- The conceptual garage would have a second access point on Cajon Street.
- Existing basement level reconstructed/reconfigured.
- Full retail frontage on Citrus Avenue. Retail footprint would potentially occupy space on ground and 2nd level since retail requires higher ceiling heights than parking as shown in the layout but could be designed to occupy only ground level space.

The conceptual plan yields approximately 590 spaces over 4 levels (no tandem spaces). Additional levels of parking over what is currently shown would yield approximately 170 additional spaces per level.

Figure 11: City Hall Redevelopment Conceptual Parking Layout



Downtown Parking Surveys

Survey Methodology

Walker conducted intercept surveys of downtown visitors and employees to better understand parking demand and perceptions of parking, and to identify any parking-related concerns. These surveys were primarily meant to provide a "point-in-time" snapshot that would help Walker understand who was visiting downtown, including those from other communities, and to capture the experiences.[2] The first day of surveys was done on Friday, November 18th, between 8:00am and 5:00pm. The full survey that was used is included in Appendix B. All survey respondents were pedestrians walking along State Street or the nearby side streets. The second day of surveying was done on Friday, December 2nd, 2022. During the late morning and afternoon, Walker entered businesses along State Street and spoke with employees and owners. During the early evening, Walker again surveyed pedestrians on State Street and in the surrounding area. Responses to multiple choice questions were later entered into Excel for analysis, and responses to open-ended questions were recorded and analyzed for key themes. The following sections present the survey findings.

Downtown Intercept Surveys

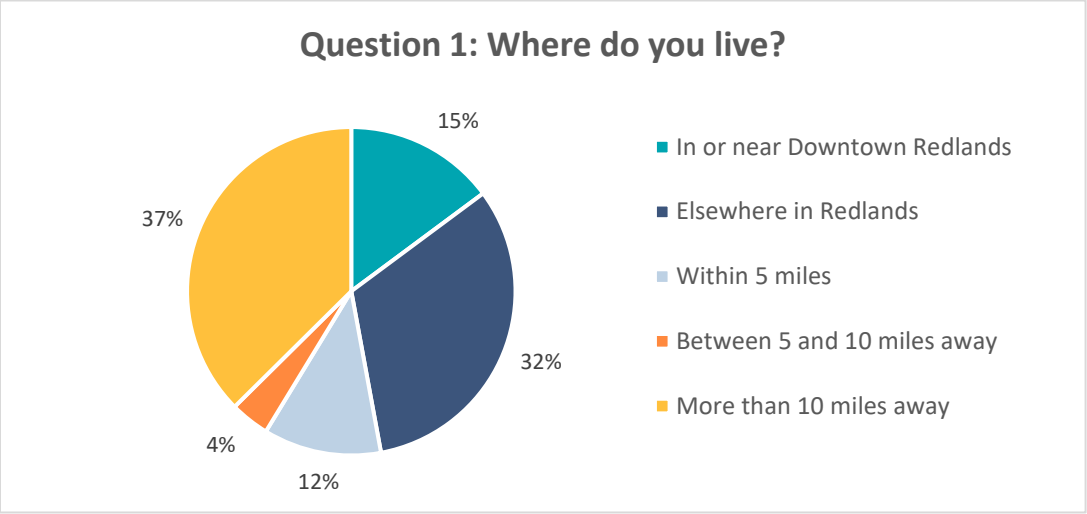
A total of 155 people walking along State Street agreed to participate in the survey. Others expressed interest but indicated that they did not have time as they were running late to work or to an appointment, sometimes due to trouble finding parking. The survey contained seven multiple choice questions and one open-ended question. Of the 155 respondents, 135 people drove and parked, and 20 people either walked, biked, took public transit, or got a ride. Three questions pertained only to those who drove and parked and were skipped for those who arrived downtown by another mode of travel.

Multiple Choice Question Results

Approximately half of the 155 respondents lived in Redlands, and approximately half lived outside the City, with many coming from over ten miles away (see Figure 12).

[2] The downtown intercept surveys captured the experiences, perceptions, and priorities of both residents and visitors. Walker also considered results from the 2022 National Community Survey, as explained in the following section, which addressed Redlands residents only.

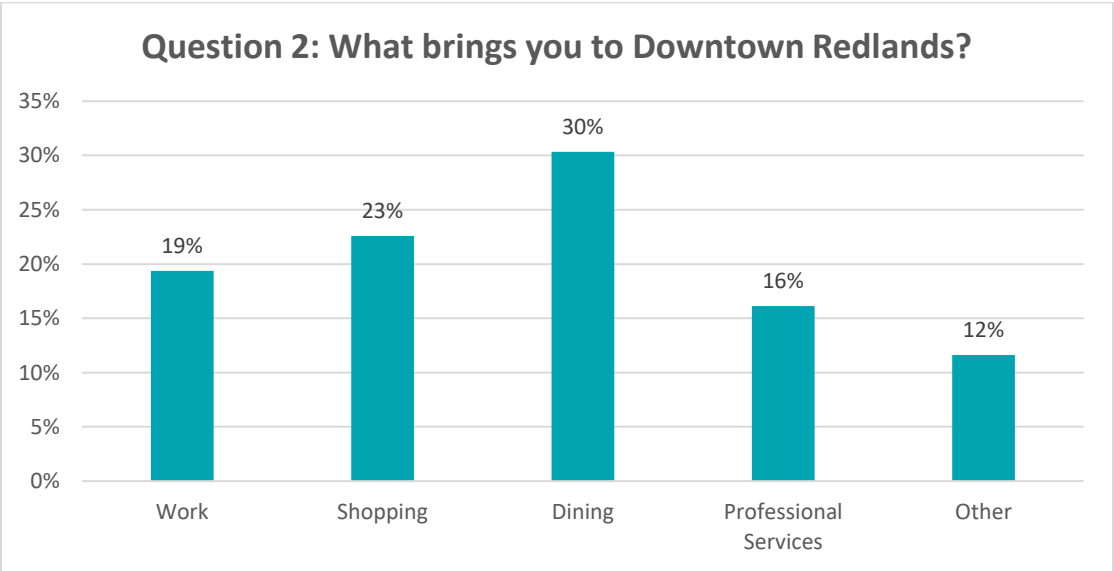
Figure 12: Place of Residence



Source: *Walker Consultants*, 2023.

Dining was the most common reason people were visiting Downtown Redlands, with 30 percent of respondents (see Figure 13). Twenty-three percent of respondents indicated they were visiting downtown for shopping, 19 percent were there for work, 16 percent were there for professional services, and 12 percent were there for other reasons, such as to attend a book reading event or just to walk around and enjoy the atmosphere. There was also a Christmas Tree lighting event downtown the evening of the first survey, but most surveys were conducted early enough in the day that only two participants mentioned visiting specifically for this event.

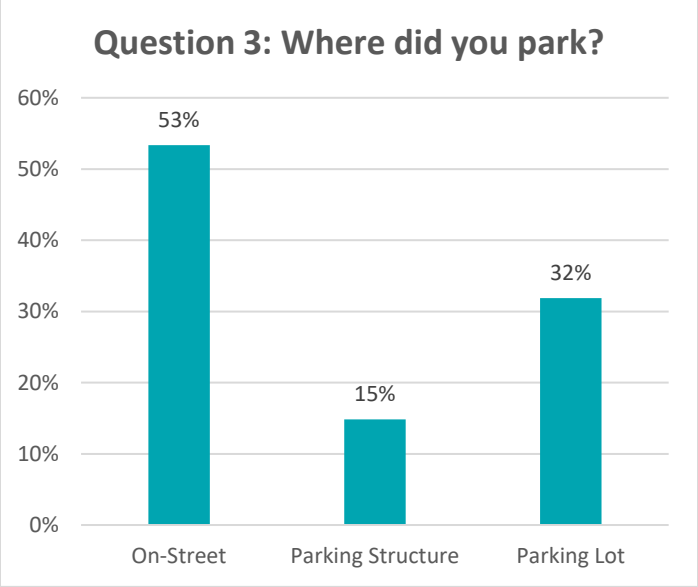
Figure 13: Trip Purpose



Source: *Walker Consultants*, 2023.

Of the 135 respondents who drove and parked, 53 percent parked on the street, 32 percent parked in a parking lot, and 15 percent parked in a parking structure (see Figure 14). Of those who parked, 84 percent considered their parking space close to their destination, and 16 percent did not (see Figure 15).

Figure 14: Parking Location



Source: *Walker Consultants*, 2023.

Figure 15: Nearness to Destination

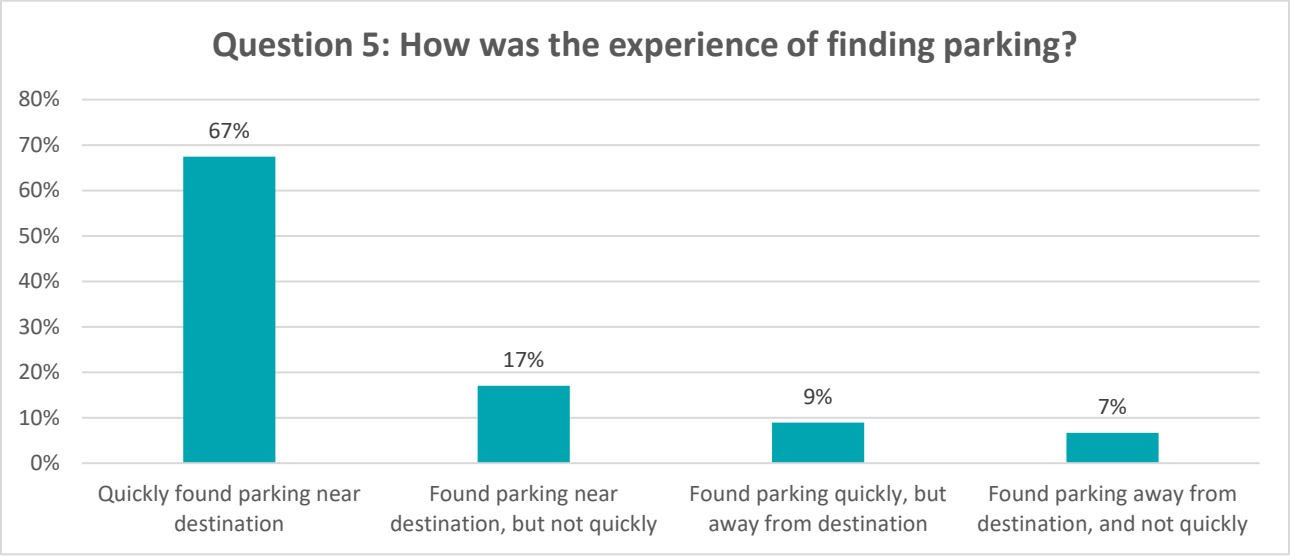


Source: *Walker Consultants*, 2023.

The next question asked respondents who had driven downtown to further describe their experience finding parking (see Figure 16). Most respondents reported quickly finding a parking space near their destination. Of the

remaining respondents, 17 percent found a space near their destination after circling around for a while, 9 percent expected parking near their destination to be full and so quickly parked in an available space even when they considered it far from their destination, and 7 percent tried circling around for parking near their destination but eventually settled on a space further away.

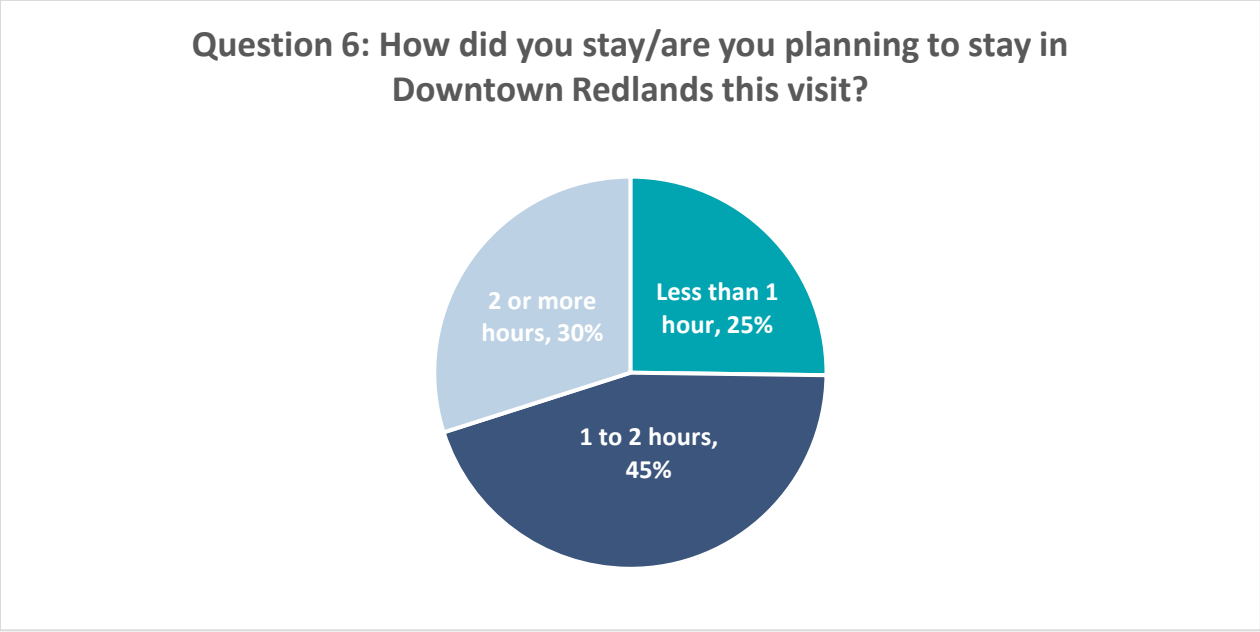
Figure 16: Parking Experience



Source: *Walker Consultants*, 2023.

Of the 155 respondents, 25 percent indicated they were visiting downtown for less than an hour, 45 percent planned to stay for one to two hours, and 30 percent planned to stay for two or more hours (see Figure 17).

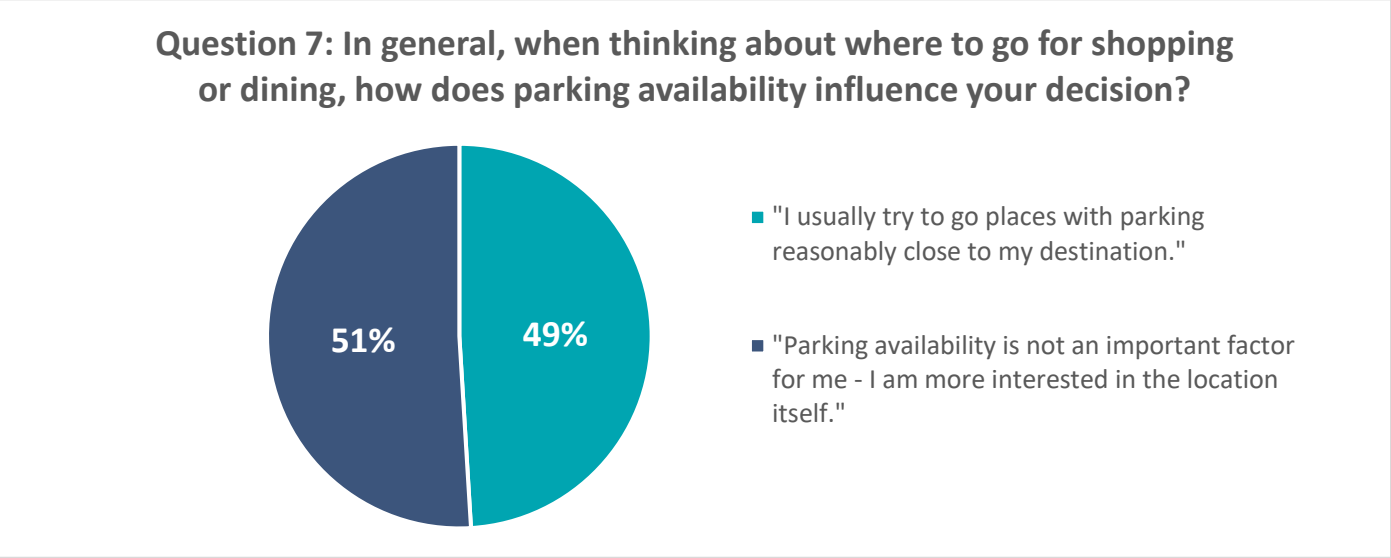
Figure 17: Length of Stay



Source: *Walker Consultants*, 2023.

Finally, participants were asked whether if, in general, parking availability influenced their decision when thinking about where to go out for shopping or dining. Responses were split fairly evenly, with approximately 49 percent indicating they preferred to go places where they could find parking reasonably close to their destination, and 51 percent responding that parking availability was not an important factor (see Figure 18).

Figure 18: Parking-based Decision Making



Source: *Walker Consultants*, 2023.

Open-Ended Question Results

One final survey question provided participants with the opportunity to share any thoughts or concerns related to parking in Downtown Redlands. There was a fairly even split across participants who expressed dissatisfaction or difficulties due to the lack of available parking, participants who expressed reluctant acceptance with the way things were (e.g., with comments such as “it is what it is”), and participants who expressed satisfaction or positivity related to the parking situation in Redlands. Several themes were raised by multiple respondents:

- Expressions of difficulties due to lack of availability (20)
  - People are often late to appointments
  - Some people want to visit downtown but leave and go elsewhere due to parking scarcity
  - The public sometimes park in reserved spaces because they can’t find any other spaces
- Reluctant acceptance of the current parking situation (20)
- Expressions of satisfaction with the current parking (16)
  - Appreciation that parking spaces downtown are full and not empty
  - Walking is healthy, prefer even circling for parking over development of additional parking
  - Observation that vibrant city centers seem to be transitioning toward less parking

- Interest in a parking structure (16)
    - Only if underground (2)
    - Only if aesthetically pleasing (2)
- Need for employee parking program (6)
- Need for more parking options for the mobility-impaired (4)
- Frustration with parking time limits (4)
- Desire for better bike/multimodal infrastructure to relieve parking demand (3)
- Preference for avoiding any new parking construction (3)
- Safety concerns late at night or early in the morning (3)
- Concerns about new developments and their impact on parking (3)
- Desire for parking meters to help manage parking and generate revenue for the City (3)

In addition to the common themes listed above, other participants shared:

- Restaurant wait times keep some people from visiting in the evenings, not parking difficulties
- The lack of available parking keeps people from coming downtown for lunch when they're in a hurry
- Some people plan their visits downtown during off-peak hours, so parking is easier
- People appreciate the angled parking
- More people would bike if there were secure bike parking
- All of State Street could be ADA parking to accommodate elderly customers
- State Street should be closed to cars and should have kiosks for outdoor shopping and dining
- The structure fills up during the holidays, but Redlands has other options; people can go to Citrus Plaza
- Would prefer to have no parking lots downtown and for Redlands to stack all the parking so new developments only go upward and do not expand outward into the orange groves
- It's nice to have parking returned to State Street and not have that street closed for outdoor dining like it was during Covid-19

Additional Analyses

Parking Experience by Length of Stay

Analyzing the survey responses by length of stay reveals that people visiting Downtown for less than an hour are least likely to park in a structure and most likely to park on the street. People staying for more than two hours are most likely to park in a structure and least likely to park on the street, although 41 percent of these longer-term parkers still park on the street (see Table 5). People staying for over two hours are most likely to report parking near their destination, while those staying under an hour are least likely to report parking near their destination (see Table 6). Similarly, people staying for more than two hours are most likely to report finding a parking space quickly, without having to circle, while people staying under an hour are least likely to report finding their space quickly (see Table 7). These results suggest that Redlands has been moderately successful at encouraging longer-term parkers to park in lots and structures but could do more to ensure that convenient street parking is available for people making short trips, who may be less willing to park farther from their destination.

Table 5: Parking Location by Length of Stay

	Less than 1 hour	1 to 2 hours	2+ hours
Garage	6%	17%	19%
Lot	33%	26%	41%
Street	61%	57%	41%

Source: *Walker Consultants*, 2023.

Table 6: Perception of Parking Distance by Length of Stay

	Less than 1 hour	1 to 2 hours	2+ hours
Did not park near destination	18%	17%	11%
Parked near destination	82%	83%	89%

Source: *Walker Consultants*, 2023.

Table 7: Parking Distance and Search Time by Length of Stay

	Less than 1 hour	1 to 2 hours	2+ hours
Parked far from destination, after circling	9%	8%	5%
Parked far from destination, without circling	12%	14%	11%
Parked near destination, after circling	18%	15%	16%
Parked near destination, without circling	61%	63%	68%

Source: *Walker Consultants*, 2023.

Perception of Parking Distance and Parking-Based Decision Making by Trip Purpose

Analyzing perceptions of parking nearness to destination by trip purpose can shed additional light on the length of stay data. For example, those who came Downtown for work, who would generally stay two or more hours, were more likely than those visiting for dining, shopping, or professional services to report finding parking near their destination (Table 8). Those who came Downtown for another reason all reported finding parking near their destination, but these individuals usually did not visit with a precise destination in mind and simply wanted to walk around the area. The fact that employees were more likely to find parking near their destination likely reflects that (1) many employees arrive before peak hours, when there is still ample parking available throughout the downtown, (2) some employees have a reserved off-street parking space near their place of employment, and (3) any employees parking far from their destination may have been a hurry to arrive to work and unwilling to participate in the survey.

Table 8: Perception of Parking Distance by Trip Purpose

	Dining	Shopping	Professional Services	Work	Other
Did not park near destination	16%	21%	21%	9%	0%
Parked near destination	84%	79%	79%	91%	100%

Source: *Walker Consultants*, 2023.

Analyzing the influence of parking availability by trip purpose can also reveal which types of visitors are more or less likely to mind when parking is hard to find. Interestingly, people who were visiting Redlands for shopping were the most likely to respond that when going out for shopping or dining, parking availability influences their decision of where to go (see Table 9). This suggests that either these shoppers find parking in downtown Redlands generally acceptable, that they made an exception to visit a particular store despite anticipating difficulty parking, or that they arranged their schedules to shop outside of peak parking demand hours. Overall, a sizeable share of people visiting for shopping or dining reported that parking availability could potentially influence their decision of where to go, and the fact they still chose to come to downtown Redlands suggests that these visitors were content with the parking situation.

Table 9: Parking-based Decision Making by Trip Purpose

	Dining	Shopping	Professional Services	Work	Other
"Parking availability is not an important factor for me - I am more interested in the location itself."	57%	40%	48%	57%	50%
"I usually try to go places with parking reasonably close to my destination."	43%	60%	52%	43%	50%

Source: *Walker Consultants*, 2023.

National Community Survey 2022 Results

Survey Background

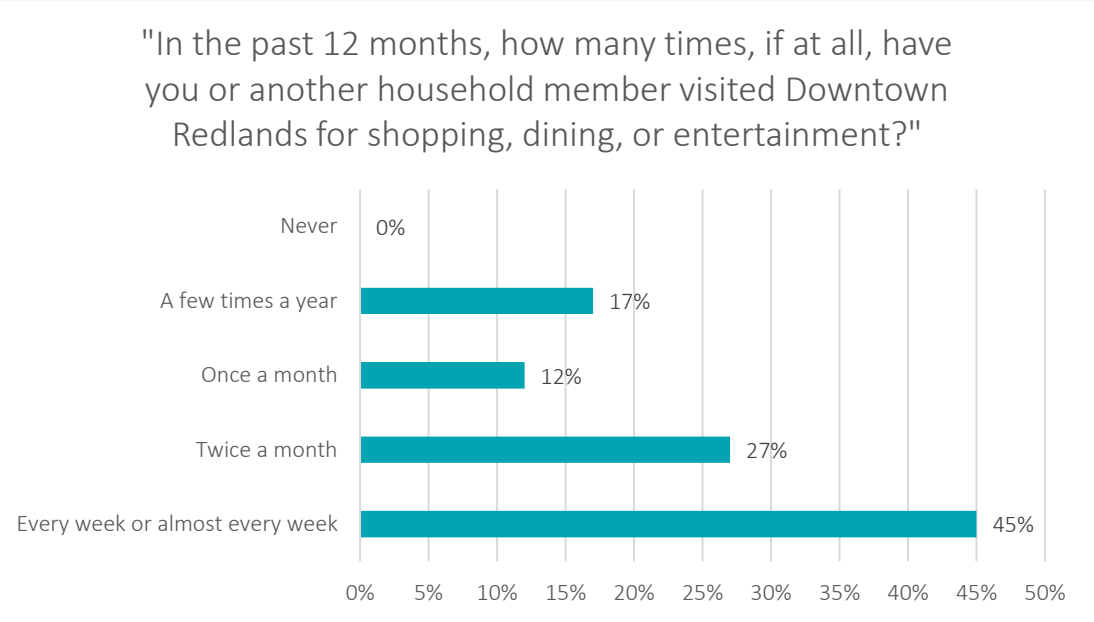
The City hired Polco to conduct a National Community Survey (NCS) to evaluate the livability of Redlands. The NCS included standard questions across multiple categories (such as safety, utilities, natural environment, etc.) that were designed to facilitate benchmark comparisons between resident ratings of Redlands and resident ratings of other cities across the country. Additionally, the survey included custom questions developed by City of Redlands staff members to better understand travel behavior and perceptions of parking with a focus on the Downtown area, as well as to understand parking concerns within the context of overall priorities for how the City should use its resources. It also included responses from residents who don't regularly go downtown. Survey responses were collected from 339 residents (with a response rate of 13 percent) between August and October of 2022. The responses were weighted to be representative of the City's demographics, including geographic area of residence,

race and Hispanic origin, housing tenure and type, sex, and age. This section summarizes the NCS results pertaining to Downtown travel behavior, perceptions of parking, and community priorities.

Downtown Travel Behavior

Most NCS respondents reported that they or another member of their household visited Downtown Redlands with some regularity, with 45 percent of respondents visiting every week or almost every week. Seventeen percent visited only a few times a year (see Figure 19).

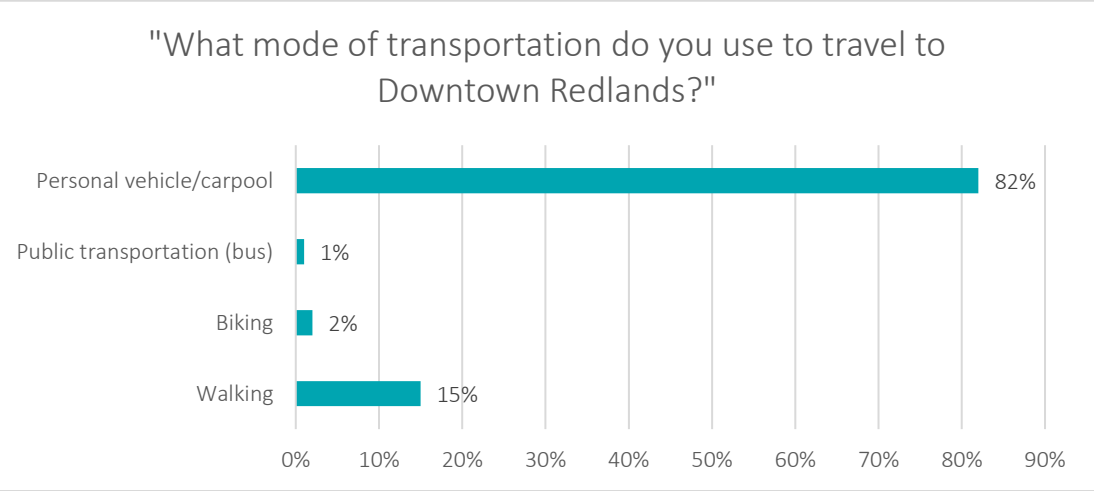
Figure 19: Frequency of Visiting Downtown Redlands



Source: *Walker Consultants*, 2023.

Of the NCS respondents, 82 percent reported traveling to Downtown Redlands by personal vehicle or carpool (see Figure 20). Fifteen percent reported walking downtown, two percent reported biking, and one percent reported using public transportation.

Figure 20: Mode of Transportation Used to Travel to Downtown Redlands

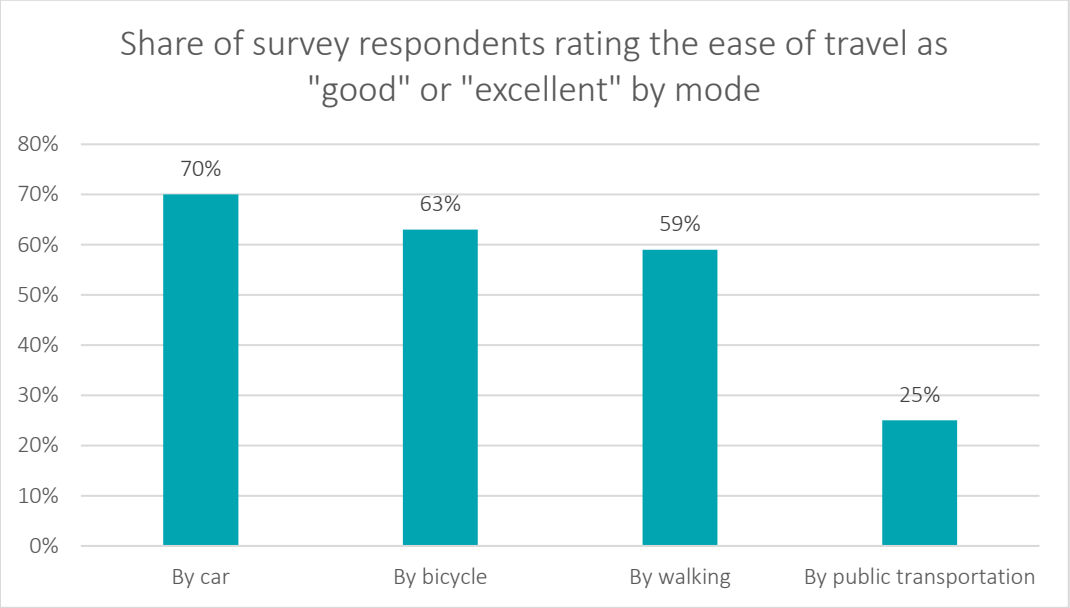


Source: *Walker Consultants*, 2023.

Perceptions of Parking and Travel Options

The NCS respondents were asked to rate the ease of travel by multiple modes of transportation. The results revealed that Redlands remains primarily a car-oriented city, with vehicle travel rated as being the easiest way to get around. Travel by car was rated as “good” or “excellent” by 70 percent of respondents, in comparison with 63 percent for travel by bicycle, 59 percent for walking, and just 25 percent for public transportation (see Figure 21).

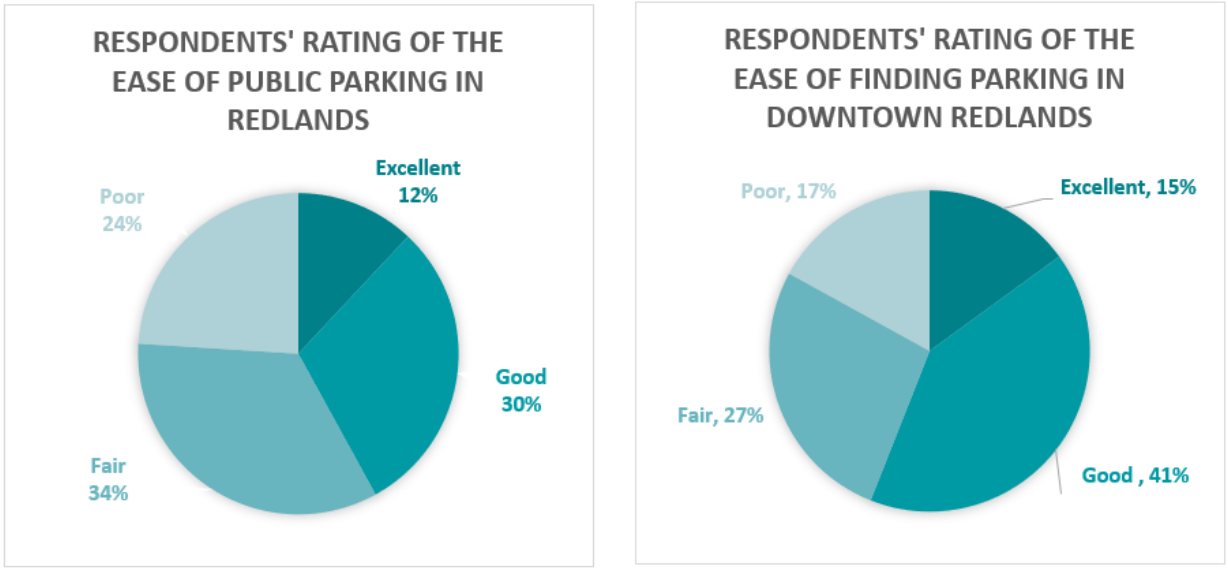
Figure 21: Ease of Travel Ratings by Mode



Source: *Walker Consultants*, 2023.

Respondents were also asked about the ease of public parking, both as a benchmark survey question referring to all of the City, and as a customized survey question referring specifically to Downtown Redlands. Interestingly, the ease of public parking in Downtown Redlands was more likely to be rated as excellent or good than public parking in Redlands as a whole (see Figure 22). Only 17 percent of respondents rated the ease of finding public parking in Downtown Redlands as poor, compared with 24 percent for the ease of finding parking in the City as a whole.

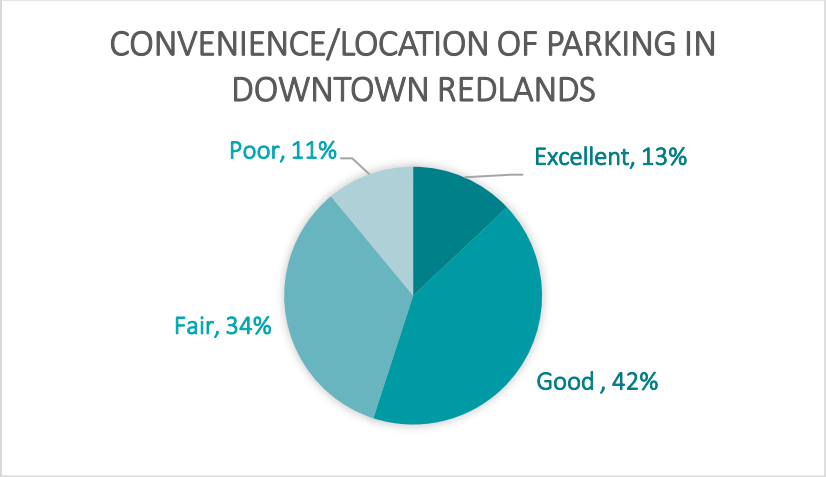
Figure 22: Ratings of the Ease of Public Parking in Redlands and Downtown Redlands



Source: *Walker Consultants*, 2023.

A similar question asked respondents to rate the convenience/location of parking in Downtown Redlands. The convenience/location of parking was slightly less likely to be rated as poor than was the ease of finding parking, suggesting that participants may have been relatively content with the parking spaces they eventually found, but less content with the amount of time it took to find the space. A total of 83 percent of respondents rated the ease of finding public parking downtown as excellent, good, or fair, compared with 89 percent for convenience/location of the parking (see Figure 23).

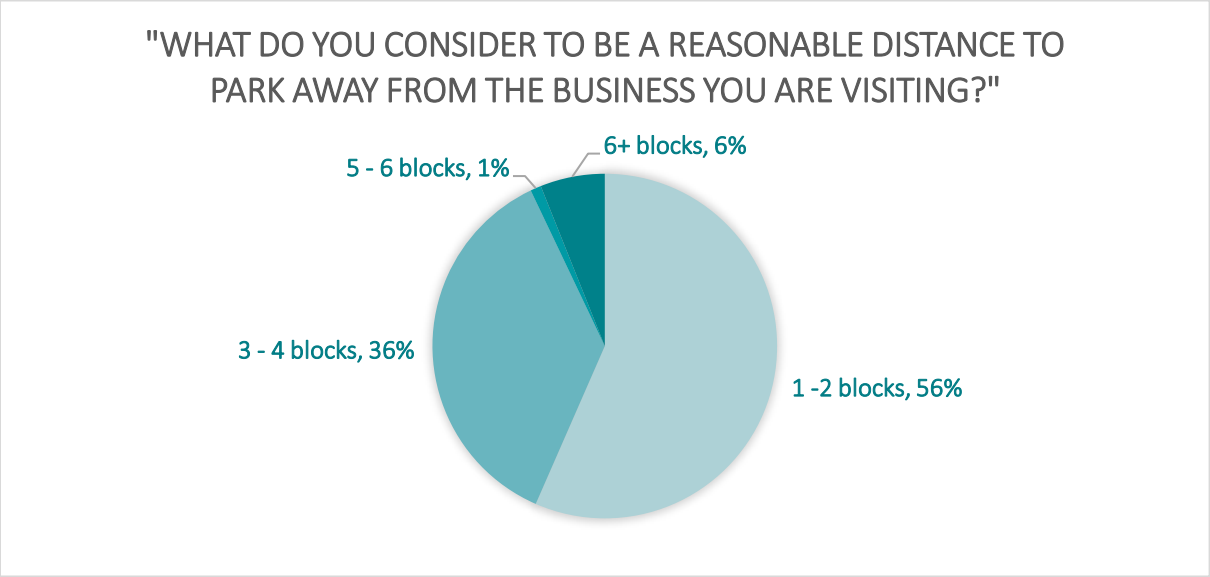
Figure 23: Ratings of the Convenience/Location of Parking in Downtown Redlands



Source: *Walker Consultants*, 2023.

Asking survey participants how many blocks they consider to be a reasonable distance to park away from the business they are visiting can shed additional light on ratings of the convenience, location, and ease of parking in Downtown Redlands. In response to this question, seven percent of participants reported finding it reasonable to walk five or more blocks, 36 percent were willing to walk three to four blocks, and 56 percent expected to be able to park within a block or two of their destination (see Figure 24).

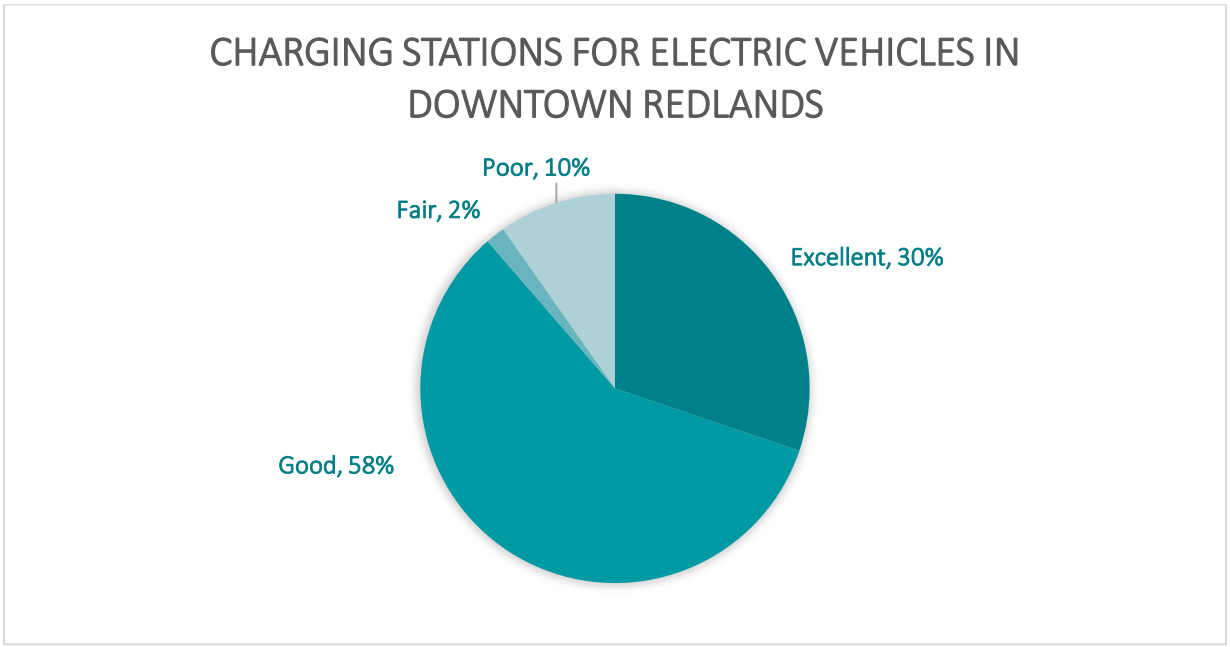
Figure 24: Perceptions of a Reasonable Parking Distance



Source: *Walker Consultants*, 2023.

As electric vehicles become more commonplace, the City was also interested in understanding how residents perceived the availability of charging stations in Downtown Redlands. Many respondents skipped this question, but for those who answered, the most common ratings were good and excellent, respectively (see Figure 25).

Figure 25: Ratings of Charging Stations for Electric Vehicles in Downtown Redlands

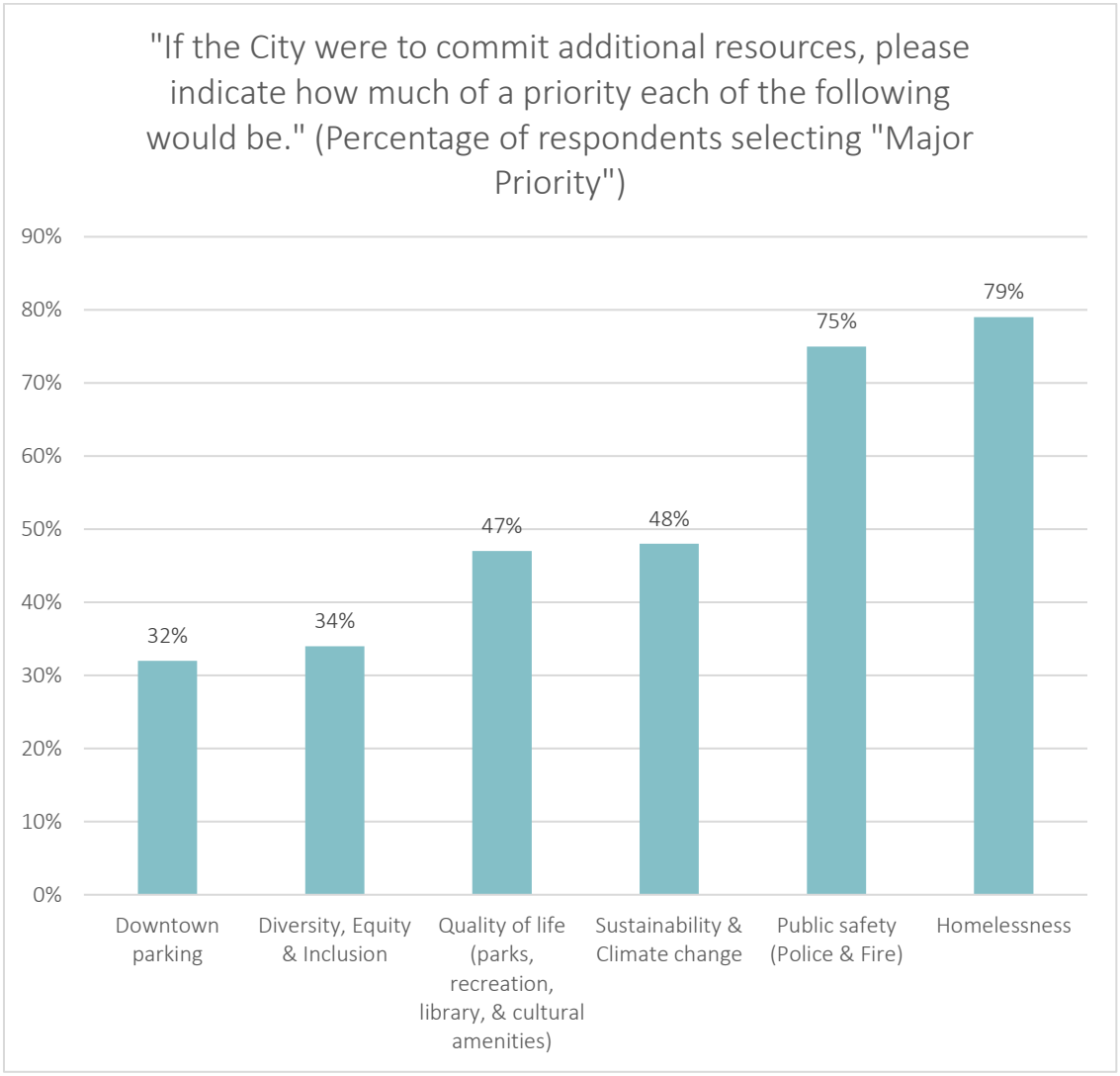


Source: *Walker Consultants*, 2023.

Community Priorities

Ultimately, decisions about parking issues must be made in the context of community priorities and preferences regarding resource allocation and the associated opportunity costs of public spending. Satisfaction levels should be considered alongside ratings of importance. The NCS encouraged participants to think in terms of trade-offs by asking, "If the City were to commit additional resources, please indicate how much of a priority each of the following would be" for six different issues and allowing respondents to choose between major priority, minor priority, or not a priority. In the context of resource allocation, *Downtown parking* was least likely to be seen as a major issue, with only 32 percent of respondents selecting this choice (see Figure 26). Respondents were slightly more likely to consider *Diversity, Equity, and Inclusion* a major issue, moderately more likely to see *Quality of Life* or *Sustainability and Climate Change* as major issues, and far more likely to see *Public Safety* and *Homelessness* as major issues worthy of additional City resources.

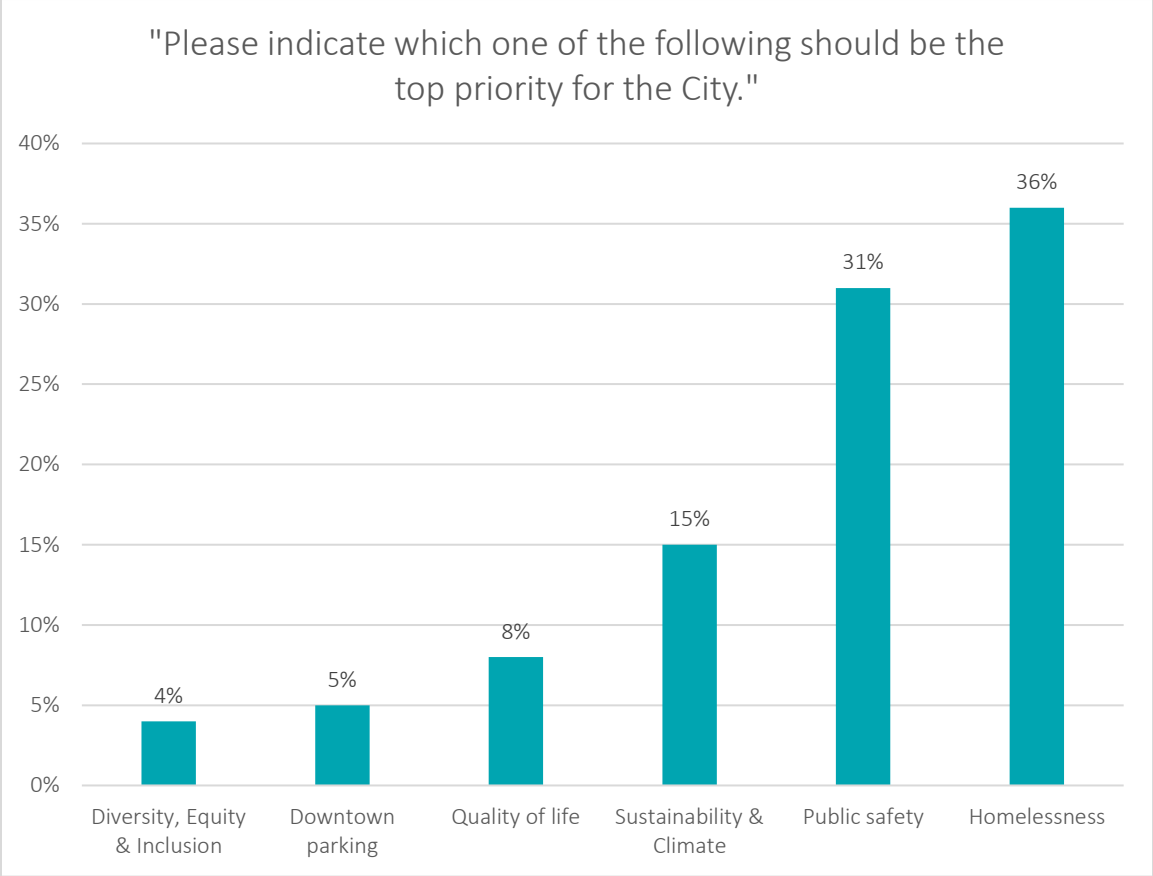
Figure 26: Issues Seen as Major Priorities for City Resource Allocation



Source: *Walker Consultants*, 2023.

When asked to select a single top priority for the City to address out of the six issues mentioned above, survey responses revealed similar priorities. Only five percent of respondents believed *Downtown parking* should be the top priority, compared with four percent selecting *Diversity, Equity and Inclusion*, eight percent selecting *Quality of Life*, 15 percent selecting *Sustainability and Climate Change*, 31 percent selecting *Public Safety*, and 36 percent selecting *Homelessness* (see Figure 27).

Figure 27: Respondents' Top Priorities for Redlands



Source: *Walker Consultants*, 2023.

Employee Surveys and Conversations

Employee Parking Locations

Walker contacted employees on five sample blocks within the study area: Block 13, Block 18, Block 19, Block 25, and Block 26 (refer to Figure 28). Table 10 shows the number of employees contacted on each sample block, as well as the number of employees parking in private parking reserved for them, other private parking, public street parking/the Ed Hales Park parking lot, or the public parking structure on Citrus Avenue across from Block 13.

Employees and business owners on Block 25 or 26, at the east end of the downtown study area, were most likely to have an off-site private parking space available. Approximately two-thirds parked in a reserved off-street space; the majority of the others parked on the street. Slightly over one-third of those working on Block 18 or 19, near the middle of downtown, reported parking in a reserved private off-street space. Employees on these blocks were most likely to report finding parking in a private lot that was not necessarily associated with their business. The only employees who reported parking in the Citrus Avenue Parking Structure were those who worked on Block 13, directly across from the structure.

Table 10: Employee Parking Locations

Block	Number of employees contacted	Private parking (Reserved for them)	Private parking (Other)	Street parking (or Ed Hales Parking lot)	Citrus Avenue Parking Structure	Didn't drive to work
13	39	8%	5%	18%	67%	3%
18	36	42%	25%	33%	0%	0%
19	31	32%	65%	3%	0%	0%
25	25	52%	12%	36%	0%	0%
26	49	76%	0%	22%	0%	2%

Source: *Walker Consultants*, 2023.

Figure 28: Downtown Redlands Study Area



Source: *Walker Consultants*, 2023.

Employee Feedback

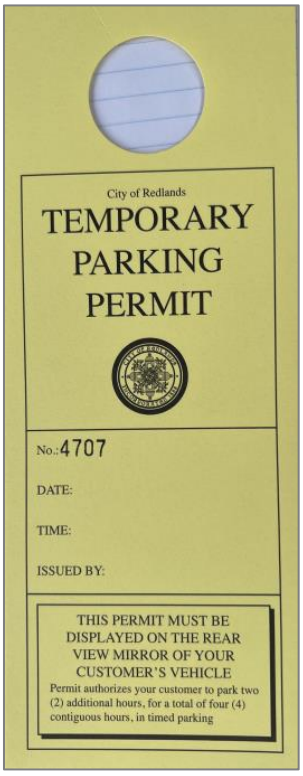
Many employees had time to share additional details, feedback, or opinions about parking in Downtown Redlands. Appendix C provides all comments shared by employees on each of the sample blocks. From these comments, the following key themes emerged:

- Downtown visitors park in the private spaces that are supposed to be reserved for their business (7)
- Safety concerns lead employees to park as near their place of employment as possible (7)
- Lack of convenient spaces or ADA spaces available for customers is an issue (6)
- Time limits are an issue (6)
- Many employees move their cars every two hours (3)
- Street closures and events are difficult for businesses (3)
- Lack of enforcement is appreciated or counted on (3)
- Lack of enforcement is a problem (2)
- Customers and employees may arrive late due to parking difficulties (2)
- Employees can't leave during their lunch break, or they'll lose their parking space (2)
- Lack of parking is an issue for deliveries/bulky purchases (2)

Other comments from employees included the following:

- At least one business rents employee parking spaces at the nearby YMCA through the City.
- At least one business purchases temporary one-time permits from the City (pictured) to extend street parking time limit for their customers when they hold classes or events.
- Advanced notice from the City of events that affect parking would help businesses make decisions.
- Employee tandem parking may be part of the solution.
- A downtown trolley or electric scooter share could be part of the solution.
- Citibank underground lot may be a good temporary solution for employee parking.

Temporary Parking Permit



Source: *Walker Consultants*, 2023.

Business Outreach Summary

On 11/9/22, Walker held two in-person meetings for the Downtown Redlands business community, at 8:30 am and 5:30 pm. Approximately 20 people attended each meeting. Walker presented the goals of the Downtown Parking Study project and reviewed parking approaches from the General Plan and the Transit Villages Specific Plan in the context of new growth coming to Redlands. Walker asked participants for feedback on their experiences with parking to help inform strategy development and the implementation plan. Business owners shared their thoughts on how parking affects their businesses, expressed their parking-related concerns, shared parking management ideas they believed were promising for Redlands, and shared examples of places they thought managed parking well.

Parking-Related Concerns

- Many participants expressed their concern that the lack of convenient available parking drives potential customers away. Someone noted this was especially problematic for retail businesses, because people would schedule appointments for professional services or schedule plans to meet friends at a restaurant and have less flexibility in their plans.
- Several participants said that a few employees and business owners might park all day in prime downtown spaces, which they believed should be left available for customers.
- One participant mentioned that Downtown Redlands did not regulate or have dedicated space for delivery vehicles, and as a result, they often took up multiple parking spaces during business hours (also creating noise and pollution).
- Several owners mentioned that events that block off parking spaces and restrict vehicle access hurt their businesses.
- Several people expressed concern that the lack of available parking regularly causes the public to park in private off-street spaces reserved for their businesses.

Fully occupied street parking in Downtown Redlands.



Source: *Walker Consultants,* 2023.

- Difficulty finding parking prevents potential customers from going Downtown on their lunch break when they only have an hour.
- Having to park and walk a long distance is especially unpleasant in the summer heat.
- Many participants expressed concern that the new development would reduce the supply of parking currently used by Downtown visitors and employees, while also creating new parking demand.
- Many participants were worried about safety and did not feel safe walking Downtown or entering a parking structure at night. Safety concerns often caused employees and business owners to park as near their workplace as possible, and some of their customers felt unsafe as well.

Ideas for Parking Management

- Some people suggested that Redlands needed to construct a new parking structure with more convenient access to State Street. They did not think many people would be willing to walk from the new 385-space structure on Stuart Avenue near the Santa Fe Depot.
- Some people believed Redlands should use pricing to ensure some convenient spaces remain accessible for customers making short trips and to discourage longer-term parkers from parking in prime spaces. One person mentioned that the City could give preferential rates to residents.
- Several people suggested that a tram, shuttle, or trolley could transport employees and customers Downtown.
- Someone mentioned that shaded parking spaces would be appreciated in the hot summer months.
- Multiple people believed stronger parking enforcement would help the parking situation. One person suggested stricter 30-minute time limits for prime spaces on State Street.
- Some people suggested that existing parking—such as the City Hall or Centennial Plaza spaces—could be opened up and shared with employees or the public to help manage demand.

Places that Manage Parking Well

- One participant suggested the City look to Santa Monica and Pasadena as examples of communities that manage their parking well. Both cities keep an attractive and walkable downtown by having few off-street parking lots, providing parking structures, and using pricing to manage on-street parking. Old Pasadena has a "parking benefit district" in which parking meter revenues are returned to downtown businesses, who choose to use the revenue to fund security patrols, cleanliness, street beautification, and additional parking projects in the downtown area.
- Another participant suggested the City look to Hawaii as an example of a convenient way to charge for parking. They explained how Hawaii has signs with QR codes for visitors to scan and pay for parking based on their length of stay, with the ability to add additional parking time from their phones rather than having to walk back and feed a meter.

Walkability in Downtown Santa Monica



Source: *Santa Monica Travel & Tourism,* 2023.

Review of Existing Materials

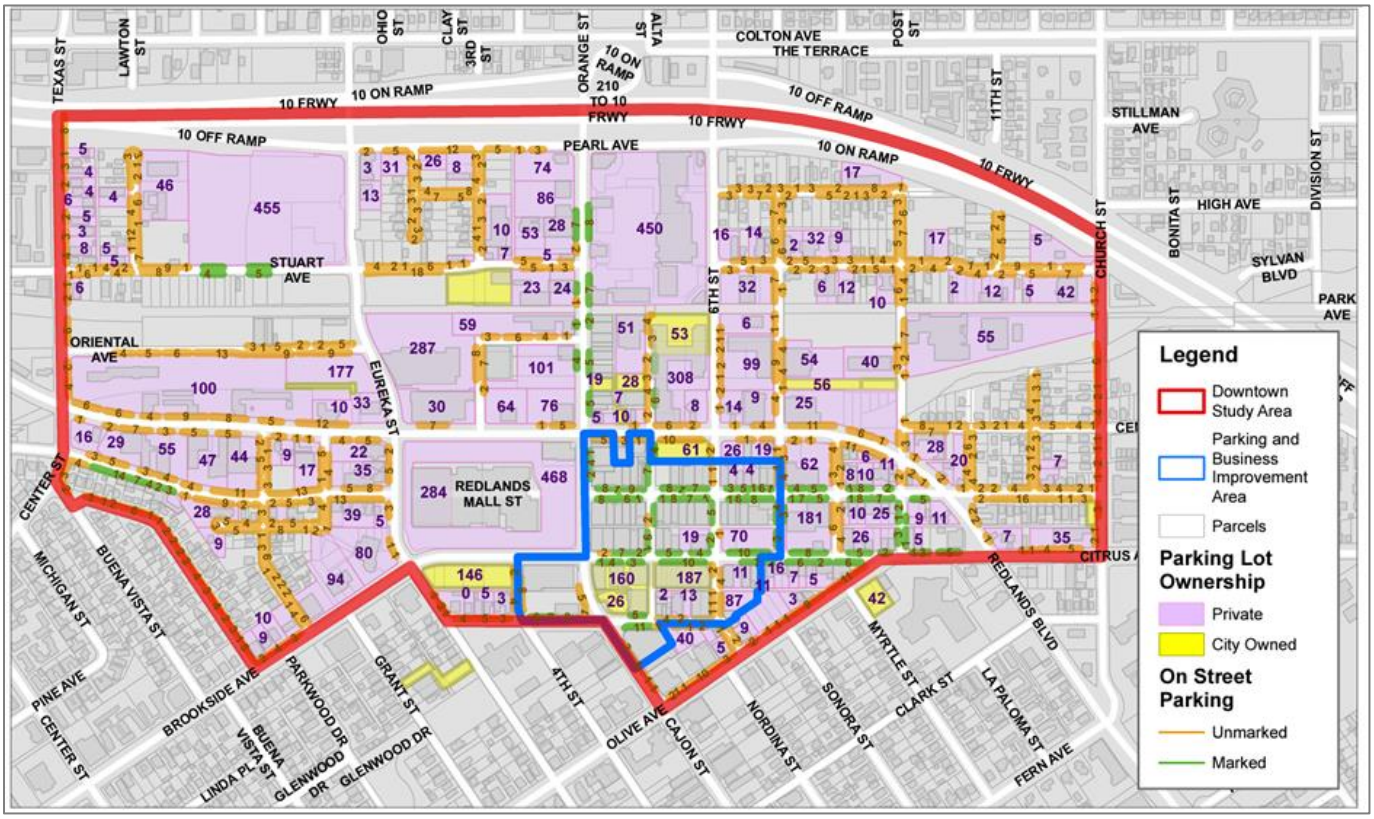
The City of Redlands has already recognized how parking management can help a place become more livable, environmentally friendly, and economically vibrant. In 2017, the Initial Downtown Parking Study was conducted to begin exploring parking conditions and opportunities in Redlands. Its study area was larger than the current study area and extended beyond the core downtown. Parking is also a key feature of the Transit Villages Specific Plan, approved in October 2022. The Transit Villages Specific Plan provides parking objectives, parking management strategies, and a section dedicated to parking strategy and improvements for the downtown area. The following sections of this document will provide an overview of the information and ideas contained in these plans.

2017 Initial Downtown Parking Study

The study explored parking conditions and opportunities for Downtown Redlands. The area covered corresponded to the boundaries of the area of the Downtown Specific Plan (later repealed and replaced by the new Transit Villages Specific Plan). The 2017 study also referenced a “Parking and Business Improvement Area” in which on-site parking was not required for downtown businesses near the Ed Hales Park parking lot and Citrus Avenue parking structure, but the Parking and Business Improvement Area was disestablished in 2011 by Ordinance 2760.

The study included a thorough inventory of the locations of marked and unmarked street parking spaces, private parking lots and structures, and City-owned parking lots and structures (see Figure 29).

Figure 29: Parking Space Inventory from 2017 Initial Downtown Parking Study Area

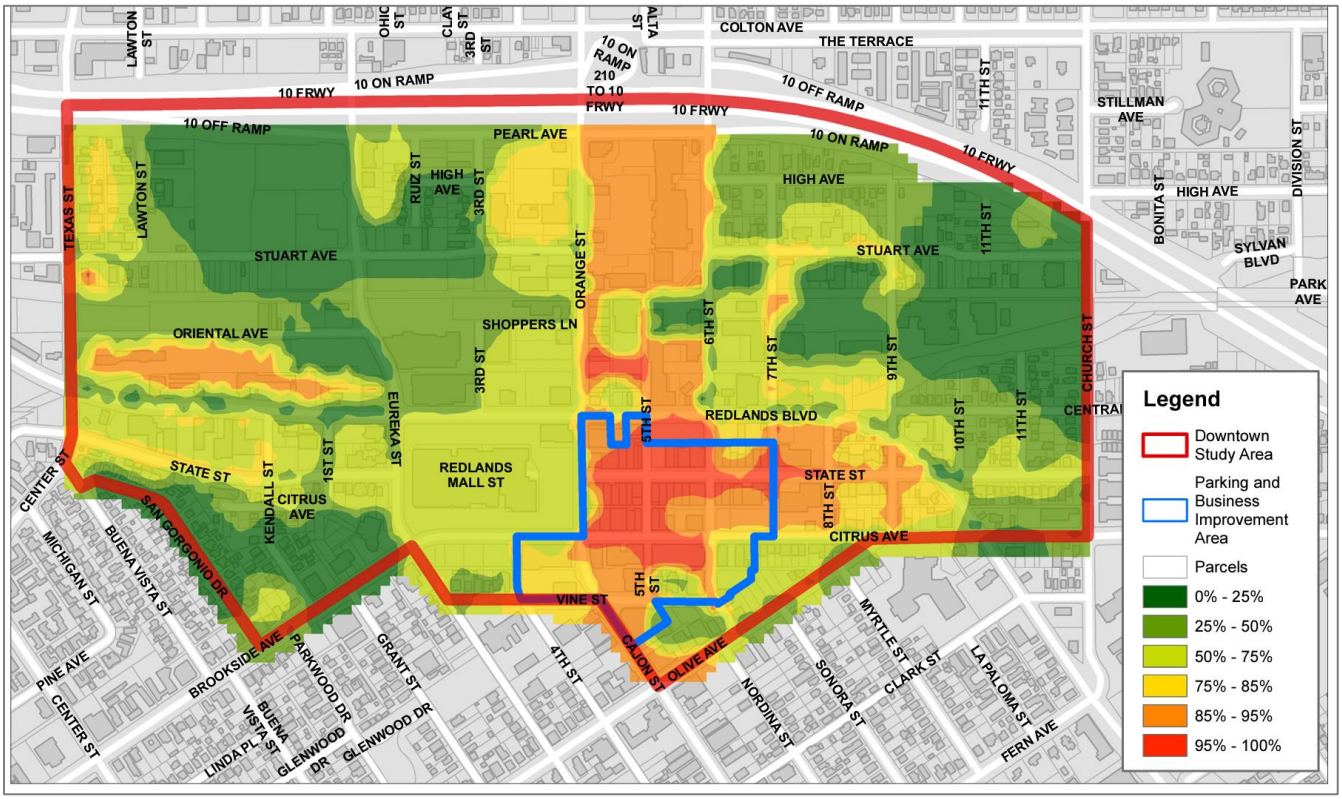


Source: *2017 Initial Downtown Parking Study,* 2017.

The inventory included 586 spaces in City-owned facilities, approximately 1,915 on-street spaces (450 marked), and 5,560 private commercial parking spaces. The boundaries of the current parking study have been updated to focus on the core downtown area near State Street, where the highest parking occupancies are observed, but the more geographically comprehensive map created for the initial study may be useful to inform potential opportunities outside the immediate study area.

The initial study also shared the results of parking occupancy counts, revealing peak weekday demand to occur between 12 p.m. and 2 p.m. (with over 90 percent utilization for city lots and 60 to 70 percent for private lots in the downtown core) and between 6 p.m. and 9 p.m. on Thursday Market Nights. The Redlands Mall lot was only 55 percent full during peak weekday hours but was 100 percent full for Thursday Market Night. Figure 30 displays the parking utilization rates observed during peak demand hours by area throughout Downtown.

Figure 30: Average Peak Hours Parking Utilization from the 2017 Initial Downtown Parking Study



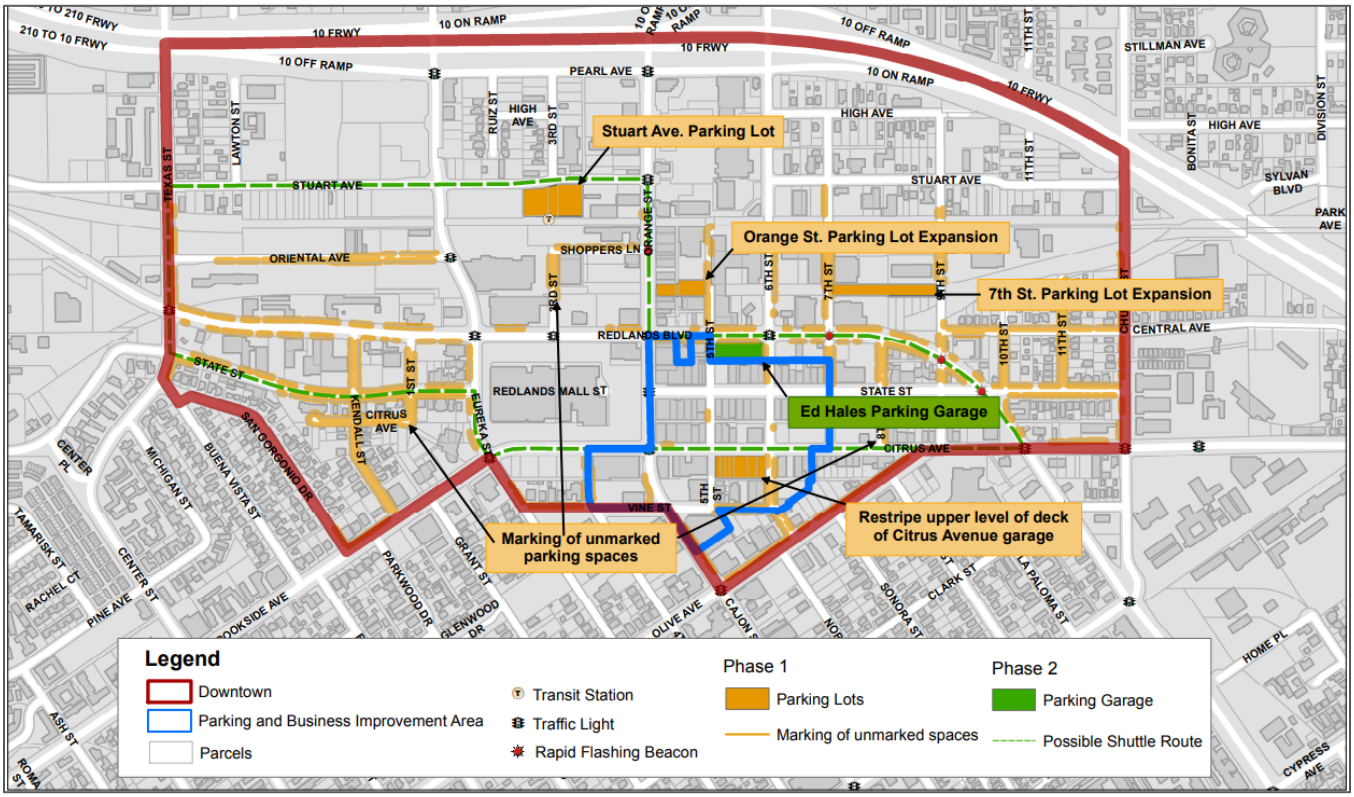
Source: *2017 Initial Downtown Parking Study*, 2017.

The study mentioned that the City had an agreement with the owner of the Centennial Plaza to permanently provide 53 spaces for public use. These spaces are not well advertised as public parking, and the parking garage rarely exceeded 25 percent occupancy even during peak Market Night hours.

In addition to providing parking inventories and occupancy data, the initial study explored current parking management practices and future opportunities. It found there was no charge for parking Downtown other than a few lot spaces leased to individual businesses. There were also no programs to incentivize off-street parking for employees and long-term parkers. Many spaces in the Downtown core had two- or three-hour parking time limits, with the Police Department responsible for enforcement. The study introduced paid parking through "pay and display" kiosks as a possible method of encouraging the turnover of prime spaces.

Other ideas included in the initial study were restriping and expanding existing parking lots, providing additional public parking through private development, improving wayfinding and signage, improving the pedestrian crossings to access the Centennial Plaza, reaching out to downtown business owners for shared parking solutions, and improving lighting and security at parking lots and structures. Longer-range ideas included creating a structure at the Ed Hales lot or implementing a downtown parking shuttle between public parking areas and busy destinations (Figure 31 displays the proposed shuttle route).

Figure 31: Parking Improvements Plan from the 2017 Initial Downtown Parking Study



Source: *2017 Initial Downtown Parking Study,* 2017.

Finally, the initial study discussed options for potentially financing additional public parking downtown. Redlands already has a downtown parking fund, through which the sale of City property could fund additional parking. Bond financing, business license fees, special assessment districts, cost recovery through paid parking, leasing, and public private partnerships are additional mechanisms through which the City could fund additional parking or other mobility improvements in the downtown.

Transit Villages Specific Plan

The Transit Villages concept is a defining feature of Redlands' 2035 General Plan. Transit villages are meant to be economically vibrant and environmentally friendly places in which people can live without vehicle dependency, where multiple destinations are located within close proximity, and where walking, biking, and public transit are appealing and convenient modes of transportation. Formally adopted in October 2022, the Transit Villages Specific Plan contains greater detail and includes a chapter that provides parking objectives and management strategies for the areas near these train stations. This plan includes a chapter section dedicated to parking strategy and improvements for the downtown area. The Transit Villages Specific Plan replaces the former Downtown Specific Plan. The plan introduces the following vision:

> *"…to create a cohesive town center with abundant amenities and pedestrian-oriented streets…to encourage a mix of uses to promote economic vitality, create a pedestrian-oriented environment, maintain a distinctive character based on the city's historical elements, and enhance the civic realm through vibrant streetscapes."*

The Parking Objectives section addresses the need to find the right balance between supplying adequate parking without supplying more than necessary. The Parking Management section speaks to the importance of the 85 to 90 percent utilization threshold, explaining how parking occupancies that exceed this threshold may frustrate visitors and lead potential customers to choose to do business elsewhere. When parking occupancies are below this threshold, parking management strategies seem unnecessary. When ample parking is available, people may be less open to using sustainable modes of transportation like walking, biking, carpooling, or taking public transit, parking farther from their destinations and walking, or paying for a prime parking space. The plan explains that when occupancies reach the threshold, people are typically more willing to change their parking expectations and behavior and support parking management strategies. Parking management measures may relate to:

- Demand: Parking demand can be reduced through actions that make alternative modes of transportation more attractive, such as creating more bike lanes and bike parking, providing transit pass discounts, or developing incentive programs to encourage downtown employees to walk or bike to work.
- Location: Parking management can help shift demand from primary parking locations to secondary locations in the surrounding area. This requires clear signage and wayfinding to inform motorists of available parking and inviting pedestrian routes that increase the distance people are willing to walk to their destinations. Permits can also help prioritize certain parking locations for certain user groups.
- Time: Time limits are mentioned as a way to encourage turnover in busy areas and keep spaces available for short-term users. Time management strategies also consider ways to use parking space more efficiently based on the time of day or day of the week. For example, spaces might serve as a loading zone in the

Bike Parking on State Street



Source: *Walker Consultants*, 2023.

early morning and public parking during business hours. Church parking lots could serve the public during weekdays, and office parking lots could be made available to the public on weekends and at night.

- Price: Charging for priority parking spaces during peak hours is another way to encourage turnover and help create availability, while also generating revenue which can be kept in the area and used for things like sidewalk upkeep, cleaning, safety and security, marketing, wayfinding, streetscape improvements, and alternative mode programs, such as discounted transit passes. Another pricing strategy involves requiring in-lieu fees of businesses that rely heavily on public parking.
- Supply: Supply-focused strategies may involve building new facilities, requiring new developments supply a minimum number of parking spaces or bike parking spaces, or allowing and encouraging shared use agreements so that existing parking is more efficiently utilized.

The "Downtown Parking Strategy and Improvements" section sets forth the goal of more efficiently managing existing parking downtown and providing any additional future parking in structures, rather than surface lots, to maintain a walkable and pedestrian-friendly downtown environment. Ideas for downtown include:

- Preserve convenient street parking for visitors running quick errands or grabbing a cup of coffee.
- Accommodate passenger rail commuters with a parking garage on Stuart Avenue that also includes bike parking and drop-off locations.
- Improve the pedestrian environment with amenities like shade trees, sidewalks, lighting, and benches.
- Manage existing parking resources more efficiently by:
    - Encouraging properties with surplus parking to enter shared use agreements with other properties or allow public use of some of the parking.
    - Encouraging downtown employees to use off-street parking lots and garages.
    - Creating maps and brochures that show where parking is available.
    - Installing wayfinding and signage to direct visitors to the appropriate parking facilities.
    - Making existing parking more attractive by improving lighting and security.
    - Introducing valet parking.

Downtown Redlands Station



Source: *Walker Consultants*, 2023.

- Introducing time limits in locations where parking utilization exceeds 90 percent.
- Charging for parking in areas where parking utilization exceeds 90 percent even after time limits are introduced and allocating revenue to support the needs of the downtown.
    - Revenue from street parking can support programs such as cleaning, safety, marketing, lighting, bicycle facilities, or sidewalk enhancement.
    - Revenue from parking lots and garages can be reinvested back into the operation, maintenance, and security of off-street parking facilities, or the construction of new facilities.

- Establishing a Downtown Transportation Improvement District to manage all parking operations in the downtown area, and if paid parking is introduced, to set parking rates and allocate revenues for improvements within the Downtown Transportation Improvement District boundaries.
- Encouraging the use of sustainable transportation modes to reduce parking demand by using parking revenues to introduce transportation demand management measures like parking cash out programs, transit pass offerings, bike programs, and car sharing programs.
- Increasing the amount of downtown parking available to the public to allow for efficient management and the sharing of parking resources.
- Modifying the code requirements to reflect the needs of a transit-oriented development area.
    - Unbundling parking so that spaces are sold or leased separately from residential units, allowing residents without cars to avoid paying for parking they don't use and freeing up spaces for those who need it.
    - Allow all downtown parking to be shared among all uses rather than allowing shared parking agreements only for more limited combinations of uses, projects, or developments.

Entrance to Centennial Plaza Garage



Source: *Walker Consultants*, 2023.

The Transit Villages Specific Plan also recommended several measures (establishing a flat parking requirement for all commercial uses, allowing parking requirement exemptions, increasing the allowable distance of off-site parking facilities, and reducing parking requirements for projects willing to share their parking supply) that are no longer relevant to transit-oriented development (TOD) areas with the passage of AB 2097. The Downtown Parking Standards Review section provides further detail on the impact of this new state legislation, which prohibits minimum parking requirements within a half-mile of public transit.

Finally, the Downtown Parking Strategy and Improvements section recommends any additional downtown parking be provided in structures, and suggests four potential locations:

- Stuart Avenue Parking Garage - This project was completed while the Transit Villages Specific Plan was still undergoing the approval process. The new structure includes 385 spaces, with 200 spaces available for public use.
- Redlands Mall Garage – The plan suggests that the redevelopment of the Redlands Mall site should include parking that be made available to the public.
- Ed Hales Parking Garage – In the mid- to long-term, the City could accommodate approximately 160 vehicles by building a parking structure at the existing site of the Ed Hales parking lot.
- Seventh Street Garage – In the long-term, the City could construct a new garage with between 200 and 400 spaces to serve the developments in the area bounded by Orange Street, Redlands Boulevard, Church Street, and the Freeway.

These locations were chosen to provide convenient access to the passenger rail station and State Street corridor, as well as to intercept traffic coming from the east and north to reduce traffic circulation in the core downtown area. The plan also mentioned the potential for creating public private partnerships to develop parking structures on existing downtown surface lots that are privately owned.

Downtown Parking and Standards Review

Parking Time Limits and Extension Program

Currently, parking management in Downtown Redlands is limited to time limits; there are no paid parking areas. In approximately 1999, a Downtown Redlands Extended Parking Permit Program was created in which businesses could purchase, on behalf of their clients, permits allowing for one-time overstay of the parking time. Permits cost fifty cents. The program was mainly used by hair salons and by the Redlands Sewing Center when offering classes.

Downtown Parking Standards and Requirements

Work on the Draft Transit Villages Plan for Redlands began in 2017, and the plan's development code chapter included parking standards for the downtown area (see Figure 32). These standards were meant to update the previous development standards to better align with characteristics and goals of a walkable mixed-use area with accessible public transit.

Figure 32: Downtown Parking Requirements in the Transit Villages Specific Plan

D. Parking Requirements

1. Off-street parking spaces shall be provided for each land per the below standards. See Section 4.12 for additional parking requirements.

a. Residential
   - i. Units up to 999 sf: 1.0 space/unit
   - ii. Units between 1,000 – 1,499 sf: 1.5 spaces/unit
   - iii. Units 1,500 sf and greater: 2.0 spaces/unit
   - iv. Guest: 0.25/unit

b. Lodging: 0.75 space/room

c. Live/Work
   - i. Units up to 1,499 sf: 1.0 space/unit
   - ii. Units 1,500 sf and greater: See Commercial

d. Commercial (Retail/Office/Restaurant)
   - i. Ground floor commercial: 1/300 sf gross ground floor building area
   - ii. Upper Floor commercial: 1/350 sf gross upper floor building area

e. Standalone Restaurant*: 1/150 sf gross restaurant area

f. Civic: 1/350 sf gross building area

g. Mixed-Use: See Section 4.12.C.4 (Spaces for Multiple Uses and Mixed-use Developments).

* A single restaurant, café, or similar business in a single building on a single parcel with on-site parking dedicated to the single restaurant use.

Source: Transit Villages Specific Plan, Chapter 4, page 18, 2022.

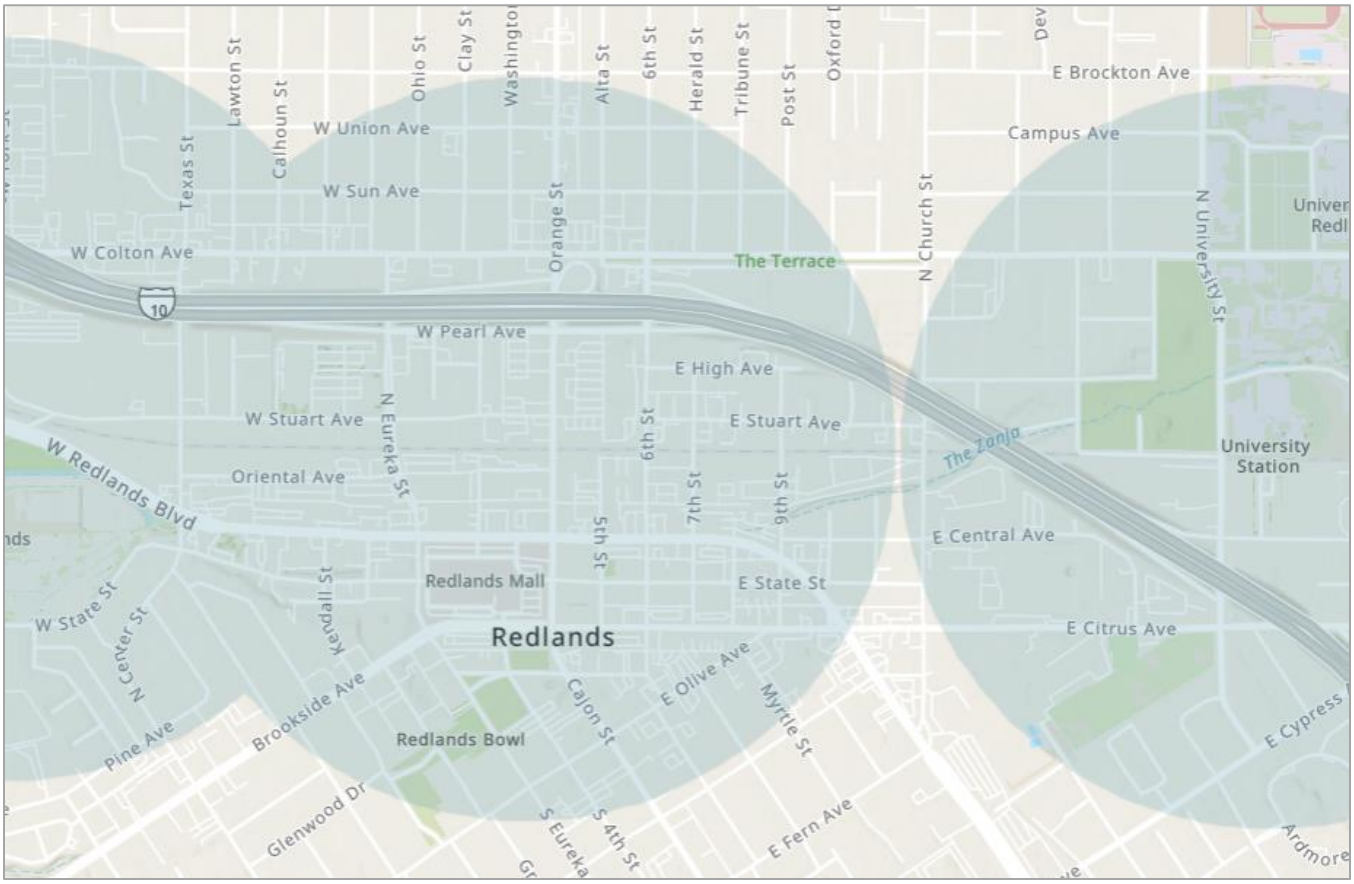
The chapter also established allowances for tandem parking, compact parking, and off-site parking, and it offered parking requirement reductions for projects with shared parking or that provide carpool spaces, transit incentives, flex-car sharing programs, secure bike parking with showers and lockers, or other transportation demand management (TDM) measures.

AB 2097

However, new state legislation renders the parking requirements of the Transit Villages Specific Plan inapplicable to most of the Downtown Transit Village area.

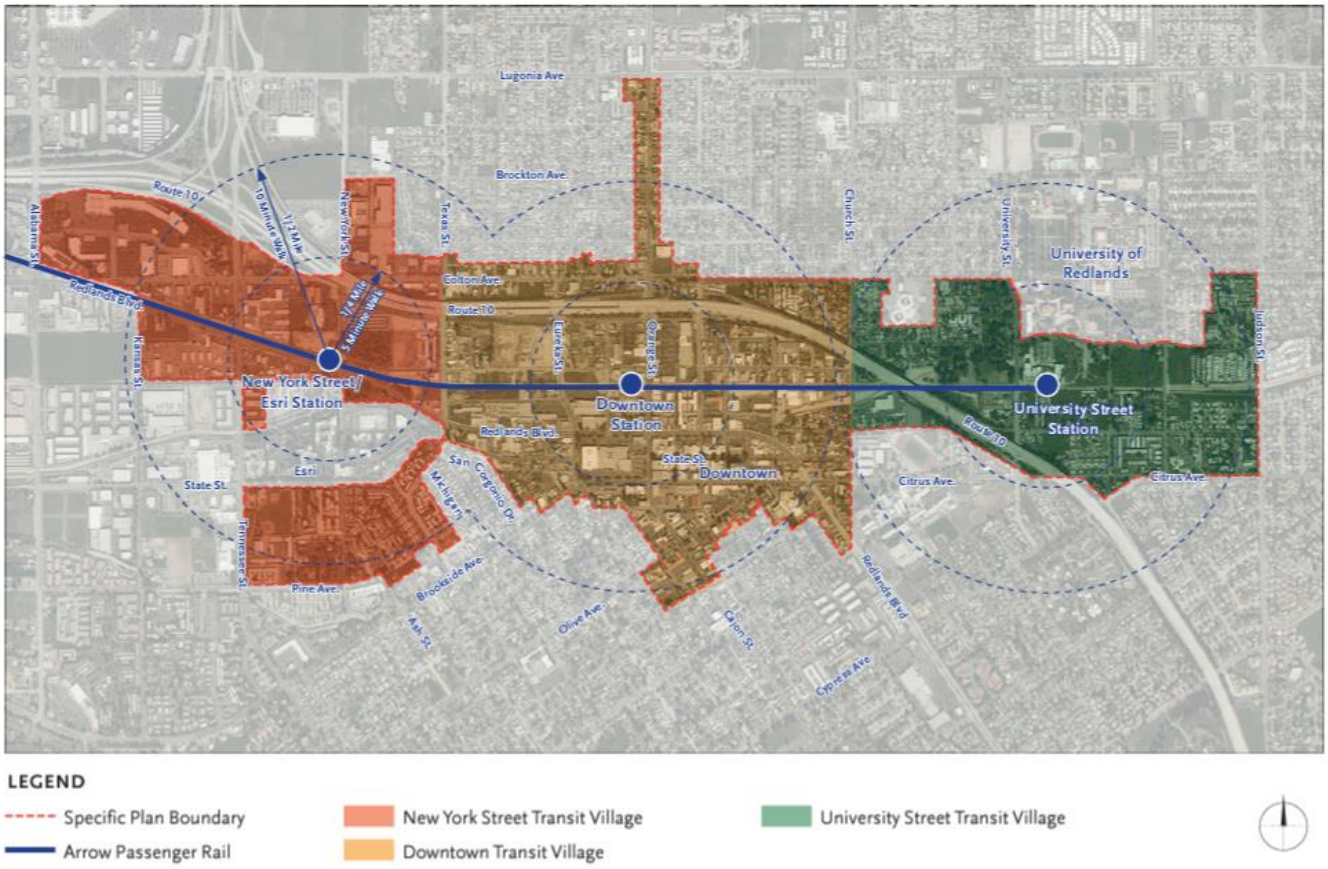
Assembly Bill 2097, adopted in September 2022, prohibits a public agency from imposing or enforcing any minimum automobile parking requirement on a residential, commercial, or other development project if the project is located within one-half mile of public transit. "Public transit" includes any existing rail or bus rapid transit station. This means the parking requirements no longer apply within a half mile of the Downtown Redlands Station, and this "High Quality Transit Area" (see Figure 33) roughly encompasses the entire Downtown Transit Village area (see Figure 34). Only a few small areas of the Downtown Transit Village area, such as the small segment of Orange Street just north of Brockton Avenue and the segment of Redlands Boulevard just south of Citrus Avenue are outside the half mile radius from the rail station.

Figure 33: Downtown Redlands "High Quality Transit Area" Coverage



Source: High Quality Transit Areas (HQTA) 2045 – SCAG Region, Southern California Association of Governments, 2021.

Figure 34: Redlands Transit Villages Specific Plan Area Boundaries



Source: Transit Villages Specific Plan, Chapter 1, page 5, 2022.

AB 2097 prohibits public agencies from imposing minimum parking requirements, but it also says that when a project provides parking voluntarily, a City may impose requirements on the parking, such as requiring spaces for car share vehicles, requiring spaces to be shared with the public, or requiring parking owners charge for parking. Therefore, it may be possible that some type of parking standards could still apply to the downtown area. Alternatively, it may still be possible to encourage projects to provide carpool spaces, transit incentives, flex-car sharing programs, secure bike parking with showers and lockers, or other transportation demand management measures even without being able to offer a reduction in parking requirements. The next section explores some of the development standards and parking management practices used by other cities to advance sustainable mobility goals.

Case Studies of Parking Management Best Practices

Because most of Downtown Redlands falls within a half mile of public transit, state law prohibits the City from imposing minimum parking requirements in the area. This limits several options that may have previously been available: pursuing a supply-focused approach to parking management centered on individual sites, using parking in-lieu fees to fund the development of centralized public parking, and using a potential reduction in parking requirements to incentivize development projects to include features that encourage the use of sustainable transportation. When cities no longer rely on minimum parking requirements to ensure excessive parking supply or alternative options, parking management becomes even more important.

This section explores three case studies of parking management in the following cities:

1. Santa Monica, CA
2. Pasadena, CA
3. Cambridge, MA

The cities were selected for their best practices in parking management and access. Their strategies include integrating parking with transportation demand management development standards, implementing a parking benefit district, creating a Traffic Reduction and Transportation Improvement Fee for new development, pricing public parking based on demand, and encouraging public and shared parking.

Santa Monica, CA

Santa Monica is a mid-sized city that attracts millions of visitors each year. Because of the high number of visitors, the City has developed a robust parking program that maintains the walkable character of the downtown, provides clear information to drivers, ensures parking is available for those who need it, and mostly avoids subsidizing the cost of driving. Santa Monica also reduces parking demand indirectly through programs designed to reduce the vehicular traffic associated with employee commuting and new developments.

The City created a Downtown Parking Assessment District, where projects had the option to pay an in-lieu fee of $20,000 per required parking space they did not provide. The City also created an overlay district where the development of new above-ground parking is prohibited, which encouraged developers to pay the in-lieu fee rather than create new parking that would deteriorate the pedestrian-friendly environment. Funds were dedicated to a Downtown Parking Fund and used to finance the expansion of the public parking supply or trip reduction strategies. The City developed a large supply of public parking with the help of in-lieu fees, but also focused heavily on demand management. Ultimately, Santa Monica's demand management was so effective that the City found it had built more parking than necessary and approved the demolition of a public parking garage.

Some of Santa Monica's parking demand management strategies include:

- Pricing zones and rate adjustments
- Special event rates
- Parking cash-out
- Unbundled parking

Demand-Based Parking Rates

The municipal code establishes a base rate of $2 per hour for street parking in the downtown and $1 per hour in other meter zones, and it gives the City Manager or designee the authority to adjust these rates up or down 25 cents every six months to achieve target occupancy. Downtown street parking rates rose to $2.50 per hour, and rates elsewhere rose to $1.25 per hour. The hourly rates for public lots and garages are lower, which attracts longer-term parkers to off-street parking and increases turnover of the more convenient on-street spaces, which supports local businesses. The City also supports local businesses by offering free parking in structures for the first 90 minutes, an initiative that works without excessive enforcement efforts because the parking structures have gates that record the time of entry. Some parking structures have three-hour time limits for more convenient lower-level parking but allow all-day parking on upper levels.

When there are special events, the City charges higher rates for structure parking, and charges per entry rather than hourly. The Special Event Rate is $30 during a weekday event and $35 during a weekend event. These rates are higher than the typical daily maximums of $20 during the weekday and $25 during the weekend.

Parking Discounts for Downtown Residents and Employees

Downtown residents who live in buildings without on-site parking are eligible to purchase monthly parking permits. Downtown employers are eligible to purchase monthly, semi-annual, or annual permits for their employees to park in certain public facilities. Santa Monica is also running a Downtown Employee Validation Pilot Program that offers reduced daily rates, allowing employees to pay $6 to receive validation for 6 hours of parking or $9 to receive validation for 12 hours of parking. Daily parking is preferable to monthly parking, as studies have shown car use is almost doubled where employees can pay monthly instead of daily.[3]

Initiatives to Reduce Employee Parking Demand

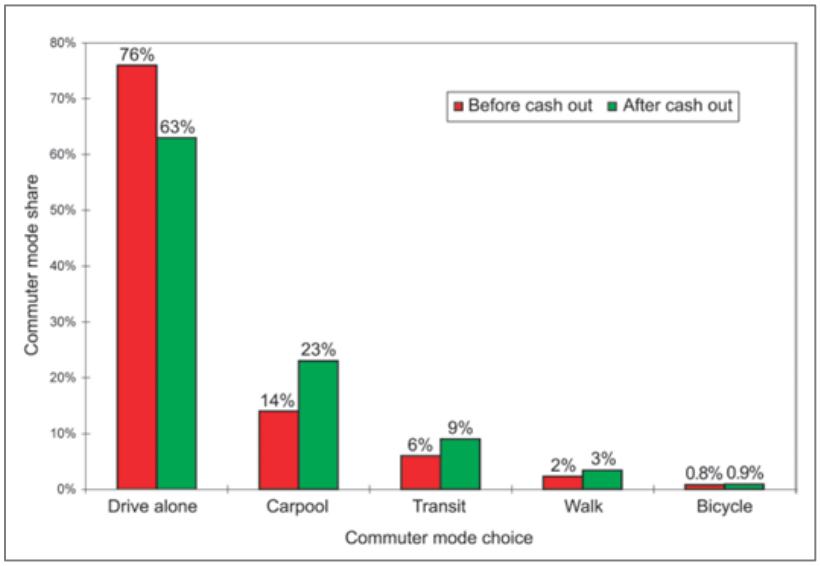
Santa Monica also provides a model for reducing employee parking demand through their Transportation Management Ordinance requirements. The City requires all employers with over 10 employees to pay an Employer Annual Transportation Fee per employee, which covers the cost of administering the ordinance. As part of the ordinance, Santa Monica targets an average vehicle ridership (AVR) of 1.5 or higher, and employers who achieve this target may receive a 60 percent credit on their annual fees.

The Transportation Management Ordinance requires employers to submit an annual Emissions Reduction Plan with transportation demand management initiatives including marketing strategies, support strategies, and subsidy-based strategies. Santa Monica uses Emissions Reduction Plan reporting to ensure employers comply with the state's parking cash-out law, which requires that large employers who lease their parking and offer free parking to employees must also offer the option of receiving the equivalent cash value. When employees have the option to choose cash instead of a free parking space, fewer people choose to drive alone to work, and the total parking demand is reduced. A sample of eight case study employers offering parking cash-out, including two

[3] Christiansen, Engebretsen, Fearnley, and Usterud Hanssen. 2017. "Parking facilities and the built environment: Impacts on travel behaviour." *Transportation Research Part A: Policy and Practice*, Volume 95: 198-206. https://doi.org/10.1016/j.tra.2016.10.025.

in Santa Monica, revealed that parking cash-out reduced solo commuting by an average of 13 percent, with corresponding increases in carpooling, transit use, walking, and biking (see Figure 35).

Figure 35: Commuter Mode Shares Before and After Parking Cash-Out



Source: *Parking Cash Out, Shoup,* 2005.

Unbundling Parking

Another way Santa Monica creates equity between drivers and non-drivers is by unbundling parking. The code requires that parking spaces be leased or sold separately from residential or commercial structures. This way, non-drivers are not required to pay for parking they don't need, and the parking spaces that exist will be used more efficiently. For residential developments, when the cost of parking is separate from the cost of housing, households are more likely to choose to reduce their vehicle ownership. Research has shown that after controlling for socioeconomic and built environment characteristics, the presence of bundled parking is associated with a 27 percent increase in vehicle miles traveled.[4] For commercial developments, requiring that parking be unbundled facilitates the enforcement of (and improves the effectiveness of) parking cash-out.

Transportation Impact Fees and TDM Plan Requirements for New Developments

Santa Monica has a Transportation Impact Fee program that requires developers to pay a fee based on the number of residential units or on the amount of square footage for non-residential developments. Establishing this program required a nexus study demonstrating the relationship between the expected transportation impacts of new developments and the fees required to address those impacts through transportation improvements and trip reduction strategies. For example, the transportation impact fee revenues may fund sidewalk improvements, bike parking, transit improvements, new bicycle and transit lane striping. Programmatic measures may include partnerships with sustainable mobility service providers. While other cities may have

[4] Pinski and Manville. 2018. "Parking behaviour: Bundled parking and travel behavior in American cities." *Land Use Policy*, Volume 91. https://doi.org/10.1016/j.landusepol.2019.02.012

transportation improvement fees that fund vehicle infrastructure, Santa Monica directs these funds toward projects that reduce vehicle traffic, which also helps manage parking demand.

The City requires Transportation Demand Management (TDM) plans for new developments with 16 or more residential units or at least 7500 commercial square feet. Strategies to reduce vehicle travel may include both programmatic measures, such as providing employees or residents with transportation allowances for transit passes, and site improvements, such as providing secure bicycle parking with electric charging for e-bikes.

Parking Maps, Signage, and Wayfinding

Santa Monica has clear signage displaying the location of public parking facilities, as well as the number of spaces available in parking structures. It also uses sensor technology to continually update a web page showing the location of off-street parking facilities and how full they are (https://www.santamonica.gov/places/parking-lots). The website makes it easy for visitors to plan ahead, and the signage at each facility helps visitors who are already in the area easily identify parking locations. The system also generates occupancy data, which can help guide potential rate adjustments.

Pasadena, CA

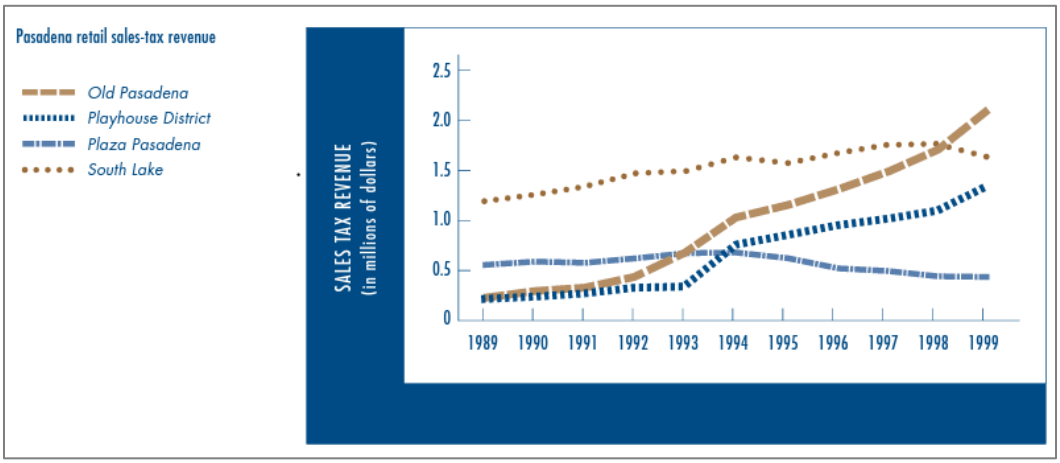
Pasadena is a mid-sized city in Los Angeles County with a thriving business district, Old Pasadena, that now attracts many visitors for shopping and dining. Old Pasadena was one of the earliest adopters of what has come to be widely accepted as a best practice in parking management, the “parking benefit district” model. Pasadena also uses pricing to ensure convenient street parking is available for short-term visitors, limits parking supply in transit-oriented development areas, and uses transportation impact fees to fund sustainable mobility projects.

Parking Benefit District

Initially, Old Pasadena had no parking management other than two-hour time limits. City staff suggested installing meters, but some business owners were concerned that charging for parking would discourage potential customers from visiting. Then, the City proposed using all parking revenue to fund public improvements within the parking meter zone and allowing advisory board members to control the use of revenue. Merchants and property owners accepted this idea.

The parking meters resulted in greater availability of convenient curb parking for customers, and customers willing to pay for parking seemed to be more willing to spend more money in Old Pasadena. Retail sales and tax revenue in Old Pasadena increased significantly following the installation of parking meters in 1993, including when compared to other commercial districts in Pasadena, as shown in Figure 36.

Figure 36: Retail sales-tax revenue in Old Pasadena before and after installing parking meters in 1993



Source: Access Magazine, Turning Small Change Into Big Changes, Kolozsvari and Shoup, 2003.

Meter revenues were used to fund street furniture, trees, tree grates, lighting fixtures, cleaning services, marketing, and security services and patrols for the area. These public improvements attracted more visitors, which resulted in higher meter revenues and created a "virtuous cycle" of continual improvements credited with revitalizing the downtown. A marketing campaign assured visitors that their parking fees would be used to benefit Old Pasadena.

In October 2022, Pasadena's Director of Transportation provided the Old Pasadena Parking Meter Zone Advisory Commission with a report on the parking meter fund's revenues, expenses, and projections through the end of the year. The fund was estimated to end with a balance of approximately $1.6 million, with $900,000 designated to cover operations and meter replacement expenses, and $727,000 available for appropriations. The Advisory Commission is composed of seven members—three property owners in the area, three business owners who rent property, and one "at large" member who may be either. The commissioners guide the expenditure of meter revenue and recommend meter rate adjustments.

Old Pasadena Parking Meter



Source: *Parking Matters in Old Pasadena, Kolozsvari and Shoup,* 2018.

Pasadena's Parking Benefit District uses parking revenue to fund Safe, Clean, and Homeless Outreach services. In addition to cleaning and beautification activities, their job description includes:

- Provide High Visibility & Presence
- Monitor Suspicious Activity
- Respond to Calls for Service
- Provide Safety Escorts
- Assist the Pasadena Police Department
- Conduct Homeless Wellness Checks

Guide hours are from 7 am-midnight Sunday through Thursday and from 7 am-3 am Friday and Saturday.

Parking Rates and Options

Like Santa Monica, Pasadena charges more for on-street parking than for parking in its off-street "Park & Walk" facilities.[5] This helps ensure convenient spaces are available for customers.

- Street parking is $1.25 per hour in the heart of Old Pasadena and $0.75 per hour on the periphery.
- "Park & Walk" garages are $1 for the first 2 hours and $2 per hour thereafter, with a $12 daily maximum.
    - The first 90 minutes may be free with validation from participating stores.
- Monthly garage parking permits are available for between $70 and $90 depending on the location.

Drivers can use the Passport Parking app to pay for metered parking, extend your parking sessions, and get reminder notifications. Monthly permits are available through the City.

Parking Maximums and Public Parking in Transit-Oriented Development (TOD) Areas

Pasadena's municipal code establishes *maximum* parking requirements for new development in its TOD areas. The strategy of limiting parking provision is meant to help the City achieve long-term sustainable mobility goals and reduce private vehicle ownership and use. The City allows an exception for commercial parking in excess of the maximum, provided that the parking is available for public use, that signs advertise the availability of public parking on the property, and that rates do not exceed the City garage rates by more than 150 percent. In this way, parking maximums can help incentivize the provision of publicly available parking.

Traffic Reduction and Transportation Fee

Like Santa Monica, Pasadena collects a development fee to offset the transportation impact of new developments and uses these funds not for roadway and vehicle infrastructure, but to improve pedestrian and bicyclist infrastructure and increase transit service frequency. Pasadena also requires new projects to submit transportation plans for individual sites based on project size, and the fee expands on this by funding already-planned projects or programs at a larger scale and helping the City make improvements where they will have the greatest impact. Rates are set per square foot for retail, office, and industrial developments and by the number of units for residential developments.

Cambridge, MA

The mid-sized city of Cambridge, Massachusetts stands out for the way it links parking with transportation demand management (TDM). While many cities have programs that offer new developments a reduction in minimum parking requirements for including TDM measures, Cambridge takes a different approach. In Cambridge, parking supply is what triggers TDM requirements that can help mitigate the vehicle ownership and traffic impacts associated with higher parking availability. The City favors TDM because it is less expensive than expanding roads and parking facilities, it improves environmental quality and livability, it can be put in place quickly and tailored to particular groups, it promotes social equity, it encourages efficient land use, and it corrects

[5] It is important to note that public parking structures in Santa Monica and Pasadena were generally constructed with significant assistance from each City's Redevelopment Agency (RDA) at the time. RDAs were abolished in the State of California as of February 1, 2012. The construction of these parking structures also predates the cities' recent climate action plans, which include strategies related to parking policies and facilities/sustainable mobility and land use as essential to achieving GHG reduction goals, as is the case in Redlands (see Figure 38).

market distortions by revealing the true cost of people's travel options. Cambridge also recently eliminated minimum parking requirements throughout the City, and like Pasadena, has parking maximums in some areas.

Parking and TDM Ordinance

The ordinance requires TDM measures for nonresidential projects with at least five parking spaces. Small projects with under 20 spaces are simply required to include three TDM measures from a list provided by the city. Example measures include the following:

- Transit pass subsidies
- Bicycle parking and charging facilities
- Showers and lockers
- Carpool/vanpool matching
- Emergency ride home programs
- Financial incentives not to drive alone
- Hiring of local residents
- Shuttle programs
- Market-rate parking fees
- Daily parking fees rather than monthly
- Providing transportation information

Larger projects with at least 20 parking spaces must submit a Parking and TDM Plan that includes a drive-alone mode split commitment set at ten percent below the census tract average. The program requires annual reporting and monitoring, with adjustments required for projects that do not meet their mode share target. The City may issue fines or even restrict access to the development's off-street parking supply until compliance is attained. In 2014, 30 of 35 projects that submitted monitoring reports met or exceeded their drive-alone mode share reduction targets.[6] Many projects affected by the ordinance were in the Kendall Square neighborhood, where the drive alone rate fell by 16 percentage points between 1990 and 2018.[7] After the Parking and TDM ordinance was adopted, drive-alone rates fell throughout the city of Cambridge, even while they increased throughout the rest of the state.

Cambridge served as a national model for its approach to the relationship between parking and TDM, having introduced its ordinance in 1998. Since then, several other cities have followed in its footsteps. For example, San Francisco expanded on the idea by also applying it to residential projects and making requirements clear upfront for developers. The City provides a website with a menu of TDM options with a point value assigned to each, where the number of points-worth of TDM measures that a development must include is tied to its exact number of parking spaces, rather than the simple categories of small and large projects. In many places, a reduction in parking requirements has been used as an incentive to improve development projects. However, now that AB 2097 has eliminated this possibility for many areas, approaches like Cambridge's, where TDM requirements are based on parking supply, will likely become more popular and necessary in cities throughout California.

[6] City and County of San Francisco, TDM Technical Justification, 2018.
[7] Mayors Innovation Project and State Smart Transportation Initiative, Modernizing Mitigation: A Demand-Centered Approach, 2018.

Variable Rates for Public Parking

Like Pasadena and Santa Monica, Cambridge uses pricing to manage parking demand. Parking rates vary, with higher charges in areas or during hours with higher demand. In addition to managing street parking, Cambridge has two public parking structures and nine off-street facilities. Rate variation examples include:

- Public parking facility rates range from 50 cents to $3 per hour
- Some public lots have higher rates from 8am-6pm and offer lower rates from 6pm-10pm; other facilities do not charge at all in the evenings
- Reduced monthly fees for resident permit parking in garages varies by month ($100 per month May through November, $50 per month December through April)

Parking Time Limits

Cambridge also uses time limits to manage parking. Most metered parking spaces have two-hour time limits, and some high turnover areas have 30-minute time limits. Most public surface parking lots have two-hour time limits during the day, and four-hour time limits in the evening. Time limits apply to designated zones, rather than individual spaces, so drivers are unable to simply move their car to another space to avoid a violation. Drivers who need to park for a longer time can park in the City's two public parking garages or private off-street facilities.

San Clemente, CA

Downtown San Clemente is a popular destination frequented by both residents and visitors. The core of San Clemente's downtown experiences parking shortages at peak times. When the City studied the parking supply it was found that although the public parking lots were at or near capacity, there was a surplus of 400 spaces in the private parking lots. Rather than constructing new parking resources, which is expensive, San Clemente developed the Parking Lot Lease Program. The cost is equivalent to maintaining a parking structure without the capital costs for the purchase of land and improvements. Put simply, the program opens the surplus parking in private lots by converting underutilized private parking lots to public lots, thereby increasing their usage and the available parking downtown.

The program came about as a result of complaints by downtown merchants that there was not an adequate supply of parking in the downtown area. To understand parking dynamics in the downtown, San Clemente hired Walker Parking Consultants in 2002 to develop a parking study and survey that analyzed parking supply and demand. The survey was conducted during the mid-summer, the peak parking demand period for this beachside community. The analysis concluded that the public parking spaces were heavily utilized while the private parking spaces, although in convenient locations, were not heavily utilized. The private parking lots were averaging 50 percent capacity utilization during peak demand periods. At the same time the public parking resources (public lots and public street parking) were nearly 100 percent utilized.

Walker and the City realized that the perceived deficiency of parking in downtown was actually a lack of available and convenient public parking, rather than a critical shortage of parking overall. Walker recommended that the City increase its effective supply of parking by making the underutilized private parking lots open to the public. It was understood that 100 percent conversion of private lots was not necessary. Rather, the conversion of several key private lots to public close to the downtown core was the goal. The challenge in leasing the private lots was to

persuade property owners of the benefits of leasing their private parking lots. The City was able to identify several strong incentives that property owners wanted. Executed leases (see template in Appendix D) often included the following terms:

- Rental rate of approximately $350.00/month/10 spaces; and
- City funded parking lot improvements including slurry seal and restriping; and
- City maintenance of parking lots; and
- City parking enforcement (which owners are reluctant to do because they do not want to offend their customers); and
- City hold harmless and indemnify private property owners from liability resulting from public use; and
- Wayfinding signage identifying the private lots as public lots; and
- Lease term of 1-year with automatic 30-day renewal thereafter (short term leases are more appealing to property owners who are considering future development of their property).

The terms of the lease proved to be enticing to private parking lot owners. Since the adoption of the program in 2003, at least nine property owners have participated in the program for an increase of 120 public spaces to the previous pool of 803 public parking spaces in the downtown, a 15 percent increase in the effective supply of public parking. Walker studies (in 2006, 2008 and 2010), confirmed that the privately-owned lots that were converted to public lots became more effectively utilized (averaging 80 percent utilization).

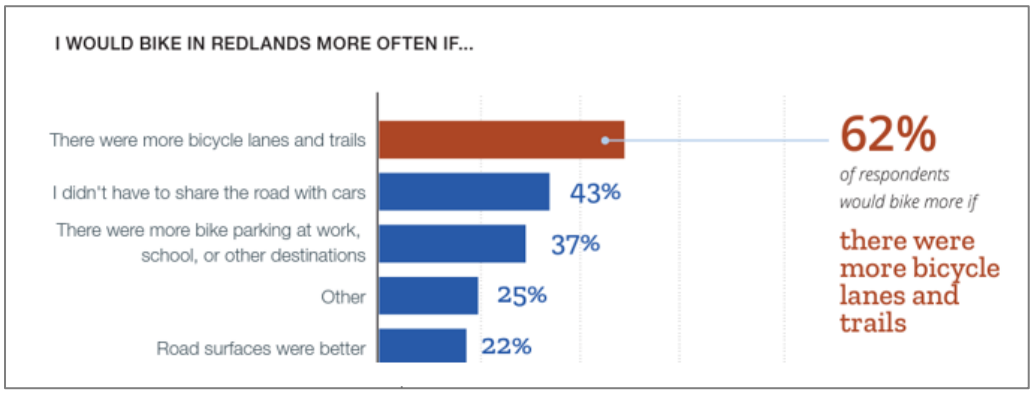
In San Clemente's 2018 Downtown Parking Study, the City staff recommended continuing the existing lease program and considering new opportunities to lease underutilized spaces (suggesting the continued success of the program). Walker contacted City staff for an update and received the following response: "The program continues to be very valuable for us. We currently have agreements with 7 different private lots, so each now has posted "Public Parking" signage. We are interested in expanding this program to also include night or weekend only lots – which would help especially with the downtown dinner rush. We have recently started to get pushback on the lease rate and some requests to increase that. Those will be evaluated on case-by-case basis."

This program demonstrates how downtowns can increase their effective supply of public parking without a large commitment of public dollars. This program is unique because rather than increasing the overall parking supply by way of physical construction, better management of parking resources is employed, making better use of private parking supply by converting private lots to public use. The program can be successfully implemented in other communities that have an underutilized private parking supply. All it takes is some City initiative in opening private parking lots for public use and then trusting in the ability of smart entrepreneurial property owners to see the benefits of the program.

Application to Redlands

Like the case study cities, Redlands is also interested in promoting sustainable travel options. Redlands' Sustainable Mobility Plan seeks to increase the share of residents who bike, walk, and/or take transit to work by seven percentage points (from 4.8 percent to 11.8 percent) by 2030. Community-wide survey question responses reveal how TDM strategies can help Redlands achieve these goals; for example, 62 percent of residents reported that they would bike more if there were more bicycle lanes and trails, and 37 percent of residents noted that they would bike more if there were more bike parking at work, school, or other destinations (see Figure 37).

Figure 37: Community-wide Survey Responses



Source: *Sustainable Mobility Plan, page 37,* 2021.

The Sustainable Mobility Plan also shared the results of the survey question, "If you drive a car regularly for most of your trips, what barriers prevent you from walking, biking, or taking public transit more frequently?" Residents were asked to choose their top three barriers. The top barriers identified in the survey were lack of safe sidewalks and crossings and not feeling safe due to the presence of vehicular traffic. Development standards that support TDM measures can help reduce these barriers. The areas of Redlands affected by AB 2097, where the City can no longer require parking, would especially benefit from TDM measures that reduce parking demand by making it easier and more appealing to travel without a car. When more people switch to walking, biking, or public transit, this will free up existing parking spaces for others who still want or need to drive.

The vision outlined in Redlands' Sustainable Mobility Plan will more likely come to fruition if the City's parking policies align with sustainability goals. In addition, the Redlands 2017 Climate Action Plan relies on the City jointly pursuing parking and TDM strategies to achieve greenhouse gas emissions reduction goals. Figure 38 summarizes the projected reductions from pursuing the transportation-related policies and actions included in Redlands General Plan and highlights the importance of parking policy.

Sustainable Mobility Plan Vision



Source: *Sustainable Mobility Plan, page 6*, 2021.

Figure 38: Transportation-related Greenhouse Gas Reduction Estimates

TABLE 3-9: GHG REDUCTIONS FROM ADDITIONAL GENERAL PLAN POLICIES AND ACTIONS ($MTCO_2E$ PER YEAR)

Year	Bikeway System Improvements	Pedestrian Improvements and Increased Connectivity	Traffic Calming	Parking Facilities and Policies	Transportation Improvements	Total GHG Reductions from Additional General Plan Policies and Actions
2030	120	1,337	334	6,686	709	**9,187**
2035	106	1,177	294	5,883	624	**8,084**

Source: *Climate Action Plan, page 3-16,* 2017.

Redlands may already require TDM strategies in some cases due to SB 743 and CEQA guidelines for transportation impact analysis, but only as a mitigation measure for some projects.[8] Generally, TDM requirements are triggered by vehicle miles traveled projections rather than parking supply, so TDM measures are less likely to be required in transit-oriented development areas, since projects may screen out based solely on their location. The Draft Transit Villages Specific Plan parking strategies include modifying code requirements to reflect the needs of a transient-oriented area.

Many of the other parking management strategies employed by the three case study cities also closely align with the strategies outlined in the "Downtown Parking Strategy and Improvements" section of the Transit Villages Specific Plan, as summarized above. For example, time limits and pricing can preserve convenient street parking spaces for visitors. Creating a parking benefit district could improve the pedestrian environment, providing additional amenities and security. Establishing parking maximums could facilitate the provision of parking that is shared and public, rather than private. Wayfinding and signage can help direct visitors to the appropriate parking facilities. Ultimately, parking management will become more important for downtown Redlands as the number of visitors increases with new development.

[8] City of Redlands CEQA Assessment VMT Analysis Guidelines, accessed 2023. https://www.cityofredlands.org/sites/main/files/file-attachments/redlands_vmt_analysis_guidelines.pdf

Summary of Existing Conditions Key Findings

Parking Supply and Demand Observations

- Peak parking demand occurred at 1 p.m. on Thursday. At this time, 48% of downtown public parking spaces were occupied. Saturday demand was slightly lower but followed a similar pattern.
- There is significant parking availability in the study area, but there are also localized areas of parking congestion, especially in the State Street area.
- During the period of peak parking demand, 27% of the 167 spaces in the turnover study area were occupied by long-term parkers.

Community Input: Intercept Surveys

- Approximately half of intercept survey respondents in downtown Redlands were from Redlands, and approximately half were visiting from outside the City.
- Of the survey respondents in the State Street area, 67% reported quickly finding parking near their destination, 17% found a space near their destination after circling around for a while, 9% found parking quickly but not near their destination, and 7% spent time looking for parking near their destination but could not find one and parked further away.
- For approximately half of survey respondents, parking availability is an important factor when deciding where to go out for shopping or dining.
- Redlands has been moderately successful at encouraging longer-term parkers to park in lots and structures but could do more to ensure that convenient on-street parking is available for people making short trips.
- Safety concerns often caused employees and business owners to park as near their workplace as possible, and some of their customers felt unsafe as well.
- Employees would appreciate more options to park without time limits.
- The lack of convenient available parking sometimes keeps potential customers away from downtown.

Community Input: National Community Survey Findings

- Ease of travel by car in Redlands was rated as more satisfactory than ease of travel by walking, biking, or public transportation.
- Most respondents rated the ease of public parking and the convenience/location of parking downtown as either good or fair. The ease of finding public parking downtown was rated more satisfactorily than the ease of finding public parking in Redlands in general.
- Forty-three percent of participants considered it reasonable to walk at least three blocks from a parking space to their destination.
- In terms of resource allocation, Downtown parking was the least likely to be seen as a major priority for the City. It was the second least likely to be seen as the top priority, selected by only five percent of respondents. In general, people would prefer resources be allocated to issues of Homelessness, Public Safety, Sustainability and Climate Change, and Quality of Life, rather than Downtown parking.

Plans, Policies, and Parking Management Practices

- The 2017 Initial Downtown Parking Study and the Transit Villages Specific Plan already include parking management strategies and goals for the future of downtown Redlands, including encouraging the turnover of prime spaces, encouraging shared parking, and encouraging the use of sustainable transportation to reduce parking demand.
- AB 2097 limits several management options previously available: a supply-focused approach to parking centered on individual sites, the use of parking in-lieu fees to fund the development of centralized public parking, and the use of parking requirement reductions to incentivize new projects to include features that encourage walking, biking, carpooling, and transit.
- Parking management opportunities drawing from successful approaches used in other cities include integrating parking with TDM development standards, unbundling parking, establishing parking maximums to incentivize public parking provision, creating a parking benefit district as a public-private partnership, implementing demand-based pricing, and encouraging public and shared parking.

03 Downtown Parking Vision, Goals, and Policies

3. Downtown Vision, Goals, and Parking Strategies

This chapter summarizes the goals of the General Plan of general relevance to parking policy decisions, reviews the vision and goals for downtown parking from the Transit Villages Specific Plan, and confirms the vision and goals with new support from community outreach findings and case study research. After the parking vision and goals are established, the next section confirms and provides support for a set of strategies first introduced in the Transit Villages Specific Plan that will help guide parking and access in Downtown Redlands.

General Plan - Vision and Key Themes

Redlands' General Plan includes chapters based on seven key themes – all of which are relevant to decision-making and planning for the future of parking and access in Downtown Redlands:

- Distinctive City
- Prosperous Economy
- Livable Community
- Connected City
- Vital Environment
- Healthy Community
- Sustainable Community

These themes are integrated into an overarching vision identified in the General Plan, developed collectively by the Redlands community: *"We envision Redlands as a distinctive city characterized by its small-town feeling and cultural richness; whose citizens enjoy a livable, healthy, and sustainable community and a prosperous economy."* This vision is then expanded into eight values—cultural richness, strength, unity, sustainability, health, prosperity, excellence, and safety—foundational concepts woven throughout the ideas and strategies of the General Plan, including the Transit Villages Specific Plan, which covers the downtown area.

Figure 39: View of the Look Theater from Stuart Avenue Parking Structure



Source: *Walker Consultants,* 2023.

Transit Villages Specific Plan – Parking Vision and Goals

One important goal of the 2035 General Plan is to encourage the concentration of future development in a few core areas, in order to help preserve the open space, agricultural land, and citrus groves on the outskirts of the City. Reducing sprawl and instead concentrating high density development near transit stations enables households to rely more on walking, biking, and public transit for transportation, and to reduce their vehicle ownership and use—which reduces greenhouse gas emissions, improves air quality, and supports public health and community vitality. To ensure the City is prepared to guide future development in a way that accomplishes these goals, the Livable Community chapter of the General Plan called for the development of a Transit Villages Specific Plan. This plan covers the area around each of the City's train stations, including the Downtown Station area. The Transit Villages Specific Plan was informed by extensive community outreach and adopted in October 2022. It introduces the following vision:

> *"…to create a cohesive town center with abundant amenities and pedestrian-oriented streets…to encourage a mix of uses to promote economic vitality, create a pedestrian-oriented environment, maintain a distinctive character based on the city's historical elements, and enhance the civic realm through vibrant streetscapes."*

Downtown Redlands Station



Source: *Walker Consultants*, 2023.

Parking policy is central to this vision. Parking is at the intersection of transportation and land use, and strategic parking planning and management decisions will be key to achieving the City's goals of economic vitality, livability, connection, health, and sustainability. The Transit Villages Specific Plan includes an entire chapter dedicated to parking, with concepts for downtown parking management established to align with the larger goals of the General Plan. The *Parking Objectives* section explains that some parking is essential for a thriving downtown, but too much can be detrimental to the street character and pedestrian environment. Downtown parking policies, strategies, and actions should therefore be developed to support the goal of finding:

> *"…just the right balance, using parking spaces efficiently in order to ensure customers can always find a nearby space easily and conveniently…"*

A more detailed list of parking objectives from the Transit Villages Specific Plan includes the following:

1. On-street parking in front of stores, restaurants, entertainment venues, and residences.
2. A "park-once" environment comprised of a network of small blocks, pedestrian-friendly streets, a fine-grained mix of land uses, and multiple destinations within easy walking distance of one another.
3. Sufficient demand-based parking for existing and new development.
4. Downtown parking management.

Additional Support for the Parking Vision and Goals

The parking goals from the Transit Villages Specific Plan are supported by the community outreach conducted to inform this report. The objectives are also confirmed as supported by the practices of peer cities identified as successfully managing downtown parking demand, as explored in the previous report section. The case study cities have largely already realized the goals Redlands seeks to achieve, with strong parking policies and programs that promote economic vitality, livability, health, and sustainability in their communities. This section organizes the findings from community engagement and case study research and reveals that the findings lend further support to the parking goals already established by the City.

Support for Creating On-Street Parking Availability

Maintaining on-street parking availability means that one or two spaces should be open on every block so that customers—including those who may have limited physical mobility, be in a hurry, or need to transport bulky items to and from their vehicles—can easily find convenient parking near their destination. Community outreach revealed that this goal is important to people and that Downtown Redlands has room for improvement.

- Downtown Visitors Intercept Survey Results: When asked how parking availability influenced their decision of where to go out for shopping and dining, almost half of respondents indicated that they usually try to go places with parking reasonably close to their destination. When asked an open-ended question about thoughts or concerns related to parking in Downtown Redlands, many people expressed difficulties due to a lack of available parking, such as arriving late to appointments or even going to another destination instead of Downtown. In general, people visiting for a shorter time may be more likely to consider it important to find convenient street parking, but the intercept survey revealed that, in Redlands, people staying downtown for less than one hour were less likely than longer-term parkers to report finding parking near their destinations.

Fully Occupied Street Parking on State Street



Source: *Walker Consultants*, 2023.

- National Community Survey Results: The NCS revealed room for improvement in parking availability. When asked to rate the ease of finding parking in Downtown Redlands, some people were satisfied, but 17 percent of respondents selected “Poor” and 27 percent selected “Fair.” When asked to rate the convenience and location of downtown parking, 11 percent selected “Poor” and 34 percent selected “Fair.” Fifty-six percent of respondents thought it reasonable to expect to find parking within 1-2 blocks of their destination, which currently is not always possible in Downtown Redlands.
- Downtown Employee Conversations: Conversations with downtown employees also supported the goal of achieving street parking availability, with the lack of convenient spaces or ADA spaces available for

customers identified as an important issue in multiple conversations. Other problems related to street parking availability were customers arriving late for appointments and parking difficulties for those making deliveries and carrying bulky purchases.

- Business Community Outreach: Many business owners expressed their concern that the lack of convenient available parking drives potential customers away. This was identified as a particular concern for retail store owners, whose customers are less likely to be meeting others or have a preestablished appointment and may have more flexibility in their plans. Several participants said that a few employees and business owners might park all day in prime downtown spaces, which they believed should be left available for customers. Some people mentioned that difficulty finding parking prevents potential customers from going downtown on their lunch break when they only have an hour.
- Case Study Cities: All three of the case study cities have active downtowns and understand the importance of maintaining the availability of easy and convenient on-street parking for customers. These practices are referenced again in the policies and strategies sections.

Support for a "Park-Once" Environment

"Park-Once" environments are places that encourage people to walk from one destination to another, rather than returning to their vehicles and driving between nearby destinations. It involves ensuring that walking from one place to another is easier, more pleasant, and more convenient than trying to drive. The core of Downtown Redlands along State Street already somewhat resembles a park-once environment, with street trees, benches, and few visible surface parking lots, but a few community outreach responses underscore the importance of taking opportunities to preserve or enhance this characteristic downtown.

- Downtown Visitors Intercept Survey: An early survey draft included a question designed to capture what share of visitors going to multiple downtown destinations were parking once and walking versus driving from one place to another. However, it soon became clear that walking was already the more convenient option in Downtown Redlands because there was no guarantee an open parking space would even be available in front of a given State Street destination, and having already parked, walking would be quicker than driving and potentially circling around only to park just as far away. Some survey respondents expressed their satisfaction with the current parking situation, commenting that walking is healthy, and they would prefer initially circling for parking over development of additional parking, or observing that vibrant city centers seem to be transitioning toward less parking. Other comments indicated interest in a parking structure (which could also support a park-once environment, if it allowed for the redevelopment of surface lots) but only if it were underground or aesthetically pleasing, so as not to negatively impact the pedestrian experience downtown.



- National Community Survey: When asked what they considered a reasonable distance to walk from their vehicle to their destination, seven percent of participants reported finding it reasonable to walk five or more blocks, and 36 percent were willing to walk three to four blocks. These responses suggest that a sizable share of people do not mind walking and might even be willing to walk from the Stuart Avenue Parking Garage to State Street if the walk felt pleasant and safe and was clearly marked with signage and wayfinding. These responses also suggest that opening up the existing/soon to be former City Hall site's

parking to public parking, or redeveloping the site with additional parking, would satisfy the needs of people headed to State Street who are willing to walk three to four blocks.

- Downtown Employee Conversations: One necessary element of a "park-once" environment is the ability to park on the outskirts of a core area for an extended period without time limits. Multiple employees expressed the desire for more parking options without time limits. One person suggested that a downtown trolley or electric scooter share could be part of the solution if long-term parking was located further away.
- Business Community Outreach: The business community offered valuable insights and practical considerations worth considering if pursuing a "park-once" strategy. Comments included that having to park and walk a long distance can be unpleasant in the summer heat, and that many customers and employees currently do not feel safe walking downtown or entering a parking structure at night.
- Case Study Cities: The sample cities have created attractive pedestrian environments that encourage people to park on the outskirts of the downtown core and walk from one destination to another, rather than returning to their vehicles and driving. A closer look at their policies in the next section will reveal how they have accomplished this, while also maintaining available on-street parking.

Support for Providing Sufficient Demand-Based Parking

According to the Transit Villages Specific Plan, demand-based parking can be accommodated on-street, on-site, and/or in shared and park-once arrangements. Parking for commercial uses is located on the street and in shared lots and garages and is managed by monitoring the number of available parking spaces and employing parking management strategies to ensure enough spaces are available at a given time. The goal of having "sufficient demand-based parking" could be interpreted as an efficiency goal—to identify any private and public parking spaces that often go unused and unlock their full potential so that these already-developed infrastructure investments can allow for increased vehicle access downtown.

- Downtown Visitors Intercept Survey: This goal is also supported by the fact that almost half of survey respondents indicated that they usually try to go places with parking reasonably close to their destination. Parking policies designed with the goal of having sufficient demand-based parking will help ensure that potential customers do not go elsewhere due to a lack of parking options downtown.
- National Community Survey: Only 5 percent of survey respondents identified downtown parking as *the* top priority for Redlands, but 32 percent did consider downtown parking a "major priority" worthy of additional City resources. Providing improved parking options in the downtown area may involve financial expenditures and staff time, but many community members have identified this as a need.
- Downtown Employee Conversations: Employees generate a sizeable share of parking demand; on five sample blocks downtown, 180 employees who had parked in the area were contacted. One major concern among these employees was that the lack of available parking in Downtown Redlands often caused downtown visitors to park in the private spaces reserved for their business. Employees were interested in parking options that could meet their needs for long-term parking in a safe location.
- Business Community Outreach: Business owners expressed similar concerns about the parking needs of their employees. They also highlighted the importance of continuing to provide customers with sufficient parking options after the redevelopment of the large parking lot at the Redlands Mall site, which has long served as a significant parking resource for the downtown area.

- Case Study Cities: While supporting solo driving may not be the top priority of the case study cities, all of them do provide sufficient accommodation for vehicles and a large array of demand-based parking options that can meet the needs of various types of downtown visitors. Their strategies are consistent with the goal of providing sufficient demand-based parking, as later sections will discuss in greater detail.

Support for Downtown Parking Management

The inclusion of "Downtown Parking Management" as itself a parking objective, rather than simply a means of achieving other goals, underscores the central importance of responding to growth by thoughtfully managing demand, rather than expecting to solve parking issues only by investing in additional supply, and also speaks to the uniqueness of the downtown area. Parking management is more than just another strategy; it is the backbone that allows other strategies and plans to function effectively. Without a parking management program, Redlands would be unable to shape travel and land use in a way that supports the City's goals for character preservation, economic health and vitality, livability and connectedness, environmental sustainability, or community health. Community support for parking demand management mostly came indirectly, or in the form of suggestions for specific programs, rather than as support for the abstract concept of parking management.

- Downtown Visitors Intercept Survey: Some respondents highlighted the need for an employee parking program. Others focused on the importance of improved options for the mobility impaired. A few people suggested that parking meters could help with parking availability. Others spoke of the potential for improved bicycle infrastructure to reduce the demand for parking.
- National Community Survey: Almost half of survey respondents rated the ease and convenience of downtown parking as poor or fair, and just over half of survey respondents expect to find parking within one or two blocks of their destination. Given that the downtown area is already built out, ensuring that parking spaces be conveniently accessible within one or two blocks of every downtown destination is something that can only be achieved through parking management.
- Downtown Employee Conversations: Employees expressed a wide range of parking concerns and needs that could be addressed through parking management, as well as various potential management solutions. Some employees supported increased enforcement of parking time limits, while others expressed a desire to have safe parking options where they could park for the entirety of their workday.
- Business Community Outreach: Support from the business community also came indirectly, in the form of general concern regarding existing and future parking availability, or in the form of specific parking management strategy ideas. Participants also provided examples of places with vibrant downtowns where parking seems to work well, such as Santa Monica, Pasadena, and Hawaii—all of which rely on parking management programs.
- Case Study Cities: Santa Monica and Pasadena were mentioned by members of the business community as places with aspirational parking management. Cambridge, Massachusetts is another example of a place that has successfully implemented parking management policies that support an overarching community vision.

Confirmation of Parking Vision and Goals

The key themes of the General Plan, the findings from community engagement via the National Community Survey, downtown intercept surveys, employee conversations, and business community outreach, and the

successful outcomes in case study cities, all confirm the vision and downtown parking objectives set forth in the Transit Villages Specific Plan. In summary, the vision for parking is to find just the right balance between providing too much parking and not enough, to use parking spaces efficiently, and ensure customers who prioritize convenience can always find a nearby space easily and conveniently. For Downtown specifically, the vision is, "to provide sufficient parking to ensure the economic viability and success of the Downtown, to provide that parking cost-effectively and in convenient locations to users, and to efficiently manage parking in a manner that supports a walkable and pedestrian-friendly downtown environment." The Transit Villages Specific Plan's parking goals relevant to Downtown are: (1) to ensure on-street parking availability in front of stores, restaurants, and entertainment venues; (2) to promote a "park-once" environment with a network of small blocks, pedestrian-friendly streets, a fine-grained mix of land uses, and multiple destinations within easy walking distance of one another; (3) to ensure there is sufficient demand-based parking for existing and new development; and (4) to provide downtown parking management that meets the needs of the community.

Transit Villages Specific Plan – Parking Strategies

As the primary task of public policy is to align individual incentives with collective goals, the parking and access strategy recommendations in this section are discussed in terms of their relationship to the goals outlined in the previous section. They are also considered in the context of downtown parking occupancy observations and the community outreach findings. Drawing on the "Downtown Parking Strategy and Improvements" section of the Transit Villages Specific Plan, this section confirms already-established strategies to help guide parking and access in Downtown Redlands. These strategies will form the foundation for more specific implementation actions in the next section of the report.

1. Increase Access to Underutilized Off-Street Facilities

Managing existing parking resources will help support the goal of ensuring that the downtown has a sufficient supply of demand-based parking. As detailed in the previous section, parking occupancy observations revealed that *even during peak demand periods, 52 percent of parking spaces in the downtown study area are empty*. In spite of this, 24 percent of downtown visitors surveyed reported that they had not found their parking space quickly. Some empty spaces may have been reserved for private use, others may have been perceived as unsafe, and others may have been located several blocks away from popular destinations, causing drivers to circle the streets immediately surrounding their destination in hopes of finding a more convenient space. The fact that many drivers are circling for parking while over 2,000 spaces within the general vicinity remain empty underscores the potential benefit of implementing strategies to better manage existing parking resources and increasing utilization rates.

Entrance to Centennial Plaza Garage



Source: *Walker Consultants*, 2023.

This policy means that the City will work to identify underused parking facilities and take steps to ensure that a greater share of downtown parking is made publicly accessible and safe. This could involve facilitating or incentivizing shared use agreements, taking steps to increase public ownership and management, creating

parking programs targeted at specific groups, enhancing wayfinding and signage to direct visitors to appropriate facilities, and improving lighting and security.

2. Manage Street Parking and Prime Off-Street Facilities to Ensure Availability

Ensuring the availability of convenient street parking was one of the parking goals in the previous section, and this goal can be accomplished only through management. This policy involves establishing a target parking occupancy threshold of 85 percent. Put differently, the availability target for street parking should be around 15 percent, which translates to one or two open spaces along every block. As explained in the Transit Villages Specific Plan, providing and preserving convenient on-street parking will "enable patrons to park in front of stores and quickly run an errand or two or grab a cup of coffee."

Fully Occupied Downtown Street Parking



Source: *Walker Consultants*, 2023.

Even though observations revealed ample parking availability within the downtown study area during peak demand hours, there were also localized pockets of parking congestion—particularly in the State Street and Citrus Avenue area—where utilization rates exceeded 85 percent. When parking occupancies are greater than 85 percent, users begin to perceive parking as "full" and are likely to spend more time circling to find a space, or even take their business elsewhere. The finding that 27 percent of the 167 spaces in the turnover study area along State Street and adjacent side streets were occupied by long-term parkers during the peak demand period lends further support to policies that will disincentivize long-term parking in prime spaces. Managing on-street parking to optimize availability means that the City may pursue strategies that direct people to the parking facilities most appropriate for their situation, increase parking turnover in prime locations, and ensure that convenient on-street parking spaces are always available for the visitors who value them most.

3. Establish a Downtown Transportation Improvement District

Establishing a Downtown Transportation Improvement District could support all of the parking objectives in the previous section, including ensuring street parking availability, creating a park-once environment, providing sufficient demand-based parking supply, and administering a downtown parking management program.

As explained in the Transit Villages Specific Plan, such a district (also known as a Parking Benefit District) could manage enforcement, maintenance, marketing, branding, security, use of curb space, and construction of new facilities. The District could also be responsible for selecting areas where paid parking should be introduced, setting rates, developing validation programs, and allocating revenue for programs and local improvements that

benefit the area, such as security improvements, streetscape improvements, or incentives to promote walking, biking, and public transit.

Downtown business owners have a significant stake in parking management outcomes, and the business community outreach sessions revealed that they also have a keen awareness of issues, needs, and opportunities in the area. Involving business owners in parking operations and decision making can help ensure the success of the parking management program and continued vitality of the downtown.

4. Improve the Downtown Pedestrian Environment

Improving the downtown environment for pedestrians can also support all the parking objectives for downtown. Examples of pedestrian improvements include planting street trees, installing shade fixtures, installing decorative lighting, making wider sidewalks with decorative hardscapes, and improving the aesthetics of pedestrian walkways through landscaping or public art. Only 59 percent of NCS respondents rated the ease of travel by walking as good or excellent, indicating significant room for improvement. Improving the walkability and security of the downtown environment can increase the attractiveness of parking locations previously deemed undesirable due to their distance from popular destinations, effectively increasing the parking supply. Pedestrian improvements also support the "park-once" objective, since people will be more likely to walk from one destination to another when the walk is perceived as pleasant. Prioritizing walkability has the potential to shape parking demand, and even to slightly reduce it, as some residents who would have previously driven downtown may choose to walk instead. In the NCS survey, 47 percent of respondents considered quality of life a major issue worthy of City resources, and 48 percent said the same for sustainability and climate change. Improving the pedestrian environment supports both goals.

Downtown's "Umbrella Alley"



Source: *Walker Consultants*, 2023.

5. Encourage the Use of Sustainable Transportation Modes to Reduce Parking Demand

Encouraging the use of alternative transportation modes to reduce demand can indirectly support each of the downtown parking goals. When there is less demand for parking, existing parking is more likely to be perceived as sufficient, and fewer measures may be necessary to increase supply and availability. Additionally, some of the types of measures that encourage use of alternative transportation modes, such as land use improvements that support transit and biking, also tend to promote a park-once environment, as they result in a less auto-centric urban form. Almost half of downtown visitors surveyed resided in Redlands, showing that it could be feasible for them to travel downtown by bike or e-bike if these modes were encouraged, and visitors from further away might choose to use public transit, if the policy environment encouraged the use of alternative transportation modes.



Several survey respondents expressed a desire for better multimodal infrastructure to relieve parking demand. Other efforts that might reduce parking demand include services such as parking cash out programs, transit pass offerings, bike programs, and car sharing. During the business community outreach session, several people even suggested that a tram, shuttle, or trolley could transport employees and customers downtown.

6. Increase the Supply of Publicly Available Parking

Increasing the public parking supply could support the goal of increasing street parking availability, but *only if the new supply were also more convenient or less expensive than on-street parking*. Increasing the public parking supply could support a "park-once" environment if creating a large increase in supply in one area occurred in conjunction with small decreases in other areas, encouraging most people to park in one central location on the outskirts of the core area. If overall demand were observed to be sufficiently high, increasing the public parking supply could support the City's goals for parking and access. This increase could occur either through opening private spaces for public use during times when they would otherwise be vacant, through expanding capacity of existing facilities through valet parking, or through the construction of a new parking facility. In general, better utilizing existing parking infrastructure is more likely to be cost-effective and align with the City's land use goals.

In the 2022 National Community Survey, only 5 percent of respondents selected downtown parking as the issue most worthy of additional resources, but if future surveys demonstrate that parking has become a higher priority for the community and future demand observations reveal higher utilization rates, the City may wish to reconsider how a new parking facility might fit into the overall strategy for a transit-oriented downtown. For example, if sales tax revenue in the downtown area decreased relative to other areas of Redlands or relative to general economic trends, even while parking utilization rates were high, that could signal that dedicating City resources to additional parking supply might help preserve the economic prosperity of the downtown. Having a flexible plan and staying aware of economic trends is essential to parking management.

7. Other Parking Strategies from the Transit Villages Specific Plan

Other recommendations from the Transit Villages Specific Plan included:

- Accommodate Redlands Passenger Rail Commuters
- Modify the Parking Code Requirements
- Introduce Time Limits
- Introduce Pricing

A parking policy of accommodating Redlands Passenger Rail Commuters is no longer necessary, as this was already completed with the construction of the parking garage on Stuart Avenue. Many of the suggestions for parking code modifications in the Transit Villages Specific Plan may no longer be necessary in transit-oriented development (TOD) areas with the passage of AB 2097. The recommendations of introducing time limits and pricing could be considered specific management strategies that could help support the broader policies above, to manage on-street and off-street parking to achieve target utilization rates.

Confirmation of Parking Strategies

In summary, this section confirmed that the parking policies outlined in the Transit Villages Specific Plan will support the community's objectives for parking and access management in Downtown Redlands. Increasing utilization of existing facilities, optimizing on-street availability, establishing a downtown transportation improvement district, improving the pedestrian environment, encouraging alternative transportation, modifying development standards, and increasing the publicly available parking supply all have the potential to realize the parking vision for downtown and achieve the City's objectives. Specific actions, implementation details, and performance indicators associated with each strategy will be developed in the subsequent chapters.

04 Action Steps and Implementation Details

4. Action Steps and Implementation Details

The strategies in the previous chapter provide fiscally responsible and environmentally sustainable ways to support downtown businesses, increase accessibility, and provide an improved parking experience for visitors. This chapter recommends specific action steps for each of the downtown parking strategies outlined in the previous chapter. It also outlines an implementation plan, which includes the following details for each action:

1. Whether each action is recommended to be implemented in the short-, medium-, or long-term.
    - **Short-term:** Strategies that can be implemented in the next six months to one year.
    - **Medium-term:** Strategies that can be implemented within one to three years.
    - **Long-term:** Strategies that can be implemented over the next three to five years or more.

2. Evaluation recommendations and suggested metrics that will allow the City to measure success and track performance over time.







1. Increase Access to Underutilized Off-Street Facilities

Field observations and survey responses revealed that many drivers were circling for parking, while over 2,000 spaces within the downtown study area remained empty. This underscores the potential benefit of implementing strategies to better manage existing parking resources and increase utilization rates. When more parking is public and shared across uses, this increases efficiency, results in a more vibrant and attractive downtown, and can free up financial resources for other investments, such as active transportation infrastructure or safety enhancements. Table 11 shows the action steps associated with this strategy.

Figure 40: Signs Restricting Public Parking on Private Off-Street Facilities



Source: *Google Street View, 2023.*

Table 11: Action Steps for Increasing Access to Underutilized Facilities

Strategy	Action Steps
Increase public management and ownership	1. Require parking facilities to be unbundled from property lease or purchase. 2. Work with property owners to fully lease and/or purchase underutilized private parking facilities for public use. 3. Prioritize achieving public management or ownership of parking facilities with more spaces available or with more convenient access to State Street, including: • Centennial Plaza: 357 spaces (*53 spaces here are already public*) (M)* • Look Theater: 260 spaces (D) • Redlands Plaza: 98 spaces (U) • Wells Fargo: 70 spaces (W) • First Congregational: 69 spaces (HH) • The Door: 54 spaces (Z) 4. Consider smaller lots as well. There are approximately 185 downtown spaces in miscellaneous smaller lots. Parking structures can cost tens of thousands of dollars per space, or, considering life cycle, the equivalent of hundreds of dollars per month; some business/property owners may be willing to sell their private spaces for a similar rate, and the City may be able to significantly increase the number of publicly managed spaces in prime locations.

**Letters reference the off-street facilities as listed in Table 1 on page 7; facility locations are displayed on Figure 2 on page 4.*
Table continued on the next page.

Strategy	Action Steps
Shared use agreements	1. For downtown property owners uninterested in leasing or selling their off-street parking facilities for public management or ownership, work toward developing shared use agreements to allow public access to parking spaces outside of certain hours. For example, some offices may allow public parking on weekends, or religious institutions may allow public parking on weekdays during business hours. 2. Ensure adequate enforcement so that owners trust their parking will be adequately managed and available for them during the hours it is needed for their establishment.
Utilization of underutilized public facilities	1. Identify publicly owned parking facilities that may have low utilization. 2. Develop a plan to increase access to each facility found to have excess capacity, such as by: • Creating a program to give some downtown employees remote access to gated parking facilities (such as the Centennial Plaza Garage, or under City Hall, especially on weekends). • Removing restrictions that limit parking to certain visitors (such as for the Lincoln Memorial Shrine and Library parking, just outside the study area) • Opening weekday employee parking to the public, at least during evenings and weekend events. • Considering partnerships to offer valet parking services. • Improving signage, wayfinding, and pedestrian routes.
Improve signage and wayfinding	1. Identify publicly available parking facilities near State Street, especially those with low utilization, such as: • Block 22 (AA) – 30 spaces available during peak, 2 blocks from State Street • Centennial Plaza (M) – 53 spaces already under agreement as permanently publicly available, 1 block from State Street 2. Install signs at high utilization locations (on State Street and at the Citrus Avenue parking structure) directing visitors to other off-street facilities. 3. Develop maps showing public parking locations. Display maps at key downtown locations and on the City website.
Provide safe and convenient parking for State Street employees	1. Collaborate with downtown business owners and employees to understand parking needs, work schedules, and safety and security concerns. 2. Discuss ways to address these concerns, such as: • Providing a location with secure access restricted to employees. • Improving lighting at buildings and along the pedestrian route. • Developing an evening escort or valet program or coordinating so employees with similar work schedules can avoid walking to their vehicles alone late in the evenings. 3. Designate an underutilized facility for downtown employee parking and implement a solution that addresses employees' security concerns.

Source: *Walker Consultants, 2023.*

Implementation: As explained above, the City can help increase access to underutilized off-street facilities by unbundling parking, increasing public ownership, pursuing shared use agreements, increasing utilization of existing public off-street facilities, developing signage and wayfinding, and creating an employee parking plan. Table 12 provides the approximate timeline for each strategy and suggested performance metrics. The subsequent paragraphs provide a more thorough explanation of each action and the associated implementation steps.

Table 12: Implementation Details for Increasing Access to Underutilized Facilities

Action	Timeline	Performance Metrics
Develop ordinance to unbundle parking	Short-term	Share of downtown parking spaces that are unbundled (leased or owned separately) from other property. Number of previously bundled parking spaces that have been unbundled. *(Goal is to increase these numbers.)*
Negotiate leases or acquisitions of private lots/spaces	Medium-term	Number of parking spaces remaining downtown that are private or reserved even some of the time. *(Goal is to lower this number.)*
Pursue shared-use agreements	Medium-term	Number of parking spaces remaining downtown that are private or reserved at all times. *(Goal is to lower this number.)*
Remove restrictions limiting the use of public facilities	Medium-term	Track the utilization rate by public off-street facility, observed at: • 1 pm weekday • 7 pm weeknight • 1 pm weekend • 7 pm weekend *(Higher utilization is better, but ideally kept under 90 percent to ensure availability.)*
Develop and install signage and wayfinding	Medium-term	Share of publicly accessible parking facilities near Downtown Redlands with at least three directional signs indicating the location of the facility.
Create employee parking plan and program	Medium-term	Share of downtown employees who drive who participate in the Employee Parking Program.

Source: *Walker Consultants, 2023.*

Develop Ordinance to Unbundle Parking

Data collection demonstrated that many properties in the study area have excess parking spaces, some or all of the time. These underutilized spaces represent tens of millions of dollars in real estate and capital investment. In today's transportation system and economy, every land use needs access to parking spaces. However, many spaces are also unused. To require or construct additional parking without attempting to use these spaces for parking is arguably a waste of resources. "Unbundling" parking is the set of policies and actions undertaken to create an equilibrium between the supply and demand of parking, reducing the inefficiencies that result in both high concentrations of localized parking demand in some areas and underutilized spaces in other areas.

Unbundling refers to separating the cost of parking from the cost of renting or purchasing a unit or property.

Benefits of unbundling include:

- The parking spaces that exist will be more efficiently used.
- Non-drivers are not required to pay for parking they don't need.
- The market value of land used as parking becomes clear.

Requiring parking to be unbundled from properties could also facilitate the City managing, through leasing or purchase, existing parking facilities, opening them to the public to increase access and utilization. Unbundling could be required for approval of new developments, on lease change or at sale for existing commercial or residential units or properties, and/or as part of the business license renewal process for commercial properties. The State Street Village development agreement already requires unbundling of parking from residential units.

Unbundling is especially helpful in areas that are not subject to minimum parking requirements, which now includes the entire downtown study area, due to its proximity to high quality public transit as defined by AB 2097. The success of this strategy also hinges on parking management, which seeks to ensure concentrated locations of high parking demand are efficiently disbursed to locations where parking availability is plentiful.

When the cost of parking is made visible and unbundled from the total cost of a lease, the system becomes more efficient as individuals and property owners are able to make economic decisions as to how many parking spaces they actually need, allowing those who need more parking to purchase or lease parking from those who need less. When people are no longer forced to pay for "free" parking as part of the lease or purchase of a unit or property, and have the option to save money, at least some people may be more likely to consider alternative modes of transportation. By creating a market for parking among owners, additional parking spaces become available for others who need them.

The City can research and develop an ordinance that requires the unbundling of parking. The City can communicate how unbundling parking supports the City's goals and how the community will benefit from the policy update. The first metric of success is simply the passing of the ordinance. Measuring performance over time could involve tracking the share of downtown parking spaces that are unbundled (leased or owned separately) from other property, as well as the number of previously bundled spaces that have been unbundled.

Negotiate Leases or Acquisitions of Private Lots/Spaces

When off-street parking facilities are publicly owned, rather than private, the City can ensure they are open to the public and do not sit empty during periods of high downtown parking demand. Purchasing existing parking facilities that are underused is a cost-effective and environmentally friendly way to increase the public parking supply, which also keeps public spending within the local community.

This is a long-term strategy that could begin as soon as parking facilities are unbundled from other property uses and continue for as long as the community finds increasing the public parking supply to be a high priority worthy of investing public resources. The City can identify off-street facilities of interest and connect with property owners, identify funding sources and allocate budget, and develop purchasing agreements. Success could be measured by the number of parking spaces remaining downtown that are private or reserved even some of the time, with the goal of bringing this number down, eventually bringing as many downtown parking resources as possible under common management to improve the efficiency of the system.



Pursue Shared-Use Agreements

This strategy is similar to increasing public ownership through leases and acquisitions but also accounts for the possibility that some property owners may initially be hesitant to trust the City to manage parking in a way that ensures convenient access to parking remains available for their employees or visitors. If property owners wish to retain ownership of their private parking facilities, many may be willing to enter an agreement that allows public parking outside of certain established hours. For example, if adequately compensated, offices may be willing to allow public parking in the evenings and on weekends, or religious institutions may be willing to allow public parking on weekdays. Like the strategy above, developing shared use agreements to lease private parking during hours it typically goes unused is a cost-effective and environmentally friendly way to increase the public parking supply, while also keeping public spending within the local community. It also limits the proliferation of more parking spaces in a district where ample parking has been identified.

This is another long-term strategy that could begin in the near term and continue for as long as the community finds increasing public parking supply to be a high priority worthy of public investment. The City can identify off-street facilities of interest and connect with property owners, allocate budget, and develop shared-use agreements. The City could measure success by tracking the number of parking spaces remaining downtown that are private or reserved at all times, with the goal of bringing this number down so that more parking is available to the public.

Figure 41: Underutilized Private Parking Lots near Downtown Redlands



Source: *Google Street View, 2023.*

Remove Restrictions Limiting the Use of Public Facilities

Increasing the use of off-street facilities also includes those parking facilities which are already publicly owned, but at times underutilized. The City could be responsible for developing a plan to increase access to each facility found to have excess capacity at least some of the time, such as by creating a program to give some downtown employees remote access to gated parking facilities, removing restrictions that limit parking to certain visitors during a public facility's hours of operation, opening weekday employee parking to the public during evening and weekend events, reconsidering overly restrictive parking time limits, and considering partnerships to offer valet parking services if there are opportunities to significantly increase capacity at existing facilities.

Some implementation actions may be piloted or implemented in the short-term, while others may be more appropriate further into the future. The success of this strategy should be measured by periodically collecting parking occupancy data from public off-street facilities at a variety of time periods, such as afternoon and evening weekday and weekend peak hours, or approximately 1 pm and 7 pm on a Thursday and Saturday. In general, higher utilization would indicate success, although keeping utilization of off-street facilities below 90 percent is ideal to maintain availability.

Develop and Install Signage and Wayfinding

If some public parking facilities have spaces available during peak demand hours, signage and wayfinding can help direct drivers to these facilities. The City can identify facilities with availability, suggest potential high-traffic locations for placing signs, and design the signs as well as a map of the downtown area that highlights public parking facilities. Signage should have a unified look and theme. For example, using a numbering system, e.g., Lot 1, Lot 2, etc., could help visitors better locate parking facilities. Signage is especially important for highlighting public parking availability at facilities formerly restricted to private use. Figure 42 provides an example of the City of Santa Barbara's downtown parking and wayfinding signage system. As shown in the figure, it has a unified theme as well as a naming convention for its public lots.

The City can purchase signs and map displays and physically install them. Information can also be made available on the City website. Signage and wayfinding can be developed and installed in the medium-term and as necessary as additional facilities become available for public parking. Success could be measured by the share of publicly accessible parking facilities near Downtown Redlands with at least three directional signs indicating the location of the parking facility. For larger public parking lots, such as the Citrus Avenue structure, an additional measure of success, above and beyond signage could be the presence of at least one dynamic sign indicating the number of parking spaces currently available.

Figure 42: Example of Parking Wayfinding Signage



Source: *Hunt Design accessed via https://www.huntdesign.com/projects/signage-wayfinding/cities/santa-barbara-signage-wayfinding/,* 2019.

Create Employee Parking Plan and Program

One strategy that could increase the utilization of underused off-street facilities is creating a program that encourages downtown employees to park in certain off-street locations. This could occur in the medium-term. The City could collaborate with downtown business owners and employees to understand parking needs, work schedules, and safety and security concerns, and could create a program that address these concerns, such as providing a location with secure access restricted to employees, improving lighting along at the facility and along the pedestrian route, developing an escort or valet program, or facilitating coordination so employees with similar work schedules can avoid walking to their vehicles alone late in the evenings. In administering the program, the City could potentially collaborate with a downtown Parking Benefit District. Success could be measured by the share of downtown employees who drive to work who participate in the Employee Parking Program.

2. Manage Street Parking and Prime Off-Street Facilities to Ensure Availability

Community outreach revealed that maintaining availability in the most convenient downtown parking locations was an important goal for both downtown visitors and business owners. Some visitors may have limited time or limited physical mobility or need to transport bulky items to and from their vehicles. Parking management is the only way that a popular destination like Downtown Redlands can ensure the continued availability of at least a few spaces in prime parking locations. Table 13 shows the action steps associated with this strategy.

Table 13: Actions Steps for Managing Street Parking and Prime Off-Street Facilities

Strategy	Action Steps
Parking enforcement	1. Budget for a civilian parking enforcement position. (The annual cost of an enforcement staff member position may be comparable to the construction of a few new structured parking spaces, and the position may eventually be partially or entirely funded by parking revenue.) 2. Consider assigning an enforcement officer with additional responsibilities to improve downtown parking. For example, the parking enforcement officer may also collect periodic occupancy data and make parking management suggestions or provide evening parking escort services for employees.
Paid parking pilot	1. Select paid parking pilot locations based on occupancy observations. Consider the following locations: • State Street between Orange Street and 9th Street • 5th Street between Redlands Blvd and Citrus Avenue • 6th Street between Redlands Blvd and Vine Street • 7th Street between Redlands Blvd and Citrus Avenue • 8th Street between Redlands Blvd and Citrus Avenue

Table continued on the next page.

Strategy	Action Steps
	• 9th Street between Redlands Blvd and Citrus Avenue • Citrus Avenue between Orange Street and 9th Street • Vine Street between Orange Street and 6th Street • Ed Hales Parking Lot • Citrus Avenue Parking Structure (Together, these locations include over 400 parking spaces. Generally, a paid area of at least 80 to 100 spaces is necessary for parking revenues to cover the operational cost of the program.) 2. Set initial rates of $2 per hour for prime street parking spaces and $1 per hour for the Ed Hales Parking Lot, Citrus Avenue parking structure, and secondary street parking areas. 3. Establish target occupancy rates: • 85% for street parking (by individual block) • 90% for off-street facilities (for an entire facility) 4. Select a payment technology, such as single space meters, multi-space meters, or pay-by-phone. Install technology and signage. 5. Monitor utilization rates throughout downtown and adjust prices quarterly. Increase hourly rates by $0.25 where peak occupancy rates exceed the target thresholds. Decrease by $0.25 where peak utilization is below 70 percent. 6. Develop a plan to conduct periodic occupancy observations at unpriced locations and expand the paid parking area to include any locations where peak utilization exceeds 85 percent on a typical day.
Improve management of loading and deliveries	1. Meet with stakeholders and create a plan for loading and deliveries in the downtown area to ensure delivery vehicles are not occupying prime spaces or creating traffic hazards during peak hours.

Source: *Walker Consultants, 2023.*

Implementation: As explained above, the City can ensure availability of street parking and prime off-street parking spaces by increasing parking enforcement, implementing a paid parking pilot, and developing a loading and deliveries plan. Table 14 provides the approximate timeline for each strategy and suggested performance metrics.

Table 14: Implementation Details for Managing Street Parking and Prime Off-Street Facilities

Action	Timeline	Performance Metrics
Increase parking enforcement	Medium-term	Person hours spent on enforcement per week. Number of warnings or citations issued per week.
Implement paid parking pilot	Medium-term	Share of public downtown parking spaces on a block face with peak utilization below 85% or an off-street facility with utilization below 90%, during peak hours. Share of business owners and of the public who approve of the program. Downtown sales tax revenue trends: • Year-over-year • Relative to other areas
Adjust time limits at underutilized on-street parking areas	Short-term	Share of public downtown parking spaces on outlying block face with peak utilization between 50% and 85%.
Develop and implement loading and deliveries plan	Long-term	Number of business community members involved in plan development.

Source: *Walker Consultants, 2023.*

Increase Parking Enforcement

Reliable parking enforcement is necessary for parking management efforts to be successful. The City could create a civilian parking services position dedicated to enforcement, and potentially with additional relevant responsibilities, such as collecting periodic occupancy data, making parking management suggestions, or providing safe escort services for employees. The best way to measure the success of increasing parking enforcement is by monitoring the number of hours of enforcement that occur in the Downtown area on a weekly basis. A secondary measure of success could be the number of citations issued; with the goal being the number of citations issued decreasing over time, indicating compliance with paid parking (in the pilot locations) and any time limits. Ultimately, parking enforcement is intended to ensure that the actions needed to make parking available are performed consistently. For this reason, improved parking availability but ample utilization could also be a measure of success of adequate parking enforcement.

Implement Paid Parking Pilot

As long as the most convenient spaces remain free of charge, even increasing the public parking supply may do little to reduce the amount of time people spend looking for a parking space. Time limits are not always a

sufficient or appropriate way to manage demand. They may create a negative experience for customers and visitors to the area or result in employees leaving to move their vehicles every few hours. Enforcing time limits can also require twice as much time and effort as simply determining whether a vehicle has paid to park.

The City can pilot paid parking in prime public parking locations with rates just high enough to ensure at least a few spaces are available for those who need them during the busiest periods. When parking demand is high, drivers will have the option between parking for free and walking a few blocks or paying a small fee to park in a more convenient space. The paid parking pilot could be implemented in the medium-term and then evaluated.

Program development includes creating an overall plan, evaluating the financial feasibility of various technology vendors, and managing program costs and revenues, including setting aside a portion of revenue to be allocated for downtown improvement projects, as explained in the next section. The City can oversee the installation of new infrastructure and the day-to-day program operations. The City can also work to educate residents about the reasoning behind the program and its benefits. Measuring success will involve periodically collecting occupancy data and seeing how many parking spaces are on a block with utilization below 85 percent or in a facility with utilization below 90 percent during peak hours. Other performance metrics include the share of business community members and residents who approve of the program and sales tax revenue in the downtown area relative to prior years, other areas, and general economic trends.



Adjust Time Limits at Underutilized On-Street Parking Locations

Time-limited on-street parking in the study area should be periodically monitored, and time limits should be adjusted or eliminated based on occupancy patterns. Time-limited parking on the periphery of the study area is underutilized; the removal of time restrictions in these areas could open these spaces up for employee or other long-term parking away from the State Street core. The City can be responsible for physical installation or changing of signs and purchasing any additional signage needed.

Develop and Implement Loading and Deliveries Plan

If delivery vehicles are occupying prime downtown parking spaces during peak hours, the City can work with stakeholders to develop a plan to manage loading and deliveries in the downtown area. This is a long-term strategy, to be implemented if paid parking alone is not sufficient to encourage delivery vehicles to avoid making deliveries during peak hours, or deliveries otherwise interfere with efficient parking operations and traffic in the downtown. Initial planning and outreach efforts to engage the business community may reveal specific needs that result in additional implementation activities.

3. Establish a Parking Benefit District

This strategy hinges on stakeholder interest in becoming involved in parking management decisions. Many other downtowns successful enough to need paid parking have found great success with the parking benefit district model, a partnership which gives the downtown business community and resident stakeholders an active role in identifying issues, needs, and opportunities, making decisions, and allocating parking revenue for improvements to the downtown area. Table 15 shows the action steps for establishing a downtown parking benefit district, and Table 16 provides an implementation plan. Figure 43 provides an example of outreach materials used by the City of Houston prior to implementing a parking benefit district along Washington Avenue.

Table 15: Action Steps for Establishing a Parking Benefit District

Strategy	Action Steps
Downtown Parking Benefit District	1. Budget for staff time to administer the program. 2. Conduct stakeholder outreach with the business community. 3. Establish preliminary district boundaries (such as the boundaries of the paid parking pilot recommended in the previous section). 4. Establish membership/representatives. 5. Determine the type of governing body (e.g., commission, advisory board, etc.) • Establish roles and responsibilities. • Determine authority and options for parking revenue allocation. 6. Schedule regular meetings.

Source: *Walker Consultants, 2023.*

Table 16: Implementation Details for Establishing a Parking Benefit District

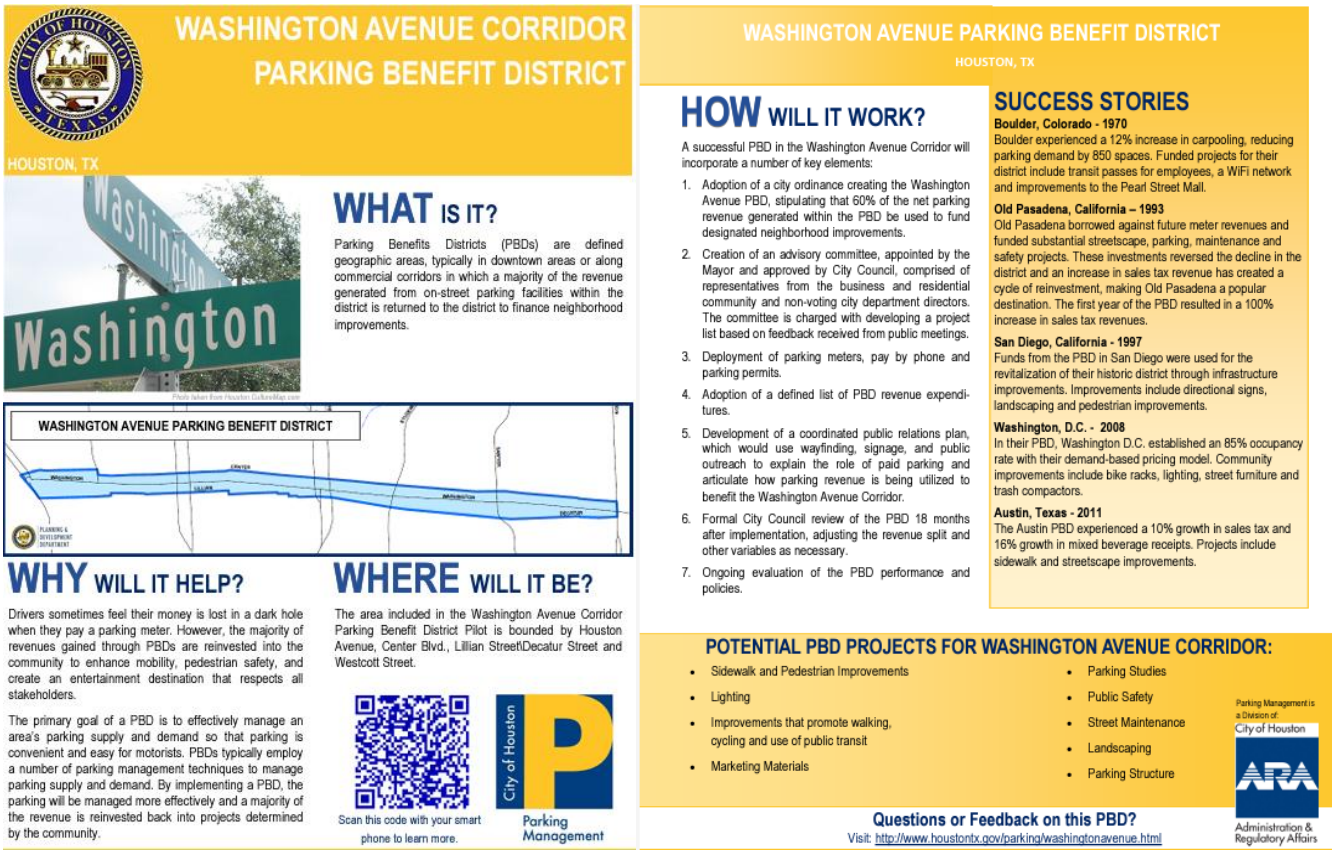
Action	Timeline	Performance Metrics
Establish Downtown Parking Benefit District	Medium-term	Downtown infrastructure projects, services, and/or programs funded by parking revenue allocated by members of the Parking Benefit District. Number of community members involved in district decision making.

Source: *Walker Consultants, 2023.*

Creating a Parking Benefit District will give the downtown business community and resident stakeholders an active role in identifying parking issues, needs, and opportunities, and allocating parking revenue for improvements to the downtown area. The City can conduct outreach and organize stakeholders. The City can also develop the legal framework for the district formation, membership, meetings, and roles, and oversee parking revenue allocation. If a Parking Benefit District is established, its success can be measured by the number of community members involved in decision-making, and the City can keep a list tracking the downtown infrastructure projects, services, and/or programs funded by parking revenues allocated by the district.



Figure 43: Parking Benefit District Outreach Example



Source: *City of Houston.*

4. Improve the Downtown Pedestrian Environment

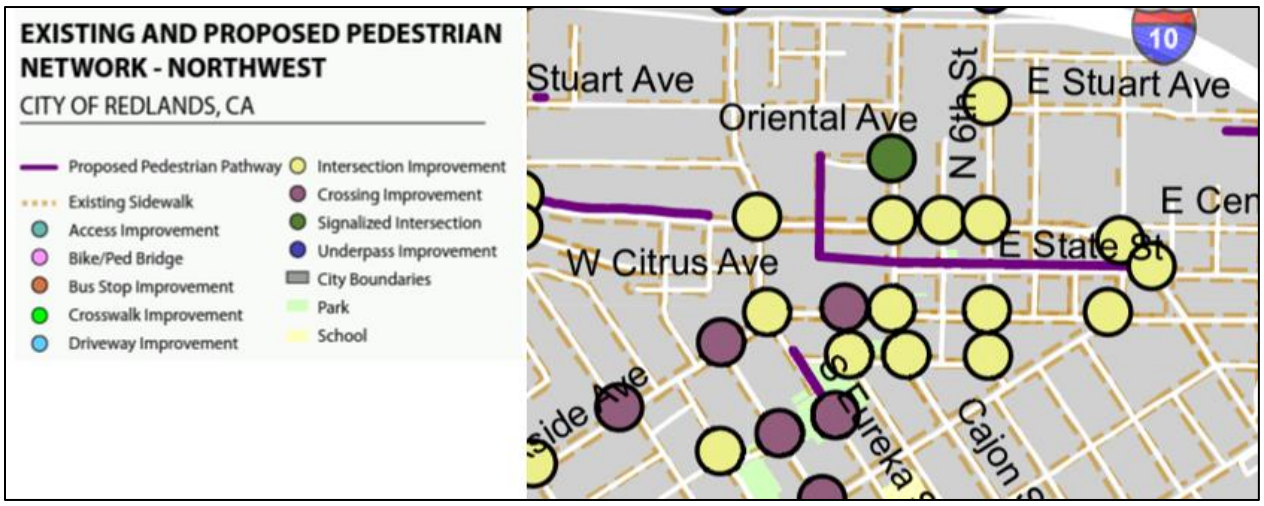
Perceptions of adequate parking provision are related to the quality and effectiveness of pedestrian connections. Every parking trip begins and ends with a pedestrian trip; quality pedestrian infrastructure can be a cost-effective way to increase the supply of parking that serves the downtown area while also improving quality of life.

The Sustainable Mobility Plan already identifies several intersection improvements, crossing improvements, and proposed pedestrian pathways for the Downtown Redlands area (see Figure 44). Most notably, the plan proposes a pedestrian pathway from the Stuart Avenue parking structure and rail station to State Street. The strategies and actions to improve the downtown pedestrian environment recommended in Table 17 below are in addition to the improvements already proposed in the Sustainable Mobility Plan. Three of the intersection improvements from the Sustainable Mobility Plan are already prioritized as Tier 1:

- Citrus Avenue and 6th Street
- Citrus Avenue and Orange Street
- 6th Street and Redlands Boulevard

The improvement to the 6th Street and Redlands Boulevard intersection is important to improve pedestrian access to State Street from the key public parking locations at the Centennial Plaza Garage and other off-street facilities that may become available for public parking in the future. Improvements to the Citrus Avenue intersections can improve access to parking locations south of Citrus Avenue.

Figure 44: Proposed Pedestrian Improvements for Downtown Redlands



Source: *Redlands Sustainable Mobility Plan,* 2021.

Table 17: Action Steps for Improving the Downtown Pedestrian Environment

Strategy	Action Steps
Enhance Pedestrian Safety	1. Conduct outreach to determine how and where the community thinks safety could be improved. 2. Develop a plan that responds to their concerns, such as by improving lighting and visibility, installing blue light emergency boxes, or hiring a safety ambassador who could provide safe walk services within the area.
Improve Comfort for Pedestrians	1. Identify key downtown street segments where sidewalks have limited shade. 2. Develop a plan to plant street trees and/or install shade structures.
Improve Aesthetics of Pedestrian Environment	1. Identify pedestrian routes connecting State Street to off-street facilities with large supply of publicly available parking. 2. Develop a pedestrian pathway plan to make walking more enjoyable, such as through sidewalk widening, decorative hardscapes, landscaping, and public art.

Source: *Walker Consultants,* 2023.

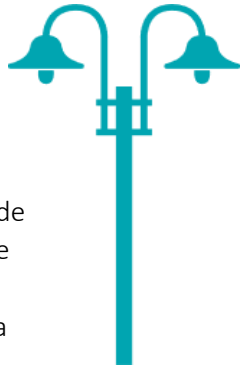
Implementation: The City can improve the pedestrian environment downtown by improving safety and the perception of safety, providing shade, and making aesthetic improvements to pedestrian walkways. Table 18 provides the approximate timeline for each strategy and the suggested performance metrics. Additional implementation details are discussed below.

Table 18: Implementation Details for Improving the Downtown Pedestrian Environment

Action	Timeline	Performance Metrics
Install safety improvements	Medium-term	Perceptions of downtown safety (NCS question and/or intercept survey).
Increase shade coverage	Medium-term	Perceptions of thermal comfort. Share of downtown area sidewalks with shade coverage.
Make aesthetic improvements to walkways	Long-term	Number of downtown area sidewalk blocks improved with sidewalk widening, decorative hardscapes, landscaping, and/or public art.

Source: *Walker Consultants, 2023.*

Install Safety Improvements



Improving pedestrian's perceptions of security and desire to walk downtown involves conducting outreach to determine the specific actions that would help employees and visitors feel safer walking around downtown. This is a medium-term strategy. Example safety improvements include separating automobile and pedestrian routes, improving lighting and visibility, installing blue light emergency boxes, or hiring a safety ambassador who could provide safe walk services within the area. Because perceptions of safety are a subjective measure, the best performance metric is simply a survey question asking people how safe they feel walking around downtown. This feedback could be solicited through a downtown intercept survey or a question on Redlands' annual National Community Survey.

Increase Shade Coverage

Some people cited the summer heat in Redlands as a key barrier to walking more than a few blocks. In response, the City could conduct a shade inventory, identify downtown sidewalks with limited shade coverage, and indicate locations where street trees could be planted, or shade structures could be installed. The City could then carry out the physical changes. If summer heat prevents some people from wanting to park a few blocks away and walk to their destinations, improving shade coverage could be a low-cost way to effectively increase the parking supply serving downtown. Another strategy worth exploring is the use of white roofs to reflect sunlight and reduce heat buildup in the environment. Success could be measured through an intercept or National Community Survey question asking respondents to rate their thermal comfort when walking in downtown Redlands. A more objective performance metric is the share of



downtown area sidewalks that have shade coverage during the hottest period of the day during the summer.

Make Aesthetic Improvements to Walkways

Making aesthetic improvements to walkways is a longer-term strategy that could be carried out gradually over as resources are available. Creating a landscaped buffer between the sidewalk and the street can encourage pedestrian travel, as can installing decorative hardscapes, widening walkways, and installing public art. These strategies can also enhance the character of the area as a whole and may further increase activity in the area. The City can identify sidewalks and routes most frequently used by pedestrians or with the potential to connect key parking facilities with the downtown core, identify specific upgrades for each route, and make changes to the physical infrastructure. Success could be measured in the number of downtown sidewalk blocks improved with sidewalk widening, decorative hardscapes, landscaping, and/or public art.

5. Encourage the Use of Sustainable Transportation Modes to Reduce Parking Demand

When more people use sustainable transportation, parking demand decreases without any corresponding decrease of the economic vitality of the area. Supporting sustainable transportation means existing parking may more likely be perceived as sufficient, and fewer measures may be necessary to increase supply and availability. One key strategy to reduce barriers to sustainable mobility involves improving the City's bicycle infrastructure, which is addressed in the Sustainable Mobility Plan. The community identified priority areas for improvement, including streets that provide access to downtown, such as 6th Street, Brookside Avenue, and Redlands Boulevard, and bicycle infrastructure improvements are already planned for many of these streets. Table 19 below suggests additional strategies and action steps to encourage the use of sustainable transportation.

Table 19: Action Steps for Encouraging the Use of Sustainable Transportation Modes

Strategy	Action Steps
Secure Bike Parking	1. Install bike racks and secure bike lockers in convenient downtown locations on every block. Lockers for bike parking may be installed along the curb if off-street space is not available on a block. including the following amenities: • Large lockers that can accommodate cargo bikes • Lockers that offer charging for e-bikes • Parking and charging for electric scooters 2. Provide free parking for the first 24 hours and offer payment options for longer-term storage. 3. Create a City email address through which residents can suggest locations where bike parking is needed. Keep track of suggestions and install conveniently accessible bicycle racks and lockers as resources are available.
Shared Mobility Pilot	1. Conduct business community and public outreach to gauge interest in various shared mobility services, such as bike share or scooter share. 2. Explore available docked and dockless services.

Table continues on the next page.

Strategy	Action Steps
	3. Partner with a third party and implement a pilot program for shared mobility services, with special consideration to providing "last mile" access between dense residential neighborhoods, transit stations, major employers, and key downtown destinations, including State Street. 4. Evaluate the benefits and challenges of the program and create a framework to govern the future of shared mobility in Redlands.
Parking Cash Out	1. Adopt a local ordinance to enforce and expand upon state law AB 2206 (Parking Cash Out). AB 2206 requires that employers who offer free employee parking in rented or leased spaces offer the equivalent value as a cash-out benefit, but the state law applies only to employers with at least 50 employees, and the City could create the same requirement for smaller employers. 2. Require parking facilities to be unbundled from commercial properties.
Transportation Wallet Program	Offer a flexible transportation benefit to downtown employees, funded by parking revenues. Provide a choice between: • Transit passes • Gift card to a local bike shop (to subsidize bike or e-bike purchase/maintenance) • Discounted bundle of daily parking passes
Education and Awareness	1. Offer commute planning assistance for downtown businesses. 2. Implement a sustainable transportation campaign challenging car dependence with active transportation posters, brochures, and other messaging. 3. Provide sustainable transportation information (such as bike routes and transit schedules) via mail to new and relocating residents in Redlands. 4. Plan an annual "come to work car-free" day with incentives, to increase familiarity with sustainable mobility options.
Consider a Downtown Trolley Pilot	1. Explore community interest in a trolley connecting Downtown Redlands with other key destinations, such as major employers, dense residential neighborhoods, and rail stations. 2. Conduct a feasibility study considering potential ridership levels, operating costs, possible routes, and schedule options. 3. If feasible, consider a pilot program for a trolley service. Evaluate the program and make service adjustments based on demand.

Source: *Walker Consultants, 2023.*

Implementation: The City can encourage the use of sustainable transportation modes by providing secure bike parking, piloting a shared mobility service, developing a parking cash-out program, creating a transportation wallet program, and increasing awareness of alternatives to driving alone. Table 20 provides the approximate timeline for each strategy and suggested performance metrics. Additional implementation details are discussed below.

Table 20: Implementation Details for Encouraging the Use of Sustainable Transportation Modes

Action	Timeline	Performance Metrics
Provide secure bike parking	Medium-term	Share of downtown block faces with at least two convenient curbside bike racks. Share of downtown block faces with at least two secure bike/scooter storage lockers. Number of e-bike and e-scooter secure charging spaces.
Pilot a shared mobility service	Long-term	Number of miles traveled using the shared mobility service (i.e., bike share or scooter share). Number of trips. Number of unique users.
Develop parking cash-out program	Medium-term	Share of downtown employees eligible for parking cash-out. Share of eligible employees participating in the parking-cash out program rather than driving alone.
Create transportation wallet program	Long-term	Share of transportation wallet holders regularly commuting by modes other than solo driving.
Increase awareness of alternatives to driving alone	Medium-term	Share of downtown employee trips taken by sustainable modes. Share of downtown resident trips taken by sustainable modes. Number of participants in car-free travel outreach/education events.
Consider a downtown trolley pilot	Long-term	Average daily ridership.

Source: *Walker Consultants,* 2023.

Provide Secure Bike Parking

Providing secure bike parking is a medium-term strategy that involves identifying locations for the placement of curbside bicycle racks and secure bicycle lockers, including lockers large enough to accommodate cargo bikes and lockers that offer charging for electric bikes and scooters. The City may survey the downtown area and identify potential bike parking locations, evaluate locker technology options, and manage purchasing. The City may then install and maintain the infrastructure, as well as respond to community requests and suggestions for additional locations for accessible bike racks and lockers. Performance metrics for this strategy include the share of downtown block faces with at least two convenient curbside bike racks, the share of downtown block faces with at least two secure bike/scooter storage lockers, and the number of e-bike and e-scooter secure charging spaces.

Pilot a Shared Mobility Service

Piloting a shared mobility service is a long-term strategy which may involve experimenting with various models and service providers and soliciting feedback before committing to a specific strategy. The City can explore available docked and dockless services and conduct business community and public outreach to gauge interest in various shared mobility services, such as bike share or scooter share, that can help provide "last mile" access between dense residential neighborhoods, transit stations, major employers, and key downtown destinations, including State Street. The City can handle contracting, manage the day-to-day operations of the program, and evaluate the benefits, challenges, and lessons learned from the pilot program to create a framework to govern the future of shared mobility in Redlands. Success can be measured by the number of miles traveled using the shared mobility service, the number of trips, and the number of unique riders.

Designated Dockless Parking for Shared Micro-Mobility Vehicles



Develop a Parking Cash-Out Program

The cost to provide parking for employees is typically significant, with the capital and land costs of providing a structured parking space potentially approaching $200 to $300 per month or more, a generous benefit for those who take advantage, a loss to those employees who do not park, and an incentive to drive for those who may have options other than driving but for whom the options are not rewarded. Parking cash-out is a medium-term strategy that requires employers who provide free parking or pay to provide free parking for their employees to offer an equivalent benefit to employees who arrive to work by another mode of travel. The City could draft a local ordinance to enforce and expand upon the State's Parking Cash Out law that applies only to large employers. The City would then be responsible for implementing the ordinance, and success could be measured by both the share of downtown employees eligible for parking cash-out and the share of eligible employees participating in the parking-cash out program rather than driving alone.

Create a Transportation Wallet Program

Creating a transportation wallet program is a longer-term strategy. Some cities use parking revenues generated within certain areas to support a variety of travel options for those who work or live in those areas. The "transportation wallet" is a flexible benefit, which can offer a choice between a public transit or shared micro-mobility pass, a gift card to a local bike shop to subsidize bike or e-bike purchase or maintenance, or even discounted daily parking passes, should off-street facilities ever experience sufficient demand to warrant pricing. Program design and administration could be a collaborative effort by the City and the Downtown Parking Benefit District, once a district has been established. The program's success could be measured through a survey of program participants and tracked as the share of transportation wallet holders regularly commuting downtown by modes other than solo driving.

Increase Awareness of Alternatives to Driving Alone

Increasing awareness of alternatives to driving alone is a medium-term strategy that may be ongoing, especially as new modes of transportation become available, or existing services and infrastructure are improved. The City can offer or collaborate with another partner to offer commute planning assistance for downtown businesses. The City can implement a sustainable transportation campaign challenging car dependence with active transportation posters, brochures, and other messaging, and can provide sustainable transportation information (such as bike routes and transit schedules for accessing downtown) via mail to new and relocating residents in Redlands. The City and Downtown Parking Benefit District (once established) can collaboratively plan an annual "come to work car-free" day with incentives, to increase familiarity with sustainable mobility options.

Metrolink Train near Downtown Redlands Station



Source: *Walker Consultants, 2023.*

Consider a Downtown Trolley Pilot

A downtown trolley is a potential long-term strategy for promoting sustainable transportation. The City can explore community and employee interest in a trolley connecting Downtown Redlands with other key destinations, such as major employers, dense residential neighborhoods, and rail stations. The City can conduct a feasibility study considering potential ridership levels, operating costs, possible routes, and schedule options. If deemed feasible, the City can oversee the finances for the trolley operations and can promote the trolley to residents and visitors. The City can continually evaluate the program and make service adjustments based on demand. Success may be measured by average daily ridership.

6. Increase the Supply of Publicly Available Parking

The public parking supply downtown could be increased either by increasing the number of private spaces made available to the public, increasing the effective capacity of existing facilities with valet parking, or by constructing new parking facilities. Strategy 1, as detailed earlier in this chapter, included actions for increasing the utilization of existing off-street parking resources. Valet assist parking is sometimes a cost-efficient way to increase the effective capacity of existing facilities. Investing public resources in new parking infrastructure can be expensive, and rarely aligns with the goal of creating a future for transit-oriented areas in which sustainable transportation options are at least equally convenient and attractive, or potentially even more attractive, than driving alone. Despite these concerns, Redlands may wish to consider conducting an analysis evaluating the potential benefits and impacts of investing in additional structured parking, potentially as a component of the plans for redevelopment of the existing City Hall site, in order to make a more informed decision. Strategies to negotiate the lease or acquisition of lots/spaces, pursue shared use agreements, and increase utilization of underutilized facilities have already been explained in detail. Table 21 shows the action steps that could be taken for the remaining strategies to increase the public parking supply.

Table 21: Actions Steps for Increasing the Public Parking Supply

Strategy	Action Steps
Increase Capacity with Valet Parking	1. Conduct a feasibility study, considering: • Potential increase in effective parking capacity at candidate facilities • Recommended service hours, days, or months • Number of attendants necessary for efficient operations • Expected costs and benefits • Feasibility of funding or partially funding with parking revenues • Comparison with other financial investments in infrastructure or strategies to improve access and overall experience downtown 2. If deemed feasible, cost-effective, and consistent with community goals, develop plans and allocate budget for valet services.
Construction of Additional Structured Parking	1. If, after first (1) increasing the utilization of existing off-street parking resources, and (2) piloting paid parking, the parking situation in Downtown Redlands may be prohibiting some potential visitors from coming to the area, consider investing in additional structured parking through redevelopment of the existing City Hall site. 2. Conduct a study evaluating the feasibility, costs, and benefits of consolidating existing off-street parking lots to a central parking structure location to reduce vehicle traffic in the core downtown area and promote a "park-once" environment. The study should consider the following: • Net increase in parking capacity • Impact on the number of trips made to Downtown Redlands ○ New trips diverted from other commercial areas in Redlands ○ New trips diverted from other regional destinations • Impact on mode split of downtown trips • Impact on sales and sales tax revenue • Redevelopment potential of existing surface lots • Total cost and cost per space, including maintenance costs • Feasibility of funding or partially funding with parking revenues • Comparison with other financial investments in infrastructure or strategies to improve access and overall experience downtown • Community priorities 3. If a new downtown parking structure is identified as a top community priority and found to align with land use, mobility, and economic vitality goals, develop plans and allocate budget for additional structured parking.

Source: *Walker Consultants, 2023.*

Implementation: The City can increase the public parking supply by increasing the number of private spaces made available to the public, increasing the effective capacity of existing facilities through valet parking operations, and by constructing new parking facilities. Many implementation actions for expanding the public parking supply have already been discussed in the Increasing Access to Underutilized Off-Street Facilities section (Strategy 1) earlier in this report. Table 22 provides the approximate timeline for considering public investment in additional structured parking and suggested performance metrics. Additional considerations and implementation details are discussed below.

Table 22: Implementation Details for Increasing the Public Parking Supply

Action	Timeline	Performance Metrics
Increase Capacity with Valet Assist Parking	Medium-term	Total number of vehicles parked beyond what the facility's capacity would be without the valet service. Number of vehicles parked beyond capacity per valet service hour.
Consider investing in additional structured parking facility	Long-term	Number of trips taken downtown. Impact on sales and sales tax revenue. Number of vehicles parked downtown during peak hours.

Source: *Walker Consultants,* 2023.

Increase Capacity with Valet Assist Parking

Depending on the potential increase in parking capacity at a facility, valet assist parking may be a cost-effective medium- or long-term strategy to increase the public parking supply. Valet assist parking may be a medium-term strategy relevant for special event parking, or a longer-term strategy for regular parking operations. Valet parking typically increases capacity by approximately 15 to 30 percent. Possible candidates for valet parking include the current City Hall parking facilities, or, if the City develops a shared use agreement opening more spaces for public parking and management, the Centennial Plaza Garage. In addition to expanding the effective capacity, valet parking can also create job opportunities that keep money in the local economy, and it can improve perceptions of safety in downtown parking garages simply by the presence of attendants in the facilities where there are none today.

It may be worthwhile to compare the monthly cost per space estimates for valet parking in the context of the cost per space estimates of structured parking. For example, considering construction costs, life cycle, operations, and maintenance, the monthly cost per space in a new parking structure may be in the range of $300-500—and many spaces may sit empty some of the time or feel unsafe for some drivers. Valet parking is a more flexible strategy, which does not require a permanent investment. It can be continually evaluated and adjusted, implemented during hours, days, or months when parking demand is typically higher. If the City eventually finds it worthwhile to invest in additional structured parking, valet parking may be an interim strategy to increase the parking supply.

The City could conduct an initial feasibility study exploring the potential increase in parking capacity at various publicly managed facilities, recommended hours of valet assist services, the number of valet attendants necessary for efficient operations, the expected cost, and the feasibility of funding or partially funding with parking revenues. If a Downtown Parking Benefit District (PBD) has been established, the study should be conducted in partnership with the PBD. If deemed feasible and cost-effective, the City could manage the budget and contract for valet assist services. Success could be measured by (1) the total number of vehicles parked beyond what the facility's capacity would be without the valet service and (2) the number of vehicles parked beyond regular capacity per valet service hour.

Consider Investing in an Additional Structured Parking Facility

Investing in an additional structured parking facility is a longer-term strategy that may be worth considering if the downtown area were to experience a reduction or stagnation in the number of visitors or business activity due to the parking situation. A cost and benefit analysis regarding the very real cost of parking with the amount of marginal, additional business the parking space will attract, along with alternative options, is a fair exercise.

If the City has already implemented solutions that increase the efficiency with which existing resources are used, a study can be conducted evaluating the feasibility, costs, and benefits of constructing additional structured parking, including opportunities for a structure to allow redevelopment over surface lots in the downtown area and promote a "park-once" environment. The study should consider the net increase in parking capacity, project the impact on the number of new trips made to Downtown Redlands (including trips diverted from other commercial areas in the City), the impact on mode split, the impact on sales and sales tax revenue, the redevelopment potential of existing surface lots, the total cost and cost per space (including maintenance costs), the feasibility of funding the construction with parking revenues, a comparison with other financial investments or strategies to improve access to and the overall experience of downtown, and community priorities for public resource allocation. Cost analysis should include the cost of designing a new parking structure in a manner that it can be adaptively reused if it becomes obsolete for parking needs in the future, as provided for by General Plan section 5-A.80. If a Downtown Parking Benefit District (PBD) has been established, the study should be conducted in partnership with the PBD.

If a new downtown parking structure is identified as a top community priority and found to be consistent with land use, sustainable mobility, and economic vitality goals for the Downtown Transit Village, the City can plan for the location and construction of the new structure and identify any surface lots that may be redeveloped. The City can oversee the budget, ensure parking revenues help cover the cost of the project, and handle any day-to-day operational needs of the new facility. The success of the investment could be measured by the number of trips taken downtown and the change in sales and sales tax revenue, relative to other commercial areas in the City and general economic trends.

In the existing conditions chapter of this report, the existing City Hall site, which will be vacated when City Hall moves into the Citibank building on State Street, is the top candidate for additional structured parking, if desired. This structure could incorporate the already existing subterranean level of parking on the site while also allowing for ground floor retail businesses.

Appendices

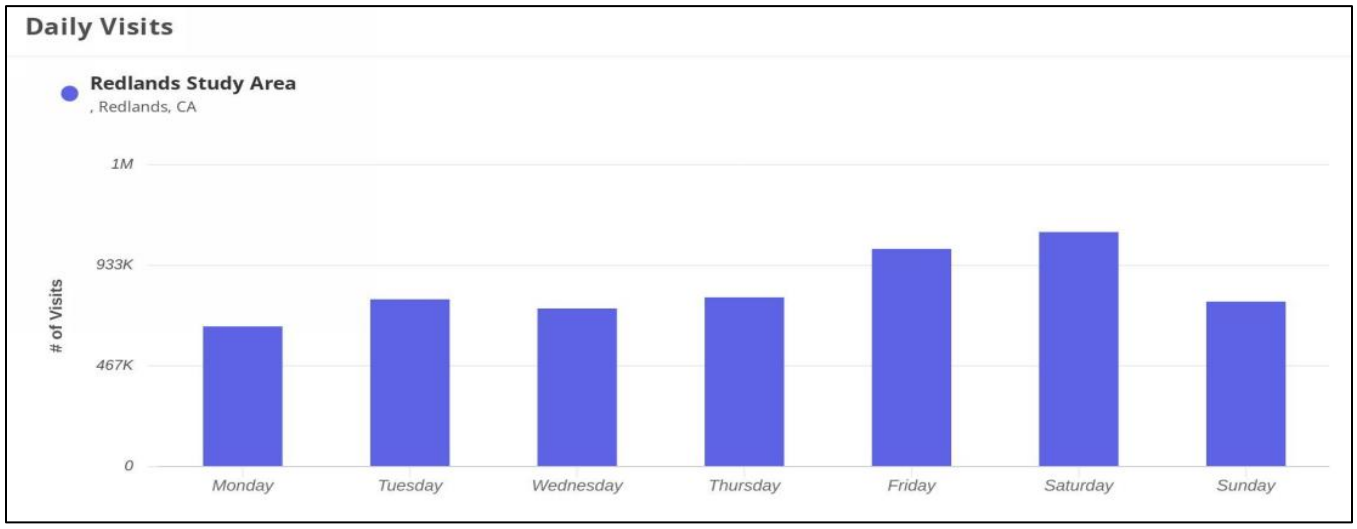
Appendix A: Data Collection Considerations

Methodology

It is typical in the parking industry to collect data on one weekday and one weekend day for a parking study. Walker has completed municipal parking studies for thousands of jurisdictions over its 57-year history and has a deep body of knowledge regarding typical trends in downtowns. In studies where we have collected additional data at the request of the client, the additional data collected tends to be similar and does not add a significant amount of value to the findings and recommendations.

In preparing for the data collection for the Downtown Redlands study, Walker consulted with City staff as to typical conditions that they desired to capture, and design to. Walker verified that there were no special events on the data collection days. In addition, Walker utilized visit and visit trend data provided by placer.ai, shown below. Thursday is a typical weekday, and Saturday was clearly the busiest weekend day. For placer.ai, and someone must stay in the area for at least 7 minutes for their stay to count as a visit. The "visits trend" chart does not include pass-through traffic.

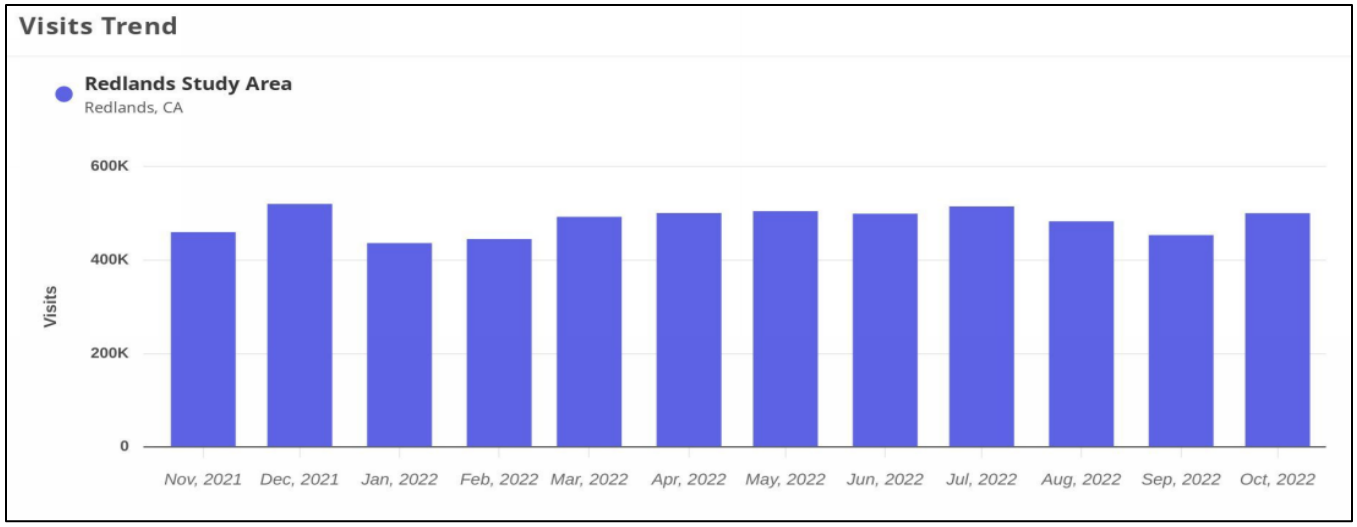
Number of Visits to Downtown Redlands Study Area by Day of Week



Source: *Placer.ai, 2022.*

Similarly, looking at the monthly trend, November 2021 was not the busiest or least busy month, and coming out of the Covid-19 pandemic and the Omicron variant in the winter of 2021, it would be expected for most months of 2022 to have more visits downtown than November 2021. The chart on the next page displays the monthly visit trend for the project study area.

Number of Visits to Downtown Redlands Study Area by Month of the Year



Source: *Placer.ai, 2022.*

There were five data collectors in the field on the survey days. Counts were collected in an approximately 30 minute window starting at each hour noted.

Relationship to Study's Recommendations

A key finding from the study was that convenient parking is difficult to find in some areas, at least some of the time. If anything, this problem is understated in the month of November, and may become even more of an issue in other months. This would not affect the recommendations substantially:

- The City is already advised to continuously pursue opportunities to expand the public parking area. There is such ample supply of underutilized private parking, that additional demand might simply increase the price the City would pay to lease private spaces, but it would not alter the core strategy or the cost-effectiveness of this method relative to other options for expanding the public supply.
- If observations revealed higher demand, the paid parking pilot area could also have been expanded slightly. However, this is just a pilot program, and it may be easier to err on the side of having too small a paid parking area for the pilot.
- One strength of the report's recommendations is that they are flexible and demand-responsive. If parking demand increases, the City can increase its efforts to expand the supply of underutilized parking made available to the public and can expand the paid parking area. If demand decreases, the City can end any shared-use agreements deemed unnecessary and reduce the paid parking area if streets do not have sufficient demand to justify paid parking. The strategies are meant to address high parking demand (according to observations and anticipation of future development) but can easily be scaled back if demand turns out to be lower than planned for.

Appendix B: Downtown Redlands Intercept Survey

Downtown Redlands Intercept Survey **Time: _____**

The survey administrator asked the bolded questions, and then categorized participants' responses for analysis.

1. Where do you live?

- Redlands – downtown area within about a half mile of downtown
- Redlands – elsewhere
- If outside of Redlands, are you:
    - Within 5 miles
    - Within 10 miles
    - 10 or more miles

2. What brings you downtown?

- Work
- Shopping
- Dining
- Professional services or appointment
- Other

3. Where did you park?

- On the street
- In a parking garage
- In a parking lot

4. Did you park near your destination?

- Yes
- No

5. How was the experience of finding parking?

- I found parking quickly near my destination.
- I found a parking space near my destination, but I had to drive around to find it.
- I found a parking space quickly that was away from my destination.
- I found a parking space that was away from my destination, and I had to drive around to find it.

6. How long did you stay/are you planning to stay in Downtown Redlands?

- Less than 1 hour
- 1-2 hours
- 2+ hours

7. When thinking about where to go out for shopping or dining, how does parking availability influence your decision?

- Parking availability is not an important factor for me – I am more interested in the location itself.
- I usually try to go places with parking reasonably close to my destination.

8. Do you have any thoughts or concerns related to downtown Redlands parking?

Appendix C: Downtown Redlands Employee Comments

Block 13:

- They can't leave for lunch, or the public will park in their private spaces. Customers have to circle for parking. Their signs don't have the tow company phone number, so they aren't actually allowed to tow. They would appreciate parking enforcement and more ADA spaces.
- Their elderly customers want to park at the bank but are afraid they would be towed.
- It's especially hard to find a space in the afternoons.
- Older clients can't access their business. The structure is full when employees arrive to work. They take a chance on enforcement; there should be no enforcement if there are no options to park without time limits.
- They close their business and can't work event days and Saturdays and lose income as a result.
- They need better notification for events. They also need more spaces without time limits.
- Time limits are an issue. They take their chances with them when they arrive late.
- Clients park at CVS.
- They would rather take their chances with a ticket for parking on State Street than parking in the structure where they don't feel safe. Hair treatments take over two hours, so they can't move their vehicles. They don't feel safe walking downtown, especially late at night.

Block 18:

- They don't feel safe parking and walking in the early morning before the sun rises.
- During farmers markets, vendors and the public park in their private spaces before their business opens. They would like a structure or parking designated specifically for employees.
- Esri owns a lot just north of 6th Street and businesses rent individual spaces for employee parking, but the public still park there. They would like for Redlands to have a trolley or electric scooters, rather than enforcement or parking meters.
- They leave at 7pm and don't feel safe going to the garage. They leave prime State Street spaces for customers and park on other streets.
- It's difficult for their customers to find parking when they have classes.
- They park in front of their business or on nearby side streets, usually just moving their cars after they go out for lunch.
- The structure does not feel safe. Customers report spending 10 minutes circling for parking when they used to circle only 5 minutes. They arrive late and it backs up business for the day.
- Workers park all day. Enforcement is needed. She pays $35 monthly for a private space behind her business and thinks it's a good deal.
- Customers complain and sometimes just leave. They always ask their customers where they parked and warn them if they parked in private reserved parking, so they don't get towed. Saturdays are the most difficult.
- It doesn't feel safe walking to the structure. The CitiBank lot may be empty and a good temporary solution. The City doesn't inform businesses of events with enough time for them to properly staff for them.

Block 19:

- People always use the Wells Fargo lot as public parking.
- Wells Fargo allows some employees of other businesses to park there.
- Parking is inconvenient during events; sometimes employees have someone drop them off at work.
- One owner parks on the street in front of her business, and her customers usually park at the bank parking lot.
- They appreciate the lack of enforcement and don't want to upset customers.

Block 25:

- All employees park on Main Street in front of their business. The time limits make it difficult, and they would appreciate parking options without time limits. They shuffle their vehicles every 2 hours, but especially around 1pm it's very difficult.
- Street closures are hard for the business; customers need to access the lot when they have bulky purchases.
- Customers complain about lack of parking.
- Coffee shop customers park in private business spaces. It's a problem. The employees never leave for lunch because they will be late, and their reserved spaces might be taken when they return. They have to leave earlier to arrive on-time for work but are used to it.
- Hairdressers park on the street in front of their business. Downtown needs parking enforcement.
- Employees don't feel safe at night and try to park on the street in front of the business.
- Their employees have always parked in the bank's parking lot and there's never been an issue.
- Customers complain about parking.
- They park on street but not in front of their own or other businesses where someone might complain.
- They have their own private parking, but the public often parks there. They won't tow because of some technical issue, but it ruins their day if someone parks in their lot.
- The employees park on the street and shuffle their vehicles every 2 hours.

Block 26:

- Employees sometimes have to park a block away on Fridays and Saturdays.
- They have two private parking spaces for their customers but no longer even mention it to them since other people always take the spaces and sometimes become aggressive if asked to leave.
- Lack of enforcement on the street is an issue; employees of other businesses park in prime spaces they would like to have available for their customers.

Appendix D: San Clemente Parking Lot Lease Agreement Template

PARKING LOT LEASE AGREEMENT

This PARKING LOT LEASE AGREEMENT ("Agreement") is made and entered into as of this ____ day of _____, 200__, by and between the [PLEASE PROVIDE EXACT NAME OF TRUST AND NAMES OF (CO)-TRUSTEES] ("Owner"), and the CITY OF SAN CLEMENTE, a California municipal corporation ("City"). Owner and City are hereinafter sometimes referred to collectively as "parties" and individually as a "party."

R E C I T A L S

A. Owner is the owner in fee of that certain real property located at [ADDRESS], Assessor's Parcel Numbers ("APN") [APN NUMBER] located in the downtown area of the City of San Clemente, County of Orange, State of California (the "Property").

B. City has requested to lease, and Owner is willing to lease, those portions of the Property more particularly depicted in Exhibit "A", attached hereto and incorporated by this reference (the "Premises"), for the purpose of providing public parking according to the terms and conditions of this Agreement.

C O V E N A N T S

Based upon the foregoing Recitals, which are incorporated into this Agreement by reference, and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both parties, Owner and City hereby agree as follows:

1. Grant of Lease. Owner hereby leases to City, and City hereby leases from Owner, the Premises and all landscaping, improvements, and structures that will be used for the Permitted Uses (defined below) according to the terms and conditions of this Agreement.

2. Term.

2.1 Initial Term. The lease of the Premises shall be for an initial term of five (5) years (the "Initial Term"), commencing upon the date that the City Council approves in accordance with law this fully executed Agreement (the "Commencement Date") and expiring on the date that is the fifth (5th) anniversary of the Commencement Date.

2.2 Automatic Renewal. Upon the expiration of the Initial Term, the lease of the Premises shall be divided into one (1) year renewable terms, wherein each one (1) year term is hereinafter referred to as a "Renewable Term." The first Renewable Term shall automatically commence upon the date that is the day immediately after the expiration of the Initial Term, and each subsequent Renewable Term shall automatically commence on the date that is the day immediately after the expiration of the previous Renewable Term. The lease of the Premises for any time after the expiration of the Initial Term (i.e., for any time during any and all Renewable

Terms) is hereinafter referred to as the "Extended Term." The Initial Term and Extended Term are collectively referred to in this Agreement as the "Term."

2.3 Termination of Lease. Either party, in its sole and absolute discretion, may terminate the lease of the Premises either: (i) at the expiration of the Initial Term, or (ii) at any time during the Extended Term. The party seeking to terminate the lease shall deliver to the other party written notice thereof no later than sixty (60) days prior to the date of termination.

3. Rent and Security Deposit.

3.1 Rent. City shall pay to Owner as rent for the Premises [AMOUNT] per month (the "Rent"). The first payment of Rent shall be prorated pursuant to Section 3.4 below (if applicable) and shall be delivered to Owner no later than the date that is three (3) weeks after the Commencement Date. Each and every subsequent payment of Rent shall be delivered to Owner no later than the tenth (10th) day of the month for which the Rent is due.

3.2 Security Deposit. City shall deliver to Owner, no later than the date that is three (3) weeks after the Commencement Date, a security deposit in the amount of [AMOUNT] (the "Security Deposit"). The Security Deposit shall be held by Owner as security for the performance by City of the terms and conditions of this Agreement to be kept and performed by City. Prior to the use of the Security Deposit for any obligation to be performed by City pursuant to this Agreement, Owner shall deliver written notice to City of the reason for the use, and Owner shall provide City with an opportunity to cure any failure to perform said obligation prior to the use of the Security Deposit pursuant to the cure provisions set forth in Section 10 below. If City fully performs every obligation of this Agreement to be performed by it, the Security Deposit or any balance thereof shall be returned to City upon termination of this Agreement.

3.3 Delivery. All payments and charges due under this Agreement shall be paid by City in lawful money of the United States of America, which shall be legal tender at the time of payment, at:

_____
_____
_____
Attn: _____

or to such other person or at such other place as Owner may from time to time designate in writing. Owner shall promptly deliver to City any change in address or person responsible for receiving payment of Rent. City shall not be in default of this Agreement if Owner fails to receive any payment of Rent when Owner fails to promptly deliver any change in address or person responsible for receiving payment.

3.4 Prorated Amounts. Any Rent due under this Agreement for any fractional part of a calendar month shall be prorated based on the ratio that the number of days in that month during the Term bears to the total number of days in that month.

4. Permitted Uses. For the duration of the Term, the Premises shall be used for parking by the general public and incidental uses relating thereto (the "Permitted Uses"), and for no other purpose, subject to the following conditions: (i) no overnight parking shall be permitted; (ii) parking for each vehicle used by a member of the general public shall be limited to four (4) hours for any twenty-four (24) hour period, provided, however, that the time limits may be adjusted by mutual consent of the parties; (iii) any vehicle used by a current employee of [NAME] may park all day on the Premises, but only if such vehicle has a parking permit or sticker for such all day use clearly posted on the vehicle's bumper or windshield; and (iv) any other rules and regulations that City may impose on the general public for the use of the Premises. With respect to the condition concerning the ability of [NAME]employees to park on the Premises pursuant to clause (iii) above, the parties agree that this parking condition shall remain in effect only so long as [NAME] remains in business at its location as of the Commencement Date, and that in the event [NAME] no longer continues its business operations at such location, City shall have no obligation to comply with the parking condition set forth in clause (iii) above.

5. Improvement and Maintenance of Premises. City, at its own cost and expense, shall be responsible for the improvement and maintenance, as needed, of the Premises for use as a public parking lot, including but not limited to: (i) surfacing the parking lot; (ii) striping parking lot spaces; and (iii) providing signage, as needed. Signage shall indicate, where City determines is appropriate, that the parking lot is open for use by the general public.

6. Insurance.

6.1 General Liability. City shall obtain and keep in force and effect for the entire Term a commercial general liability insurance policy which names Owner as an additional insured, protecting against claims of bodily injury, personal injury and property damage based upon, involving, or arising out of the use or maintenance of the Premises by City. Such insurance shall be on an occurrence basis providing single limit coverage in an amount not less than One Million Dollars ($1,000,000.00) per occurrence.

6.2 Certificates. City shall provide to Owner a certificate of insurance evidencing insurance coverage as provided herein no later than the date that is three (3) weeks after the Commencement Date, and thereafter as requested by Owner until the termination of this Agreement.

6.3 Self-Insurance. In lieu of the obligations set forth in Section 6.1 and 6.2 above, City may satisfy its obligation to provide general liability insurance for the Premises through a self-insurance program, but only if City remains self-insured for no less than One Million Dollars ($1,000,000.00) in liability claims. In the event that City is self-insured, City shall deliver to Owner, no later than the date that is three (3) weeks after the Commencement Date, a statement, certificate, or other proof of financial responsibility, duly acknowledged by City's authorized representative, for One Million Dollar ($1,000,000.00) in self-insurance.

7. Indemnity. City shall indemnify, defend, and hold harmless Owner and its officers, officials, employees, agents, or representatives (collectively the "Indemnitees") against any and all claims, demands, causes of action, damages, costs, expenses, losses and liabilities, at

law or in equity arising out of or relating to (i) any activity or work done, permitted, or suffered on the Premises; (ii) use of the Premises by City and its officers, officials, employees, agents, representatives, invitees, patrons, or sub-lessees; or (iii) the acts or omissions of City or its officers, officials, employees, agents, or representatives acting in an official capacity. This indemnity shall specifically include the right to indemnification for any claims, demands, causes of action, damages, costs, expenses, losses and liabilities, at law or in equity arising from the acts or omissions, whether negligent, reckless, willful or otherwise, of any member of the public (as that term is defined below) while that member of the public is or was on or about the Premises. Notwithstanding the forgoing sentences in this Section 7, City shall have no obligation to indemnify, defend, and hold harmless the Indemnitees for any claim, demand, cause of action, damages, costs, expenses, losses and liabilities arising from or relating to (i) a pre-existing environmental condition concerning hazardous substances on or under the Premises; or (ii) any negligent, reckless, or willful act or omission of Indemnitee(s) while on or about the Premises.

For purposes this Agreement, the term "hazardous substance" shall mean any substance or material defined or designated as hazardous or toxic waste, hazardous or toxic material, a hazardous or toxic substance, or other similar term by any federal, state, or local environmental statute, regulation, or ordinance. For purposes of this Section 7, the term "member of the public" shall mean any person other the officers, officials, employees, agents, or representatives, acting in an official capacity, of Owner or City.

8. Peaceable Possession. Owner hereby warrants and represents that it has the authority to lease the Premises and to execute this Agreement. Owner further covenants and agrees that City, upon performing and quietly observing the terms and conditions of this Agreement, shall have the right to hold, occupy, and enjoy the Premises for the Permitted Uses during the Term without any interruption or hindrance from Owner, its successors or assigns, or any person or entity lawfully claiming by or through it.

9. Assignment and Subletting. Upon Owner's approval, which shall not be unreasonably withheld, conditioned, or delayed, City shall have the right to assign or transfer this Agreement or any interest in this Agreement, and shall have the right to sublet the Premises or any part thereof, for the purpose of operating and maintaining the Premises for the Permitted Uses.

10. Default. The occurrence of any one or more of the following events shall constitute a material default ("default"): (i) the vacating or abandonment of the Premises by City; (ii) the failure by City to pay Rent when due pursuant to this Agreement, and such failure continues for a period of ten (10) days after delivery of written notice from Owner to City of said failure; and (iii) the failure by either party to observe or perform any of the obligations of this Agreement to be observed or performed by the responsible party (other than the obligation described in clause (ii) above), where such failure either: (A) continues for a period of thirty (30) days after delivery of written notice thereof from the party seeking performance, or (B) if performance cannot be completed with thirty (30) days, cure of such failure has not commenced within thirty (30) days after delivery of written notice thereof and diligently prosecuted until completion within sixty (60) days of the expiration of the thirty (30) day period (for a total of ninety (90) days). Upon an event of default and after the expiration of the applicable

cure period, this Agreement and City's right to lease the Premises shall terminate upon the date that is one day after the date of expiration of the applicable cure period unless the party in default cures the default within the applicable cure period.

11. Miscellaneous.

11.1 Binding on Heirs. This Agreement shall be binding upon the parties hereto and inure to their respective representatives, transferees, successors, and assigns.

11.2 Litigation Expenses. If either party to this Agreement commences an action against the other party to this Agreement arising out of or in connection with this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees, expert witness fees, costs of investigation, and costs of suit from the losing party.

11.3 Notices. All notices required to be delivered under this Agreement to another party must be in writing and shall be effective: (i) when personally delivered by the other party or messenger or courier thereof; (ii) three (3) business days after deposit in the United States mail, registered or certified; (iii) one (1) business day after deposit before the daily deadline time with a reputable overnight courier or service; or (iv) upon receipt of a telecopy or fax transmission, provided a hard copy of such transmission shall be thereafter delivered in one of the methods described in the foregoing (i) through (iii); in each case postage fully prepaid and addressed to the respective parties as set forth below or to such other address and to such other persons as the parties may hereafter designate by written notice to the other parties hereto:

To City: City of San Clemente

Copy to:

To Owner: _____
_____
_____
Attn: _____

Copy to: _____
_____
_____
Attn: _____

11.4 Entire Agreement, Waivers, and Amendments. This Agreement incorporates all of the terms and conditions mentioned herein, or incidental hereto, and supersedes all negotiations and previous agreements between the parties with respect to all or part of the subject matter hereof. All waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of the party to be charged. A waiver of the breach of the covenants, conditions or obligations under this Agreement by either party shall not be construed as a waiver of any succeeding breach of the same or other covenants, conditions or

obligations of this Agreement. Any amendment or modification to this Agreement must be in writing and executed by the appropriate authorities of City and Owner.

11.5 Interpretation; Governing Law. This Agreement shall be construed according to its fair meaning and as if prepared by all of the parties hereto. This Agreement shall be construed in accordance with the internal laws of the State of California without regard to any conflict of law principles in effect at the time of the execution of this Agreement.

11.6 Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

11.7 Force Majeure. In the event that either party is delayed, hindered, or prevented from performing any act required hereunder by reason of strikes, lockouts, or other labor troubles, inability to procure or shortage of materials or supplies, failure of power, energy shortages, restrictive governmental laws or regulations, inclement weather, fire, explosion, earthquake or other casualty, riots, insurrection, war, act of God, or other causes that are without the fault and beyond the reasonable control of such Party, then the performance of the party obligated to perform under this Agreement shall be excused for and extended by the period of such delay.

11.8 Headings. Section and Subsection headings in this Agreement have been inserted solely for the convenience of the parties, and such captions, headings, and titles shall in no way define or limit the scope, intent, or application of any provision of this Agreement.

11.9 Time is of the Essence. Time is of the essence with respect to every provision of this Agreement.

11.10 Computation of Time. Unless otherwise specified in this Agreement, use of the word "days" shall mean calendar days, and any provision requiring the computation of time shall be based upon a standard calendar of three hundred sixty five and one-quarter (365 ¼) days.

11.11 Execution in Counterpart. This Agreement may be executed in several counterparts, and all so executed shall constitute one agreement binding on all parties hereto, notwithstanding that all parties are not signatories to the original or the same counterpart.

[signatures on next page]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

"CITY"

CITY OF SAN CLEMENTE,
a California municipal corporation

ATTEST:

By:__ Mayor

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

"OWNER"

By:_____
Its:_____

By:_____
Its:_____

PROJECT #37-009592.00
707 Wilshire Blvd, Suite 3650
Los Angeles, CA 90017

213.488.4911
walkerconsultants.com

DATE:	June 20, 2023
TO:	Brian Desatnik, Development Services Director
COMPANY:	City of Redlands
ADDRESS:	35 Cajon Street
CITY/STATE:	Redlands, CA
COPY TO:	Cruz Esparza, Tricia Munoz – City of Redlands
FROM:	Jeff Weckstein, Ellen Schwartz – Walker Consultants
PROJECT NAME:	Downtown Redlands Parking Study
PROJECT NUMBER:	37-009592.00

Walker has reviewed the comments provided by Evan Sanford on behalf of the Redlands Chamber of Commerce on the Downtown Redlands Parking Study (Walker Consultants, April 27, 2023). The comment document provided by the Chamber included key takeaways, as well as various highlighted sections for response, which are also highlighted in this document. Walker offers the following responses:

Key Takeaway-1*: Is this, or is this not, the final draft of the parking study? When will we get the final draft? What, if anything, is expected to change?*

Response to Key Takeaway-1: This was not the final report. The word "final" in draft final report" was meant to distinguish this from preliminary partial drafts which did not include all report sections. The report will be updated a final time by the end of June 2023 to address comments received from the Traffic and Parking Commission and others as needed.

Key Takeaway-2*: The parking issue cannot be accurately quantified using two days worth of data in November, when none of the 100+ events held yearly in Redlands are being held or going on are taken into consideration.*

Response to Key Takeaway-2: People rarely have an expectation of convenient parking for special events. It is a policy choice to plan the parking system for a typically day of commercial activity as opposed to an event day. Event parking strategies can be developed by the Parking Benefit District according to the needs of the specific event. Options include shuttles, valet assist, special event pricing, and additional shared parking arrangements during event hours. A list of events in or near Downtown Redlands and brief analysis is provided in Appendix A.

Key Takeaway-3*: The survey sample size of N = 155 is not representative of the Redlands community (population ~73,000) and furthermore, Redlands residents comprised only HALF of survey respondents; therefore, the opinions of Redlanders regarding parking issues are not truly represented.*

Response to Key Takeaway-3: This was from the Downtown Intercept Survey, which had a somewhat different purpose and audience than the 2022 National Community Survey.

- The **2022 National Community Survey** (N=339) was of Redlands residents only, and survey results were weighted to reflect demographics. This survey included questions *to better understand residents' perceptions of parking and their priorities*. It also included responses from residents who don't regularly go downtown.
- The **Downtown Intercept Survey** was primarily meant *to provide a "point-in-time" snapshot that would help Walker understand who was visiting downtown, including those from other communities, and to capture the experiences*.

- Walker also reviewed the Downtown Intercept Survey results to analyze whether there were meaningful differences in responses between residents and non-residents. Where responses differed, the difference in responses was usually minor, within approximately ten percentage points at most. For example:
  - Residents were more likely to report having found parking near their destination than non-residents, with approximately 90% of residents and approximately 80% of non-residents reporting finding parking near their destination.
  - Non-resident visitors were less likely than residents to report that parking availability was a factor that would influence their choice of destination.
  - Non-residents were somewhat more likely to stay for 1-2 hours and somewhat less likely to stay for less than 1 hour.

***Key Takeaway-4**: The survey methodology describes surveying the Redlands community using dates that do not allow for representative data to be captured (The study was executed November 17 – 19, 2022, which is a time of year when many individuals were traveling to be with family for the Thanksgiving holiday just a few days later.*

Response to Key Takeaway-4: From our conversations, we realized there were also residents who had family members and visitors coming to stay with them in Redlands, and they visited downtown. Overall, doing data collection five days before Thanksgiving could have resulted in slightly higher or slightly lower parking demand, but the overall effect is likely negligible.

- If typical demand is *higher* than observed, it strengthens the case for the report's parking management recommendations, including increasing the supply through shared parking agreements and piloting paid parking in prime parking locations.
- If typical parking demand is *lower* than observed, it underscores the benefits of pursuing a flexible and adaptable approach to parking management.

***Key Takeaway-5**: Most recommendations seem to be hiding behind AB 2097 as a reason they won't work.*

Response to Key Takeaway-5: AB 2097 does affect parking management options available for Downtown Redlands, but this report ultimately recommends management strategies that are both legal and effective.

***Key Takeaway-6**: Open-ended responses highlighting the parking issues weren't analyzed in the same manner or given the same weight as the multiple-choice responses.*

Response to Key Takeaway-6: The open-ended responses from residents, visitors, and employees provide additional insight and confirm the parking issues inferred from quantitative data. Responses that are completely open-ended cannot be visualized in the same manner as multiple-choice responses, but the parking issues highlighted in the open-ended responses were all taken into consideration and are thoroughly addressed by the recommendations.

***Key Takeaway-7**: The parking issue is fixable, and there needs to be a buy-in from merchants, employees, residents, and visitors.*

Response to Key Takeaway-7: Walker fully agrees with this statement. We also recognize the heterogeneity of each of these groups and acknowledge the possibility that individual stakeholders within each group may hold different values and prioritize different solutions.

Comment Group-1:
Executive Summary (pg. i)
The following are important to note.

- *STUDY: "New developments can be expected to further increase the pressure for street parking and it may become even more difficult to find a convenient space if actions are not taken to manage demand."*
- *STUDY: "6. Increase the supply of publicly available parking."*

Response to Comment Group-1: Comment noted.

Comment Group-2:
Existing Conditions (pg. i)
The following are important to note.

- *STUDY: "Occupancy data collection occurred on Thursday, November 17 and Saturday, November 19, 2022, every two hours starting at 9:00 a.m. and ending at 7:00 p.m."*
  - *CHAMBER: November doesn't have events like the Dog Jog, Redlands Bike Classic, Redlands Car Show, Christmas Parade, the Redlands Bowl, the NYE Orange Drop, etc.*
- *Existing Parking Demand*
  - *STUDY: "Peak parking demand occurred at 1 p.m. on Thursday. At this time, 48% of parking spaces were occupied."*
  - *STUDY: "Saturday parking demand was slightly lower but followed a similar patter as Thursday."*
    - *CHAMBER: Market morning goes from 8 – 11:30AM but didn't start until 4 months after this study happened.*
  - *STUDY: "On-street parking in and around State Street, in the Ed Hales Park lot, and the Citrus Avenue parking structure was effectively full during peak periods on both Thursday and Saturday."*
- *Planned Development and City Hall Relocation*
  - *STUDY: "Most new developments will be west of Orange Street and will increase the demand for public parking in the area"*
  - *STUDY: "When the current City Hall site is vacated, the site may be redeveloped, and existing or new subterranean parking will likely become publicly available."*
    - *CHAMBER: This is what needs to happen. Since June of 2022, the Chamber has championed a mixed-use (commercial, retail, and parking) structure with the capacity for anywhere from 1,000-2,000 spaces over two levels below ground and three levels above ground. Housed inside a building that preserves the past and embraces the future, this would allow for the surge capacity for all of the Downtown events, along with everyday usage. Below is a picture of the Fisher building, which was raised to build the bank building which currently serves as City Hall.*
    - *Our proposal is to make the once-in-a-generation investment in the community that has never been made. With all the development approved in the area, other than the Frontier building to the South of the Mall and the Carwash and Firestone to the Northwest, there are no other options to build the opportunity for the "park once" strategy. We want people to ditch the car, but they need a place to ditch it. All of the*

comparisons to the other cities are fine, but what do they have that Redlands doesn't? Multiple public parking structures (either paid, validated, or free).

- *Of course, it will take $50 or 60 million dollars to do this in either one phase of the orange square or a second phase in turquoise to make one contiguous structure. But that's a challenge worth fighting for. Why not implement the Page 2 Parking Benefit District to help fund this? Why did the city sell the parking lot around the Mall for such a small amount, that could have helped fund this? There could be parking permit fees that would help to repay this, along with higher costs for visitors as opposed to residents of Redlands. The Chamber has also had multiple conversations with elected officials from Congress, State Senate, Assembly Members, and County Supervisor to discuss opportunities for Infrastructure funding, along with what could we do to the structure that would enable it for potential grant funding as well. Let's rise to the occasion and be the first city to power its City Hall through the greenification of a parking structure (to include solar panels, etc.), or something along those lines. This, as opposed to saying it's not a good idea because it costs a lot of money.*

Responses to Comment Group-2:

- With regard to events and market mornings, see the response to Key Takeaway-2.
- With regard to building a parking structure, parking structures generally do not generate enough revenue to cover their costs, which means constructing a parking structure is effectively providing a subsidy for and encouraging driving. In Walker's experience, grant funding is usually dedicated to encouraging travel by modes other than the private automobile. Ultimately this is a policy decision for the City Council based on budgeting priorities and constraints.

Comment Group-3:

Community Outreach Findings (pg. iii)

The following are important to note.

- *STUDY: "two meetings with local business and property owners."*
- *STUDY: "Downtown Intercept Surveys and Employee Conversations"*
  - *"half" were from Redlands*
  - *"half" were visiting*
  - *"67%" found a spot quickly and near their location*
  - *"17%" found a spot near, after circling*
  - *"9%" found a spot quickly, not near*
  - *"7%" spent time trying to find a near spot, but couldn't find one and had to park far*
- *STUDY: National Community Survey Findings*
  - *"Ease of travel by car in Redlands was rated as more satisfactory than ease of travel by walking, biking, or public transportation."*
  - *"The ease of finding public parking downtown was rated more satisfactory than the ease of finding parking in Redlands in general.*
    - *CHAMBER: Only 50% of the participants in this study were from Redlands. While tourism is important, the citizens of Redlands should be made priority. While tourism is obviously important, hearing from first-time visitors to the area shouldn't be given as much, or more weight, than the business owners, employees, customers and residents of*

Redlands. There are people in this town who wouldn't have been surveyed, because they stay away from Downtown, and because the issue is so pervasive.

- *"Downtown parking was the least likely to be seen as a major priority for the City."*
  - *CHAMBER: It's the least likely to be seen as a major priority when compared to issues like homelessness, but the point of the study was to address the parking issue.*
- *"People would prefer resources be allocated to issues of Homelessness, Public Safety, Sustainability and Climate Change, and Quality of Life, rather than Downtown parking."*
  - *CHAMBER: This was not the point of this study.*

- *STUDY: Business Community Outreach Findings*
  - *"Many participants expressed their concern that the lack of convenient available parking drives potential customers away."*
  - *"Several people expressed concern that the lack of available parking regularly causes the public to park in private off-street spaces reserved for their businesses."*
  - *"Many participants expressed concern that the new development would reduce the supply of parking currently used by Downtown visitors and employees, while also creating new parking demand."*
  - *"Some people suggested that Redlands needed to construct a new parking structure with more convenient access to State Street."*
  - *"Multiple people believed stronger parking enforcement would help the parking situation."*

Responses to Comment Group-3:

- It is not true that only half of the 2022 National Community Survey respondents were from Redlands. Half of the *downtown intercept survey* respondents lived in Redlands; the intercept survey was created to better understand who visits Downtown Redlands. The *National Community Survey*, which included questions asking about citywide priorities, was for only Redlands residents, including residents who rarely visit the downtown.
- Although resident priorities for citywide resource allocation were not the theme of this study, they do provide important context from which to consider potential downtown parking solutions.

Comment Group-4:

Existing Parking Demand (pg. 8)

- *STUDY: "Data collection occurred on Thursday, November 17, 2022, and Saturday, November 19, 2022."*
  - *Two days, two days apart from each other in November is not enough to be representative of our issues. The study was also conducted on the days before and after the tree-lighting ceremony on November 18th which as we know brought hundreds to the area.*
- *STUDY: "peak parking demand occurred at 1 p.m. on Thursday."*
  - *CHAMBER: The tree lighting was at 6PM on 11/18, and this study did not take that into account.*
  - *CHAMBER: This study is basing the recommendations on the results of these two days, and these days do not consider the busiest days of the year. Even with cell phone data being used to count as people in the area, how long does one have to be in the area to count? Are they counting Bowl and the international event timeframes? It's hard to believe that in the months Walker showed at the Traffic and Parking Commission there was no spike in visitors in April, June, July, or August.*

Responses to Comment Group-4:

- Walker was aware of the tree-lighting ceremony, but the data collection effort was meant to capture more typical conditions. Generally, the busiest days of the year and special event dates are intentionally avoided when choosing dates for parking demand data collection, as was the case for this study. However, downtown intercept surveys were conducted on November 18th, so Walker was able to qualitatively observe parking conditions in the area the evening of the tree-lighting ceremony, and it was noted that empty parking spaces were still available in the area, although many of these spaces were located in private, unshared lots.
- We followed up with Placer.ai, and someone must stay in the area for at least 7 minutes for their stay to count as a visit. The "visits trend" chart does not include pass-through traffic. The Redlands Bowl is located outside the study area, so visitors to the Redlands Bowl were not necessarily counted as downtown visitors. However, the largest events at the Redlands Bowl are concerts that begin in the evenings, outside the peak period of parking demand for the Downtown. For additional discussion of event parking, refer to the response to Key Takeaway-2 and the event data provided in Appendix A.

Comment Group-5:

Planned Development in the Study Area

- *STUDY: "The three approved residential/mixed-use residential projects are project to provide enough parking to satisfy their parking needs. They plan to provide parking at or above the City's minimum off-street parking requirements that were in effect at the time of their approvals."*
- *STUDY: "On-street parking is the most convenient parking option and the first to fill up, and no matter how much off-street parking is provided, adjacent on-street parking will always be the preferred option for some customers, resident, and employees. The main impact of State Street Village on the downtown is the loss of temporary parking that the defunct Mall provided to the downtown area. Parking demand in the Redlands Mall lot will have to relocate and disperse throughout the study area."*
    - *CHAMBER: Most of this parking demand will spread into the immediate residential neighborhood south of the Mall lot, which conveniently was kept out of the study area. The impact once the new developments are complete will be for visitors of those developments and visitors to continue their desire for street parking and stay in that area.*

Response to Comment Group-5: It is true that higher utilization of on-street parking in the residential neighborhood south of the Mall lot is one possible impact of the new development. If the City wishes to preserve some street parking resources for residential use or ensure continued availability of at least some street parking spaces, there are various residential parking management strategies that may be considered in the future, but residential parking is outside the scope of this study.

Comment Group-6:

City Hall Site Development (pg. 24)

- *STUDY: "Full retail frontage on Citrus Avenue. Retail footprint would potentially occupy space on ground and 2nd level since retail requires higher ceiling heights than parking as shown in the layout but could be designed to only occupy ground level space."*
- *STUDY: "420 spaces over 4 levels"*
    - *CHAMBER: It states 4 levels, but then only describes 3 levels. The difference in the number of spaces is vital, if the Chamber is to support the proposals included in the study.*

Response to Comment Group-6: The text for layout 1 should read "420 spaces over 3 levels" and will be updated. Walker notes that for both conceptual options, additional levels could be added, subject to City standards and requirements for building height.

Comment Group-7:

Downtown Parking Surveys (pg. 27)

- *STUDY: "Survey Methodology"*
  - *"The first day of surveys was done on Friday November 18th, between 8:00am and 5:00pm."*
  - *"The second day of surveying was done on Friday, December 2nd, 2022."*
- *STUDY: "Multiple choice Question Results"*
  - *STUDY: "Approximately half of the 155 respondents lived in Redlands, and approximately half lived outside the City, with many coming from over 10 miles away."*
    - *CHAMBER: How did they get to Redlands? Did they drive, take the bus or train, or bike?*
  - *STUDY: "32 percent parking in a parking lot."*
  - *STUDY: "Of the 155 respondent, 25 percent indicated they were visiting downtown for less than an hour, 45 percent planned to stay for one or two hours, and 30 percent planned to stay for two or more hours."*
    - *CHAMBER: How will this be enforced?*

Response to Comment Group-7:

- Walker reviewed the intercept survey results, which revealed that 91% of the respondents who lived outside of Redlands reported having driven and parked in Downtown Redlands. Others reported taking transit, taking a TNC, or walking; however, as the survey question asked for home location rather than trip origin, those who reported walking may have been staying with friends or family in Redlands.
- With regard to time limit enforcement, as noted in the report, time limit enforcement is resource-intensive, as enforcement officers must observe the same vehicle on two separate occasions. Currently, enforcement happens only occasionally. Furthermore, some visitors and employees perceive time limit enforcement as unfair since the options for parking without time limits are limited. For these reasons, the recommendations include piloting paid parking (which is less resource-intensive to enforce than time limits) for prime downtown spaces and providing wayfinding and signage, as well as employee programs, directing longer-term parkers to free parking locations outside of the highest demand areas.

Comment Group-8:

Open-Ended Question Results (pg. 31)

- *STUDY: "The structure fills up during the holidays, but Redlands has other options; people can go to Citrus Plaza"*
  - *CHAMBER: Is this seriously something that could be considered as an option? Condemning an entire shopping district to fend for themselves, is a hard pill to swallow for business owners that will inevitably deal with increased rents after the completion of the new developments across the street.*
- *STUDY: "Community Priorities"*
  - *"Ultimately, decisions about parking issues must be made in the context of community priorities and preference regarding resource allocation and the associated opportunity costs of public spending."*

- *CHAMBER: Parking in the scheme of things may not be seen as important to talk about, but it's an issue that needs to be addressed over and over again. Also, this was not the point of this study.*

Response to Comment Group-8:

- The comment about shoppers going to Citrus Plaza was made by a survey respondent and documented in the report for transparency and completeness, rather than as a recommendation. The report recognizes the importance of Downtown Redlands to the community and recommends that the City take multiple actions—investing both time and resources—to improve parking availability and access specifically for the benefit of the downtown area.

Comment Group-9:

Business Outreach Summary (pg. 45)

- *STUDY: "Approximately 20 people attended each meeting."*
  - *CHAMBER: We know this to be an inaccurate representation of these meetings. At least 45 people were at the meeting on the morning of November 9th, 2022.*
- *STUDY: Parking-Related Concerns*
  - *"One participant mentioned that Downtown Redlands did not regulate or have dedicated space for delivery vehicles, and as a result, they often took up multiple parking spaces during business hours (also creating noise and pollution).*
  - *"Several owners mentioned that events that block off parking spaces and restrict vehicle access hurt their businesses."*
  - *"Difficulty finding parking prevents potential customers from going Downtown on their lunch break when they only have an hour."*
  - *"Having to park and walk a long distance is especially unpleasant in the summer heat."*
  - *"Many participants expressed concern that the new development would reduce the supply of parking currently used by Downtown visitors and employees, while also creating new parking demand.*
  - *"Safety concerns often caused employees and business owners to park as near their workplace as possible, and some of their customers felt unsafe as well."*
- *STUDY: Places that Manage Parking Well*
  - *"City look into Santa Monica and Pasadena as examples of communities that manage their parking well. Both cities keep an attractive and walkable downtown by having few off-street parking lots, providing parking structures, and using pricing to manage on-street parking. Old Pasadena has a 'parking benefit district' in which parking meter revenues are returned to downtown businesses, who chose to the revenue to fund security patrols, cleanliness, street beautification, and additional parking projects in the downtown area."*

Response to Comment Group-9:

- Redlands city staff requested that all attendees sign in and document their attendance using the sign-in sheet at the entrance to the meetings. According to the sign-in sheets, there were 21 attendees recorded at the morning session and 9 attendees at the evening session, not including Redlands staff members or the Walker team. The number of attendees who completed the sign-in sheet matches

relatively closely with the estimates provided in the report, but it is also possible that one or more attendees did not complete the sign-in sheet.

Comment Group-10:
2017 Initial Downtown Parking Study (pg. 47)

- *STUDY: "The initial study...between 12 p.m. and 2 p.m. ... and between 6 p.m. and 9 p.m. on Thursday Market Nights."*
- *STUDY: Figure 32: Parking Improvements Plan from the 2017 Initial Downtown Parking Study*
    - *CHAMBER: The study area from 2023 is much smaller than the 2017 study area.*

Response to Comment Group-10:

- This observation is correct, and the fact that the 2017 study covered a larger area was also noted in the report. The area covered in 2017 corresponded to the boundaries of the area of the Downtown Specific Plan (later repealed and replaced by the new Transit Villages Specific Plan). The 2017 study provided valuable insight into which areas were likely to experience the greatest parking challenges, so the 2023 study was able to prioritize and focus on a core area for making further observations and developing parking strategies and solutions.

Comment Group-11:
Transit Villages Specific Plan (pg. 51)
The following conclusions are important to note.

- *STUDY: "Preserve convenient street parking"*
- *STUDY: "Manage existing parking recourses"*
- *STUDY: "Establishing a Downtown Transportation Improvement District"*
- *STUDY: "Increasing the amount of downtown parking available to the public"*
- *STUDY: "Unbundling parking so that spaces are sold or leased separately from residential units, allowing residents without cars to avoid paying for parking they don't use and freeing up spaces for those who need it."*
    - *CHAMBER: How has this worked in other locales?*
- *STUDY: "Stuart Avenue Parking Garage, Redlands Mall Garage, Ed Hales Parking Garage, Seventh Street Garage."*
    - *CHAMBER: These are all decent ideas, but we need more details on these potential garages. Why not include the city hall location in this list?*

Responses to Comment Group-11:

- Research on the results of unbundling the cost of parking is still in the early stages, although unbundling policies are quickly becoming more popular due to the strong economic, environmental, and equity arguments that support them. As noted in the report, one of the few studies on unbundling revealed that even after controlling for socioeconomic and built environment characteristics, the presence of bundled parking was associated with a 27 percent increase in vehicle miles traveled.[1] It is reasonable to infer that less driving correlates with fewer parked vehicles and greater availability of existing parking supply. Another relevant study did not specifically concern unbundled parking, but residential parking

[1] Pinski and Manville. 2018. "Parking behaviour: Bundled parking and travel behavior in American cities." *Land Use Policy*, Volume 91. https://doi.org/10.1016/j.landusepol.2019.02.012

availability more generally. Researchers often question whether walkable neighborhoods with limited parking (where a parking space is more likely to be a separate lease) cause people to drive less, or merely attract people already interested in driving less. A recent study used San Francisco's lottery for below-market-rate housing units as a "natural experiment" through which to examine this question. Only two percent of lottery participants were offered an affordable housing unit, and participants tended to accept whatever housing units they were offered. The below-market-rate units assigned via lottery varied in their walkability, bike-ability, access to transit, and parking availability. Researchers asked lottery winners about their travel behavior and found that parking access was three times more influential a variable on transit use than living in a neighborhood with good transit access.[2] Parking availability was not found to affect employment rates or job mobility. People may or may not have had a vehicle before winning the housing lottery, but the parking availability at their new unit was clearly associated with their subsequent car ownership.

- This list of possible garage locations was referenced only as part of the summary of the Transit Villages Specific Plan, which was developed at an earlier time. (For example, the Stuart Avenue Parking Garage from the list of possible locations has already been constructed.) If the City were to invest in another garage, Walker identified City Hall as the most feasible location, based on City Hall relocation information that may not have been available or confirmed when the Transit Villages Specific Plan was developed.

Comment Group-12:
AB 2097 (pg. 54)
STUDY: Case Studies of Parking Management Best Practices (pg. 57)

- *"1. Santa Monica, CA"*
- *"2. Pasadena, CA"*
- *"3. Cambridge, MA"*
- *"4. San Clemente, CA" (?)*
    - *CHAMBER: The study says there are three case studies, but then talks about four cities. Is San Clemente, CA one of the four case studies?*
- *Santa Monica, CA*
    - *STUDY: "Ultimately, Santa Monica's demand management was so effective that the City found it had built more parking than necessary and approved the demolition of a public parking garage."*
        - *CHAMBER: This is a good goal, but we have nowhere near the abundance of public parking garages Santa Monica has.*
    - *STUDY: "Where there are specific events, the City charges higher rates for structure parking, and charges per entry rather than hourly. The Special Event Rate is $30 during a weekday event and $35 during a weekend event. These rates are higher than the typical daily maximums of $20 during the weekday and $25 during the weekend."*
    - *STUDY: "Downtown residents who live in buildings without on-site parking are eligible to purchase monthly parking permits. Downtown employers are eligible to purchase monthly, a semi-annual, or annual permits for their employees to park in certain public facilities."*

[2] Millard-Ball, A., West, J., Rezaei, N., & Desai, G. 2021. What Do Residential Lotteries Show Us About Transportation Choices? *Urban Studies.*

- *STUDY: "Daily parking is preferable to monthly parking, as studies have shown car use is almost doubled where employees can pay monthly instead of daily."*
  - *CHAMBER: We request more information on how this could be implemented and tested in our area, specifically.*
- *STUDY: "For residential developments, when the cost of parking is separate from the cost of housing, households are more likely to choose to reduce their vehicle ownership."*
  - *CHAMBER: We don't know the rents/mortgages for the people living in the new developments, so how can we know if people will give up vehicles? Household income can be tied to the number of vehicles per unit.*
- *STUDY: "Santa Monica has clear signage displaying the location of public parking facilities, as well as the number of spaces available in parking structures. It also uses sensor technology to continually update a web page showing the location of off-street parking facilities and how full they are."*

- *Cambridge, MA*
  - *STUDY: "The mid-sized city of Cambridge, Massachusetts stands out for the way it links parking with transportation demand management."*
    - *CHAMBER: Besides being a former client of Walker Consultants, why was Cambridge included as a case study? Is there no other city on the West Coast that could be similar? Perhaps Riverside, CA.*
  - *STUDY: "The city favors TDM because it is less expensive than expanding roads and parking facilities, it improves environmental quality and livability, it can be put in place quickly and tailored to particular groups, it promotes social equity, it encourages efficient land use, and it corrects marking distortions by revealing the true cost of people's travel options. Cambridge also recently eliminated minimum parking requirements throughout the City, and like Pasadena, has parking maximums in some areas."*
    - *CHAMBER: This seems to be referencing AB 2097. It is confusing though, is it being suggested to have minimums or maximums?*
  - *STUDY: "Parking rates vary, with higher charges in areas or during hours with higher demand. In addition to managing street parking, Cambridge has two public parking structures and nine off-street facilities. Rate variation examples include:*
    - *Public parking facility rates range from 50 cents to $3 per hour*
    - *Some public lots have higher rates from 8am-6pm and offer lower rates from 6pm-10pm; other facilities do not charge at all in the evenings*
    - *Reduced monthly fees for resident permit parking in garages varies by month ($100 per month May through November, $50 per month December through April)"*
      - *CHAMBER: These are all great ideas.*

- *San Clemente, CA*
  - *STUDY: "To understand parking dynamics in the downtown, San Clemente hired Walker Parking Consultants in 2002 to develop a parking study and survey that analyzed parking supply and demand."*
    - *CHAMBER: Has anything changed in 21 years?*
  - *STUDY: "62 percent of the residents reported that they would bike more if there were more bicycle lanes and trails, and 37 percent of residents noted that they would bike more if there were more bike parking at work, school, or other destinations."*

- *CHAMBER: Were they asked if they currently own bikes?*

Responses to Comment Group-12:

- The scope of this project included three case studies; however, as the potential recommendations most relevant to Redlands began to emerge, San Clemente was added in as a bonus to provide additional context for how shared parking can work. Although this case study was less comprehensive than the others, the final document can be updated to reference the inclusion of four, rather than three, case studies.
- The fact that Santa Monica demolished a parking structure was included not as a "goal" but more as a warning about how resources could potentially be used inefficiently when new parking structures are built before other desirable options, including TDM strategies, are tested. Although it was not noted in the report, the City of Pasadena is also transforming one of its parking structures into a residential building. Although Santa Monica has more public parking than Redlands, it also attracts more tourism—up to eight million visitors per year. A comparison of the number of parking spaces per visitor would be an interesting exercise, but would require drawing boundaries and significant analysis that is beyond the scope of this study.
- The Chamber requests additional information on how daily, rather than monthly, employee parking rates might be implemented in Redlands. The report recommends developing an employee parking plan, with designated areas for employee parking, but it does not necessarily suggest employee parking should be paid. If future conditions eventually reveal a need for paid parking options, as was the case in Santa Monica, daily parking may be preferable to monthly, but implementation details should be developed in collaboration with business community stakeholders, potentially through a downtown parking benefit district.
- It is true that household income is an important factor affecting household vehicle ownership levels. However, the price of vehicle ownership—including the monthly cost of parking—is another factor. Many factors affect vehicle ownership levels, but all else equal, economic logic suggests that free, bundled parking will result in higher vehicle ownership levels than parking paid for separately. Refer to the response to Comment Group-11 for additional research findings related to parking supply and vehicle ownership.
- Cambridge, MA was initially chosen for its best practice of having development standards that link parking supply to TDM requirements. (Walker staff on this project was not involved with the referenced Parking and TDM policy development in the City of Cambridge but learned of the policy from various outside research sources.) Similar policy options related to development standards—including implementing parking maximums in some areas—were initially considered as possibilities for Redlands, but after discussion with City staff members, they were not included among the report's recommendations. This report primarily focuses on parking management solutions with minimal focus on planning and development review. **The case studies showcase a wide range of parking practices, from which specific strategies most relevant or feasible for Redlands were selected and further developed.** Cambridge's citywide elimination of parking minimums was not related to AB 2097, as AB 2097 is a recent state law that applies only to "high quality transit areas" in California.
- Walker notes the Chamber's support of providing a variety of paid and unpaid parking options based on hourly and monthly demand.

- As noted in response to questions from the Traffic and Parking Commission, follow-up research and recent comments from San Clemente staff members revealed that San Clemente's shared parking strategy continues to be successful. This update will be added to the report.
- The community survey conducted for the Sustainable Mobility Plan did not directly ask about bicycle ownership but did ask residents to choose their top three barriers to biking. One of the options was "Lack of equipment (bicycle, helmet, etc.)" and it was selected by 1% of respondents, making it the least common response.

Comment Group-13:

Community Input: National Community Survey Findings (pg. 68)

- *STUDY: "Ease of travel by car in Redlands was rated as more satisfactory than ease of travel by walking, biking or public transportation."*
    - *CHAMBER: If this is the case, why would we want to make it harder for people to park their cars?*
- *STUDY: "In terms of resource allocation, Downtown parking was the least likely to be seen as a major priority for the City. It was the second least likely to be seen as the top priority, selected by only five percent of respondents. In general, people would prefer resources be allocated to issues of Homelessness, Public Safety, Sustainability and Climate Change, and Quality of Life, rather than Downtown parking."*
    - *CHAMBER: We're trying to solve the specific problem of parking, not these other issues that are clearly more important than parking.*

Responses to Comment Group-13:

- The majority of the report's recommendations, including increasing the supply of publicly available parking and managing prime parking locations to ensure availability, were developed to make it easier for people to park. The finding was cited to highlight that travelers who need or want to use other modes also face challenges, which may be even greater than those faced by drivers.
- Although resident priorities for citywide resource allocation were not the theme of this study, they do provide important context from which to consider potential downtown parking solutions. The report focuses on parking issues and solutions while also considering community values, fiscal responsibility, and efficiency.

Comment Group-14:

Support for Creating On-Street Parking Availability

- *STUDY: "Maintaining on-street parking availability means that one or two spaces should be open on every block so that customers – including those who may have limited physical mobility, be in a hurry, or need to transport bulky items to and from their vehicles – can easily find convenient parking near their destination. Community outreach revealed that this goal is important to people and that Downtown Redlands has room for improvement."*
    - *CHAMBER: This is not the case for Redlands as of right now. In fact, we're nowhere near it.*
- *STUDY: "When asked an open-ended question about thoughts or concerns related to parking in Downtown Redlands, many people expressed difficulties due to a lack of available parking, such as arriving late to appointments or even going to another destination instead of Downtown."*
    - *CHAMBER: Previously a graph stated only 5% cared about parking. However, in this section, it's being referenced in solving the problem.*
- *STUDY: "The NCS revealed room for improvement in parking availability."*

- *STUDY: "Fifty-six percent of respondents thought it reasonable to expect to find parking within 1-2 blocks of their destination, which currently is not always possible in Downtown Redlands."*
- *STUDY: "Many business owners expressed their concern that the lack of convenient available parking drives potential customers away. This was identified as a particular concern for retail store owners, whose customers are less likely to be meeting others or have a pre-established appointment and may have more flexibility in their plans."*
- *STUDY: " 'Park-Once' environments are places that encourage people to walk from one destination to another, rather than returning to their vehicles and driving between nearby destinations."*
- *STUDY: "These responses suggest that a sizable share of people do not mind walking and might even be willing to walk from Stuart Avenue Parking Garage to State Street if the walk felt pleasant and safe and was clearly marked with signage and wayfinding."*
    - *CHAMBER: It is frankly unreasonable to think that the Stuart Street structure will have any availability, let alone be a viable option even for those that would walk. It's connected to an office building with a restaurant that hasn't opened yet. It's across from a hotel that hasn't been built yet. 200 spaces are reserved for transit riders. There are multiple business across the street that will also use that structure.*
        - *What about residents that live South, and in the hills? They need a place to ditch their car as well, if they are wanting to come Downtown.*
- *STUDY: "One necessary element of a 'park-once' environment is the ability to park on the outskirts of a core area for an extended period without time limits. Multiple employees expressed the desire for more parking options without time limits. One person suggested that a downtown trolley or electric scooter share could be part of the solution if long-term parking was located further away."*
    - *CHAMBER: Where would this happen?*
- *STUDY: "Comments included that having to park and walk a long distance can be unpleasant in the summer heat, and that many customers and employees currently do not feel safe walking downtown or entering a parking structure at night.*
- *STUDY: "Almost half of survey respondents indicated that they usually try to go places with parking reasonably close to their destination."*
- *STUDY: "Only 5 percent of survey respondents identified downtown parking as the top priority for Redlands, but 32 percent did consider downtown parking a 'major priority' worthy of additional City resources."*
    - *CHAMBER: The survey includes the comparison of the importance of parking to issues like homelessness, climate change, and crime. The point of this study was to help us fix the parking issue. In the report, the open-ended responses mentioned overwhelming issues about parking, yet those responses weren't given the same credence as the multiple-choice and charted answers. In fact, responses to open-ended questions were not quantified and reviewed in the same fashion as data related to multiple choice questions.*
- *STUDY: "Business owners expressed similar concerns about the parking needs of their employees. They also highlighted the importance of continuing to provide customers with sufficient parking options after the redevelopment of the large parking lot at the Redlands Mall site, which has long served as a significant parking resource for the downtown area."*
- *STUDY: "While supporting solo driving may not be the top priority of the case studies, all of them do provide sufficient accommodation for vehicles and a large array of demand-based parking options that can meet the needs of various types of downtown visitors."*

- *STUDY: "Given that the downtown area is already built out, ensuring that parking spaces be conveniently accessible within one or two blocks of every downtown destination is something that can only be achieved through parking management."*
- *STUDY: "Santa Monica and Pasadena were mentioned by members of the business community as places with aspirational parking management."*
    - *CHAMBER: How many parking structures does each referenced city have? This number would be valuable to understand, especially compared to the number of businesses and residents in each city.*

Responses to Comment Group-14:

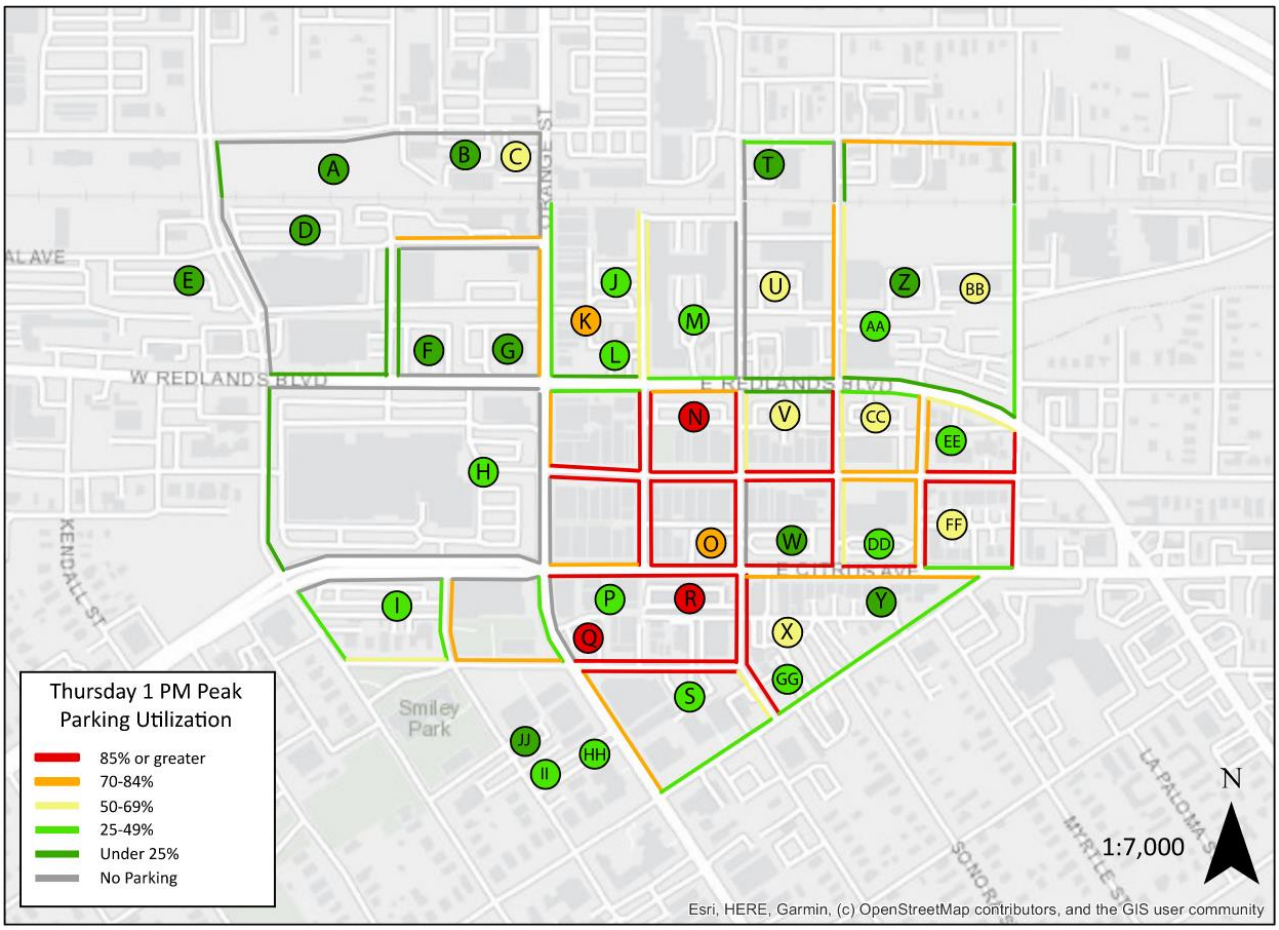
- Walker acknowledges that Redlands currently lacks convenient on-street parking availability downtown.
- Even if only 5 percent of Redlands residents want downtown parking to be the top priority for resource allocation, this is still a significant number of people, suggesting downtown parking solutions still deserve at least some staff time and citywide resources, but solutions that are appropriate to the scale and importance of the problem should be prioritized. Intercept outreach responses provide insight into people's experiences and specific challenges; NCS results provide insight into residents' priorities.
- With regard to the Stuart Street structure, availability will depend on the specific uses. Some uses may be complementary; for example, office workers may park in the structure during the day, while restaurant visitors may park there in the evening. If this plan's recommendations are implemented, residents who live in the South and want to visit downtown will have various parking options, including paid on-street parking in prime locations, free on-street parking at the periphery, and publicly available off-street parking. The study's heat map showing Thursday peak parking utilization reveals multiple potential opportunities for shared parking agreements (see Table 1 and Figure 1).

Table 1: Possible Shared Use Opportunities on the South Side of Downtown Study Area

Parking Area	Inventory
City Hall Underground Employee Parking (P)	168
United Methodist (S)	38
Citizen's Bank (X)	99
Misc. Lots (Y)	62
Bear Valley Water (GG)	17
First Congregational (HH)	69
Theron's (II)	20
First Presbyterian (JJ)	33

Source: Walker Consultants, 2023.

Figure 1: Thursday Peak Parking Utilization, 1 p.m.



Source: Walker Consultants, 2023.

- With regard to providing long-term parking areas, initially, all parking facilities outside of the area designated for the paid parking pilot would be available to long-term parkers. If parking demand eventually resulted in an expanded paid parking area, locations where low utilization was observed would remain free for long-term parking. The parking strategy should be flexible and responsive to both observed parking demand, so, while it is possible to provide a clear framework for decision making, the precise implementation locations should be adaptable. The City should follow a consistent strategy of pursuing shared use agreements for facilities located near areas with high parking demand.
- The open-ended responses from residents, visitors, and employees provide additional insight and confirm the parking issues inferred from quantitative data. Responses that are completely open-ended cannot be visualized in the same manner as multiple-choice responses, but the parking issues highlighted in the open-ended responses were all taken into consideration and are thoroughly addressed by the recommendations.
- The number of public parking spaces in each case study city's downtown in comparison to the number of businesses, residents, and visitors would be an interesting analysis but is beyond the scope and budget of this study. However, it is important to note that public parking structures in Santa Monica and

Pasadena were generally constructed with significant assistance from each City's Redevelopment Agency (RDA) at the time. RDA's were abolished in the State of California as of February 1, 2012. which are no longer available. The construction of these parking structures also predates the cities' recent climate action plans, which include strategies related to parking policies and facilities/sustainable mobility and land use as essential to achieving GHG reduction goals, as is the case in Redlands (see Figure 2).

Figure 2: Transportation-related Greenhouse Gas Reduction Estimates

TABLE 3-9: GHG REDUCTIONS FROM ADDITIONAL GENERAL PLAN POLICIES AND ACTIONS ($MTCO_2E$ PER YEAR)

Year	Bikeway System Improvements	Pedestrian Improvements and Increased Connectivity	Traffic Calming	Parking Facilities and Policies	Transportation Improvements	Total GHG Reductions from Additional General Plan Policies and Actions
2030	120	1,337	334	6,686	709	**9,187**
2035	106	1,177	294	5,883	624	**8,084**

Source: *Climate Action Plan, page 3-16,* 2017.

Comment Group-15:

CHAMBER Final Remarks

We need to realize the importance of this study and its consequences. The City, the Consultants, and the Chamber risk losing the trust of the community by proceeding with a presentation, if the study has not been adequately prepared. Merchants, employees, and residents don't have time or the capacity to keep up with what is going on. Tens of thousands of residents still don't even know what the plans are for the Mall, or that Market Mornings is on Saturday, as opposed to Thursday nights. For at least 60 years, parking has been an issue in Redlands and we cannot risk another decade or two to pass on by before serious action is taken.

What is going to be different than the last times the City has contracted out studies and reports? We further hope that the City Council is not simply presented with the action of "Receive and File" when the Walker study report is finalized.

The clock is ticking before construction starts on 3 major developments all within one block of each other. The Chamber, which represented 500 members, should be updated on a need-to-know basis, and please note that we are eager and willing to contribute solutions and be part of the conversation with a seat at the table.

Response to Comment Group-15:

The parking study includes not only observations and recommendations, but also action steps and implementation details. It is up to the City Council to direct staff to carry out the recommended action steps and allocate budget as necessary, taking into consideration the recommendations and priorities of the Traffic and Parking Commission and other stakeholders, including the Chamber of Commerce. Redlands is fortunate to have an organization so invested in the community's economic vitality, and we hope the Chamber of Commerce remain an active stakeholder, providing specific insight into downtown parking challenges and potential solutions. Walker recommends that the City establish a Downtown Parking Benefit District (with active

representation from the Chamber of Commerce) and we hope that the Chamber encourages any of its members with underutilized parking facilities to consider entering shared use parking agreements with the City.

Appendix A: Events in and near Downtown Redlands

2023 DOWNTOWN REDLANDS EVENTS						
DATE	DAY	EVENT	LOCATION	TIME	STREET CLOSED	
					YES	NO
7-Jan	Sat	Farmers Market	Ed Hales Parking Lot	8a -12p	X	
14-Jan	Sat	Farmers Market	Ed Hales Parking Lot	8a -12p	X	
21-Jan	Sat	Farmers Market	Ed Hales Parking Lot	8a -12p	X	
28-Jan	Sat	Farmers Market	Ed Hales Parking Lot	8a -12p	X	
29-Jan	Sun	STN Giving Sunday	Ed Hales Park	11a -7p	X	
4-Feb	Sat	Farmers Market	Ed Hales Parking Lot	8a -12p	X	
4-Feb	Sat	Lincoln Pilgrimage	Smiley Park	9a-11a	X	
11-Feb	Sat	Farmers Market	Ed Hales Parking Lot	8a -12p	X	
18-Feb	Sat	Farmers Market	Ed Hales Parking Lot	8a -12p	X	
25-Feb	Sat	Farmers Market	Ed Hales Parking Lot	8a -12p	X	
26-Feb	Sun	STN Giving Sunday	Ed Hales Park	11a -7p	X	
4-Mar	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
5-Mar	Sun	Run Through Redlands	Smiley Park	5:00am	X	
11-Mar	Sat	Downtown Morning Market	State Street thru 7th Street; 5th St.	8a -11:30a	X	
12-Mar	Sun	STN Giving Sunday	Ed Hales Park	11a -7p	X	
18-Mar	Sat	Downtown Morning Market	State Street thru 7th Street; 5th St.	8a -11:30a	X	
19-Mar	Sun	Art on State	Downtown		X	
25-Mar	Sat	Downtown Morning Market	State Street thru 7th Street; 5th St.	8a -11:30a	X	
26-Mar	Sun	DTR Artwalk	Ed Hales Park		X	
1-Apr	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
1-Apr	Sat	Board Game Paradise event	Ed Hales Park	8a -4p		X
8-Apr	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
14-Apr	Fri	Redlands Bicycle Classic	Downtown streets		X	
15-Apr	Sat	Redlands Bicycle Classic	Downtown streets		X	
16-Apr	Sun	Redlands Bicycle Classic	Downtown streets		X	
22-Apr	Sat	Earth Day event (city)	Ed Hales Park	6a -1p		X
30-Apr	Sun	STN Giving Sunday	Ed Hales Park	11a -7p	X	
6-May	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
13-May	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	10a -3p		X
				8a -11:30a	X	
20-May	Sat	First Church of Christ Sci.	Ed Hales	1p - 4p		X
20-May	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
22-May	Mon	Grad. (Gormon Christ'n Lrn'g)	Redlands Bowl (est. attend. 2,000)	5p -9p		X
25-May	Thurs	Grad. (Arrowh'd Christ'n Acd'y)	Redlands Bowl (est. attend: 700)	7p - 9p		X
26-May	Fri	Festival of the Arts (set up)	Redlands Bowl	10a -6p	X	
27-May	Sat	Festival of the Arts	Redlands Bowl	10a -5p	X	
27-May	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
28-May	Sun	Festival of the Arts	Redlands Bowl	10a -5p	X	
28-May	Sun	Firefighter Car Show	Downtown	11a -6p	X	
30-May	Tues	Grad. (Mojave River Acd'y)	Redlands Bowl (est. attend. 2,000)	2p -10p	X	

2-Jun	Fri	Graduation (set up)	Redlands Bowl	7:30a -9:30p		X
3-Jun	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
3-Jun	Sat	Artlands Art Walk	DT-Vine-Cajon to 6th St, city hall pkg	10a -9p	X	
3-Jun	Sat	Graduation (set up)	Redlands Bowl	7:30a -9:30p		X
4-Jun	Sun	Graduation (set up)	Redlands Bowl	7:30a -9:30p		X
5-Jun	Mon	Grad. (RUSD eAcademy)	Redlands Bowl	9a- 11a	X	
5-Jun	Mon	Grad. (RUSD Orangewood HS)	Redlands Bowl	6:00p- 8p	X	
6-Jun	Tues	Grad. (RUSD Citrus Val. HS)	Redlands Bowl	6:30p -9p	X	
7-Jun	Wed	Grad. (RUSD East Val. HS)	Redlands Bowl	7:00p -9p	X	
8-Jun	Thurs	Grad. (RUSD Redlands HS)	Redlands Bowl	6:45p- 8:45	X	
9-Jun	Fri	Grad. (Redl'ds Adult Sch'l)	Redlands Bowl	5:30p -7:30	X	
10-Jun	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
17-Jun	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
24-Jun	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
1-Jul	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
8-Jul	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
15-Jul	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
22-Jul	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
29-Jul	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
5-Aug	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
12-Aug	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
19-Aug	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
26-Aug	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
2-Sep	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
9-Sep	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a-11:30a	X	
16-Sep	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
23-Sep	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
24-Sep	Sun	STN Giving Sunday	Ed Hales Park	11a -7p	X	
1-Oct	Sat	Believe Walk	Ed Hales/Smiley Parks, Redlands Bowl		X	
7-Oct	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
14-Oct	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
21-Oct	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
22-Oct	Sun	STN Giving Sunday	Ed Hales Park	11a -7p	X	
28-Oct	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
29-Oct	Sun	DTR Artwalk	DT-State-Orange to 7th St.	9a -7p		
31-Oct	Tues	Halloween Trick or Treat	State Street, to 7th Street	3p - 5p	X	
4-Nov	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
11-Nov	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
17-Nov	Fri	Christmas Tree Lighting	Ed Hales Park	6p -9p	X	
18-Nov	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a -11:30a	X	
19-Nov	Sun	STN Giving Sunday	Ed Hales Park	11a -7p	X	
25-Nov	Sat	Downtown Morning Market	State St. to 7th St.; 5th Street	8a-11:30a	X	
2-Dec	Sat	Christmas Parade	Ed Hales Park/ downtown streets	TBD	X	

31-Dec		New Yrs Eve Orange Drop	Downtown	TBD	X	

REDLANDS BOWL 2023						
DATE		EVENT	LOCATION	TIME	STREET CLOSED	
					Yes	No
23-Jun	Fri	Concert	Redlands Bowl	8:00 PM	X	
27-Jun	Tues	Concert	Redlands Bowl	8:00 PM	X	
30-Jun	Fri	Concert	Redlands Bowl	8:00 PM	X	
6-Jul	Thurs	Concert	Redlands Bowl	8:00 PM	X	
7-Jul	Fri	Concert	Redlands Bowl	8:00 PM	X	
11-Jul	Tues	Concert	Redlands Bowl	8:00 PM	X	
14-Jul	Fri	Concert	Redlands Bowl	8:00PM	X	
18-Jul	Tues	Concert	Redlands Bowl	8:00 PM	X	
21-Jul	Fri	Concert	Redlands Bowl	8:00 PM	X	
25-Jul	Tues	Musical	Redlands Bowl	8:00 PM	X	
26-Jul	Wed	Musical	Redlands Bowl	8:00 PM	X	
27-Jul	Thurs	Musical	Redlands Bowl	8:00 PM	X	
28-Jul	Fri	Musical	Redlands Bowl	8:00 PM	X	
29-Jul	Sat	Musical	Redlands Bowl	8:00 PM	X	
30-Jul	Sun	Musical	Redlands Bowl	8:00 PM	X	
1-Aug	Tues	Concert	Redlands Bowl	8:00 PM	X	
4-Aug	Fri	Concert	Redlands Bowl	8:00 PM	X	
8-Aug	Tues	Concert	Redlands Bowl	8:00 PM	X	
11-Aug	Fri	Concert	Redlands Bowl	8:00 PM	X	
15-Aug	Tues	Concert	Redlands Bowl	8:00 PM	X	
18-Aug	Fri	Concert	Redlands Bowl	8:00 PM	X	
26-Aug	Sat	Concert	Redlands Bowl	8:00 PM	X	
YELLOW Designates a SUNDAY Event Day						

Events Analysis

From the list of 105 events in or near the Downtown study area, the following should be noted:

- 35 events are Downtown Morning Markets (Saturday, 8 am - 11:30 am)
- 22 events are Concerts and Musicals at the Redlands Bowl (Evenings, 8:00 pm)
- 14 events are on Sundays

When events are held regularly, such as market mornings or evening concerts, it is easier to develop shared parking agreements, management programs, or shuttles tailored to the needs of the event. When events are held outside the days and hours of peak demand (such as on Sundays, or at 8:00 pm), it is easier to find underutilized parking resources that could potentially help meet the need for event parking.

Ultimately, event parking management is outside the scope of this study, but parking benefit district members, community stakeholders, and event coordinators can collaborate to develop appropriate and effective strategies that provide options for eventgoers without compromising the economic success of downtown businesses.

National Community Survey 2022, Abbreviated Results –
Summary of results for parking related questions and responses and top priorities questions and responses

The results of the 2022 National Community Survey results identified the ease of public parking in Downtown Redlands was more likely to be rated as excellent or good than public parking in the City of Redlands as a whole. Only 17 percent of the respondents rated the ease of finding public parking in Downtown Redlands as poor, compared with 24 percent for the ease of finding parking in the entire city.

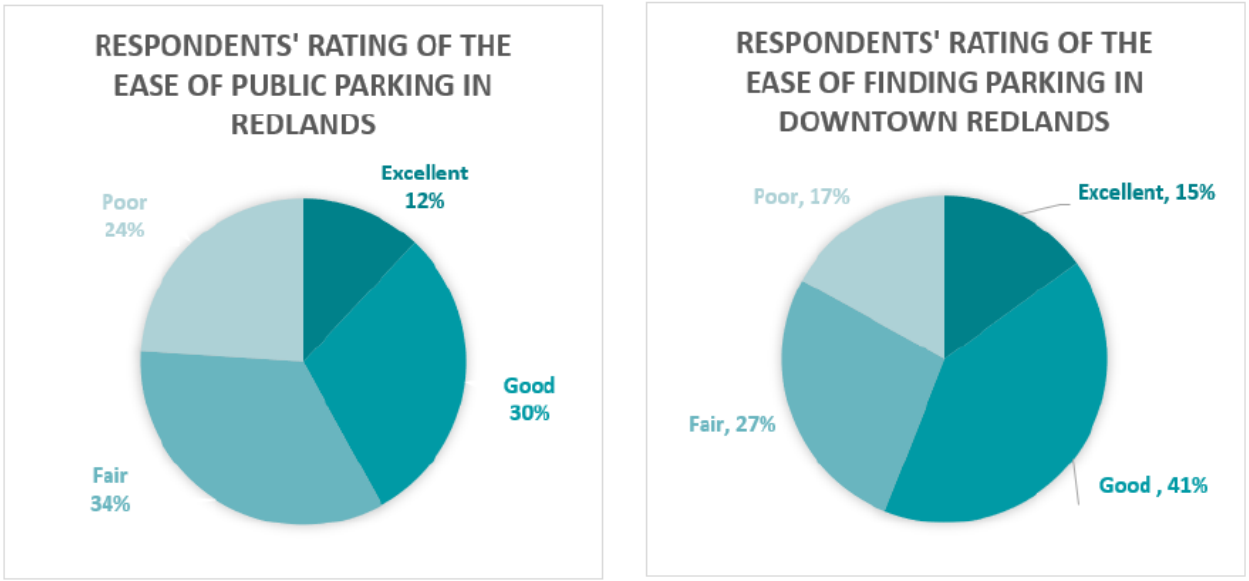


Figure 1

A similar question asked respondents to rate the convenience/location of parking in Downtown Redlands. The convenience/location of parking was slightly less likely to be rated as poor than was the ease of finding parking, suggesting that participants may have been relatively content with the parking spaces they eventually found, but less content with the amount of time it took to find a space. A total of 83 percent of the respondents rated the ease of finding public parking downtown as excellent, good, or fair, compared with 89 percent for convenience/location of the parking.

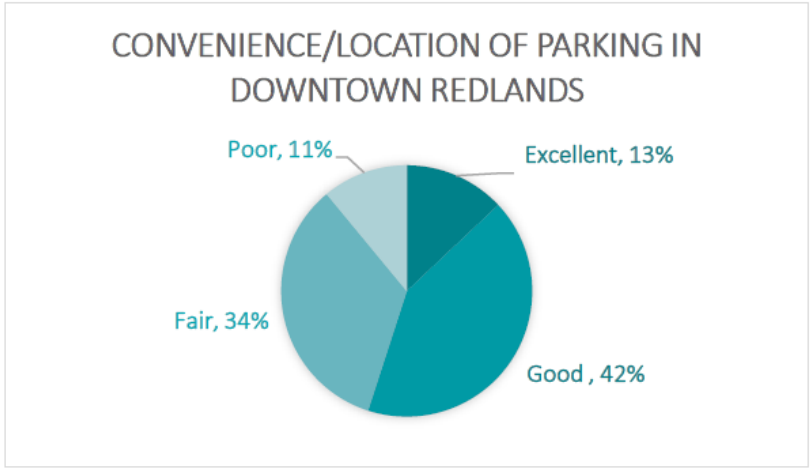


Figure 2

Asking survey participants how many blocks they consider a reasonable distance to park away from the business they are visiting can shed light on ratings of the convenience, location, and ease of parking in Downtown Redlands. In response to this question, seven percent of participants reported finding it reasonable to walk five or more blocks, while 36 percent were willing to walk three-to-four blocks, and 56 percent expected to be able to park within a block or two of their destination.

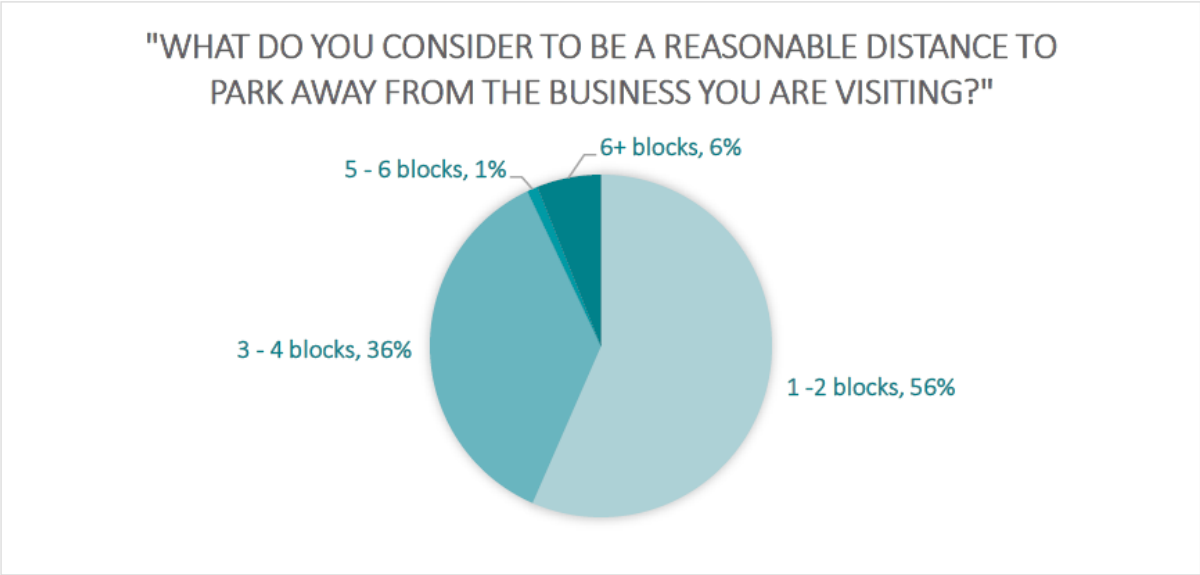


Figure 3

When asked to select a single top priority for the City to address out of the six issues mentioned (Downtown Parking, Diversity, Equity & inclusion, Quality of Life, Sustainability & Climate Change, Public Safety, and Homelessness), survey responses revealed similar priorities, with five percent selecting Downtown Parking as a top priority. In the context of resource allocation, Downtown Redlands parking was least likely to be seen as a major issue, with only 32 percent of the respondents selecting this choice.

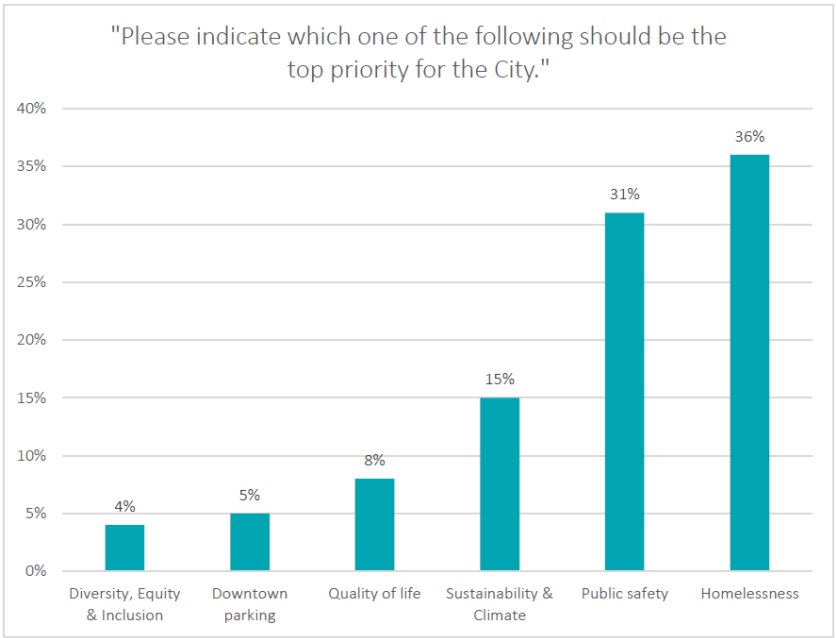


Figure 4

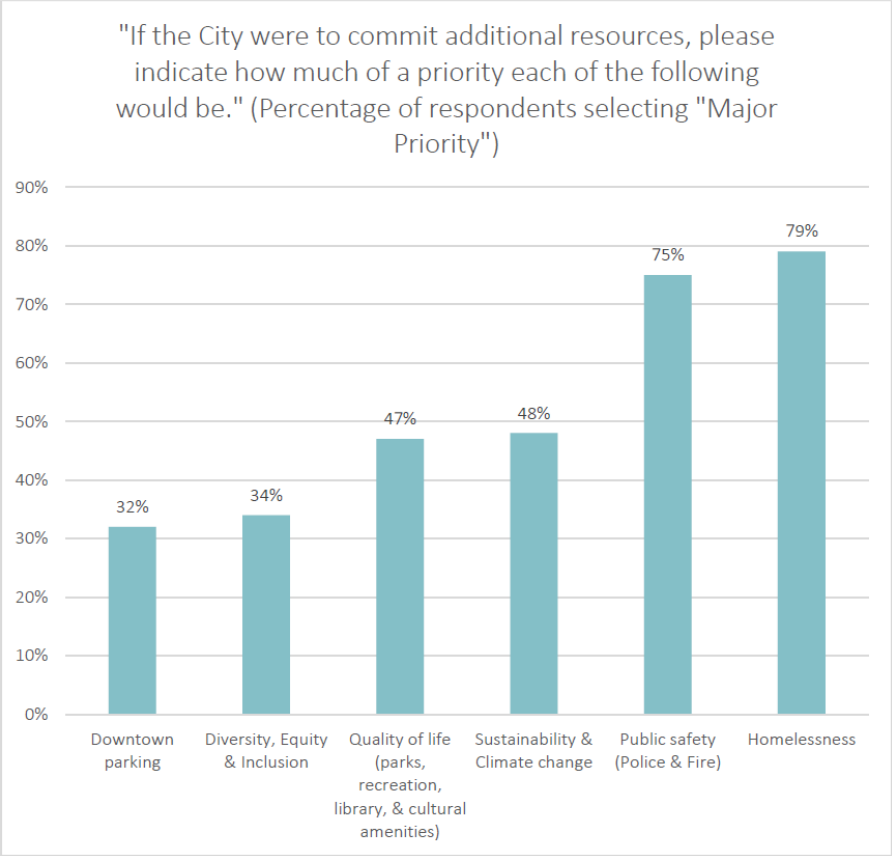

"If the City were to commit additional resources, please indicate how much of a priority each of the following would be." (Percentage of respondents selecting "Major Priority")
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
32%
34%
47%
48%
75%
79%
Downtown parking
Diversity, Equity & Inclusion
Quality of life (parks, recreation, library, & cultural amenities)
Sustainability & Climate change
Public safety (Police & Fire)
Homelessness

Figure 5

PROJECT #37-009592.00

707 Wilshire Blvd, Suite 3650
Los Angeles, CA 90017

213.488.4911
walkerconsultants.com

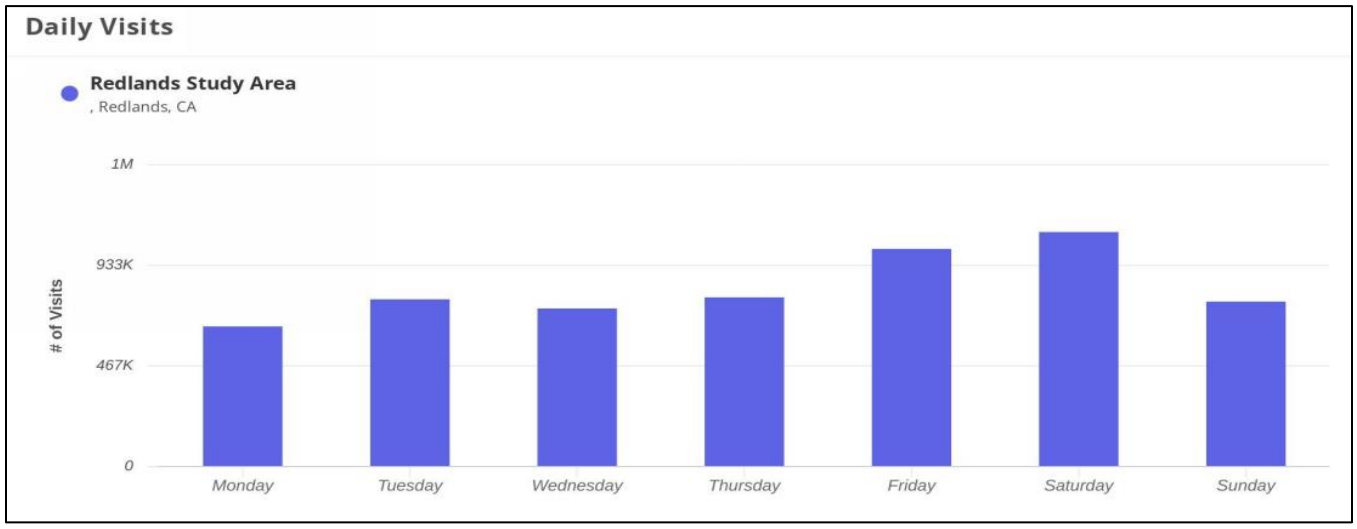
DATE:	May 22, 2023
TO:	Brian Desatnik, Development Services Director
COMPANY:	City of Redlands
ADDRESS:	35 Cajon Street
CITY/STATE:	Redlands, CA
COPY TO:	
FROM:	Weckstein, Jeff
PROJECT NAME:	Downtown Redlands Parking Study
PROJECT NUMBER:	37-009592.00

Walker has reviewed the comments provided by the City's Traffic and Parking Commission commissioners on the Downtown Redlands Parking Study (Walker Consultants, April 27, 2023), and offers the following responses:

***Comment KM-1**: As I noted at the previous meeting, the report's "Summary of Existing Conditions Key Findings" is sourced on an extraordinarily slim data set. What industry/professional standards or other peer reviewed study methodologies support this data collection strategy and analysis as reflective of overall conditions?*

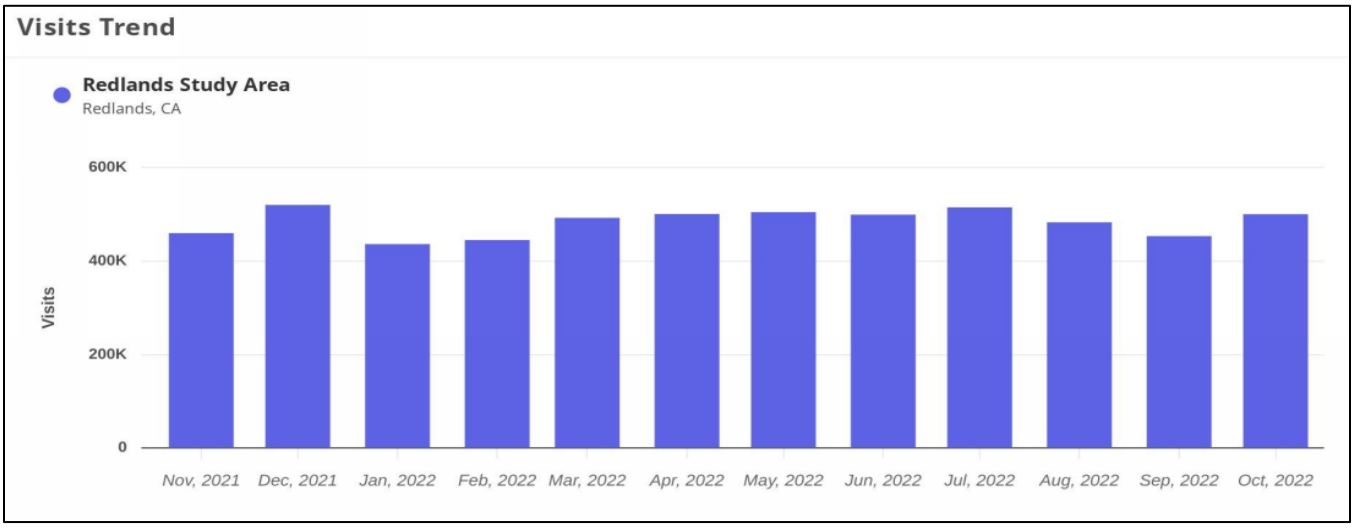
Response KM-1: It is typical in the parking industry to collect data on one weekday and one weekend day for a parking study. Walker has completed municipal parking studies for thousands of jurisdictions over its 57-year history and has a deep body of knowledge regarding typical trends in downtowns. In studies where we have collected additional data at the request of the client, the additional data collected tends to be similar and does not add a significant amount of value to the findings and recommendations.

In preparing for the data collection for the Downtown Redlands study, Walker consulted with City staff as to typical conditions that they desired to capture, and design to. In addition, Walker utilized visit and visit trend data provided by placer.ai, shown below. Thursday is a typical weekday, and Saturday was clearly the busiest weekend day.



Source: Placer.ai

Similarly, looking at the monthly trend, November 2021 was not the busiest or least busy month, and coming out of the Covid-19 pandemic and the Omicron variant in the winter of 2021, it would be expected for most months of 2022 to have more visits downtown than November 2021.



Source: Placer.ai

The key finding from the study is that convenient parking is difficult to find in some areas, at least some of the time. If anything, this problem is understated in the month of November, and may become even more of an issue in other months. This would not affect the recommendations substantially:

- The City is already advised to continuously pursue opportunities to expand the public parking area. There is such ample supply of underutilized private parking, that additional demand might simply increase the price the City would pay to lease private spaces, but it would not alter the core strategy or the cost-effectiveness of this method relative to other options for expanding the public supply.
- If observations revealed higher demand, the paid parking pilot area could also have been expanded slightly. However, this is just a pilot program, and it may be easier to err on the side of having too small a paid parking area for the pilot.
- One strength of the report's recommendations is that they are flexible and demand-responsive. If parking demand increases, the City can increase its efforts to expand the supply of underutilized parking made available to the public and can expand the paid parking area. If demand decreases, the City can end any shared-use agreements deemed unnecessary and reduce the paid parking area if streets do not have sufficient demand to justify paid parking. The strategies are meant to address high parking demand (according to observations and anticipation of future development) but can easily be scaled back if demand turns out to be lower than planned for.

***Comment KM-2**: There is no narrative, methodology, or explanation as to how the conditions from one weekday and one weekend in late November is both reflective of, or can be extrapolated to, the overall usage patterns/demand during the other days of week or times of the year. How does Walker support a Thursday in November as being reflective of the conditions throughout the year such as a similar Thursday in February, May, or August?*

Response KM-2: See response to comment KM-1. Additional narrative and methodology explaining the data collection will be incorporated into the final version of the report.

Comment KM-3*: All of the study references, graphics, and examples come from data collected from the late 90s and early 2000s. In the case study cities referenced, what are the current use conditions and data for the past seven years (2015-2022)?*

Response KM-3: Cities do not always publish or even track the results of their policies. Academic studies focused on a policy solution are often spread across cities rather than repeated over time in the same city. We attempted to obtain more recent data and followed up with city staff members regarding a few of the case study references:

- San Clemente shared parking program – in their 2018 Downtown Parking Study, staff recommended continuing the existing lease program and considering new opportunities to lease underutilized spaces (suggesting the continued success of the program). Walker contacted City staff for an update and received the following response: "The program continues to be very valuable for us. We currently have agreements with 7 different private lots, so each now has posted "Public Parking" signage. We are interested in expanding this program to also include night or weekend only lots – which would help especially with the downtown dinner rush. We have recently started to get pushback on the lease rate and some requests to increase that. Those will be evaluated on case-by-case basis."
- Old Town Pasadena PBD – Walker contacted the City's Economic Development Director who agreed to research and provide an update to the sales tax revenue comparison between the PBD and other commercial areas; a response is still pending.

Comment KM-4*: Given significant changes in shopping patterns (reference closing retail shops/malls), general societal changes (online shopping/social media society), and growing concerns with homelessness/safety concerns within downtown areas, how does Walker factor in these significant economic/social/environmental changes into the downtown parking models referenced in the report? How have these factors impacted Santa Monica and Pasadena parking districts as referenced?*

Response KM-4: Closing retail locations and the rise of online shopping in general leads to a greater share of restaurant use relative to retail which increases parking demand and thus the importance of parking management. Parking management that ensures availability can also help keep retail businesses in the downtown: a member of Redlands' business community shared that the lack of convenient parking harms retail more than restaurant uses, since retail customers may be more likely to go elsewhere if convenient parking is not available, whereas restaurant visitors are often meeting others and less likely to change their plans. Visitors who are willing to pay a few dollars for a good parking space also tend to be the ones who are most likely to spend money in the area, so it is important to make sure a variety of parking options are available.

Improving safety downtown was one of the key recommendations in this report, under Strategy 4 – to improve the pedestrian environment. Santa Monica's downtown does not have a parking benefit district, but there is a business improvement district. BID activities (including "Clean and Safe" activities) are funded through property-based assessments, rather than parking revenues. Pasadena's PBD uses parking revenue to fund Safe, Clean, and Homeless Outreach services. In addition to cleaning and beautification activities, their job description includes:

- Provide High Visibility & Presence
- Monitor Suspicious Activity

- Respond to Calls for Service
- Provide Safety Escorts
- Assist the Pasadena Police Department
- Conduct Homeless Wellness Checks

Guide hours are from 7am-midnight Sunday through Thursday and from 7am-3am Friday and Saturday.

Comment KM-5*: Is Walker aware of exemplar cities that utilized Strategies 1, 4, or 6 and why are they not included in the report. Where are the examples of cities that pursued options other than "Strategy 3" (reference pages 9 – 11)?*

Response KM-5: Strategy 1 (increase access to underutilized spaces through shared parking): San Clemente was used as an example because they are another mid-sized CA city with a formally established program. However, many other cities have individual agreements that allow public parking on one or two privately-owned lots. Additional case studies include:

- **Oak Park, IL:** The Village manages approximately 1,000 privately-owned parking spaces, encompassing approximately 30 different lots and owners.
- **Sacramento, CA:** As of spring 2015, the City has agreements with 21 privately owned parking facilities. Some are available to the public only on evenings and weekends. The City assumes all liability and enforcement responsibilities. Approximately 10,000 private spaces are publicly managed, resulting in approximately $1 million annual revenue for the City.

For Strategy 4 (improve pedestrian environment): This is a common goal among downtowns and included in most parking plans, even if they do not always explicitly focus on improving routes that connect parking facilities with destination areas. One downtown that did was Pasadena. This was not included in the case studies as it was not a public initiative, but rather an initiative of their Playhouse District Association. The City of Pasadena assisted as a partner.

- 122 people in 25 teams participated in a "downtown Pasadena Walkabout" and their observations and recommendations were summarized in a report.
- 25 walking routes focused on getting into, around, and from various locations, including parking areas, and walkers provided comments on how to improve each route.

The City of Healdsburg also focuses on pedestrian improvements through its parking in-lieu fee, which can be used to spend money on sidewalks to help people more comfortably walk longer distances, as a way to reduce parking demand. An in-lieu fee is not an option in Redlands since minimum parking requirements are not legal within ½ mile of public transit, but this example shows how another city made the connection between pedestrian improvements and reduced parking demand.

Examples of cities using PBD revenue to fund pedestrian improvements:

- Austin, TX
- Boulder, CO
- Brookline Village, MA
- Old Pasadena, CA
- San Diego, CA

Regarding Strategy 6 (expand parking supply), we are not aware of examples of publicly run valet assist parking. The valet programs in our case study cities are privately run by establishments that wish to use their own facilities more efficiently and provide a better experience for their customers. However, in the case of Redlands, many businesses rely heavily on public parking, and it may be in their best interest to coordinate so that public facilities are used as efficiently as possible. The report recommends a feasibility study to further evaluate this option, especially as a flexible solution for event parking.

Comment KM-6: *General question as to Walker's business/consulting strategy or predisposed reporting outcomes bias. Of similar parking study reports issued by the company in the last five years, how many Walker issued reports did not recommend either a Transportation Management Ordinance or Transportation Improvement/Benefit District (reference pages 90 – 95)?*

Response KM-6: This report provides case study information related to a Transportation Management Ordinance but does not recommend this as a strategy for Redlands. Walker has performed hundreds of municipal parking studies over the past five years, the majority of which did not recommend either a Transportation Management Ordinance or Transportation Improvement/Benefit District.

Comment ERS-1: *page 5 - sustainable - Reconsider this word. There are modes that are not considered "sustainable" but they still reduce parking demand. Those modes should also be encouraged. Examples - ICE-powered motorcycles and scooters, golf carts, ICE-powered microcars.*

Response ERS-1: City staff has provided the following response to this comment: "Staff believes the focus should be on sustainable modes, consistent with the City's General Plan - scooters and other non-ICE powered modes are considered sustainable."

Comment ERS-2: *page 5 - study area - how was this determined?*

Response ERS-2: Walker worked with City staff to determine the appropriate study area for the project. Staff and Walker believe that these boundaries represented the best representation of downtown.

Comment ERS-3: *page 9 – Climate Action Plan. Please cite a reference*

Response ERS-3: This is part of the City's General Plan and is available on the City's web site. A reference to it in the document and a hyperlink in the digital version will be added.

Comment ERS-4: *page 11 – Sustainable – see previous comment.*

Response ERS-4: See response to comment ERS-1.

Comment ERS-5: *page 19 – a typical weekday and weekend day - There are multiple event centers in or near the study area. Events can be held day or night, any day of the week. One of these events can significantly impact on-street parking availability. This occurs often enough that it should not be considered an outlier, but rather a typical condition that should be addressed by this study.*

Did WC verify whether any special events were occurring during these two days?

Response ERS-5: Walker verified that there were no special events on the data collection days. Saturday November 19, 2022 was a farmer's market day. City staff does not consider an event day the design day for the parking system.

Comment ERS-6: *page 20* - ample availability overall - The term "ample availability" is misleading by your own description. Can a more accurate term be used?

Response ERS-6: Agreed. Text will be revised to say "while there were many empty parking spaces within the downtown area…"

Comment ERS-7: *page 21 - 1 p.m. How was all of this observed at one point in time?*

Response ERS-7: There were five data collectors in the field on the survey days. Counts were collected in an approximately 30 minute window starting at the hour noted.

Comment ERS-8: *page 22 - It would be very useful to also indicate which of these lots are private, non-public. This comment applies to all utilization maps in this report.*

Response ERS-8: Comment noted. This will be incorporated into the final report.

Comment ERS-9: *page 24 - Saturday at 9 a.m., 11 a.m. The new Farmers' Market significantly impacts parking demand and availability at these times. The conditions described in this report are no longer relevant. This requires additional study and an update to the report.*

Response ERS-9: Ed Hale's parking lot (61 spaces) opened up on Saturdays, but street parking taken away (127 spaces) for a net loss of 66 spaces on Saturday morning compared to win data collection occurred. The increase in Saturday demand/decrease in supply would not alter any of the key recommendations.

Comment ERS-10: *page 35* - Citrus Avenue garage remains and is. Why? It's a terrible parking garage. A new parking garage would meet seismic and accessibility requirements and provide an opportunity to extend retail and/or mixed-use all the way down Citrus.

Response ERS-10: City staff provided the following response to Walker: "It is still a parking resource even though it does not meet current seismic standards. It would be nice to have a new structure on this site if funds were available." Walker agrees that it is still a parking resource, and while it could be demolished and incorporated into a new parking structure this would increase the cost pet net new parking space considerably. Public investment in a structure is still an option in various forms, but it is a decision that should be weighed in the context of community-wide priorities and goals and other possible uses of public spending.

Comment ERS-11: *page 38* - Surveys. *Some of this survey data should be mapped against time-of-day. I assume the interviewer documented that? TOD will be critical in coordinating shared parking arrangements with private owners.*

Response ERS-11: Time of day was recorded, and additional analyses could be conducted if desired. Responses to availability questions generally corresponded predictably with demand patterns observed through the quantitative data collection.

Comment ERS-12: *page 58 - 2017 Initial Downtown Parking Study. What became of this study? How was it used? Is a parking study meant to be reissued on a 5-6 year cycle?*

Response ERS-12: City staff provided the following response to this comment: "This was a survey/inventory completed by in-house city staff. It was not done by people with particular expertise in the area of parking management. There were several improvements done to city streets as a result of the study and a small city-owned lot was converted to a 56-space parking lot. There is no set time period for updating parking studies.

Comment ERS-13: *page 62 - actions that make alternative modes of transportation more attractive. I see inadequate bike racks and sharrows painted on the street. Bicyclists need actual infrastructure, not symbolic efforts.*

Response ERS-13: City staff noted that this is the type of recommendation they would like to see from the Commission. Walker notes that the section referenced is just summarizing existing objectives included in the Transit Villages Specific Plan. Walker could focus more on infrastructure separation in our recommendations if desired.

Comment ERS-14: *page 68 - Santa Monica, CA Is it confirmed that this approach is compliant with AB 2097?*

Response ERS-14: City staff provided the following response to this comment: "The purpose of the surveys from other cities was to help generate ideas on possible policies and programs, not to suggest that we necessary copy what other cities have done. This program in Santa Monica precedes AB2097 and likely does not comply. Walker further notes that this was included as relevant history/context for their city, not as a possible strategy option for Redlands.

Comment ERS-15: *page 68 - 1. Santa Monica, CA*
2. Pasadena, CA
3. Cambridge, MA

The only similarity between Redlands and these three cities is the population size. It is impossible to tell if these strategies would translate to Redlands. Are there examples successful parking strategies in edge cities with lower density, surrounded by even lower density, and with fewer alternative transportation options?

Response ERS-15: The case study cities are also similar in their goals from their General Plans. They may have been more successful in promoting sustainable transportation, partly as a result of well-aligned parking management efforts. Other examples exist but may be less comprehensive. For example, the report also mentions San Clemente in the context of shared parking.

Comment ERS-16: *page 69 - the state's parking cash-out law. I hate to use too much blunt language, but this is a very dumb law. It is unknown, unenforceable, and unenforced. No one is monitoring its effectiveness.*

Response ERS-16: Comment noted.

Comment ERS-17: *page 70 - Unbundling Parking. Who pays liability insurance and property taxes on unbundled parking areas?*

Response ERS-17: The property owner would.

Comment ERS-18: *page 70 - Impact Fees. Historically, how economically sustainable are impact fees? Maintenance and operations costs will come due in perpetuity. If impact fees vanish because a develop weasels out of it, who picks up the tab?*

Response ERS-18: City staff provided the following response to this comment: "Again, this is just an idea. Transportation Impact Fees are widely used by other cities and they are intended to make capital improvements to transportation infrastructure, not for maintenance."

Comment ERS-19: *page 72 - $1.6 million, How is enforcement funded?*

Response ERS-19: City staff provided the following response to this comment: "That would be up to City Management through the City's budget process."

Comment ERS-20: *page 72 - meter replacement expenses. What were the costs of installing them in the first place?*

Response ERS-20: City staff provided the following response to this comment: "We do not have their cost numbers. There are many new technologies for implementing paid street parking that have varying costs."

Comment ERS-21: *page 73 - Parking Maximums. Do they have any issues with developments that are under-parked and creating excess demand on on-street and adjacent parking facilities?*

Response ERS-21: Walker has not interviewed their staff regarding the results of this policy, but their maximums may not be low enough to be binding (building to market demand could mean building less parking than the maximum allowable).

Comment ERS-22: *page 73 - Parking and TDM Ordinance. Success with this approach is going to be dependent on density and availability of alternative transportation. Redlands has neither right now.*

Response ERS-22: This was not included among the recommendations for Redlands. It is just another parking-related policy from the case study city.

Comment ERS-23: *page 75 – perception. Improving the perception of available parking is not a suitable solution. The improved perception will lead to increased demand that is both perceived and actual.*

Response ERS-23: Survey results demonstrate that some percentage of respondents feel that parking is inadequate in Downtown Redlands, while the data collection demonstrated thousands of empty parking spaces in the study area during periods of peak parking demand. Effective parking management and unlocking the private supply will improve the perception of parking availability by freeing up spaces for customers and visitors where they are needed most. However, actual availability will also improve in key areas, and for clarity, the phrase "and the perception…" can be removed.

Comment ERS-24: *page 89 – Improve the Downtown Pedestrian Environment. This doesn't mention separation of pedestrian and auto routes.*

Response ERS-24: City staff provided the following response to this comment: “Difficult to implement within existing rights-of-way in downtown. Would require elimination of vehicle travel lanes as has been done in the downtowns of many large cities in recent years. This would be a good topic for the Commission to discuss and make recommendations on.”

Comment ERS-25: *page 89 – Encourage the Use of Sustainable Transportation Modes to Reduce Parking Demand. This doesn't mention separation of non-motorized and motorized routes.*

Response ERS-25: See response to comment ERS-24.

Comment ERS-26: *page 101 – parking enforcement position. Wouldn't this also require an experienced planner to oversee leasing, risk management, parking district management, and presumably a support staff?*

Response ERS-26: City staff provided the following response to this comment: “Depends on the extent of the duties. Could be limited to just enforcing time restrictions and paid parking areas but could also have other duties at the City's discretion. Another good area for the Commission to discuss and make recommendations on.” Walker notes that this recommendation and the parking benefit district recommendation can be updated to mention that allocation of staff time would be needed to support the recommendation.

Comment ERS-27: *page 103 – civilian. Is this position safe enough for a civilian?*

Response ERS-27: City staff provided the following response to this comment: “These positions are usually considered non-sworn positions under the Police Department. This would be up to the City to decide.” Walker further notes that civilians can write parking citations but cannot issue moving violations and are therefore less likely to interact with vehicle owners.

Comment ERS-28: *page 108 – : Action Steps. First action step should be to slow and separate traffic.*

Response ERS-28: City staff provided the following response to this comment: “This should be part of Commission discussions and recommendations.” Walker further notes that this could action be the result of "conduct outreach to determine how and where the community thinks safety could be improved" but this detailed outreach was not the primary focus of this study.

Comment ERS-29: *page 109 – : 8: Implementation Details. how are these implemented? District design standards?*

Response ERS-29: The implementation could start with revision of the Downtown District’s design standards if needed, and would involve the City/stakeholders identifying specific locations for actions.

Comment ERS-30: *page 113 – : o large employers. The City is really the only large employer in the study area. This looks a lot like a benefit for City employees that won't really help reduce parking demand.*

Response ERS-30: Comment noted.

Comment ERS-31: *page 114 – : Create a Transportation Wallet Program. Resources should be focused on infrastructural improvements, not giveaway programs.*

Response ERS-31: City staff provided the following response to this comment: "These are good topics for Commission to discuss and make recommendations on." Walker notes that this is more of a long-term option for one possible use of excess parking revenues, but it could be evaluated by the Commission/Parking Benefit District/community members in the context of other possible uses of funds when the time comes. Walker further notes that construction of additional structured parking, while an 'asset,' would provide a negative return on investment, and thus constitute a 'giveaway' program to motorists in its own right.

MEMORANDUM

To: Eric Shamp, Traffic and Parking Commission Chair

From: Brian Desatnik, Development Services Director

Date: September 28, 2023

Subject: Recommended Action Steps of the Downtown Redlands Parking Study

Following-up to the previous updates to the Traffic and Parking Commission (TPC), which included Development Services Department staff along with Walker Consultants providing a presentation of the Downtown Redlands Parking Study report on May 25, 2023, and a presentation of the Action Steps for prioritization to the TPC on July 27, 2023. At the meeting on July 27th, the TPC requested to staff to provide a list of the top priorities. Please see staff recommendations below.

To summarize, the purpose of this study is to inventory and assess the availability of public parking in downtown and to provide targeted recommendations to help address real and perceived parking concerns.

Chapters 1-3 were provided to the commission and discussed at the March 23, 2023, meeting, which included Chapter 1, *Introduction*; Chapter 2, *Existing Conditions*; and Chapter 3, *Downtown Vision, Goals, and Parking Strategies*. These first three chapters provided the purpose and identified a specific study area within downtown; existing parking conditions and key findings; survey results from site visits and personal interviews, along with results from previous community surveys; and parking vision and goals.

Chapter 4, *Action Steps, and Implementation Details*, which recommends specific action steps and an outline for an implementation plan for each of the downtown parking strategies outlined in Chapter 3.

Staff Recommendations:

1. ***Increased Parking Enforcement*** *(page 92)*
   - **Time frame to start – Immediate.** It may take 3-4 months to hire additional staff required. Costs for this effort would be on-going as opposed to one-time.
   - Hire additional staff to enforce current parking limits, with the goal of increasing turnover in the existing timed parking spaces.
   - 2-hour parking, 8:00 am – 6:00 pm, except Sunday, is posted on:
     - E. State Street, from Orange Street to Redlands Boulevard.
     - Orange Street, from State Street to the Railroad crossing.
     - 6th Street, from Redlands Boulevard to Olive Street.
     - 5th, 7th, 8th, and 9th Streets, from Redlands Blvd to Citrus Avenue.
     - E. Citrus Avenue from Redlands Boulevard to Orange Street.

    - Vine St. from 6th Street to Cajon Street.
- Evaluate over a 6–12-month period; if effective, number of citations should decline over time.
- If increased enforcement is not effective and there is no change in parking availability, then consider initiating a ***paid parking pilot program*** (see number 5 below).

2. ***Parking Structure*** *(page 24)*
    - **Time frame to start – Immediate.** It may take 9-12 months to complete a feasibility study and 3-5 years to complete the structure.
    - Initiate an RFP for a feasibility study and cost analysis. The study would analyze the net increase in parking capacity of downtown, project the number of new trips made to downtown Redlands, and assess the structure's overall economic impact. The study will also include an analysis of the total project cost, cost per parking space, on-going maintenance costs, and potential funding sources.
    - The Downtown Redlands Parking Study identified the current city hall site (not including the Citrus Ave. parking structure) as the most feasible location for a new, 4-level structure, which included approximately 590 parking spaces. Additional floors would yield approximately 170 spaces/floor.
    - As a cost reference, the construction cost per parking space at the recently opened Stuart Avenue parking structure was approximately $62,500 per space, which would cost approximately $36.9 million for a 590-space structure, and a1,000-parking space structure would cost approximately $62.5 million based on this reference.

3. ***Pursue Shared-Use Agreements on Private Lots*** *(page 87)*
    - **Time frame to start – Immediate.**
    - Lease of existing parking lots greater than 25-spaces should be the focus. Lots could be used for general public parking during periods of high demand or to be used for safe convenient employee parking. Acquisition could also be considered for smaller lots.
    - Opportunities are likely office buildings, banks and religious institutions.
    - On-going evaluation of the successful use these lots would be required.

4. ***Encourage Use of Existing Parking Facilities through Safety Improvements*** *(page 90)*
    - **Time frame to start – Immediate,** allowing for 6-18 months for physical improvements to begin or be completed.
    - Provide safe and convenient parking for employees who work in and around State Street, by identifying public parking lots where employees can park and walk safely and comfortably to and from their work locations.

- Including evaluation and improvements to existing lighting, signage, accessibility, security, and emergency phone installations. Look for opportunities to add shade as well.
- Focus of improvements would be on existing public lots, including the public parking at Centennial Plaza, Citrus Avenue parking structure, city hall surface parking, and the public parking lot behind Hatfield Buick. (Page 7, table 1; page 4, figure 2)
- Improvements would be evaluated for additional lots added to the public inventory either through purchase or lease in the future.
- Ongoing evaluation of the successful use these lots would be conducted.

5. ***Paid Parking Pilot Program*** *(page 92)*
   - **Time frame to start – Medium Term; after evaluation of effectiveness of increased parking enforcement**
   - Pending an analysis of increased parking enforcement and its lack of success of creating more parking availability, a Paid Parking Pilot Program for prime locations could be initiated.
   - When parking demand is high, drivers will have the option between parking for free and walking a few blocks or paying a small fee to park in a more convenient space.
   - Recommended locations include:
     - E. State Street, from Orange Street to Redlands Boulevard.
     - 5th – 9th Streets, from Redlands Boulevard to E. Citrus Avenue.
   - An evaluation of various payment technologies that can be utilized to best serve the public and the city will need to be determined.
   - Ongoing evaluation of the performance of a pilot program would be accomplished, and could include in measurement of success, if there is an increase in sales tax revenue in the area compared to prior years.

6. ***Establish a Parking Benefits District (PBD)*** *(page 94)*
   - **Time frame to start – Not immediate, and dependent on creation of a Paid Parking Pilot Program**
   - Establishing a PBD could be utilized to help identify the issues, needs, and opportunities to improve parking in the downtown.
   - Establishing an advisory committee, its members, roles, and responsibilities will need to be accomplished and would be accomplished at the direction of the Mayor and City Council.
   - A PBD could be established by ordinance and funded by revenue from a Paid Parking Pilot Program and other parking fees in the identified area.
   - Ongoing evaluation of the PBD performance would be accomplished.

Special Events

The Downtown Redlands Parking Study did not consider special events because it is not typical to base parking needs on non-standard or infrequent uses. However, to address public comment, staff has summarized all of the special events that occur in and around the downtown, including the Redlands Bowl, on the worksheet attached to this report to quantify the impact. With the exception of a small number of events, staff does not believe that the events greatly impact the overall parking availability in the downtown for long periods of time.

The attached document provides a breakdown of what city staff included in its research of special events and programs in the study and Redlands Bowl areas, along with added events provided by the Redlands Chamber of Commerce. Several factors such as day of the week, event time of the day/evening, event duration, and the location of the event were taken into consideration when estimating a level of impact to overall parking impact to the business community. Below is a summary of the main points derived from the information included in the attachment.

- Eleven named events over the course of 13 days were evaluated to be Medium to High Impact to parking. Five of these events are holiday events.
- Nine named events over the course 64 days were evaluated to be Low Impact to Parking. Downtown Morning Market occurs on 43 days of this 64-event day total with streets reopened by 1:00 pm.
- Seven named events over the course of 26 days were evaluated to be Minimal Impact to Parking.
- The Redlands Bowl had 36 events that occurred mostly in the evenings, with most of the parking during these events taking place on the surrounding adjacent residential streets, neighboring religious institutions, and the Redlands mall parking lots.

City staff conducted a windshield survey of the upper level of the Citrus Avenue parking structure during several of the Redlands Bowl evening events and found many available parking spaces after 8:30 pm. Since the Bowl events were occurring at this same time, usually lasting to nearly 10:00 pm, this could demonstrate that Redlands Bowl attendees were not utilizing this parking structure that serves the downtown Redlands businesses.

Staff is requesting that the Commission review and discuss staff's recommendations and formulate recommendations that can be forwarded to the City Council for consideration.

Attachments:

1. 2023 Downtown Redlands Events – Redlands Parking Study

2023 DOWNTOWN REDLANDS EVENTS - Redlands Parking Study					
MEDIUM / HIGH IMPACT TO PARKING	**LOCATION**	**TIME**	**DAY(S)**	**COMMENTS**	**DAYS PER YEAR**
Lincoln Pilgrimage (February)	State St. to Bowl	8a - 11a	Saturday	Parade through downtown; event until 3pm	1
Artlands Art Walk (late October)	Vine & Cajon St	10a - 9p	Saturday	city hall parking lot used; streets closed	1
Believe Walk (early October)	State St. to Bowl	6a - 12p	Saturday	Cancer awareness walk; event until 2p	1
Bicycle Classic (April)	DT Streets	6a - 8p	Fri - Sun	Several blocks of various streets closed	3
Firefighter Car Show (end of May)	State St., 5th St.	9a - 6p	Sunday	approx. 4 blocks of State St., and most of 5th St. closed	1
Run through Redlands (early March)	DT Streets	5a - 2p	Sunday	5K & 10 K	1
HOLIDAY EVENTS					
Halloween Trick or Treat	State Street	2p - 6:p	Varies	Approx 3 blocks State St. closed; portion of 5th St closed	1
Veteran's Day Parade	Several DT Streets	8a - 11a	Varies	Citrus Av., W. State, Redlands Bl.	1
Christmas Tree Lighting	Ed Hales Park	6p - 9p	Friday	Some adjacent streets closed	1
Christmas Parade	State, Citrus Sts.	5p - 9p	Saturday	Parade route to Eureka St.	1
New Year's Eve Orange Drop	State Street	5p - 9p	Varies	most businesses are closed by this time	1
LOW IMPACT TO PARKING	**LOCATION**	**TIME**	**DAY(S)**	**COMMENTS**	**DAYS PER YEAR**
Downtown Morning Market	State Street	8a - 12p	Saturday	Streets open by 1pm	43
STN Giving Sunday	Ed Hales Park	11a -7p	Sunday	One Sunday p/month; Vendors; Half block of 5th St. close between Redlands Bl. & driveway	12
Board Game Paradise event	Ed Hales Park	8a - 4p	Saturday	Board game playing & marketing; no street closure	2
Art on State	State Street	10a - 5p	Sunday	One block closed between 6th & 7th	1
DTR Art Walk	State Street	9a - 7p	Sunday	Ed Hales Park is also used ; streets closed	2
Wine Walk	State Street	evening	Thursday	No streets closed; no special event permit	1

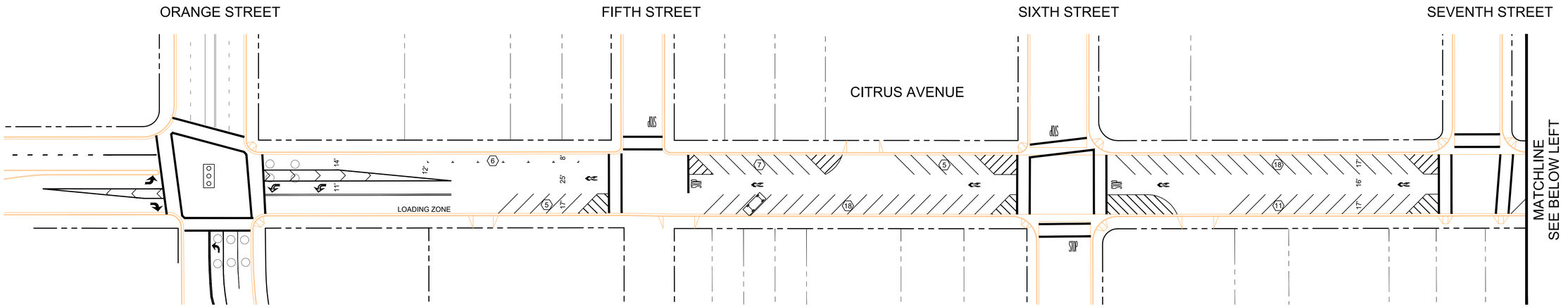
Earth Day city event	Ed Hales Park	6a - 1p	Saturday	No street closure	1
First Church of Christ event	Ed Hales Park	6a - 1p	Saturday		1
Chamber Dog Walk	Ed Hales & State St.	9a - 1p	Sunday		1

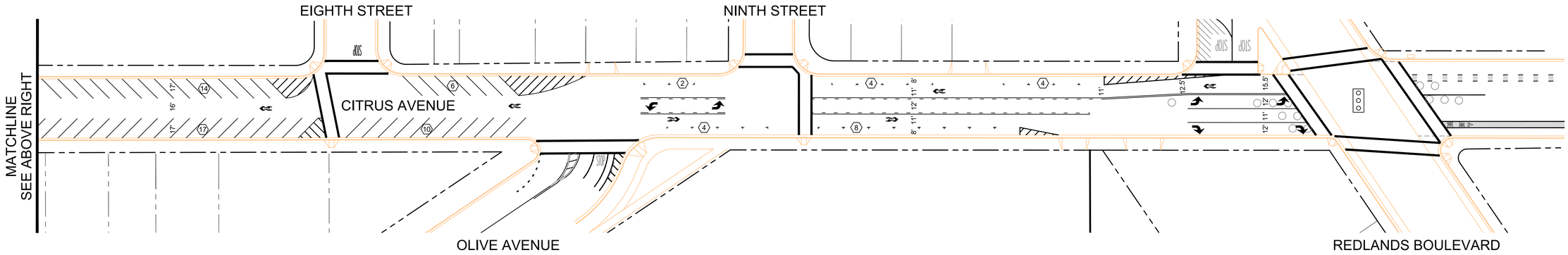
MINIMAL IMPACT TO PARKING	LOCATION	TIME	DAY(S)	COMMENTS	DAYS PER YEAR
Southern Calif in Film	Contemporary Club	2p - 4p	Saturday	20-40 attendees, PARK AT Contemporary parking lot	12
YMCA Family Circus	YMCA	varies	varies	event at YMCA	9
Redlands Day of Service	Various, citywide	7a - 1p	Saturday	portion took place in DT in 2023	1
Sunrise Rotary Star Search	Fox Theater	7p - 10p	Friday		1
Unity in Community (Juneteenth)	Sylvan Park	10a - 4p	Saturday		1
A.K. Smiley Library Family Day	Smiley Park	9a - 1p	Saturday		1
A.K Smiley Library - Dia de Los Muertos	Smiley Library	6p - 8p	varies	usually held on November 1	1

REDLANDS BOWL EVENTS	LOCATION	TIME	DAY(S)	COMMENTS	DAYS PER YEAR
Graduations	Redlands Bowl	evenings	various	parking is on adjacent streets & at mall lots	12
Festival of the Arts	Redlands Bowl	10a - 5p	Sat - Sun		2
Redlands Bowl Summer Music Events	Redlands Bowl	8p - 10p	Varies	Parking occurs on adjacent streets and Mall lots	22

N

SCALE: 1" = 40'





PARKING SPACE QUANTITIES

EXISTING PARKING SPACES: 104

PROPOSED PARKING SPACES: 139

(X) INDICATES NUMBER OF PARKING SPACES

LINE IS 2 INCHES AT FULL SIZE
IF NOT 2" – SCALE ACCORDINGLY

BENCHMARK
AS SHOWN

Letter	Description	Date	Initial	Initial	Initial

Revisions

CITY OF REDLANDS
Municipal Utilities and Engineering Department

CITRUS AVENUE ANGLED PARKING

45° ANGLE PARKING STUDY, ONE-WAY TRAFFIC WESTBOUND TRAVEL

Designed by: _____ Date: _____
Checked by: _____ Date: _____
Drawn by: _____ Date: _____
Checked by: _____ Date: _____

Reviewed By: _____ Date
Approved By: _____ Date

Sheet 1 of 1 Sheets
Scale: Horiz. _____
Vert. _____

XXXX-TS

K:\Capital Projects\239400 LOCAL TRANS PROJECTS\Citrus Avenue Striping\Citrus Avenue Angled Parking.dwg | Plotted: 11/14/2023

2023 DOWNTOWN REDLANDS EVENTS - Redlands Parking Study					
MEDIUM / HIGH IMPACT TO PARKING	**LOCATION**	**TIME**	**DAY(S)**	**COMMENTS**	**DAYS PER YEAR**
Lincoln Pilgrimage	State St. to Bowl	8a - 11a	Saturday	Parade through downtown; event until 3pm	1
Artlands Art Walk	Vine & Cajon St	10a - 9p	Saturday	city hall parking lot used; streets closed	1
Believe Walk	State St. to Bowl	6a - 12p	Saturday	Cancer awareness walk; event until 2p	1
Bicycle Classic	DT Streets	6a - 8p	Fri - Sun	Several blocks of various streets closed	3
Firefighter Car Show	State St., 5th St.	9a - 6p	Sunday	approx. 4 blocks of State St., and most of 5th St. closed	1
Run through Redlands	DT Streets	5a - 2p	Sunday	5K & 10 K	1
HOLIDAY EVENTS					
Halloween Trick or Treat	State Street	2p - 6:p	Varies	Approx 3 blocks State St. closed; portion of 5th St closed	1
Veteran's Day Parade	Several DT Streets	8a - 11a	Varies	Citrus Av., W. State, Redlands Bl.	1
Christmas Tree Lighting	Ed Hales Park	6p - 9p	Friday	Some adjacent streets closed	1
Christmas Parade	State, Citrus Sts.	5p - 9p	Saturday	Parade route to Eureka St.	1
New Year's Eve Orange Drop	State Street	5p - 9p	Varies	most businesses are closed by this time	1
LOW IMPACT TO PARKING	**LOCATION**	**TIME**	**DAY(S)**	**COMMENTS**	**DAYS PER YEAR**
Downtown Morning Market	State Street	8a - 12p	Saturday	Streets open by 1pm	43
STN Giving Sunday	Ed Hales Park	11a -7p	Sunday	One Sunday p/month; Vendors; Half block of 5th St. close between Redlands Bl. & driveway	12
Board Game Paradise event	Ed Hales Park	8a - 4p	Saturday	Board game playing & marketing; no street closure	2
Art on State	State Street	10a - 5p	Sunday	One block closed between 6th & 7th	1
DTR Art Walk	State Street	9a - 7p	Sunday	Ed Hales Park is also used ; streets closed	2
Wine Walk	State Street	evening	Thursday	No streets closed; no special event permit	1

Earth Day city event	Ed Hales Park	6a - 1p	Saturday	No street closure	1
First Church of Christ event	Ed Hales Park	6a - 1p	Saturday		1
Chamber Dog Walk	Ed Hales & State St.	9a - 1p	Sunday		1

MINIMAL IMPACT TO PARKING	LOCATION	TIME	DAY(S)	COMMENTS	DAYS PER YEAR
Southern Calif in Film	Contemporary Club	2p - 4p	Saturday	20-40 attendees, PARK AT Contemporary parking lot	12
YMCA Family Circus	YMCA	varies	varies	event at YMCA	9
Redlands Day of Service	Various, citywide	7a - 1p	Saturday	portion took place in DT in 2023	1
Sunrise Rotary Star Search	Fox Theater	7p - 10p	Friday		1
Unity in Community (Juneteenth)	Sylvan Park	10a - 4p	Saturday		1
A.K. Smiley Library Family Day	Smiley Park	9a - 1p	Saturday		1
A.K Smiley Library - Dia de Los Muertos	Smiley Library	?	?		1

REDLANDS BOWL EVENTS	LOCATION	TIME	DAY(S)	COMMENTS	DAYS PER YEAR
Graduations	Redlands Bowl	evenings	various	parking is on adjacent streets & at mall lots	12
Festival of the Arts	Redlands Bowl	10a - 5p	Sat - Sun		2
Redlands Bowl Summer Music Events	Redlands Bowl	8p - 10p	Varies	Parking occurs on adjacent streets and Mall lots	22

City Council/Successor Agency Meeting **I. 2.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Discussion and possible action relating to naming the Avice Meeker Sewall Theatre stage in honor of Cliff Cabanilla, and adoption of Resolution No. 8537 (Council Member Davis)

MOTION:

I move to approve the naming of the Avice Meeker Sewall Theatre stage to the "Cliff Cabanilla Stage", and adopt Resolution No. 8537.

DISCUSSION:

This item is being put forth to the City Council to allow for discussion and possible action regarding the naming of the Avice Meeker Sewall Theatre stage. The proposal is to consider naming the stage to, "Cliff Cabanilla Stage" in honor of the late Professor Cliff Cabanilla.

Cliff Cabanilla hailed from the small pineapple island of Lanai, Hawaii. He served in the United States Navy, attended BYU, and settled in Redlands.

He began his teaching career at San Bernardino Valley College in the 1960s and then started the theatre program at Crafton Hills College where he ran the department for the next 30+ years.

Cliff Cabanilla founded the Redlands Theatre Festival in 1972 as a summer theater program for Crafton Hills College. His vision was to bring a repertory theatre company to Redlands, to produce high-quality theatrical entertainment for the community that would delight, and sometimes challenge, the audience and to house it in a beautiful park setting.

Cliff Cabanilla saw an unused pasture in Prospect Park and turned it into a robust amphitheater. In the early years, the company would till, hoe and terrace the land and build a temporary stage each summer.

In the first program, Cliff declared his dream to house productions on a permanent Elizabethan-type stage, meeting three important criteria: it must be a fully functional theater, it must be entirely harmonious with the beauty of Prospect Park, and it must serve the community.

In the 1980's, Cliff worked with architect Leon Armantrout to design and build a permanent Elizabethan-style structure. Under Cliff's watchful eye, that stage opened every summer and hosted hundreds of actors performing 5 great plays in true British repertory for the citizens of Redlands and beyond.

Until his passing in November, 2022, Cliff Cabanilla and his company have been faithful stewards of the Prospect Park theater.

For 52 years, the Redlands Theatre Festival has served the community, delighting audiences and allowing them to experience new and classic works in a gorgeous outdoor setting in Prospect Park. All Redlands Theatre Festival companies and the city of Redlands owe a debt of gratitude to Cliff Cabanilla for his vision, his tenacity and his leadership!

Cliff Cabanilla was an innovative theatrical force; a screen and stage actor, scenic designer, theatre technician, director, and artistic producer with a career that spanned fifty years. For this reason, and respecting the fact that Professor Cabanilla passed November 12, 2022, I would like to propose naming the stage in honor of Cliff Cabanilla so that it can be known, going forward, as the Cliff Cabanilla Stage.

Per section 2. B of Resolution No. 7711, "Any member of the City Council may initiate a proposal for naming a City park, building or other public facility by causing the matter to be placed for consideration on an agenda for a regularly scheduled meeting of the City Council."

Per section 4. B of Resolution 7711, "City parks, buildings or other public facilities may be named for a person or entity who has made a significant contribution to the Redlands community, provided such person shall be deceased for at least (3) years prior to designating his or her name for a park, building or other public facility, *unless waived by the City Council*;"

SUBMITTED BY:
Denise Davis, Council Member

Attachments

Reso. No. 7711 Naming of Parks, Buildings, Streets and Other Public Facilities
Reso. No. 8537 Name of Sewall Theater Stage

RESOLUTION NO. 7711

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS ESTABLISHING PROCEDURES FOR THE NAMING OF CITY PARKS, BUILDINGS, STREETS AND OTHER PUBLIC FACILITIES AND RESCINDING RESOLUTION NO. 7607

WHEREAS, the City Council authorized the formation of a committee to assist the City Council in developing a uniform and equitable policy and process for considering names for City parks, buildings, streets and other City public facilities; and

WHEREAS, after numerous meetings, research and thorough discussion, the committee recommended that the City Council adopt a Parks and Public Facilities Naming Policy to establish procedures for naming and renaming City parks, buildings and public facilities; and

WHEREAS, the procedures established by this resolution incorporate, and expand upon, the recommendations of the committee for naming and renaming City parks, buildings and other public facilities;

NOW, THEREFORE, be it resolved by the City Council of the City of Redlands as follows:

Section 1. Eligible Facilities:

A. Any City park, building, or other public facility may be considered for naming under the procedures established by this resolution. However, for purposes of this resolution, City-owned and designated passive "Open Space" shall not be considered a City park and shall not be subject to this resolution's naming procedures.

B. Except for extraordinary reasons, no City park, building or other public facility which has been officially named in recognition of a person or entity will be renamed out of respect for the reason such existing name was granted.

C. The naming and renaming of City streets shall be in accordance with the procedures established by California Streets and Highways Code Section 5026.

D. Any City park, building or other public facility located within the City that is owned by another public agency is ineligible for naming under the procedures established by this Resolution.

Section 2. Naming Procedure:

A. Any person may initiate a proposal for naming a City park, building or other public facility by completing an application/nominating form (a copy of which is attached to this Resolution as Exhibit "A"), making payment of the applicable fee, and filing such form with the City Manager, or the City Manager's designee. The fee shall be established by Resolution of the City Council.

B. Any City advisory commission or committee having appropriate jurisdiction, may initiate a proposal for naming a City park, building or other public facility by notifying the City Manager, or the City Manager's designee, of such proposal; or

C. Any member of the City Council may initiate a proposal for naming a City park, building or other public facility by causing the matter to be placed for consideration on an agenda for a regularly scheduled meeting of the City Council.

Section 3. Naming Process:

A. All application/nomination forms shall be referred to any City advisory commission or committee having appropriate jurisdiction with respect to the City parks, building or public facility.

B. The City Council members shall concurrently be provided with copies of all application/nomination forms upon referral to a City advisory commission/committee.

C. Within thirty (30) days of receipt, the advisory commission or committee shall review the application/nomination form and make its recommendation to the City Council.

Section 4. Criteria for Naming Parks, Buildings and other Public Facilities:

A. Priority shall be given to naming a City park, building or other public facility after its geographical location, a recognizable theme, its historic significance, or geological features associated with the park, building or public facility.

B. City parks, buildings or other public facilities may be named for a person or entity who has made a significant contribution to the Redlands community, provided such person shall be deceased for at least three (3) years prior to designating his or her name for a park, building or other public

facility, unless waived by the City Council; or for a person, organization or business that has contributed more than fifty percent (50%) of the cost of construction, acquisition, or long-term maintenance of a park, building or public facility.

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

Section 6. Resolution No. 7607 is hereby rescinded.

ADOPTED, SIGNED AND APPROVED this 21st day of February, 2017.

Paul W. Foster, Mayor

ATTEST:

Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, California, do hereby certify that the foregoing was duly adopted by the City Council at a regular meeting thereof held on the 21st day of February 2017, by the following vote:

AYES: Councilmembers Harrison, Gilbreath, Barich, Tejeda: Mayor Foster
NOES: None
ABSENT: None
ABSTAIN: None

Jeanne Donaldson, City Clerk

EXHIBIT A

APPLICATION FOR NAMING OF CITY PARKS, BUILDINGS, STREETS AND OTHER PUBLIC FACILITIES

Name of Applicant: _____
(Nominating Party)

Contact Information: _____

_____
(Mailing Address and Phone Number)

Proposed Name for Facility: _____

Location of Facility Name is proposed for: _____

Provide rationale or background in support of proposed name for facility: _____

_____

_____

_____
(Attach additional sheets or supporting documentation as necessary)

Name of Nominating Party: _____
(Print Name) (Date)

_____
(Signature)

RESOLUTION NO. 8537

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS COMMEMORATIVELY NAMING THE STAGE OF THE AVICE MEEKER SEWALL THEATRE AS THE "CLIFF CABANILLA STAGE"

WHEREAS, a report has been prepared and submitted by Council Member Davis requesting the commemorative naming of the Avice Meeker Sewall Theatre stage as "Cliff Cabanilla Stage" in honor of Cliff Cabanilla; and

WHEREAS, Cliff Cabanilla founded the Redlands Theatre Festival in 1972 as a summer theater program for Crafton Hills College with the vision of bringing a repertory theatre company to Redlands, to produce high-quality theatrical entertainment for the community that would delight, and sometimes challenge, the audience and to house it in a beautiful park setting; and

WHEREAS, the City Council of the City of Redlands adopted Resolution No. 7711 on February 21, 2017; and

WHEREAS, in accordance with the requirement of Resolution No.7711, Naming Procedure, any member of the City Council may initiate a proposal for naming a City park, building or other public facility by causing the matter to be placed for consideration on an agenda for a regularly scheduled meeting of the City Council; and

WHEREAS, in accordance with the requirement of Resolution No.7711, Criteria for Naming Parks, Buildings and other Public Facilities, City parks, buildings or other public facilities may be named for a person or entity who has made a significant contribution to the Redlands community, provided such person shall be deceased for at least (3) years prior to designating his or her name for a park, building or other public facility, unless waived by the City Council.

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

Section 1. That the above-named stage will be known as "Cliff Cabanilla Stage".

ADOPTED, SIGNED AND APPROVED this 5th day of December, 2023.

_____
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 5th day of December 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

City Council/Successor Agency Meeting **J. 1.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Resolution No. 8523 to Participate in the Statewide Community Infrastructure Program (SCIP)
(Mayor to declare meeting open as a public hearing)

a. Public hearing to consider Resolution No. 8523 authorizing the City to join the Statewide Community Infrastructure Program (SCIP); authorizing the California Statewide Communities Development Authority to accept applications from property owners, conduct special assessment proceedings and levy assessments and special taxes and to form assessment districts and community facilities districts within the territory of the City of Redlands; embodying a joint community facilities agreement setting forth the terms and conditions of community facilities district financing; approving the form of the acquisition agreement when applicable; and authorizing related actions.
(Management Services/Finance Director Garcia)

PROCEDURE FOR PUBLIC HEARING:

1. Mayor declares the meeting open as a public hearing.
2. Mayor calls upon Department Director for report.
3. Mayor calls for questions/comments from members of the City Council.
4. Mayor calls for comments/questions/testimony from members of the public (3 minutes per speaker).
5. Mayor calls upon City Clerk to note any written comments received.
6. Mayor closes the public hearing.
7. City Council considers the motion and votes.

MOTION(S):

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

I move to adopt Resolution No. 8523 authorizing the City to become a participant of the Statewide Community Infrastructure Program (SCIP); authorizing the California Statewide Communities Development Authority (CSCDA) to accept applications from property owners within the City's jurisdiction; approving the Resolution of Intention to be adopted by CSCDA in connection with any assessment district formed within the City (Exhibit 'A' to the resolution); approving the Form of Acquisition Agreement for use when applicable (Exhibit 'B' to the resolution); and directing the City Clerk to transmit a certified copy of this resolution to the Secretary of CSCDA.

RECOMMENDATION:

Staff recommends that Council adopt Resolution No. 8523 authorizing the City to become a participant of the Statewide Community Infrastructure Program (SCIP); authorizing the California Statewide Communities Development Authority (CSCDA) to accept applications from property owners within the City's jurisdiction; approving the Resolution of Intention to be adopted by CSCDA in connection with any assessment district formed within the City (Exhibit 'A' to the resolution); approving the Form of Acquisition Agreement for use when applicable (Exhibit 'B' to the resolution); and directing the City Clerk to transmit a certified copy of this resolution to the Secretary of CSCDA.

DISCUSSION:

In an effort to expand the economic development tools available to developers, property owners and businesses, the City's Development Services and Finance teams are proposing to participate in the Statewide Community Infrastructure Program (SCIP). SCIP provides a pooled, tax-exempt bond financing program for public infrastructure improvement costs (i.e., required off-site improvements) for commercial, industrial, retail and multi- and single-family residential developments. SCIP is administered by the California Statewide Communities Development Authority (CSCDA).

Off-site improvements are those improvements that the City will require a developer to make, but are located outside the boundaries of the property, often in public right-of-way. These improvements are necessitated by the fact that development projects impact public infrastructure. For example, new developments may change vehicular traffic patterns, create additional stormwater runoff, call for other utility requirements, or even create additional

foot traffic. Financing these public infrastructure improvements can significantly affect the feasibility of a project.

The CSCDA is a California joint powers authority sponsored by the California League of Cities and the California State Association of Counties. It was created to provide local governments with an effective tool for the timely financing of community-based public benefit projects. The member agencies of CSCDA include the City of Redlands, along with more than 500 other cities, special districts and counties throughout California. SCIP is one of its financing programs that enables developers to finance qualified public infrastructure improvements through an acquisition agreement via tax-exempt bond issuance proceeds. Local agencies in the region that utilize SCIP include Fontana, Rialto, Yucaipa Valley Water District, Corona, Banning and Riverside County.

Revenues to pay the debt service on these bonds are derived by CSCDA using the assessment district format. Under the assessment district format, CSCDA will levy assessments on the parcels in each assessment district. Each individual, qualified development project within the City would be its own district for the purposes of this program. The assessments will be payable in annual installments billed to the property owner and collected on the county property tax roll. Such installments will be calculated to cover debt service on the bonds along with the administrative costs of SCIP. The assessment follows the parcel owner upon change of ownership. As with a conventional assessment district, each property owner retains the right to pay off the assessment at any time and thereby discharge the lien which secures payment of the annual installments.

CSCDA administers the formation of assessment districts, levying of assessments, issuance of bonds and administration of collections and enforcement. The duties of local agency staff are reduced to informing developers of SCIP, confirming the project status, approving projects for use of SCIP financing, confirming public (off-site) improvement obligations for qualified projects, determining when improvements are completed and therefore ready for acquisition**,** and to acquire completed improvements for projects which have been funded. In addition, when improvements will be financed, the Local Agency will be required to enter into an “Acquisition Agreement” with the Applicant to provide the terms and conditions governing the acquisition of completed Improvements.

The City is not liable for any debt service on the bonds issued by the CSCDA or the assessments imposed on the participating properties. If the resolution is adopted by the City Council, the SCIP will be available citywide to developers/owners of both residential and commercial projects. The City is permitted to charge CSCDA a fee to cover its staff costs to review the requisite documents, including the SCIP application and funding request.

The benefits for the property owner participating in the SCIP include:

- For homebuyers, paying for the costs of public infrastructure through a special assessment is superior to having those costs "rolled" into the cost of the home. Although the tax bill is higher, the amount of the mortgage is smaller. Moreover, because the special assessment financing is at tax-exempt rates, it can come at a lower cost than mortgage rates.
- Owners of smaller projects, both residential and commercial, can have access to tax-exempt financing of infrastructure.
- Before the inception of SCIP, only projects large enough to justify the formation of an assessment district or community facilities district had access to tax-exempt financing.

The benefits for the City include:

- As in conventional assessment district and CFD financing, the City is not liable to repay the bonds issued by CSCDA or the assessments imposed on the participating properties.
- CSCDA handles all district formation, district administration, bond issuance and bond administration functions.
- Providing tax-exempt financing helps participating cities with the impact of rising public infrastructure improvement costs.
- SCIP is an important tool for developers in determining the overall feasibility of a project and, in certain instances, the decision to purchase land.

As lead for this program, the City's Development Services Department will provide administrative assistance by: (a) reviewing the application to perform the verification, (b) coordinate review, finalization, and execution on behalf of the City of the acquisition agreement (Exhibit 'B' of the resolution) when eligible improvements are being financed, (c) monitor progress and completion of construction of eligible improvements for purposes of submitting reimbursement requisitions pursuant to the acquisition agreement, if any, and (d) sign a closing certificate. The City's administrative costs mentioned above can be recovered at bond issuance on an individual project basis.

The proposed SCIP resolution authorizes CSCDA to accept applications from owners of property within our planning jurisdiction for tax-exempt financing of certain public infrastructure improvements through SCIP. It also authorizes CSCDA to form assessment districts and community facilities districts within the City’s boundaries, conduct assessment and special tax proceedings and levy assessments and special taxes against the property of participating owners. It approves the form of an acquisition agreement, attached to the resolution as Exhibit 'B', to be entered into between the City and the participating property owner/developer, if applicable, to provide the terms and conditions under which financing for public infrastructure improvements will be provided and to establish the procedure for disbursement of bond proceeds to pay for completed facilities. It also authorizes miscellaneous related actions and makes certain findings and determinations required by law.

Each application submitted would undergo an extensive review process to determine if it benefits the property owners and the City. The size, scope and cost of the project would all be taken into consideration. Additionally, the applicant would not be eligible to seek reimbursement from the City through development impact fee reductions or other mechanisms for the infrastructure costs. Development impact fees would not be included as eligible costs to be financed through the SCIP Program.

ALTERNATIVES:

The Council may choose to reject the resolution and not participate in the SCIP program.

STRATEGIC PLAN:

N/A

SUBMITTED BY:

Danielle Garcia, Management Services/Finance Director

RECOMMENDED BY:

Charles M. Duggan Jr., City Manager

REVIEWED BY:

Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager
Christopher Boatman, Assistant City Manager
Brian Desatnik, Development Services Director

Fiscal Impact

Fiscal Year:	FY 2023-24
Revenue Generating:	No
Appropriation Required Y/N:	No

Discussion:

There is no fiscal impact. The City's administrative costs to review the financing documents may be recovered by a charge to the CSCDA and are reimbursed at bond issuance on an individual project basis.

Attachments

Resolution No. 8523 - Joining SCIP

RESOLUTION NO. 8523

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS AUTHORIZING THE CITY TO JOIN THE STATEWIDE COMMUNITY INFRASTRUCTURE PROGRAM; AUTHORIZING THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY TO ACCEPT APPLICATIONS FROM PROPERTY OWNERS, CONDUCT SPECIAL ASSESSMENT PROCEEDINGS AND LEVY ASSESSMENTS AND SPECIAL TAXES AND TO FORM ASSESSMENT DISTRICTS AND COMMUNITY FACILITIES DISTRICTS WITHIN THE TERRITORY OF THE CITY OF REDLANDS; EMBODYING A JOINT COMMUNITY FACILITIES AGREEMENT SETTING FORTH THE TERMS AND CONDITIONS OF COMMUNITY FACILITIES DISTRICT FINANCINGS; APPROVING FORM OF ACQUISITION AGREEMENT FOR USE WHEN APPLICABLE; AND AUTHORIZING RELATED ACTIONS

WHEREAS, the California Statewide Communities Development Authority (the "Authority") is a joint exercise of powers authority, lawfully formed and operating within the State pursuant to an agreement (the "Joint Powers Agreement") entered into as of June 1, 1988 under the authority of Title 1, Division 7, Chapter 5 (commencing with Section 6500) of the California Government Code (the "JPA Law"), the members of which include numerous cities, counties and local agencies in the State of California, including the City of Redlands (the "City"); and

WHEREAS, the Joint Powers Agreement authorizes the Authority to undertake financing programs under any applicable provisions of State law to promote economic development, the stimulation of economic activity, and the increase of the tax base within the jurisdictional boundaries of its members (such members, the "Program Participants"); and

WHEREAS, as one of the Programs under the Joint Powers Agreement, the Authority has established the Statewide Community Infrastructure Program ("SCIP") to allow the financing of certain public capital improvements to be constructed by or on behalf of property owners for acquisition by the City or another public agency (the "Improvements") and other authority providing for the levy of fees on new development to pay for public capital improvements (collectively, the "Fee Act") through the levy of special assessments pursuant to the Municipal Improvement Act of 1913 (Streets and Highways Code Sections 10000 and following) (the "1913 Act") and the issuance of improvement bonds (the "Local Obligations") under the Improvement Bond Act of 1915 (Streets and Highways Code Sections 8500 and following) (the "1915 Act") upon the security of the unpaid special assessments; and

WHEREAS, the "Mello-Roos Community Facilities Act of 1982," being Chapter 2.5, Part 1, Division 2, Title 5 (beginning with Section 53311) of the Government Code of the State (the "Mello-Roos Act") is an applicable provision of State law available to, among other things, finance public improvements necessary to meet increased demands placed upon local agencies as a result of development;

WHEREAS, the Authority also uses SCIP to allow the financing of Improvements through the levy of special taxes and the issuance of Local Obligations under the Mello-Roos Act upon the security of the special taxes; and

WHEREAS, the City desires to allow the owners of property being developed within its jurisdiction ("Participating Developers") to participate in SCIP and to allow the Authority to conduct proceedings and to form community facilities districts ("CFDs") and to issue Local Obligations under the Mello-Roos Act, as well as to conduct assessment proceedings to form assessment districts ("Assessment Districts") under the 1913 Act and to issue Local Obligations under the 1915 Act, to finance Improvements, provided that such Participating Developers voluntarily agree to participate and consent to the levy of such assessments or special taxes, as applicable; and

WHEREAS, from time to time when eligible property owners within the jurisdiction of the City elect to be Participating Developers, the Authority will conduct proceedings under the 1913 Act and the Mello-Roos Act and issue Local Obligations under the 1915 Act and the Mello-Roos Act to finance Improvements and, at the conclusion of such proceedings, will levy assessments or special taxes, as applicable on such property within the territory of the City;

WHEREAS, both the Authority and the City are "local agencies" under the Mello-Roos Act;

WHEREAS, the Mello-Roos Act permits two or more local agencies to enter into a joint community facilities agreement to exercise any power authorized by the Mello-Roos Act;

WHEREAS, the City desires to enter into such an agreement with the Authority to authorize the Authority to form CFDs from time to time within the territorial limits of the City to finance Improvements payable by such property owners;

WHEREAS, there has been presented to this meeting a proposed form of Resolution of Intention to be adopted by the Authority in connection with assessment proceedings (the "ROI"), a copy of which is attached hereto as Exhibit A, and the territory within which assessments may be levied for SCIP (provided that each Participating Developer consents to such assessment) shall be coterminous with the City's official boundaries of record at the time of adoption of such ROI (the "Proposed Boundaries"), and reference is hereby made to such boundaries for the plat or map required to be included in this Resolution pursuant to Section 10104 of the Streets and Highways Code; and

WHEREAS, there has also been presented to this meeting a proposed form of Acquisition Agreement (the "Acquisition Agreement"), a copy of which is attached hereto as Exhibit B, to be approved as to form for use with respect to any Improvements to be constructed and installed by a Participating Developer and for which the Participating Developer requests acquisition financing as part of its SCIP application; and

WHEREAS, the City will not be responsible for the conduct of any proceedings; the levy or collection of assessments or special taxes or any required remedial action in the case of delinquencies in such assessment or special tax payments; or the issuance, sale or administration of the Local Obligations or any other bonds issued in connection with SCIP; and

WHEREAS, the Authority may issue revenue bonds pursuant to the Marks-Roos Local Bond Pooling Act of 1985 (the "Marks-Roos Act") to acquire Local Obligations and thereby provide the proceeds to finance Improvements; and

WHEREAS, pursuant to Government Code Section 6586.5, notice was published at least five days prior to the adoption of this resolution at a public hearing, which was duly conducted by this City Council concerning the significant public benefits of SCIP and the financing of the Improvements;

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

Section 1. This resolution shall constitute full "local approval," under Section 9 of the Joint Powers Agreement, and under the Authority's Local Goals and Policies (defined below), for the Authority to undertake and conduct proceedings in accordance herewith and under the Mello Roos Act to form CFDs with boundaries that shall be coterminous with the City's official boundaries of record at the time of such proceedings or any portion thereof (the "Proposed Boundaries"), and to authorize a special tax and to issue bonds with respect thereto; provided that the Participating Developers, who shall be the legal owners of such property at the time of formation of the CFD, execute a written consent to the levy of special tax in connection with SCIP by the Authority and execute a ballot in favor of the formation of such CFD and the Mello-Roos Act.

Section 2. The City hereby consents to the conduct of special assessment proceedings by the Authority in connection with SCIP pursuant to the 1913 Act and the issuance of Local Obligations under the 1915 Act on any property within the Proposed Boundaries; provided, that:

(1) Such proceedings are conducted pursuant to one or more Resolutions of Intention in substantially the form of the ROI; and

(2) The Participating Developers, who shall be the legal owners of such property at the time of the formation of the Assessment District, execute a written consent to the levy of assessments in connection with SCIP by the Authority and execute an assessment ballot in favor of such assessment in compliance with the requirements of Section 4 of Article XIIID of the State Constitution.

Section 3. The Joint Powers Agreement, together with the terms and provisions of this resolution, shall together constitute a separate joint community facilities agreement between the City and the Authority under the Mello-Roos Act for each CFD formed. As, without this resolution, the Authority has no power to finance City Improvements (as such terms are defined herein) in proceedings under the Act to form the CFD, adoption by the Commission of the Authority of each Resolution of Intention to form a CFD under the Mello-Roos Act to finance City Improvements shall constitute acceptance of the terms hereof by the Authority with respect to such CFD.

Section 4. This resolution and the agreement it embodies are determined to be beneficial

to the residents/customers of the City and are in the best interests of the residents of the City, and of the future residents of the area within the proposed CFDs and Assessment Districts. The City hereby finds and declares that the issuance of revenue bonds by the Authority to purchase Local Obligations in connection with SCIP will provide significant public benefits, including without limitation, savings in effective interest rate, bond preparation, bond underwriting and bond issuance costs, and the more efficient delivery of local agency services to residential and commercial development within the City.

Section 5. The Authority has adopted Local Goals and Policies as required by Section 53312.7 of the Mello-Roos Act. The City approves the use of those Local Goals and Policies in connection with the formation of CFDs. The City hereby agrees that the Authority may act in lieu of the City under those Local Goals and Policies in forming and administering the CFDs.

Section 6. The Authority has prepared and will update from time to time the "SCIP Manual of Procedures" (the "Manual"), and the City will handle funds for Improvements for properties participating in SCIP in accordance with the procedures set forth in the Manual.

Section 7. Pursuant to the Mello-Roos Act and this resolution, the Authority may conduct proceedings under the Mello-Roos Act to form the CFDs and to have such CFDs authorize the financing of any or all of the facilities set forth on Exhibit C, attached hereto. All of the facilities, shall be facilities that have an expected useful life of five years or longer and are facilities that the City or other local public agencies, as the case may be, are authorized by law to construct, own or operate, or to which they may contribute revenue. Exhibit C, may be modified from time to time by written agreement between an authorized representative of the Authority and of the City. The facilities are referred to herein as the "Improvements," and the Improvements to be owned by the City are referred to as the "City Improvements."

Section 8. For Fees paid or to be paid to another agency by any particular CFD (an "Other Local Agency"), the Authority will obtain the written consent of that Other Local Agency before issuing Local Obligations to fund such Fees, as required by the Mello-Roos Act. For the Improvements to be owned by an Other Local Agency, the Authority will separately identify them in its proceedings, and will enter into a joint community facilities agreement with such Other Local Agency prior to issuing Local Obligations to finance such Improvements, as required by the Mello-Roos Act. Each joint community facilities agreement with each Other Local Agency will contain a provision that the Other Local Agency will provide indemnification to the City to the same extent that the City provides indemnification to the Other Local Agency under the terms of this resolution.

Section 9. At the time of formation of each CFD, the City will certify to the Commission of the Authority that all of the City Improvements to be funded by such CFD are necessary to meet increased demands placed upon the City as a result of development occurring or expected to occur within the proposed CFDs in the form attached hereto as Exhibit D. Any appropriate officer or staff of the City is authorized to execute and deliver such certificate in substantially the form attached hereto as Exhibit D, with such changes as such signatory shall approve. Joint community facilities agreements with other local agencies will each contain a requirement that each Other Local Agency will make identical certification in connection with respect to the Improvements to be owned by, and Fees paid or to be paid to, such Other Local Agency equivalent to that made by the City in this paragraph.

Section 10. The Authority will apply the special tax collections initially as required by the documents under which any Local Obligations are issued; and thereafter, to the extent not provided in the Local Obligations documents, may pay its own reasonable administrative costs incurred in the administration of the CFDs. The Authority will remit any special tax revenues from any particular CFD remaining after the final retirement of all related Local Obligations to the City and to the other local agencies in the proportions specified in the Authority's proceedings. The City will apply any such special tax revenues it receives for authorized City Improvements and its own administrative costs only as permitted by the Mello-Roos Act. The joint community facilities agreements with each Other Local Agency must require the Other Local Agency to apply the special tax revenues they receive for their authorized Improvements and Fees under the CFDs and for their own related administrative costs only as permitted by the Mello-Roos Act.

Section 11. The Authority will administer the CFDs, including employing and paying all consultants, annually levying the special tax and all aspects of paying and administering the Local Obligations, and complying with all State and Federal requirements appertaining to the proceedings, including the requirements of the United States Internal Revenue Code. The City will cooperate fully with the Authority in respect of the requirements of the Internal Revenue Code and to the extent information is required of the City to enable the Authority to perform its disclosure and continuing disclosure obligations with respect to the Local Obligations and any revenue bonds, although the City will not participate in nor be considered to be a participant in the proceedings respecting the CFDs (other than as a party to the agreement embodied by this resolution) nor will the City be or be considered to be an issuer of the Local Obligations nor any revenue bonds. The Authority is required to obtain a provision equivalent to this paragraph in all joint community facilities agreements with each Other Local Agency.

Section 12. In the event the Authority completes issuance and sale of Local Obligations, and Local Obligation proceeds become available to finance the Improvements, the Authority shall establish and maintain a special fund for each development project (the "Acquisition and Construction Fund"). The portion of Local Obligation proceeds which is intended to be utilized to finance the Improvements shall be deposited in the Acquisition and Construction Fund. The Acquisition and Construction Fund will be available for City Improvements and for the Improvements and Fees pertaining to each Other Local Agency. Subaccounts shall be created as necessary.

Section 13. As respects the Authority and each Other Local Agency, the City agrees to fully administer, and to take full governmental responsibility for, the construction or acquisition of the City Improvements including but not limited to environmental review, approval of plans and specifications, bid requirements, performance and payment bond requirements, insurance requirements, contract and construction administration, staking, inspection, acquisition of necessary property interests in real or personal property, the holding back and administration of retention payments, punch list administration, and the Authority and each Other Local Agency shall have no responsibility in that regard. The City reserves the right, as respects each Participating Developer, to require the Participating Developer to contract with the City to assume any portion or all of this responsibility. The Authority is required to obtain provisions equivalent to this paragraph in the joint community facilities agreement with each Other Local Agency.

Section 14. The City agrees to indemnify and to hold the Authority, its other members, and its other members' officers, agents and employees, and each Other Local Agency and their officers, agents and employees (collectively, the "Indemnified Parties") harmless from any and all claims, suits and damages (including costs and reasonable attorneys' fees) arising out of the design, engineering, construction and installation of the City Improvements. The City reserves the right, as respects each Participating Developer, to require the Participating Developer to assume by contract with the City any portion or all of this responsibility. The Authority is required to obtain a provision equivalent to this paragraph in all joint community facilities agreements with each Other Local Agency naming the City and its officers, agents and employees as Indemnified Parties with respect to each Other Local Agency's respective Improvements and the improvements to be constructed or acquired with each Other Local Agency's Fees.

Section 15. As respects the Authority and each Other Local Agency, the City agrees – once the City Improvements are constructed according to the approved plans and specifications, and the City and the Participating Developer have put in place their agreed arrangements for the funding of maintenance of the City Improvements – to accept ownership of the City Improvements, to take maintenance responsibility for the City Improvements, and to indemnify and hold harmless the Indemnified Parties to the extent provided in the preceding paragraph from any and all claims, etc., arising out of the use and maintenance of the City Improvements. The City reserves the right, as respects the Participating Developer, to require the Participating Developer by contract with the City to assume any portion or all of this responsibility. The Authority is required to obtain a provision equivalent to this paragraph in all joint community facilities agreements with each Other Local Agency naming the City and its officers, agents and employees as Indemnified Parties.

Section 16. The City acknowledges the requirement of the Mello-Roos Act that if the City Improvements are not completed prior to the adoption by the Commission of the Authority of the Resolution of Formation of the CFD for each respective development project, the City Improvements must be constructed as if they had been constructed under the direction and supervision, or under the authority of, the City. The City acknowledges that this means all City Improvements must be constructed under contracts that require the payment of prevailing wages as required by Section 1720 and following of the Labor Code of the State of California. The Authority makes no representation that this requirement is the only applicable legal requirement in this regard. The City reserves the right, as respects the Participating Developer, to assign appropriate responsibility for compliance with this paragraph to the Participating Developer.

Section 17. The form of the Acquisition Agreement attached hereto as Exhibit B is hereby approved, and the City Manager or the City Manager's designee (the "Authorized Officer") is authorized to execute, and deliver to the Participating Developer, the Acquisition Agreement on behalf of the City in substantially that form, with such changes as shall be approved by the Authorized Officer after consultation with the City Attorney and the Authority's bond counsel, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 18. After completion of the City Improvements and appropriate arrangements for the maintenance of the City Improvements, or any discrete portion thereof as provided in Section 53313.51 of the Mello-Roos Act and in the Acquisition Agreement, to the satisfaction of the City, and in conjunction with the City's acceptance thereof, acquisition of the City Improvements shall be undertaken as provided in the Acquisition Agreement.

Section 19. The City hereby consents to the formation of the CFDs in accordance with this resolution and consents to the assumption of jurisdiction by the Authority for the proceedings respecting the CFDs with the understanding that the Authority will hereafter take each and every step required for or suitable for consummation of the proceedings, the levy, collection and enforcement of the special tax, and the issuance, sale, delivery and administration of the Local Obligations, all at no cost to the City and without binding or obligating the City's general fund or taxing authority.

Section 20. The terms of the Agreement embodied by this resolution may be amended by a writing duly authorized, executed and delivered by the City and the Authority, except that no amendment may be made after the issuance of the Local Obligations by the Authority that would be detrimental to the interests of the bondholders without complying with all of the bondholder consent provisions for the amendment of the bond resolutions, bond indentures or like instruments governing the issuance, delivery and administration of all outstanding Local Obligations.

Section 21. Except to the extent of the indemnifications extended to each Other Local Agency in the Agreement embodied by this resolution, and the City's agreement to take responsibility for and ownership of the City Improvements, no person or entity, including the Participating Developer, shall be deemed to be a third party beneficiary of this resolution, and nothing in this resolution (either express or implied) is intended to confer upon any person or entity other than the Authority and the City (and their respective successors and assigns) any rights, remedies, obligations or liabilities under or by reason of this resolution.

Section 22. The City shall be identified as a third-party beneficiary of all joint community facilities agreements between the Authority and each Other Local Agency to the extent of the indemnification provisions and the provisions whereby each Other Local Agency agrees to take responsibility for and ownership of their Improvements.

Section 23. The appropriate officials and staff of the City are hereby authorized and directed to execute and deliver such closing certificates, requisitions, agreements and related documents, including but not limited to such documents as may be required by bond counsel in connection with the participation in SCIP of any districts, authorities or other third-party entities entitled to own Improvements and/or to levy and collect fees on new development to pay for public capital improvements within the jurisdiction of the City, as are reasonably required by the Authority in accordance with the Manual to implement SCIP and to evidence compliance with the requirements of federal and state law in connection with the issuance by the Authority of the Local Obligations and any other bonds for SCIP. To that end, and pursuant to Treasury Regulations Section 1.150-2, the staff persons listed on Exhibit E, or other staff person acting in the same capacity for the City with respect to SCIP, are hereby authorized and designated to declare the official intent of the City with respect to the public capital improvements to be paid or reimbursed through participation in SCIP.

Section 24. This Resolution shall take effect immediately upon its adoption. The City Clerk of the City of Redlands is hereby authorized and directed to transmit a certified copy of this resolution to the Secretary of the Authority. This resolution shall remain in force with respect to any Assessment District and CFD formed until all Local Obligations have been retired and the authority to levy the special tax conferred by any CFD proceedings and to levy the assessment conferred by any assessment proceedings has ended or is otherwise terminated.

ADOPTED, SIGNED AND APPROVED this 5th day of December, 2023

_____
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 5th day of December, 2023, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____

Jeanne Donaldson, City Clerk

EXHIBIT "A"

FORM OF RESOLUTION OF INTENTION
TO BE ADOPTED BY CSCDA

RESOLUTION NO. __SCIP-

RESOLUTION OF INTENTION OF THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY TO FINANCE CAPITAL IMPROVEMENTS IN THE PROPOSED STATEWIDE COMMUNITY INFRASTRUCTURE PROGRAM ASSESSMENT DISTRICT NO. ___ ([*name of project*]) [City of _____], [COUNTY of _____], APPROVING A PROPOSED BOUNDARY MAP, MAKING CERTAIN DECLARATIONS, FINDINGS AND DETERMINATIONS CONCERNING RELATED MATTERS, AND AUTHORIZING RELATED ACTIONS IN CONNECTION THEREWITH

WHEREAS, under the authority of the Municipal Improvement Act of 1913 (the "1913 Act"), being Division 12 (commencing with Sections 10000 and following) of the California Streets and Highways Code (the "Code"), the Commission (the "Commission") of the California Statewide Communities Development Authority (the "Authority") intends to finance, through its Statewide Community Infrastructure Program, certain public capital improvements to be constructed by or on behalf of the property owner(s) and to be acquired by the [City/County of __] or another local agency (the "Improvements") as described in Exhibit A attached hereto and by this reference incorporated herein, all of which are of benefit to the property within the proposed Statewide Community Infrastructure Program Assessment District No. ___ ([*name of project*]) [City of _____], [County of _____] (the "Assessment District");

WHEREAS, the Commission finds that the land specially benefited by the Improvements is shown within the boundaries of the map entitled "Proposed Boundaries of California Statewide Communities Development Authority Statewide Community Infrastructure Program Assessment District No. ___ ([*name of project*]) [City of _____], [County of _____], State of California," a copy of which map is on file with the Secretary and presented to this Commission meeting, and determines that the land within the exterior boundaries shown on the map shall be designated "Statewide Community Infrastructure Program Assessment District No. ___ ([*name of project*]) [City of _____], [County of _____], State of California";

WHEREAS, the [City/County of __] is a member of the Authority and has approved the adoption on its behalf of this Resolution of Intention and has consented to the levy of the assessments in the Assessment District;

NOW, THEREFORE, BE IT RESOLVED that the Commission of the California Statewide Communities Development Authority hereby finds, determines and resolves as follows:

Section 1. The above recitals are true and correct.

Section 2. Pursuant to Section 2961 of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (the "1931 Act"), being Division 4 (commencing with Section 2800) of the Code, the Commission hereby declares its intent to comply with the requirements of the 1931 Act by complying with Part 7.5 thereof.

Section 3. The Commission has designated a registered, professional engineer as Engineer of Work for this project, and hereby directs said firm to prepare the report containing the matters required by Sections 2961(b) and 10204 of the Code, as supplemented by Section 4 of Article XIIID of the California Constitution.

Section 4. The proposed boundary map of the Assessment District is hereby approved and adopted. Pursuant to Section 3111 of the Code, the Secretary of the Authority is directed to file a copy of the map in the office of the County Recorder of the [County of _____] within fifteen (15) days of the adoption of this resolution.

Section 5. The Commission determines that the cost of financing the Improvements shall be specially assessed against the lots, pieces or parcels of land within the Assessment District benefiting from the financing of the Improvements. The Commission intends to levy a special assessment upon such lots, pieces or parcels in accordance with the special benefit to be received by each such lot, piece or parcel of land, respectively, from the financing of the Improvements.

Section 6. The Commission intends, pursuant to subparagraph (f) of Section 10204 of the Code, to provide for an annual assessment upon each of the parcels of land in the proposed Assessment District to pay various costs and expenses incurred from time to time by the Authority and not otherwise reimbursed to the Authority which result from the administration and collection of assessment installments or from the administration or registration of the improvement bonds and the various funds and accounts pertaining thereto.

Section 7. Bonds representing unpaid assessments, and bearing interest at a rate not to exceed twelve percent (12%) per annum, will be issued in the manner provided by the Improvement Bond Act of 1915 (Division 10 of the Code), and the last installment of the bonds shall mature not to exceed twenty-nine (29) years from the second day of September next succeeding twelve (12) months from their date.

Section 8. The procedure for the collection of assessments and advance retirement of bonds under the Improvement Bond Act of 1915 shall be as provided in Part 11.1 thereof.

Section 9. Neither the Authority nor any member agency thereof will obligate itself to advance available funds from its or their own funds or otherwise to cure any deficiency which may occur in the bond redemption fund. A determination not to obligate itself shall not prevent the Authority or any such member agency from, in its sole discretion, so advancing funds.

The amount of any surplus remaining in the improvement fund after acquisition of the

Improvements and all other claims shall be distributed in accordance with the provisions of Section 10427.1 of the Code.

PASSED AND ADOPTED by the California Statewide Communities Development Authority this ___ day of _____, 20__.

I, the undersigned, an Authorized Signatory of the California Statewide Communities Development Authority, DO HEREBY CERTIFY that the foregoing resolution was duly adopted by the Commission of the Authority at a duly called meeting of the Commission of the Authority held in accordance with law on _____ __ , 20__.

By _____

Authorized Signatory
California Statewide Communities
Development Authority

EXHIBIT A TO THE RESOLUTION OF INTENTION

DESCRIPTION OF WORK

The public capital improvements to be acquired and owned by the City of [_____] or another local agency upon or for the benefit of parcels within the Assessment District, for the project known as [*Project Name*], which are authorized to be financed pursuant to the Municipal Improvement Act of 1913 and as to which the owners of the applicable parcels within the Assessment District have applied for participation in SCIP, as more particularly described below.

CAPITAL IMPROVEMENTS*

**Capital improvements includes funding for incidental costs associated with the capital improvements, including but not limited to, contingency, design, engineering, and construction management*

[*End of Form of Resolution of Intention*]

EXHIBIT "B"
FORM OF ACQUISITION AGREEMENT

CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY

STATEWIDE COMMUNITY INFRASTRUCTURE PROGRAM

ACQUISITION AGREEMENT

BY AND BETWEEN

CITY OF REDLANDS

AND

[DEVELOPER]

Dated as of _____, 20__

ACQUISITION AGREEMENT

Recitals

A. The parties to this Acquisition Agreement (the "Agreement") are the CITY OF REDLANDS, (the "Local Agency"), and [DEVELOPER], a [*indicate type of legal entity*] (the "Developer").

B. The effective date of this Agreement is _____, 20__.

C. The Developer has applied for the financing of, among other things, certain public capital improvements to be owned by the Local Agency (collectively, the "Acquisition Improvements") through the California Statewide Communities Development Authority (the "Authority") and its Statewide Community Infrastructure Program ("SCIP"). [*For CFDS*:][The Acquisition Improvements are to be owned and operated by the Local Agency, and the financing is to be accomplished through a community facilities district which will be administered by the Authority under and pursuant to the Mello-Roos Community Facilities Act of 1982 – California Government Code Sections 53311 and following (the "Act"). On [_____], 20[_], the Local Agency entered into a Joint Community Facilities Agreement authorizing the Authority to form a community facilities district (the "District") within the territorial limits of the Local Agency to finance, among other things, the Acquisition Improvements. On [_____], 20[_], the Authority formed the District and, on the same date, a landowner election was conducted in which all of the votes were cast unanimously in favor of conferring the District authority on the Authority Commission.] [*For Assessment Districts*:][The Acquisition Improvements are to be owned and operated by the Local Agency, and the financing is to be accomplished through an assessment district (the "District") which will be administered by the Authority under and pursuant to Municipal Improvement Act of 1913 (Streets and Highways Code Sections 10000 and following) (the "1913 Act") and the issuance of improvement bonds (the "Local Obligations") under the Improvement Bond Act of 1915 (Streets and Highways Code Sections 8500 and following) (the "1915 Act" and, together with the "1913 Act" the "Act").]

D. The administration, payment and reimbursement of the Acquisition Improvements shall be as provided herein.

E. Under SCIP, the Authority intends to levy [assessments] [special taxes] and issue bonds, in one or more series, to fund, among other things, all or a portion of the costs of the Acquisition Improvements. The portion of the proceeds of the [special taxes and] bonds allocable to the cost of the Acquisition Improvements, together with interest earned thereon, is referred to herein as the "Available Amount".

F. The Authority will provide financing for the acquisition by the Local Agency of the Acquisition Improvements and the payment of the Acquisition Price (as defined herein) of the Acquisition Improvements from the Available Amount. Attached hereto as Exhibit A is a description of the Acquisition Improvements, which includes authorized discrete and usable portions, if any, of the public capital improvements, pursuant to Section 53313.51 of the Act, to be acquired from the Developer.

G. The parties anticipate that, upon completion of the Acquisition Improvements and subject to the terms and conditions of this Agreement, the Local Agency will acquire such completed Acquisition Improvements with the Available Amount.

H. Any and all monetary obligations of the Local Agency arising out of this Agreement are the special and limited obligations of the Local Agency payable only from the Available Amount, and no other funds whatsoever of the Local Agency shall be obligated therefor.

I. Attached to this Agreement are Exhibit A (*Acquisition Improvements and the Eligible Portions thereof*), Exhibit B (*Form of Requisition*), and Exhibit C (*Bidding, Contracting and Construction Requirements for Acquisition Improvements*), all of which are incorporated into this Agreement for all purposes.

In consideration of Recitals A through I, inclusive, and the mutual covenants, undertakings and obligations set forth below, the Local Agency and the Developer agree as stated below.

Agreement

DEFINITIONS; DISTRICT FORMATION AND FINANCING PLAN

Definitions. As used herein, the following capitalized terms shall have the meanings ascribed to them below:

"Acceptable Title" means free and clear of all monetary liens, encumbrances, assessments, whether any such item is recorded or unrecorded, and taxes, except those items which are reasonably determined by the Local Agency Engineer not to interfere with the intended use and therefore are not required to be cleared from the title.

"Acquisition and Construction Fund" means the "[Local Agency] Acquisition and Construction Fund" established by the Authority pursuant to Section 1.03 hereof for the purpose of paying the Acquisition Price of the Acquisition Improvements and which fund may be held as a subaccount within a fund established under the Authority Trust Agreement and may be commingled with acquisition and construction fund monies available for other public capital improvements.

"Acquisition Improvement" shall have the meaning assigned to such term in the recitals and are further described in Exhibit A.

"Acquisition Price" means the total amount eligible to be paid to the Developer upon acquisition of an Acquisition Improvement as provided in Section 2.03 not to exceed the Actual Cost of the Acquisition Improvement.

"Act" has the meaning ascribed thereto in Recital C.

"Actual Cost" means the total cost of an Acquisition Improvement, as documented by the

Developer to the satisfaction of the Local Agency and as certified by the Local Agency Engineer in an Actual Cost Certificate including, without limitation, (a) the Developer's cost of constructing such Acquisition Improvement including grading, labor, material and equipment costs, (b) the Developer's cost of designing and engineering the Acquisition Improvement, preparing the plans and specifications and bid documents for such Acquisition Improvement, and the costs of inspection, materials testing and construction staking for such Acquisition Improvement, (c) the Developer's cost of any performance, payment and maintenance bonds and insurance, including title insurance, required hereby for such Acquisition Improvement, (d) the Developer's cost of any real property or interest therein that is either necessary for the construction of such Acquisition Improvement (e.g., temporary construction easements, haul roads, etc.), or is required to be conveyed with such Acquisition Improvement in order to convey Acceptable Title thereto to the Local Agency or its designee, (e) the Developer's cost of environmental evaluation or mitigation required for such Acquisition Improvement, (f) the amount of any fees, excluding development impact fees, actually paid by the Developer to governmental agencies in order to obtain permits, licenses or other necessary governmental approvals and reviews for such Acquisition Improvement, (g) the Developer's cost for construction and project management, administration and supervision services for such Acquisition Improvement, (h) the Developer's cost for professional services related to such Acquisition Improvement, including engineering, accounting, legal, financial, appraisal and similar professional services, and (i) the costs of construction financing incurred by the Developer with respect to such Acquisition Improvement.

"Actual Cost Certificate" means a certificate prepared by the Developer detailing the Actual Cost of an Acquisition Improvement, or an Eligible Portion thereof, to be acquired hereunder, as may be revised by the Local Agency Engineer pursuant to Section 2.03.

"Agreement" means this Acquisition Agreement, dated as of [_____], 20[_].

"Authority" means the California Statewide Communities Development Authority.

"Authority Trust Agreement" means a Trust Agreement entered into by the Authority and an Authority Trustee in connection with the issuance of bonds.

"Authority Trustee" means the financial institution identified as trustee in an Authority Trust Agreement.

"Available Amount" shall have the meaning assigned to the term in Recital E.

"Bonds" means bonds or other indebtedness issued by the Authority as tax-exempt or taxable bonds or other indebtedness, in one or more series, that is to be repaid by the District.

"Code" means the Streets and Highways Code or the Government Code of the State of California, as applicable.

"Developer" means [*Developer*], its successors and assigns.

"Disbursement Request Form" means a requisition for payment of funds from the Acquisition and Construction Fund for an Acquisition Improvement, or an Eligible Portion thereof in substantially the form contained in Exhibit B hereto.

"District" shall have the meaning assigned to the term in Recital C.

"Eligible Portion" shall have the meaning ascribed to it in Section 2.03 below.

"Installment Payment" means an amount equal to ninety percent (90%) of the Actual Cost of an Eligible Portion.

"Local Agency" means the City of Redlands.

"Local Agency Engineer" means the Engineer of the Local Agency or his/her designee who will be responsible for administering the acquisition of the Acquisition Improvements hereunder.

"Project" means the Developer's development of the property in the District, including the design and construction of the Acquisition Improvements and the other public and private improvements to be constructed by the Developer within the District.

["Special Taxes" means annual special taxes, and prepayments thereof, authorized by the District to be levied by the Commission of the Authority.]

"Title Documents" means, for each Acquisition Improvement acquired hereunder, a grant deed or similar instrument necessary to transfer title to any real property or interests therein (including easements), or an irrevocable offer of dedication of such real property with interests therein necessary to the operation, maintenance, rehabilitation and improvement by the Local Agency of the Acquisition Improvement (including, if necessary, easements for ingress and egress) and a bill of sale or similar instrument evidencing transfer of title to the Acquisition Improvement (other than said real property interests) to the Local Agency, where applicable.

Participation in SCIP. [*For CFDs*:][The Local Agency has entered into a Joint Community Facilities Agreement with the Authority for the purpose of accepting applications from time to time of developers within the Local Agency's jurisdictional boundaries.] Developer has applied for financing through SCIP of the Acquisition Improvements, and such application has been approved by the Local Agency. Developer and Local Agency agree that until and unless such financing is completed by the Authority and the Available Amount is deposited in the Acquisition Account (as defined in Section 1.03 below), neither the Developer nor the Local Agency shall have any obligations under this agreement. Developer agrees to cooperate with the Local Agency and the Authority in the completion of SCIP financing for the Acquisition Improvements.

Deposit and Use of Available Amount.

Upon completion of the SCIP financing, the Available Amount will be deposited by the Authority in the Acquisition Account.

The Authority will cause the SCIP Trustee to establish and maintain an account (the "Acquisition Account") for the purpose of holding all funds for the Acquisition Improvements. All earnings on amounts in the Acquisition and Construction Fund shall remain in the Acquisition and Construction Fund for use as provided herein and pursuant to the Authority Trust Agreement.

Money in the Acquisition and Construction Fund shall be available to respond to delivery of a Disbursement Request Form and to be paid to the Developer or its designee to pay the Acquisition Price of the Acquisition Improvements, as specified in Article II hereof. Upon completion of all of the Acquisition Improvements and the payment of all costs thereof, any remaining funds in the Acquisition and Construction Fund (less any amount determined by the Local Agency as necessary to reserve for claims against the account) (i) shall be applied to pay the costs of any additional Acquisition Improvements eligible for acquisition with respect to the Project as approved by the Authority and, to the extent not so used, (ii) shall be applied by the Authority [to call Bonds or to reduce Special Taxes as the Authority shall determine][as provided in Section 10427.1 of the Code to pay a portion of the assessments levied on the Project property in the District].

No Local Agency Liability; Local Agency Discretion; No Effect on Other Agreements. In no event shall any actual or alleged act by the Local Agency or any actual or alleged omission or failure to act by the Local Agency with respect to SCIP subject the Local Agency to monetary liability therefor. Further, nothing in this Agreement shall be construed as affecting the Developer's or the Local Agency's duty to perform their respective obligations under any other agreements, public improvement standards, land use regulations or subdivision requirements related to the Project, which obligations are and shall remain independent of the Developer's and the Local Agency's rights and obligations under this Agreement.

DESIGN, CONSTRUCTION AND ACQUISITION OF ACQUISITION IMPROVEMENTS

Letting and Administering Design Contracts. The parties presently anticipate that the Developer has awarded and administered or will award and administer engineering design contracts for the Acquisition Improvements to be acquired from Developer. All eligible expenditures of the Developer for design engineering and related costs in connection with the Acquisition Improvements (whether as an advance to the Local Agency or directly to the design consultant) shall be reimbursed at the time of acquisition of such Acquisition Improvements. The Developer shall be entitled to reimbursement for any design costs of the Acquisition Improvements only out of the Acquisition Price as provided in Section 2.03 and shall not be entitled to any payment for design costs independent of or prior to the acquisition of Acquisition Improvements.

Letting and Administration of Construction Contracts; Indemnification. State law requires that all Acquisition Improvements not completed prior to the formation of the District shall be constructed as if they were constructed under the direction and supervision, or under the authority, of the [Local Agency]. In order to assure compliance with those provisions, except for any contracts entered into prior to the date hereof, Developer agrees to comply with the requirements set forth in Exhibit C hereto with respect to the bidding and contracting for the construction of the Acquisition Improvements. The Developer agrees that all the contracts shall call for payment of prevailing wages as required by the Labor Code of the State of California. The Developer's indemnification obligation set forth in Section 3.01 of this Agreement shall also apply to any alleged failure to comply with the requirements of this Section, and/or applicable State laws regarding public contracting and prevailing wages.

Sale of Acquisition Improvements. The Developer agrees to sell to the [Local Agency] each Acquisition Improvement to be constructed by Developer (including any rights-of-way or other easements necessary for the Acquisition Improvements, to the extent not already publicly owned), when the Acquisition Improvement is has been constructed and is complete to the satisfaction of the Local Agency for an amount not to exceed the lesser of (i) the Available Amount or (ii) the Actual Cost of the Acquisition Improvement. Exhibit A, attached hereto and incorporated herein, contains a list of the Acquisition Improvements. Portions of an Acquisition Improvement eligible for Installment Payments prior to completion of the entire Acquisition Improvement are described as eligible, discrete and usable portions in Exhibit A (each, an "Eligible Portion"). At the time of completion of each Acquisition Improvement, or Eligible Portion thereof, the Developer shall deliver to the Local Agency Engineer a written request for acquisition, accompanied by an Actual Cost Certificate, and by executed Title Documents for the transfer of the Acquisition Improvement where necessary. In the event that the Local Agency Engineer finds that the supporting paperwork submitted by the Developer fails to demonstrate the required relationship between the subject Actual Cost and eligible work, the Local Agency Engineer shall advise the Developer that the determination of the Actual Cost (or the ineligible portion thereof) has been disallowed and shall request further documentation from the Developer. If the further documentation is still not adequate, the Local Agency Engineer may revise the Actual Cost Certificate to delete any disallowed items and the determination shall be final and conclusive.

Certain soft costs for the Acquisition Improvements, such as civil engineering, may have been incurred pursuant to single contracts that include work relating also to the private portions of the Project. In those instances, the total costs under such contracts will be allocated to each Acquisition Improvement as approved by the Local Agency Engineer. Where a specific contract has been awarded for design or engineering work relating solely to an Acquisition Improvement, one hundred percent (100%) of the costs under the contract will be allocated to that Acquisition Improvement. Amounts allocated to an Acquisition Improvement will be further allocated among the Eligible Portions of that Acquisition Improvement, if any, in the same proportion as the amount to be reimbursed for hard costs for each Eligible Portion bears to the amount to be reimbursed for hard costs for the entire Acquisition Improvement. Costs will be allocated to each Acquisition Improvement as approved by the Local Agency Engineer. The costs of certain environmental mitigation required to mitigate impacts of the public and private portions of the Project will be allocated to each Acquisition Improvement as approved by the Local Agency Engineer.

In the event that the Actual Cost is in excess of the Available Amount, the Local Agency shall withdraw the Available Amount from the Acquisition Account and transfer said amount to the Developer. In the event that the Actual Cost is less than the Available Amount, the Local Agency shall withdraw an amount from the Acquisition Account equal to the Actual Cost, and shall transfer said amount to the Developer. Any amounts then remaining in the Acquisition Account shall be applied as provided in Section 1.03.

In no event shall the Local Agency be required to pay the Developer more than the amount on deposit in the Acquisition Account at the time such payment is requested.

Conditions Precedent to Payment of Acquisition Price. Payment to the Developer or its designee of the Acquisition Price for an Acquisition Improvement from the Acquisition and Construction Fund shall in every case be conditioned first upon the determination of the Local

Agency Engineer, pursuant to Section 2.03, that the Acquisition Improvement satisfies all Local Agency regulations and ordinances and is otherwise complete and ready for acceptance by the Local Agency, and shall be further conditioned upon satisfaction of the following additional conditions precedent:

The Developer shall have provided the Local Agency with lien releases or other similar documentation satisfactory to the Local Agency Engineer as evidence that none of the property (including any rights-of-way or other easements necessary for the operation and maintenance of the Acquisition Improvement, to the extent not already publicly owned) comprising the Acquisition Improvement, and the property which is subject to the [assessments/Special Taxes] of the District, is not subject to any prospective mechanics lien claim respecting the Acquisition Improvements.

All due and payable property taxes, and installments of [assessments/Special Taxes] shall be current on property owned by the Developer or under option to the Developer that is subject to the lien of the District.

The Developer shall certify that it is not in default with respect to any loan secured by any interest in the Project.

The Developer shall have provided the Local Agency with Title Documents needed to provide the Local Agency with title to the site, right-of-way, or easement upon which the subject Acquisition Improvements are situated. All such Title Documents shall be in a form acceptable to the Local Agency (or applicable governmental agency) and shall convey Acceptable Title. The Developer shall provide a policy of title insurance as of the date of transfer in a form acceptable to the Local Agency Engineer insuring the Local Agency as to the interests acquired in connection with the acquisition of any interest for which such a policy of title insurance is not required by another agreement between the Local Agency and the Developer. Each title insurance policy required hereunder shall be in the amount equal to or greater than the Acquisition Price.

SCIP Requisition. Upon a determination by the Local Agency Engineer to pay the Acquisition Price of the Acquisition Improvements pursuant to Section 2.04, the Local Agency Engineer shall cause a SCIP Requisition to be submitted to the Program Administrator. The Program Administrator will review the SCIP Requisition and forward it with instructions to the SCIP Trustee and the SCIP Trustee shall make payment directly to the Developer of such amount pursuant to the SCIP Trust Agreement. The Local Agency and the Developer acknowledge and agree that the SCIP Trustee shall make payment strictly in accordance with the SCIP Requisition and shall not be required to determine whether or not the Acquisition Improvements have been completed or what the Actual Costs may be with respect to such Acquisition Improvements. The SCIP Trustee shall be entitled to rely on the SCIP Requisition on its face without any further duty of investigation.

MISCELLANEOUS

Indemnification and Hold Harmless. The Developer hereby assumes the defense of, and indemnifies and saves harmless the Local Agency, the Authority, and each of its respective officers, directors, employees and agents, from and against all actions, damages, claims, losses or expenses of every type and description to which they may be subjected or put, by reason of, or resulting from or alleged to have resulted from the acts or omissions of the Developer or its agents and employees in the performance of this Agreement, or arising out of any contract for the design, engineering and construction of the Acquisition Improvements or arising out of any alleged misstatements of fact or alleged omission of a material fact made by the Developer, its officers, directors, employees or agents to the Authority's underwriter, financial advisor, appraiser, district engineer or bond counsel or regarding the Developer, its proposed developments, its property ownership and its contractual arrangements contained in the official statement relating to the SCIP financing (provided that the Developer shall have been furnished a copy of such official statement and shall not have objected thereto); and provided, further, that nothing in this Section 3.01 shall limit in any manner the Local Agency's rights against any of the Developer's architects, engineers, contractors or other consultants. Except as set forth in this Section 3.01, no provision of this Agreement shall in any way limit the extent of the responsibility of the Developer for payment of damages resulting from the operations of the Developer, its agents and employees. Nothing in this Section 3.01 shall be understood or construed to mean that the Developer agrees to indemnify the Local Agency, the Authority or any of its respective officers, directors, employees or agents, for any negligent or wrongful acts or omissions to act of the Local Agency, Authority its officers, employees, agents or any consultants or contractors.

Audit. The Local Agency shall have the right, during normal business hours and upon the giving of ten days' written notice to the Developer, to review all books and records of the Developer pertaining to costs and expenses incurred by the Developer (for which the Developer seeks reimbursement) in constructing the Acquisition Improvements.

Cooperation. The Local Agency and the Developer agree to cooperate with respect to the completion of the SCIP financing for the Acquisition Improvements. The Local Agency and the Developer agree to meet in good faith to resolve any differences on future matters which are not specifically covered by this Agreement.

General Standard of Reasonableness. Any provision of this Agreement which requires the consent, approval or acceptance of either party hereto or any of their respective employees, officers or agents shall be deemed to require that such consent, approval or acceptance not be unreasonably withheld or delayed, unless such provision expressly incorporates a different standard. The foregoing provision shall not apply to provisions in the Agreement which provide for decisions to be in the sole discretion of the party making the decision.

Third Party Beneficiaries. The Authority and its officers, employees, agents or any consultants or contractors are expressly deemed third party beneficiaries of this Agreement with respect to the provisions of Section 3.01. It is expressly agreed that, except for the Authority with respect to the provisions of Section 3.01, there are no third party beneficiaries of this Agreement,

including without limitation any owners of bonds, any of the Local Agency's or the Developer's contractors for the Acquisition Improvements and any of the Local Agency's, the Authority's or the Developer's agents and employees.

Conflict with Other Agreements. Nothing contained herein shall be construed as releasing the Developer or the Local Agency from any condition of development or requirement imposed by any other agreement between the Local Agency and the Developer, and, in the event of a conflicting provision, such other agreement shall prevail unless such conflicting provision is specifically waived or modified in writing by the Local Agency and the Developer.

Notices. All invoices for payment, reports, other communication and notices relating to this Agreement shall be mailed to:

If to the Local Agency:

City of Redlands
[*Address to come*]

If to the Developer:

[Developer]
[*Address to come*]

Either party may change its address by giving notice in writing to the other party.

Severability. If any part of this Agreement is held to be illegal or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall be given effect to the fullest extent reasonably possible.

Governing Law. This Agreement and any dispute arising hereunder shall be governed by and interpreted in accordance with the laws of the State of California.

Waiver. Failure by a party to insist upon the strict performance of any of the provisions of this Agreement by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Agreement.

Singular and Plural; Gender. As used herein, the singular of any word includes the plural, and terms in the masculine gender shall include the feminine.

Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original.

Successors and Assigns. This Agreement is binding upon the heirs, assigns and successors-in-interest of the parties hereto. The Developer may not assign its rights or obligations hereunder, except to successors-in-interest to the property within the District, without the prior written consent of the Local Agency.

Remedies in General. It is acknowledged by the parties that the Local Agency would not have entered into this Agreement if it were to be liable in damages under or with respect to this Agreement or the application thereof, other than for the payment to the Developer of any (i) moneys owing to the Developer hereunder, or (ii) moneys paid by the Developer pursuant to the provisions hereof which are misappropriated or improperly obtained, withheld or applied by the Local Agency.

In general, each of the parties hereto may pursue any remedy at law or equity available for the breach of any provision of this Agreement, except that the Local Agency shall not be liable in damages to the Developer, or to any assignee or transferee of the Developer other than for the payments to the Developer specified in the preceding paragraph. Subject to the foregoing, the Developer covenants not to sue for or claim any damages for any alleged breach of, or dispute which arises out of, this Agreement.

[*The remainder of this page intentionally left blank*]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year written above.

CITY OF REDLANDS

By: _____
[City Manager]

ATTEST:
City Clerk of the City of Redlands

By: _____

[DEVELOPER],
a [*indicate type of legal entity*]

By: _____
(Signature)

_____
(Print Name)

Exhibit A to the Acquisition Agreement

DESCRIPTION OF ACQUISITION IMPROVEMENTS AND BUDGETED AMOUNTS

[*To be completed based on Final Engineer's Report*]

Funding includes amounts for incidental costs associated with the capital improvements, including, but not limited to, contingency, design, engineering, and construction management.

ACQUISITION IMPROVEMENTS	TOTAL AMOUNT*
[_]	$[_]
[_]	$[_]

* Estimated. Acquisition Price will be determined based on Actual Cost as further described in this Acquisition Agreement.

Exhibit B to the Acquisition Agreement

FORM OF SCIP REQUISITION

To: BLX Group LLC
SCIP Program Administrator
777 S. Figueroa St., Suite 3200
Los Angeles, California 90017
Attention: Vo Nguyen
Fax: 213-612-2499

Re: Statewide Community Infrastructure Program

The undersigned, a duly authorized officer of the CITY OF REDLANDS hereby requests a withdrawal from the [DEVELOPER] ACQUISITION ACCOUNT, as follows:

Request Date: [Insert Date of Request]

Name of Developer: [Developer]

Withdrawal Amount: [Insert Acquisition Price]

Acquisition Improvements: [Insert Description of Acquisition Improvement(s) from Ex. A]

Payment Instructions: [Insert Wire Instructions or Payment Address for Developer]

The undersigned hereby certifies as follows:

1. The Withdrawal is being made in accordance with a permitted use of such monies pursuant to the Acquisition Agreement, and the Withdrawal is not being made for the purpose of reinvestment.

2. None of the items for which payment is requested have been reimbursed previously from other sources of funds.

3. If the Withdrawal Amount is greater than the funds held in the Acquisition Account, the SCIP Program Administrator is authorized to amend the amount requested to be equal to the amount of such funds.

4. To the extent the Withdrawal is being made prior to the date bonds have been issued on behalf of SCIP, this withdrawal form serves as the declaration of official intent of the CITY OF REDLANDS, pursuant to Treasury Regulations 1.150-2, to reimburse with respect expenditures made from the Acquisition Account listed above in the amount listed above.

CITY OF REDLANDS

By: _____

Title: _____

EXHIBIT "C"

ELIGIBLE FACILITIES

Eligible facilities that may be financed by a CFD formed by CSCDA through SCIP include all improvements authorized under the Mello-Roos Act, including but not limited to the following:

Transportation Improvements

Eligible roadway improvements include, but are not limited to: acquisition of land and easements; roadway design; project management; bridge crossings and culverts; clearing, grubbing, and demolition; grading, soil import/export, paving (including slurry seal), and decorative/enhanced pavement concrete and/or pavers; joint trenches, underground utilities and undergrounding of existing utilities; dry utilities and appurtenances; curbs, gutters, sidewalks, bike trails (including onsite and off-site), enhanced fencing, and access ramps; street lights, signalization, and traffic signal control systems; bus turnouts; signs and striping; erosion control; median and parkway landscaping and irrigation; entry monumentation; bus shelters, bus and transit improvements including transfer stations and regional public transit improvements; masonry walls; traffic control; and other improvements related thereto. Eligible improvements for the roads listed herein also include any and all necessary underground potable and recycled water, sanitary sewer, and storm drainage system improvements.

Water System Improvements

Authorized facilities include any and all water facilities designed to meet the needs of development within the CFD. These facilities include, but may not be limited to: water storage, treatment and distribution facilities including waterlines and appurtenances, gate valves, pressure reducing stations, flow meters, fire hydrants, and other improvements related thereto such as site clearing, grading and paving; curbs and gutters; booster pump stations & power; stand-by generators; site lighting, drainage, sanitary sewer, and water service; landscaping and irrigation; access gates, and fencing; and striping and signage.

Recycled Water System Improvements

Authorized facilities include any and all recycled water system facilities designed to meet the needs of development within the CFD. These facilities include, but may not be limited to: treatment and distribution facilities including pipelines and appurtenances, gate valves, flow meters, booster pump pressurization system, and other improvements related thereto - such as site clearing, grading and paving; curbs and gutters; booster pump stations; stand-by generators; site lighting, drainage, sanitary sewer, and water service; landscaping and irrigation; access gates, and fencing; and striping and signage.

Drainage System Improvements

Authorized facilities include any and all drainage and storm drain improvements designed to meet the needs of development within the CFD. These facilities include, but may not be limited to: excavation and grading, pipelines and appurtenances, outfalls and water quality measures, detention/retention basins, drainage pretreatment facilities, drainage ways/channels, pump stations, landscaping and irrigation; access roads, gates, and fencing; and striping and signage and other improvements related thereto.

Wastewater System Improvements

Authorized facilities include any and all wastewater facilities designed to meet the needs of development within the CFD. These facilities include, but may not be limited to, pipelines and all appurtenances thereto; manholes; tie-in to existing main lines; force mains; lift stations; upgrades to existing lift stations; odor-control facilities; and permitting related thereto; and related sewer system improvements.

Park, Parkway and Open Space Improvements

Authorized facilities include any and all improvements to parks, parkways and open space required for development within the CFD. These facilities include, but may not be limited to: grading, turf, shrubs and trees, landscaping irrigation, site lighting, drainage, sanitary sewer and water service, pedestrian and bicycle trails, protective fencing (including soundwalls), pedestrian/bicycle bridges, storm drain crossings, wetland mitigation, hawk mitigation for authorized facilities herein, access gates and fencing and related open space improvements. Authorized facilities include acquisition of any and all parkland as well as open space/bike trail/public access easements required for development within the CFD.

School and Educational Facilities

Authorized facilities include classroom renovation, updates to school safety and security systems, technology improvements, energy efficiency improvements, school modernization and retrofitting, and new classroom and school construction as required for development within the CFD.

Other Incidental Expenses and Bond Issuance Costs

In addition to the above facilities, other incidental expenses as authorized by the Mello-Roos Community Facilities Act of 1982, including, but not limited to, the cost of planning and designing the facilities (including the cost of environmental evaluation, remediation and mitigation); engineering and surveying; construction staking; utility relocation and demolition costs incidental to the construction of the public facilities; costs of project/construction management; costs (including the costs of legal services) associated with the formation of the CFD; issuance of bonds (if any); determination of the amount of taxes; collection of taxes; payment of taxes; costs of calculating and providing reimbursements from one-time special tax payments; or costs otherwise incurred in order to carry out the authorized purposes of the CFD; and any other expenses incidental to the formation and implementation of the CFD and to the construction, completion, inspection and acquisition of the authorized facilities.

EXHIBIT "D"

FORM OF INCREASED DEMANDS CERTIFICATE

To: California Statewide Communities Development Authority

Re: Statewide Community Infrastructure Program – Community Facilities District for [*Project*]

The undersigned, a duly authorized officer of the CITY OF REDLANDS (the "Local Agency") hereby certifies that the public capital improvements identified below are necessary to meet increased demands placed upon the Local Agency as a result of development within the proposed community facilities district for the [*Project*]:

[*List improvements here*]

CITY OF REDLANDS

By: _____

Title: _____

EXHIBIT "E"

CITY OF REDLANDS CONTACTS FOR SCIP PROGRAM

Primary Contact

Name: Brian Desatnik
Title: Development Services Director
Mailing Address: 35 Cajon Street, Suite 20
Delivery Address (if different):
E-mail: bdesatnik@cityofredlands.org
Telephone: (909) 798-7555

Secondary Contact

Name: Don Young
Title: One Stop Permit Manager
Mailing Address: 35 Cajon Street, Suite 15A
Delivery Address (if different):
E-mail: dyoung@cityofredlands.org
Telephone: (909) 798-7555

[*Add additional contacts as needed*]

CERTIFICATION OF RESOLUTION

I, the undersigned, the duly appointed and qualified City Clerk of the City of Redlands, do hereby certify that the foregoing Resolution No. _____ was duly adopted at a regular meeting of the City Council of the City of Redlands duly and regularly held at the regular meeting place thereof on the _____ day of _____, 2023, of which meeting all of the members of said City Council had due notice and at which a majority thereof were present.

An agenda of said meeting was posted at least 72 hours before said meeting at _____, a location freely accessible to members of the public, and a brief description of said resolution appeared on said agenda.

Notice of public was published in [*name of newspaper*] at least 5 days prior to the hearing.

I have carefully compared the foregoing with the original minutes of said meeting on file and of record in my office, and the foregoing is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes.

Said resolution has not been amended, modified or rescinded since the date of its adoption and the same is now in full force and effect.

Dated: _____, 2023

_____
City Clerk of the City of Redlands

Seal

By: _____

City Council/Successor Agency Meeting **J. 2.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Resolution No. 8522 - Fee and Service Charge Revenue/Cost Comparison System
(Mayor to declare meeting open as a public hearing)

a. Public hearing to consider Resolution No. 8522 approving a Fee and Service Charge Revenue/Cost Comparison System; Establishing the Amounts of Fees and Charges Levied In Connection with the City's Provision of Services and determination that this resolution is exempt from environmental review pursuant to Section 15273 of the state's Guidelines implementing the California Environmental Quality Act.
(Management Services/Finance Director Garcia)

PROCEDURE FOR PUBLIC HEARING:

1. Mayor declares the meeting open as a public hearing.
2. Mayor calls upon Department Director for report.
3. Mayor calls for questions/comments from members of the City Council.
4. Mayor calls for comments/questions/testimony from members of the public (3 minutes per speaker).
5. Mayor calls upon City Clerk to note any written comments received.
6. Mayor closes the public hearing.
7. City Council considers the motion and votes.

MOTION(S):

I move to determine that the adoption of Resolution No. 8522 is exempt from environmental review pursuant to Section 15273 of the State's Guidelines implementing the California Environmental Quality Act and to adopt Resolution No. 8522.

RECOMMENDATION:

Staff recommends the City Council determine that the adoption of Resolution No. 8522 is exempt from environmental review pursuant to Section 15273 of the state's Guidelines implementing the California Environmental Quality Act; and approve Resolution No. 8522.

DISCUSSION:

As staffing levels stabilized over the last 18 months, the Management Services Department was able to undertake a new cost of service study and overhead cost allocation plan that was previously budgeted for in fiscal year 2022. In Spring 2022, staff released a Request for Proposals (RFP) for these services. Specifically, the scope of work included:

- An Overhead Cost Allocation Study to help the City appropriately allocate general and administrative costs in the budget, and properly identify overhead rates for federal and state grants, user fees, and reimbursements from other governmental agencies; and
- A Comprehensive User Fee and Rate Study to establish a fee and rate structure that meets the needs of the City and those it serves

A total of four (4) proposals were received. Staff reviewed the proposals and selected Martix Consulting Group as the most highly qualified firm to provide these services.

The purpose of the Cost Allocation Plan is to clearly outline the support provided to general fund and non-general fund operations from central service departments (i.e., payroll, human resources, building maintenance). During the initial stages of the project, the consultant worked with Finance staff to compile budgetary data needed to properly allocate overhead costs across the City in accordance with Generally Accepted Accounting Principles. The results of the Cost Allocation Plan are incorporated into the citywide fee study.

After the Cost Allocation Plan was completed and finalized, the Matrix team met with department staff citywide to understand the fee structure, discuss ideas and improvements, as well as collect data on each permit and service type – including time estimates. This culminated in an analysis that provides information on the full cost of providing each service included in the City's schedule of fees. This iterative process also includes adding and removing fees as the need arises. The results are reviewed by City staff within each corresponding department for accuracy and reasonableness. The results are also reviewed to understand the impact of the updated information.

This work was substantially completed during the summer of 2023, before the

City's negotiations with its nine (9) bargaining units were finalized. Therefore, the full costs established in the Fee Study are to be used as a base amount that is increased with periodic across-the-board increases that are agreed to between the City and its labor partners. As such, in June and July 2023, the City Council approved a 7% across-the-board increase for its employees. The full costs of the fees outlined in the Fee Study have been updated and a reconciliation of the same is included with this report.

At this time, staff is recommending Council approval of Resolution No. 8522 which rescinds Resolution No. 8045. The Fee Study Report is attached for review, as well as the reconciliation of cost increases associated with the increase in personnel costs as of June and July 2023. The resolution reflects the costs associated with the services being provided, the percentage of costs being recovered, as well as the recommended recovery levels.

Department heads and staff reviewed the draft fee summaries, along with Finance staff, and are recommending recovery of “costs reasonably borne” at the following percentages, unless restricted by state statute or local ordinance:

Fees by Department	**Recovery Percentage**
Development Services -	
Planning	100%
Building & Safety	100%
Municipal Utilities & Engineering	100%
Fire Department	100%
Facilities & Community Services -	
Trees & Administration	23-100%
Code Enforcement	100%
Animal Services	6-82%
Parks & Recreation	0-100%*
Police Department	100%
Management Services/Revenue	38-100%
Library	0-25%

*Fees charged for Parks & Recreation can be market-rate based, meaning that they are permitted by law to over-recover the cost of providing services related to rentals, reservations, and programs. The City often does so as to manage demand and expand other service offerings, as well as to offset under-recovering in other areas.

The following fees are not recommended for adjustment, because they are restricted by either state statute or local ordinance:

Facilities & Community Services –

Animal Services

Shelter apprehension, unaltered-1st	$	35
Shelter apprehension, unaltered-2nd	$	50
Shelter apprehension, unaltered-3rd	$	100

Code Enforcement

Rental Dwelling Permit < 1 acre	$	80
Rental Dwelling Permit 1-3 acres	$	94
Rental Dwelling Permit 3.01-5 acres	$	106
Rental Dwelling Permit > 5.01 acres	$	116
Rental Dwelling Permit Reinspection	$	40

Development Services –

Building & Safety - Miscellaneous Permit Fees

Solar Energy Systems

Residential 0-15 kW	$	450
Residential each kW>15kW	$	15 /kW
Non-Residential 0-50 kW	$	1,000
Non-Residential ea. addt'l kW 51-250 kW	$	7 /kW
Non-Residential ea. addt'l kW >250kW	$	5 /kW

Municipal Utilities and Engineering

Wide Load – Single Trip	$	16
Wide Load – Annual	$	90

Police Department

Concealed Carry Weapon (CCW) Permit	$	100
CCW Permit renewal	$	25
CCW Permit Modification	$	10

Resolution No. 8522 incorporates the past practice of using a phased-in approach for certain fee increases in Revenue, Parks & Recreation, Development Services (flat fees only, not those set by square footage), Fire, and Municipal Utilities & Engineering:

1. If the department's recommended recovery percentage increases by more than 70%, the fees are implemented over three years;
2. If between 30% and 70%, the fees are implemented over 2 years;
3. And if less than 30%, the recommended fees are implemented in the first year.

Additionally, the resolution and the fees established by it shall become effective immediately upon Council approval except for new or modified fees which apply to the “filing, accepting, reviewing, approving, or issuance of an application, permit or entitlement to use” for a development project, as defined in Government Code section 66000. Those fees become effective sixty (60) days after the Council approves the resolution.

Generally speaking, Library fees are being reduced considerably in order to reduce barriers to library access and attract more patrons. Certain permit fees in the Revenue Division are increasing while other fees, like those for returned checks, are decreasing. Police Department fees are decreasing, reflecting streamlined processes. Fees for Animal Services are increasing modestly, and new services are being added. Growing evidence supports lower adoption fees promote increased save rates at shelters and, for that reason, these services are subsidized more than others. Fees in FCS - Administration, Code Enforcement and Trees are remaining relatively stable except for some higher fee increases related to abandoned property inspections and annual license fees for City facilities. Parks & Recreation fees are remaining relatively flat, with some increased fees for room reservations, reflecting the different sized rooms that are available. Generally, fees for Engineering are decreasing for encroachment permits and increasing in other areas related to plan check.

For Development Services - Planning fees, there are a number of fees whose recovery rate is increasing by more than 30%. These changes can be attributed to the length of time since the fees were last reviewed (2016). Since then, there have been changes in internal processes as well as staffing levels. Flat fees for Development Services - Building & Safety remain relatively stable, with moderate increases in some areas. For Building & Safety fees that are charged according to square footage of a project, these fees are shifting to recognize that smaller sized projects have been over-recovering and subsidizing the larger projects. By reevaluating the time estimates for each project size category, fees more appropriately reflect their fair share of plan check and inspection costs.

The adoption of this resolution is exempt from review under the California Environmental Quality Act (CEQA) pursuant to state CEQA guidelines section 15273, which states that CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other charges by public agencies.

ALTERNATIVES:

Council may deny the motion and provide alternative direction to staff.

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
Christopher Boatman, Assistant City Manager
Tabitha Crocker, Facilities and Community Services Director
Brian Desatnik, Development Services Director
Don McCue, Library Director
Rachel Tolber, Chief of Police
Rich Sessler, Fire Chief

Fiscal Impact

Fiscal Year: multiple

Revenue Generating: Yes

Discussion:

Recommended fees are reflected in Exhibit “A” of Resolution No. 8522. At the estimated service levels, the fees included in Resolution No. 8522 are anticipated to generate approximately $780,000 in additional revenue per fiscal year. The increase in revenues will be accounted for in the upcoming FY 2025 & 2026 Biennial Budget being developed in the spring of 2024.

Attachments

Reso. No. 8522 Fee Resolution December 2023
Fee Schedule - Exhibit A of Resolution No. 8522
Report on Cost of Services (User Fee) Study
Reconciliation of User Fee Study Full Costs and Employee MOU Increases
Cost Allocation Plan 2023
Reso. No. 8045 and Fee Schedule (rescind)

RESOLUTION NO. 8522

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS ESTABLISHING A FEE AND SERVICE CHARGE REVENUE/COST COMPARISON SYSTEM AND THE AMOUNTS OF FEES LEVIED IN CONNECTION WITH THE CITY'S PROVISION OF REGULATIONS, PRODUCTS AND SERVICES, AND RESCINDING RESOLUTION NO. 8045

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

Section 1. Intent. Pursuant to article XIIIB of the California Constitution, it is the intent of the City Council of the City of Redlands to require the ascertainment of recovery of costs reasonably borne from fees levied therefor in providing the regulations, products or services hereinafter enumerated in the exhibits to this Resolution. The fee and service charge revenue/cost comparison system established within this Resolution provides a mechanism to ensure that, pursuant to this Resolution, the fees adopted by the City for services rendered do not exceed the reasonable estimated costs for providing the regulations, products or services for which the fees are charged. Accordingly, the City Council, by adoption of this Resolution, adopts the fees described in the attached Exhibit "A".

Section 2. CPI Adjustment. The fees established by this Resolution may be increased annually by the City's Finance Director, in July of each fiscal year, by an amount reasonably equal to the percent change in the Consumer Price Index – All Urban Users (Riverside – San Bernardino – Ontario) over the prior year. In making such adjustments, the Finance Director may round the amount of the increased fee to the nearest dollar for purposes of facilitating efficient payment and collection. Further, the City Manager, or his or her designee, shall undertake periodic reviews of the fees established by this Resolution and provide a written report to the City Council recommending whether such fees should be adjusted to reflect increased costs or efficiencies in the City's provision of regulations, products and services.

Section 3. Authority for Administrative Orders. The City Manager is hereby delegated the authority to issue administrative orders establishing fee collection and financial procedures for implementation of this Resolution. All such administrative orders shall be signed by any affected Department Directors and the Finance Director.

Section 4. Costs Reasonably Borne. The phrase "costs reasonably borne," as used in this Resolution, consists of:

A. All applicable direct costs including, but not limited to, salaries, wages, fringe benefits, services and supplies, operation expenses, contracted services, special supplies and any other direct expense incurred.

B. All applicable indirect costs including, but not limited to, building maintenance and operations, equipment maintenance, communication, printing and reproduction, and like expenses when distributed on a rational proration system.

C. Fixed asset recovery expenses, consisting of depreciation of fixed assets and additional fixed asset expense recovery charges calculated on the current estimated cost of replacement, divided by the approximate life expectancy of the fixed asset. A further additional charge to make up the depreciation not previously recovered and reserved in cash also shall be calculated and considered a cost so as to recover such unrecovered depreciation over the remaining life of the asset.

D. General overhead, expressed as a percentage, distributing and charging the expenses of the City Council, City Manager, Finance Department, City Clerk, City Treasurer, City Attorney, Human Resources Department and all other staff and support service provided to the entire City organization.

E. Departmental overhead, expressed as a percentage, distributing and charging the cost of each department director and his or her supporting expenses as enumerated in the above subsections of this section.

F. Debt service costs, consisting of repayment of principal, payment of interest, and trustee fees and administrative expenses for all applicable bonds, certificates of participation, securities issues or loans. Any required coverage factors of added reserves beyond basic debt service costs shall also be considered a cost if required by covenant within any securities, ordinance, resolution, indenture or general law applicable to the City.

Section 5. Public Hearing. Pursuant to California Government Code sections 66016 and 66018, or other applicable statutory requirements, the City Clerk has caused public notice to be provided as set out in Government Code sections 66016, 66018 and 6062a, and the City Council has received at a regularly scheduled meeting oral and written testimony from staff and members of the public concerning the new fee proposed to be established by this Resolution. The notice, oral and written presentations and public meeting were provided prior to the City Council taking any action on the new fee established by this Resolution.

Section 6. Public Data. At least ten (10) days prior to the required public hearing described herein, the City Clerk made available to the public data indicating the cost or estimated cost required to support the fee for which the charge is proposed to be made. The data demonstrates that the new fee established by this Resolution is not a tax; that the amount of the fee is necessary to cover the reasonable costs of the City for the Service for which it is imposed; and the manner in which the costs are allocated to a payor bear a fair and reasonable relationship to the payor's burden on, or benefit received from, the City's governmental activities.

Section 7. Public Notice. Notice of the time and place of the public hearing, including a general explanation of the matter to be considered, has been mailed by the City Clerk at least 14 days prior to the public hearing to all interested parties who have filed written requests with the City for mailed notice of meetings relating to new or increased fees.

Section 8. Actual Costs/Deposits. The actual cost for a regulation, product, service, or project is determined by the affected City Department Directors. Initial deposits are determined by the amount of time historically spent by City staff on similar projects. Whenever seventy five percent (75%) of a deposit has been expended and the department determines that the estimated actual cost of the project or service will exceed the amount deposited, an additional deposit of such estimated excess amounts shall be required. When an additional deposit has been requested, work will be suspended on the project or service when eighty percent (80%) of the deposit previously received has been expended.

Section 9. Proposition 26 Determination. The City Council hereby finds and determines that the fees referenced within this Resolution are not taxes as defined in Article XIII C Section 1(e) of the California Constitution because the fees are either:

A. Imposed for a specific benefit conferred or privilege granted directly to the payors, that is not provided to those not charged, and which do not exceed the reasonable costs in the City of conferring the benefit or granting the privilege;

B. Imposed for a specific government service or product provided directly to the payor that is not provided to those charged, and which do not exceed the reasonable costs to the City of providing the service or product;

C. Imposed for the reasonable regulatory costs to the City for issuing licenses and permits, performing investigations, inspections, or audits, and the administrative enforcement and adjudication thereof;

D. Imposed for entrance to, or use of, City property; or the purchase, rental or lease of City property; or

E. Charges imposed as a condition of property development.

Section 10. Prior Resolutions Rescinded. Resolution No. 8045 of the City Council of the City of Redlands relating to fees is hereby rescinded on the effective date of this Resolution, except for the fees identified in this Resolution as becoming effective sixty (60) days after December 5, 2023. For the fees identified in this Resolution No. 8522 as becoming effective sixty (60) days after December 5, 2023, such portions of Resolution No. 8045 shall not be rescinded until sixty (60) days after December 5, 2023.

Section 11. CEQA Exemption. The City Council hereby finds and determines that the adoption of this Resolution is exempt from review and under the California Environmental Quality Act ("CEQA") pursuant to Public Resources Code Section 21080(b)(8)(1) and CEQA Guidelines Section 15273 because this Resolution relates to fees and charges for the purpose of meeting the operating expenses of the City.

Section 12. Severability. Should any part or portion of this Resolution be rendered or declared invalid by a court of competent jurisdiction, including any of the fees identified in the Exhibit to this Resolution, such invalidation of such part or portion of this Resolution, or of any

fee, shall not invalidate the remaining portions hereof, of the remaining fees, and they shall remain in full force and effect.

Section 13. Effective Date. This Resolution and the fees established by this Resolution shall become effective on December 5, 2023, except for new or modified fees which apply to the "filing, accepting, reviewing, approving, or issuance of an application, permit or entitlement to use" for a development project, as defined in Government Code section 66000, which shall become effective sixty (60) days after December 5, 2023.

ADOPTED, SIGNED AND APPROVED this 5th day of December 2023.

_____
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 5th day of December, 2023, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Jeanne Donaldson, City Clerk

CITY OF REDLANDS - EXHIBIT 'A' TO RESOLUTION NO. 8522
FEE SCHEDULE

Library

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts: Year 1	Year 2	Year 3
	Reservation of library materials	per item	1	0%	8%	**-8%**	10	fee deleted	fee deleted	fee deleted
	Non-resident Library Card fee	annually	30	0%	118%	**-100%**	25	fee deleted	fee deleted	fee deleted
L1	Replacement of Lost Library Card	per card	2	33%	59%	**-50%**	3	1	1	1
L2	Day Pass for Computer Usage	per day	1	25%	25%	**0%**	4	1	1	1
L3	Annual Internet Card - Non-Resident	annually	New	25%	-	-	20	5	5	5

Management Services - Revenue Division

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
MS1	Business License Fee - New License	Each	46	100%	75%	**25%**	**61**	51	56	61
MS2	Business License Fee - Renewal License	Each	20	100%	44%	**56%**	**46**	33	46	46
MS3	Dog License - Base Fee	Each	24	75%	45%	**30%**	**53**	32	40	40
MS4	Dog License - For Spayed or Neutered Dog	Each	12	38%	23%	**15%**	**53**	20	20	20
MS5	Replacement Tag	Each	17	85%	63%	**22%**	**27**	23	23	23
MS6	Yard Sales Permit	Each	4	75%	29%	**46%**	**14**	10	10	10
MS7	Parking Permit (new or replacement)	Deposit	10	100%	46%	**54%**	**22**	22	22	22
MS8	Returned check - first check	Each	43	100%	161%	**-61%**	**27**	27	27	27
MS9	Returned check - subsequent check	Each	43	100%	115%	**-15%**	**37**	37	37	37
MS10	State CASp Service Fee*	Each	4	100%	93%	**7%**	**4**	4	1	1
MS11	TEFRA Hearing Fee	Each	Actual Costs	100%	100%	**-**	Actual Costs	Actual Costs	Actual Costs	Actual Costs

*Fee set by state law. Starting January 1, 2024 the new fee amount will be $1.00. See AB 1379 (2017-2018).

CITY OF REDLANDS - EXHIBIT 'A' TO RESOLUTION NO. 8522
FEE SCHEDULE

Police Department

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
P1	Background Checks	Each	22	100%	30%	70%	74	39	57	74
P2	False alarm response	Per response	212	100%	100%	0%	194	194	194	194
P3	Bicycle license	Each	5	100%	29%	71%	17	9	11	17
P4	CCW Initial Permit	Each	100	statute	statute	-	1,275	100	100	100
P5	CCW Permit Renewal	Each	25	statute	statute	-	900	25	25	25
P6	CCW Modification Fee	Each	10	statute	statute	-	278	10	10	10
P7	Fingerprint - rolling	Each	26	100%	60%	40%	43	44	44	44
P8	Photos / Videos	Each	67	100%	100%	0%	59	59	59	59
P9	Repossession Received	Each	20	100%	61%	39%	33	33	33	33
P10	Vehicle Impounds - All others	Each	258	100%	100%	0%	175	175	175	175
P11	Vehicle Impounds - DUI	Each	258	100%	86%	14%	299	299	299	299
P12	Tow Services Agreement	Each	80	100%	48%	52%	168	168	168	168
P13	Visa Clearance	Each	11	100%	42%	58%	26	26	26	26
P14	Massage therapist permit	Each	113	100%	86%	14%	131	131	131	131
P15	Massage Therapy Business Owner permit - initial	Each	417	100%	100%	0%	131	131	131	131
P16	Massage Therapy Business Owner permit - renewal	Each	214	100%	100%	0%	98	98	98	98
P17	Solicitor permit	Each	113	100%	86%	14%	131	131	131	131
P18	Taxi Driver permit (3 yr. permit)	Each	316	100%	100%	0%	131	131	131	131
P19	Tow Truck Driver permit	Each	80	100%	61%	39%	131	131	131	131
P20	Adult Oriented Business permit	Each	372	100%	100%	0%	225	225	225	225
P21	Adult Entertainer permit	Each	113	100%	86%	14%	131	131	131	131
P22	Remote Bingo	Each	599	100%	100%	0%	432	431	431	431
P23	Subpoena - Records	Each	15	statute	statute	-	16	15	15	15
P24	Subpoena - Appearance	Each	275	statute	statute	-	294	275	275	275
P25	Cost Recovery - Delinquent Parking Citations	% of each+	15%+$5	n/a	n/a	-		15%+$5	15%+$5	15%+$5

	Denotes fee is set by statute.

CITY OF REDLANDS - EXHIBIT 'A' TO RESOLUTION NO. 8522
FEE SCHEDULE

FCS - Animal Services

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	New Fee Amounts Year 1	Year 2	Year 3
AS1	Animal Boarding - Cat	Per animal per day	10	15%	10%	**5%**	15	15	15
AS2	Animal Boarding - Dog	Per animal per day	20	26%	21%	**5%**	25	25	25
AS3	Apprehension - Livestock	Per Animal	50	35%	25%	**10%**	75	75	75
AS4	Cat Adoption	Per Animal	10	10%	10%	**0%**	10	10	10
AS5	Cat - Owner Release	Per Animal	30	23%	23%	**0%**	30	30	30
AS6	Cat - Apprehension	Per Animal	15	6%	6%	**0%**	15	15	15
AS7	Cat - Vaccine	Per Animal	15	21%	21%	**0%**	15	15	15
AS8	Cat - Spay/Neuter	Per Animal	50	30%	30%	**0%**	55	55	55
AS9	Dog adoption	Per Animal	15	15%	15%	**0%**	15	15	15
AS10	Dog - Owner Release	Per Animal	50	37%	38%	**-1%**	50	50	50
AS11	Dog Apprehension (unaltered) - 1st time	Per Animal	35	13%	13%	**0%**	35	35	35
AS12	Dog Apprehension (unaltered) - 2nd time	Per Animal	50	18%	18%	**0%**	50	50	50
AS13	Dog Apprehension (unaltered) - 3rd time	Per Animal	100	35%	36%	**-1%**	100	100	100
AS14	Dog - Vaccine	Per Animal	25	82%	68%	**14%**	30	30	30
AS15	Dog Spay/Neuter - up to 30 lbs.	Per Animal	75	40%	38%	**2%**	85	85	85
AS16	Dog Spay/Neuter - 31 to 50 lbs.	Per Animal	75	39%	36%	**3%**	85	85	85
AS17	Dog Spay/Neuter - 51 to 75 lbs.	Per Animal	75	36%	34%	**2%**	85	85	85
AS18	Dog Spay/Neuter - 76 to 100 lbs.	Per Animal	75	31%	29%	**2%**	85	85	85
AS19	Small Native/Exotic Animals (rabbit, pig, etc.)	Per Animal	10	10%	5%	**5%**	20	20	20
AS20	Small Native/Exotic Bird, Reptile, Tortoise, etc.	Per Animal	10	10%	5%	**5%**	20	20	20
AS21	Owner Release for Euthanasia	Per Animal	75	80%	57%	**23%**	115	115	115
AS22	Flea and Tick Treatment	Per Animal	New	70%	-	**-**	25	25	25
AS23	Microchipping	Per Animal	25	72%	72%	**0%**	25	25	25

Fees are rounded to the nearest $5 increment for ease of offsite administration.	
	Denotes fee is set by statute.

CITY OF REDLANDS - EXHIBIT 'A' TO RESOLUTION NO. 8522
FEE SCHEDULE

FCS - Administration and Trees, Code Enforcement								New Fee Amounts		
#	**Service Name**	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	Year 1	Year 2	Year 3
AT1	Small Cell Site Applications (pass-through costs)	Each	Cost	100%	100%	**0%**	Cost	Cost	Cost	Cost
AT2	Annual License Fee for Use of City Facilities	Per Yr.	270	100%	68%	**32%**	398	398	398	398
AT3	Tree Services (permit)	Each	134	91%	71%	**19%**	188	170	170	170
AT4	Planting (permit)	Each	81	30%	22%	**8%**	375	113	113	113
AT5	Processing Fee (permit)	Each	40	100%	89%	**11%**	45	45	45	45
AT6	Street Banner Permit	Each	25	23%	9%	**14%**	285	65	65	65
AT7	Prospect Park Sign	Each	60	45%	38%	**7%**	159	72	72	72
AT8	Street Closure - Special Events, By Application Only	Per hour Per Street	New	100%	-	**-**	200	200	200	200
AT9	Film Permits	Each	446	100%	218%	**-118%**	205	205	205	205
AT10	Film permits - Locally owned/operated video prod. co.'s	Each	223	50%	109%	**-59%**	205	103	103	103
CE 1	Abandoned Property Inspections	Each	85	100%	38%	**62.2%**	225	225	225	225
CE 2	Vacant, abandoned property registration	Each	93	100%	67%	**33.0%**	139	139	139	139
CE 3	Rental Dwelling Permit < 1 acre	Each	80	88%	88%	**0.0%**	91	80	80	80
CE 4	Rental Dwelling Permit 1-3 acres	Each	94	86%	86%	**0.0%**	109	94	94	94
CE 5	Rental Dwelling Permit 3.01-5 acres	Each	106	77%	77%	**0.0%**	137	106	106	106
CE 6	Rental Dwelling Permit > 5.01 acres	Each	116	70%	70%	**0.0%**	165	116	116	116
CE 7	Rental Dwelling Permit Reinspection	Each	40	24%	24%	**0.0%**	168	40	40	40

	Denotes fee is set by City ordinance

FCS - Parks & Recreation

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Cost Increase	New Fee Amounts Year 1	Year 2	Year 3
Park Reservation Rates										
	Redlands Bowl	Base Park Reservation	121	-	-	-	-	fee deleted	fee deleted	fee deleted
	Stage (outdoor area of Procellis only)	Per Hour	20	-	-	-	-	fee deleted	fee deleted	fee deleted
PR1	**Mandatory Park Attendant**	Per Hour	50	54%	54%	**0%**	0	50	50	50
PR2	**Avice Meeker Sewall Theatre**	Base Park Reservation	121	89%	89%	**0%**	0	121	121	121
PR3	Apron (full stage not available)	Per Hour	20	2%	2%	**0%**	0	20	20	20
PR4	**Sylvan Park**	Base Park Reservation	121	89%	89%	**0%**	0	121	121	121
PR5	Section A (Group Picnic) Tables 1 thru 8 - seats 128	Per day	30	107%	107%	**0%**	0	30	30	30
PR6	Section A (Group Picnic) Tables 9 thru 17 - seats 64	Per day	30	107%	107%	**0%**	0	30	30	30
PR7	Section A (Group Picnic) Tables 18 thru 25 - seats 64	Per day	30	107%	107%	**0%**	0	30	30	30
PR8	Section C (Group Picnic) Tables 1 thru 7 - seats 65	Per day	30	115%	115%	**0%**	0	30	30	30
PR9	Rose Garden	Per day	25	40%	40%	**0%**	0	25	25	25
PR10	Covered Shelter/Picnic/BBQ Area	Per day	40	308%	308%	**0%**	0	40	40	40
PR11	Gazebo	Per day	40	250%	250%	**0%**	0	40	40	40
PR12	**Skate Park - special event application only**	Per hour	New	118%	-	**-**	-	300	300	300
All Other Parks										
PR13	Park Reservation	Per day	94	37%	37%	**0%**	0	94	94	94
PR14	Covered Shelter/Picnic/BBQ Area	Per day	40	308%	308%	**0%**	0	40	40	40
Clean-up Deposit (refundable)										
PR15	up to 50 persons	Deposit	100	100%	100%	**0%**	0	100	100	100
PR16	51 to 150 persons	Deposit	200	100%	100%	**0%**	0	200	200	200
PR17	151 or more persons	Deposit	300	100%	100%	**0%**	0	300	300	300
Recreation & Senior Services										
PR18	Miscellaneous: Staff Call-Out fee shall be assessed when city staff is called to a field for any of the following reasons: confirm field reservations, turn lighting on/off, clean garbage /debris left by users, resolve complaints and/make repairs resulting from abuse by user.	Per Hour	43	45%	32%	**13%**	17	60	60	60
PR19	Tennis Court Rental - special events/tournaments only	Per Hour	New	50%	-	**New**	0	20	20	20
PR20	Tennis/Pickleball Court Lighting	Per Hour	2.50	100%	-	**-**	0	3	3	3
PR21	Pickleball Court Rental - special events/tournaments only	Per Hour	New	50%	-	**New**	0	15	15	15
Recreational Organizations										
PR22	Fee per Hour, per Field	Per Hour Per Field	5	16%	16%	**0%**	0	5	5	5
PR23	Fee per Season, Non-Resident Fee	Per Season	25	78%	78%	**0%**	0	25	25	25
PR24	Fee per Hour for Field Splitting	Per Hour	2.50	100%	-	**-**	0	3	3	3
Non-Recreational Organizations (should mimic the structure above)										
PR25	Youth - Fee per Hour with NO Lights	Per Hour Per Field	25	78%	78%	**0%**	0	25	25	25
PR26	Youth - Fee per Hour with Lights	Per Hour Per Field	35	109%	109%	**0%**	0	35	35	35
PR27	Adult - Fee per Hour per Field	Per Hour Per Field	35	100%	-	**-**	0	35	35	35
PR28	Adult - Fee per Hour for Field Splitting	Per Hour Per Field	2.50	100%	-	**-**	0	3	3	3

FCS - Parks & Recreation

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Cost Increase	New Fee Amounts Year 1	Year 2	Year 3
PR29	Tournament Fee per Hour for Field Use	Per Hour Per Field	50	91%	91%	**0%**	0	50	50	50
PR30	Tournament - Required Deposit	Deposit	200	100%	100%	**0%**	0	200	200	200
PR31	Field Preparation - per Hour per Field	Per Hour Per Field	65	51%	51%	**0%**	0	65	65	65
PR32	Banner - per Season	Per Season	60	57%	57%	**0%**	0	60	60	60
PR33	On-Site Storage Fee per Month	Per Month	50	93%	93%	**0%**	0	50	50	50
Programs, Services & Activities										
PR 34	Adult Open Gym, Resident	Per Person Per Day	1	20%	10%	**10%**	1	2	2	2
PR 35	Adult Open Gym, Non-Resident	Per Person Per Day	2	40%	20%	**20%**	2	4	4	4
PR 36	Adult Open Racquetball, Resident	Per Hour Per Person	1	20%	10%	**10%**	1	2	2	2
PR 37	Adult Open Racquetball, Non-Resident	Per Hour Per Person	2	40%	20%	**20%**	2	4	4	4
PR 38	Adult Open Pickleball, Resident	Per Hour Per Person	1	20%	10%	**10%**	1	2	2	2
PR 39	Adult Open Pickleball, Non-Resident	Per Hour Per Person	2	40%	20%	**20%**	2	4	4	4
PR 40	Adult Classes	Actual Cost	Cost	100%	100%	**0%**	-	Cost	Cost	Cost
PR 41	Adult Family Trips	Actual Cost	Cost	100%	100%	**0%**	-	Cost	Cost	Cost
	Annual Pass (Includes ID Card, Access to Game Room, Gym Usage, Racquetball and Pickleball Courts and Tennis Courts)									
PR42	Resident	Per Person	25	313%	313%	**0%**	0	25	25	25
PR43	Non-Resident	Per Person	35	438%	438%	**0%**	0	35	35	35
PR44	Adult Group Homes	Per Group Home	50	625%	625%	**0%**	0	50	50	50
PR45	Senior Services - Bingo	Per Card	0.5	10%	10%	**0%**	0	0.50	0.50	0.50
PR46	Bingo Tournaments Per Person Per Tournament	Per Person	20	400%	400%	**0%**	0	20	20	20
PR47	Bingo Tournaments Per Team Per Tournament	Per Team	100	435%	435%	**0%**	0	100	100	100
PR48	Senior Classes	Actual Cost	Cost	100%	100%	**0%**	-	Cost	Cost	Cost
PR49	Senior Trips	Actual Cost	Cost	100%	100%	**0%**	-	Cost	Cost	Cost
PR50	Youth Annual Pass for use at Community Center	Per Pass	0	0%	0%	**0%**	0	-	-	-
PR51	Youth Annual Pass - group homes	Per Group Home	50	625%	625%	**0%**	0	50	50	50
PR52	Teen Activities	Per Person	3	27%	27%	**0%**	0	3	3	3
PR53	Teen Trips	Per Trip	Cost	100%	100%	**0%**	-	Cost	Cost	Cost
PR54	Contract Classes	Per Class	Cost	100%	100%	**0%**	-	Cost	Cost	Cost
PR55	Special Events	Per Event	Cost	100%	100%	**0%**	-	Cost	Cost	Cost
PR56	Facility Rentals - Deposit Required	Deposit	200	100%	100%	**0%**	0	200	200	200
PR57	Security / Refundable Cleaning Deposit	Deposit	200	100%	100%	**0%**	0	200	200	200
PR58	Attendant / Staff Supervision Fee	Per Hour Per Attendant	20	26%	17%	**9%**	10	30	30	30
PR59	Attendant & Room Set up Fee	Per Hour Per Attendant	20	26%	17%	**9%**	10	30	30	30
PR60	Refunds	Each	10	34%	34%	**0%**	0	10	10	10
PR61	Expedited Processing Fee	Each	10	34%	34%	**0%**	0	10	10	10
Redlands Community Senior Center Facility Rentals										
PR62	Kitchen Usage	Each	54	159%	159%	**0%**	0	54	54	54
PR63	Mary Sanchez Banquet Room	Per Hour	27	81%	29%	**52%**	48	51	75	75
PR64	Grand View Room	Per Hour	27	57%	52%	**5%**	3	30	30	30

FCS - Parks & Recreation

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Cost Increase	New Fee Amounts Year 1	Year 2	Year 3
PR65	Lugonia Room	Per Hour	27	20%	18%	**2%**	3	30	30	30
PR66	Entire Building	Per Hour	New	24%	-	-	-	125	125	125
Redlands Community Center Facility Rentals										
PR67	Kitchen Usage	Each	54	159%	159%	**0%**	0	54	54	54
PR68	Multipurpose Room	Per Hour	27	80%	31%	**49%**	43	49	70	70
PR69	Dance Studio	Per Hour	27	52%	21%	**31%**	39	47	66	66
PR70	Classroom A	Per Hour	27	52%	47%	**5%**	3	30	30	30
PR71	Classroom B	Per Hour	27	34%	47%	**-13%**	-7	20	20	20
PR72	Game Room	Per Hour	27	68%	37%	**32%**	23	39	50	50
PR73	Gymnasium - by application only	Per Hour	65	59%	19%	**40%**	135	200	200	200
PR74	Racquetball Court	Per Hour	21	29%	25%	**5%**	4	25	25	25
Joslyn Senior Center Facility Rentals										
PR75	Kitchen Usage	Each	54	159%	159%	**0%**	0	54	54	54
PR76	Auditorium	Per Hour	27	61%	22%	**39%**	48	51	75	75
PR77	Lounge	Per Hour	27	55%	49%	**5%**	3	30	30	30
PR78	Classroom	Per Hour	27	45%	41%	**5%**	3	30	30	30
PR79	Dance Studio	Per Hour	New	45%	-	-	-	30	30	30
Carriage House at Prospect Park Facility Rentals										
PR80	Facility Rental	Per Hour	200	32%	16%	**16%**	200	400	400	400
Miscellaneous										
PR81	Boutique Space - without table	Per Day Per Space	10	53%	53%	**0%**	0	10	10	10
PR82	Boutique Space - with table	Per Day Per Space	20	105%	105%	**0%**	0	20	20	20
PR83	Smiley Gardens - plot space	Per Season Per Plot	20	86%	69%	**17%**	5	25	25	25
PR84	Clement Gardens - plot space	Per Season Per Plot	30	40%	34%	**6%**	5	35	35	35
PR85	Lugonia Gardens - plot space	Per Season Per Plot	35	77%	67%	**10%**	5	40	40	40
PR86	Program Attendant Fee	Per Hour Per Employee	20	26%	17%	**9%**	10	30	30	30
PR87	City Parking Lot Facilities	Per Space Per Hour	New	100%	-	-	-	1	1	1
PR88	Special Events Application	Per Application	New	9%	-	-	-	100	100	100

MUED - Engineering

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
E1	Easement/Dedication Review	Each	739	100%	93%	**7%**	794	794	794	794
E2	Conditional Use Permit	Each	1,066	100%	81%	**19%**	1,316	1,316	1,316	1,316
E3	Commission Review and Approval	Each	1,066	100%	81%	**19%**	1,316	1,316	1,316	1,316
E4	Building Moving Permit	Each	240	100%	79%	**21%**	303	303	303	303
E5	Lot Line Adjustment	Each	690	100%	89%	**11%**	774	774	774	774
E6	Certificate of Compliance	Each	306	100%	34%	**66%**	907	607	907	907
E7	Street Vacation	Each	1,124	100%	93%	**7%**	1,213	1,213	1,213	1,213
E8	Subordination Agreement/Lien Release	Each	715	100%	79%	**21%**	908	908	908	908
E9	Public Improvement Agreement	Each	1,049	100%	98%	**2%**	1,066	1,066	1,066	1,066
E10	Water Efficient Landscape Plan	Each	834	100%	86%	**14%**	970	970	970	970
E11	Plan research records request	Per Hour	114	100%	93%	**7%**	122	122	122	122
E12	Sign Installation -Street Name Sign	Each	592	100%	312%	**-212%**	190	190	190	190
E13	Sign Installation - Stop Sign	Each	720	100%	379%	**-279%**	190	190	190	190
E14	Environmental Impact Review	Per Review	392	100%	39%	**61%**	1,000	696	1,000	1,000
E15	Environmental Impact Report Review	Per Review	1,858	100%	93%	**7%**	1,999	1,999	1,999	1,999
E16	Tentative Tract Map	Each	1,469	100%	72%	**28%**	2,027	2,027	2,027	2,027
E17	Revised Tract Map	Each	1,469	100%	100%	**0%**	1,475	1,475	1,475	1,475
E18	Final Tract Map	Each	2,567	100%	51%	**49%**	4,996	3,782	4,996	4,996
E19	Tentative Parcel Map	Each	1,469	100%	72%	**28%**	2,027	2,027	2,027	2,027
E20	Revised Parcel Map	Each	1,887	100%	128%	**-28%**	1,475	1,475	1,475	1,475
E21	Final Parcel Map	Each	2,308	100%	46%	**54%**	4,996	3,652	4,996	4,996
Building Permit										
E22	Residential		736	100%	167%	**-67%**	441	441	441	441
E23	Commercial/Industrial	Each	1,066	100%	184%	**-84%**	578	578	578	578
E24	Room Addition	Each	137	100%	101%	**-1%**	135	135	135	135
E25	Commercial Tenant Improvement	Each	137	100%	74%	**26%**	186	186	186	186
E26	Landscape Covenant	Each	919	100%	97%	**3%**	951	951	951	951
E27	Landscape Covenant w/ Caltrans Agreement	Each	1,179	100%	96%	**4%**	1,223	1,223	1,223	1,223
Plan Check										
	Grading									
E28	Base Fee/ 0-500 c.y.	Base	506	100%	24%	**76%**	2,068	1,021	1,537	2,068
E29	Each addtl 500 cy or fraction thereof, 501-5,000 c.y.	Each	70	100%	95%	**5%**	74	74	74	74
E30	Each addtl 5,000 cy or fraction thereof, 5,001-50,000 c.y.	Each	80	100%	90%	**10%**	89	89	89	89
E31	Each addtl 10,000 cy or fraction thereof, 50,001-100,000 c.y.	Each	90	100%	80%	**20%**	112	112	112	112
E32	Each addtl 10,000 cy or fraction thereof, 100,001-200,000 c.y.	Each	10	100%	91%	**9%**	11	11	11	11
E33	>200,001 c.y. each addtl 10,000 cy or fraction thereof	Each	6	100%	100%	**0%**	6	6	6	6
E34	Erosion Control - Single Family Residential	Each	582	100%	80%	**20%**	723	723	723	723
E35	Erosion Control - Nonresidential	Each	1,102	100%	84%	**16%**	1,311	1,311	1,311	1,311
E36	SWPPP - Single Family Residential	Each	1,076	100%	114%	**-14%**	943	943	943	943

MUED - Engineering

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
E37	SWPPP - Nonresidential	Base	1,422	100%	132%	**-32%**	1,079	1,079	1,079	1,079
E38	Nonresidential Subdivision Lot Fee	Per Lot	149	100%	151%	**-51%**	99	99	99	99
E39	Nonresidential Subdivision Acre Fee	Per Acre	149	100%	75%	**25%**	198	198	198	198
	WQMP									
	Preliminary									
E40	SFR	Each	1,226	100%	107%	**-7%**	1,141	1,141	1,141	1,141
E41	Nonresidential	Base	1,795	100%	104%	**-4%**	1,733	1,733	1,733	1,733
E42	Nonresidential Subdivision Lot Fee	Per Lot	New	100%	-	**-**	99	99	99	99
E43	Nonresidential Subdivision Acre Fee	Per Acre	65	100%	33%	**67%**	198	132	198	198
	Final									
E44	SFR	Each	1,136	100%	100%	**0.4%**	1,141	1,141	1,141	1,141
E45	Nonresidential	Base	1,715	100%	99%	**1%**	1,733	1,733	1,733	1,733
E46	Nonresidential Subdivision Lot Fee	Per Lot	New	100%	-	**-**	99	99	99	99
E47	Nonresidential Subdivision Acre Fee	Per Acre	65	100%	33%	**67%**	198	132	198	198
E48	Street Construction - Base Fee	Base	1,430	100%	81%	**19%**	1,768	1,768	1,768	1,768
E49	Street Construction - Per Sheet	Per Sheet	571	100%	86%	**14%**	667	667	667	667
E50	Storm Drains - Base Fee	Base	825	100%	90%	**10%**	914	914	914	914
E51	Storm Drains - Per Sheet	Per Sheet	330	100%	78%	**22%**	422	422	422	422
E52	Hydrology Study	Per Study	1477	100%	96%	**4%**	1,531	1,531	1,531	1,531
E53	Street Lights - Base Fee	Base	664	100%	101%	**-1%**	656	656	656	656
E54	Street Lights - Per Sheet	Per Sheet	376	100%	89%	**11%**	422	422	422	422
E55	Sewer Construction - Base Fee	Base	825	100%	77%	**23%**	1,067	1,067	1,067	1,067
E56	Sewer Construction - Per Sheet	Per Sheet	330	100%	71%	**29%**	464	464	464	464
E57	Water Construction - Base Fee	Base	825	100%	77%	**23%**	1,067	1,067	1,067	1,067
E58	Water Construction - Per Sheet	Per Sheet	330	100%	71%	**29%**	464	464	464	464
E59	Traffic Signals - New Installations	Each	1689	100%	103%	**-3%**	1,632	1,632	1,632	1,632
E60	Traffic Signals - Modifications	Each	1152	100%	115%	**-15%**	1,006	1,006	1,006	1,006
E61	Street Trees - Base Fee	Base	551	100%	74%	**26%**	746	746	746	746
E62	Street Trees - Per Sheet	Per Sheet	274	100%	69%	**31%**	396	335	396	396
E63	Signs and Striping - Base Fee	Base	825	100%	77%	**23%**	1,067	1,067	1,067	1,067
E64	Signs and Striping - Per Sheet	Per Sheet	330	100%	71%	**29%**	464	464	464	464
Encroachment Permit										
E65	Encroachment Permit Processing Fee	Each	339	100%	86%	**14%**	392	392	392	392
E66	Driveway Approach - Base	Base	86	100%	139%	**-39%**	62	62	62	62
E67	Driveway Approach - Each	Each	43	100%	139%	**-39%**	31	31	31	31
E68	Sidewalk - Base	Base	86	100%	139%	**-39%**	62	62	62	62
E69	Sidewalk - Per sq. ft. up to 300 sq. ft.	Per sq. ft.	0.44	100%	142%	**-42%**	0.31	0.31	0.31	0.31
E70	Sidewalk - Each additional sq. ft. over 300 sq. ft.	Per sq. ft.	0.11	100%	138%	**-38%**	0.08	0.08	0.08	0.08
E71	Cross Gutter / Spandrel - Base	Base	86	100%	139%	**-39%**	62	62	62	62

MUED - Engineering

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
E72	Cross Gutter / Spandrel - Per sq. ft.	Per sq. ft.	0.87	100%	281%	**-181%**	0.31	0.31	0.31	0.31
E73	Curb and Gutter- Base	Base	86	100%	139%	**-39%**	62	62	62	62
E74	Curb and Gutter- Per linear foot up to 50 l.f.	Per l.f.	3.28	100%	1058%	**-958%**	0.31	0.31	0.31	0.31
E75	Curb and Gutter- Each additional linear foot up to 200 l.f.	Per l.f.	1.64	100%	1025%	**-925%**	0.16	0.16	0.16	0.16
E76	Curb and Gutter- Each additional linear foot over 200 l.f.	Per l.f.	0.82	100%	2050%	**-1950%**	0.04	0.04	0.04	0.04
E77	Curb / Berm - Base	Base	86	100%	139%	**-39%**	62	62	62	62
E78	Curb / Berm - Per linear foot up to 50 l.f.	Per l.f.	2.19	100%	706%	**-606%**	0.31	0.31	0.31	0.31
E79	Curb / Berm - Each additional linear foot up to 200 l.f.	Per l.f.	1.09	100%	681%	**-581%**	0.16	0.16	0.16	0.16
E80	Curb / Berm - Each additional linear foot over 200 l.f.	Per l.f.	0.55	100%	1375%	**-1275%**	0.04	0.04	0.04	0.04
E81	Crushed Aggregate Base - Base	Base	86	100%	139%	**-39%**	62	62	62	62
E82	Crushed Aggregate Base - Per sq. ft.	Per sq. ft.	0.09	100%	29%	**71%**	0.31	0.16	0.24	0.31
E83	Asphalt Pavement - Base	Base	10	100%	16%	**84%**	62	27	44	62
E84	Asphalt Pavement - Per sq. ft.	Per sq. ft.	0.09	100%	29%	**71%**	0.31	0.16	0.24	0.31
E85	Street Light - Base	Base	86	100%	139%	**-39%**	62	62	62	62
E86	Street Light - Each	Each	43	100%	139%	**-39%**	31	31	31	31
	Traffic Signal									
	New									
E87	Base	Base	86	100%	139%	**-39%**	62	62	62	62
E88	Each	Each	2,568	100%	8284%	**-8184%**	31	31	31	31
	Modification									
E89	Base	Base	86	100%	277%	**-177%**	31	31	31	31
E90	Each	Each	2,011	100%	9576%	**-9476%**	21	21	21	21
E91	Reinforced Concrete - Base	Base	86	100%	139%	**-39%**	62	62	62	62
E92	Reinforced Concrete - Per Cubic Yard	Per c.y.	130	100%	419%	**-319%**	31	31	31	31
	Storm Drain Pipe									
E93	Base	Base	86	100%	139%	**-39%**	62	62	62	62
E94	Per linear foot up to 100 l.f.	Per l.f.	5.21	100%	840%	**-740%**	0.62	0.62	0.62	0.62
E95	Each additional linear foot	Per l.f.	0.82	100%	265%	**-165%**	0.31	0.31	0.31	0.31
E96	Curb Inlet / Outlet Structures - Base	Base	86	100%	139%	**-39%**	62	62	62	62
E97	Curb Inlet / Outlet Structures - Each	Each	43	100%	139%	**-39%**	31	31	31	31
E98	Storm Drain Manhole / Junction Box - Base	Base	86	100%	139%	**-39%**	62	62	62	62
E99	Storm Drain Manhole / Junction Box - Each	Each	43	100%	139%	**-39%**	31	31	31	31
E100	Curb Core - Base	Base	86	100%	139%	**-39%**	62	62	62	62
E101	Curb Core - Each	Each	43	100%	139%	**-39%**	31	31	31	31
	Sewer Main									
E102	Base	Base	86	100%	139%	**-39%**	62	62	62	62
E103	Per linear foot up to 50 l.f.	Per l.f.	1.73	100%	278%	**-178%**	0.62	0.62	0.62	0.62
E104	Each additional Linear Foot	Per l.f.	0.27	100%	87%	**13%**	0.31	0.31	0.31	0.31
E105	Sewer Manhole - Base	Base	86	100%	139%	**-39%**	62	62	62	62

MUED - Engineering

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
E106	Sewer Manhole - Each	Each	43	100%	139%	**-39%**	31	31	31	31
E107	Sewer Cleanout - Base	Base	86	100%	139%	**-39%**	62	62	62	62
E108	Sewer Cleanout - Each	Each	43	100%	139%	**-39%**	31	31	31	31
E109	Sewer Lateral - Base	Base	86	100%	69%	**31%**	124	105	124	124
E110	Sewer Lateral - Each	Each	43	100%	69%	**31%**	62	53	62	62
	Water Main									
	Potable									
E111	Base	Base	86	100%	139%	**-39%**	62	62	62	62
E112	Per linear foot up to 50 l.f.	Per l.f.	1.73	100%	279%	**-179%**	0.62	0.62	0.62	0.62
E113	Each additional Linear Foot	Per l.f.	0.27	100%	87%	**13%**	0.31	0.31	0.31	0.31
	Non-Potable									
E114	Base	Base	86	100%	139%	**-39%**	62	62	62	62
E115	Per linear foot up to 50 l.f.	Per l.f.	1.73	100%	279%	**-179%**	0.62	0.62	0.62	0.62
E116	Each additional Linear Foot	Per l.f.	0.27	100%	87%	**13%**	0.31	0.31	0.31	0.31
E117	Water Service Lateral - Base	Base	86	100%	69%	**31%**	124	105	124	124
E118	Water Service Lateral - Each	Each	43	100%	69%	**31%**	62	53	62	62
E119	Fire Hydrant Assembly - Base	Base	86	100%	139%	**-39%**	62	62	62	62
E120	Fire Hydrant Assembly - Each	Each	43	100%	139%	**-39%**	31	31	31	31
E121	Water Shutdown - Base	Base	86	100%	46%	**54%**	187	137	187	187
E122	Water Shutdown - Each	Each	43	100%	35%	**65%**	124	84	124	124
E123	Fire Services - Base	Base	86	100%	69%	**31%**	124	105	124	124
E124	Fire Services - Each	Each	43	100%	69%	**31%**	62	53	62	62
	Excavation, Trench, Street Cut									
E125	Base	Base	86	100%	139%	**-39%**	62	62	62	62
E126	Per linear foot up to 50 l.f.	Per l.f.	1.73	100%	279%	**-179%**	0.62	0.62	0.62	0.62
E127	Each additional Linear Foot	Per l.f.	0.27	100%	87%	**13%**	0.31	0.31	0.31	0.31
	Street Patch									
E128	Base	Base	86	100%	139%	**-39%**	62	62	62	62
E129	Per sq. ft. up to 200 sq. ft.	Per sq. ft.	0.18	100%	58%	**42%**	0.31	0.25	0.31	0.31
E130	Each additional sq. t. over 200 sq. ft.	Per sq. ft.	0.13	100%	81%	**19%**	0.16	0.16	0.16	0.16
Grading Permit (Inspection)										
E131	0-500 c.y.	Base	583	100%	73%	**27%**	795	795	795	795
E132	Each add'l 2,000 c.y. or fraction thereof, 501-10,000 c.y.	Each	70	100%	137%	**-37%**	51	51	51	51
E133	Each add'l 5,000 c.y. or fraction thereof, 10,001-100,000 c.y.	Each	84	100%	124%	**-24%**	68	68	68	68
E134	Each add'l 10,000 c.y. or fraction thereof, 100,001-200,000 c.y.	Each	10	100%	59%	**41%**	17	14	17	17
E135	>200,001 c.y. each add'l 10,000 c.y. or fraction thereof	Each	7	100%	41%	**59%**	17	12	17	17
E136	Permit - Truck Route (up to 5 days)	Per Permit	74	100%	72%	**28%**	103	103	103	103
E137	Permit - Parklet	Per Permit	296	100%	61%	**39%**	486	391	486	486
E138	Wide Load - Single Trip	Per Permit	16	94%	94%	**0%**	17	16	16	16

MUED - Engineering

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
E139	Wide Load - Annual	Per Permit	90	94%	94%	**0%**	96	90	90	90
	NPDES									
	Program Fee									
	Industrial									
E140	High	Each	172	100%	82%	**18%**	210	210	210	210
E141	Medium	Each	85	100%	54%	**46%**	156	121	156	156
E142	Low	Each	36	100%	63%	**37%**	57	47	57	57
	Commercial									
E143	High	Each	172	100%	82%	**18%**	210	210	210	210
E144	Medium	Each	85	100%	54%	**46%**	156	121	156	156
E145	Low	Each	36	100%	63%	**37%**	57	47	57	57
E146	Technology Fee Surcharge	% of Permit	2%	100%	-	**-**	-	2%	2%	2%

	Denotes fee is set by statute.

Fire Department

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
FD1	High Fire Hazard Area Landscaping	Each	271	100%	85%	**15%**	319	319	319	319
FD2	False Alarm - Residential	Each	177	100%	60%	**40%**	297	237	297	297
FD3	False Alarm - Commercial	Each	299	100%	73%	**27%**	409	409	409	409
Plan Review										
FD4	Commercial	Per Review	404	100%	73%	**27%**	551	551	551	551
FD5	Multi-family	Per Review	324	100%	74%	**26%**	441	441	441	441
FD6	Other (access, grading, house moving)	Per Review	243	100%	73%	**27%**	331	331	331	331
FD7	Residential tract	Per Review	324	100%	74%	**26%**	441	441	441	441
FD8	Single family	Per Review	163	100%	74%	**26%**	221	221	221	221
FD9	Commercial fire pump	Per Review	208	100%	47%	**53%**	441	324	441	441
FD10	High-piled storage	Per Review	324	100%	74%	**26%**	441	441	441	441
FD11	Consultations (hourly fee)	Per Review	484	100%	146%	**-46%**	331	331	331	331
FD12	Fuel dispensing	Per Review	163	100%	74%	**26%**	221	221	221	221
FD13	Hood & duct	Per Review	163	100%	74%	**26%**	221	221	221	221
FD14	Medical gas	Per Review	243	100%	73%	**27%**	331	331	331	331
FD15	Portables	Per Review	163	100%	74%	**26%**	221	221	221	221
FD16	Spray booths	Per Review	243	100%	73%	**27%**	331	331	331	331
Other Reviews										
FD17	Landscape/Vegetation Management	Per Review	163	100%	74%	**26%**	221	221	221	221
FD18	Resubmittal/Revision of previously reviewed plan (after 2nd sub)	Per Review	123	100%	74%	**26%**	166	166	166	166
FD19	Where no permit or inspection is required, i.e. solar (commercial/residential, TI)	Per Review	123	100%	56%	**44%**	221	172	221	221
	Private Underground Fire Line									
FD20	1-10 appliances	Per Building	163	100%	74%	**26%**	221	221	221	221
FD21	11-20 appliances	Per Building	203	100%	74%	**26%**	276	276	276	276
FD22	21-30 appliances	Per Building	203	100%	74%	**26%**	276	276	276	276
FD23	31-40 appliances	Per Building	243	100%	73%	**27%**	331	331	331	331
FD24	Each additional appliance over 40	Per Building	123	100%	224%	**-124%**	55	55	55	55
	Aboveground and Underground Storage Tank									
FD25	First tank at location	Per Tank	123	100%	56%	**44%**	221	172	221	221
FD26	Each tank after first at same location	Per Tank	163	100%	297%	**-197%**	55	55	55	55
	New Alarm System Plan Review									
FD27	Sprinkler monitoring only	Per Review	123	100%	37%	**63%**	331	227	331	331
FD28	10 or less initiating devices	Per Review	203	100%	61%	**39%**	331	267	331	331
FD29	11-20 initiating device	Per Review	203	100%	53%	**47%**	386	294	386	386
FD30	20 or more devices	Per Review	268	100%	49%	**51%**	551	409	551	551
	Commercial Fire Alarm Modifications Plan Review									
FD31	Sprinkler monitoring only	Per Review	123	100%	56%	**44%**	221	172	221	221
FD32	10 or less initiating devices	Per Review	163	100%	59%	**41%**	276	219	276	276
FD33	11-20 initiating device	Per Review	231	100%	70%	**30%**	331	281	331	331

Fire Department

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
FD34	20 or more devices	Per Review	311	100%	71%	**29%**	441	441	441	441
	New Sprinkler System Plan Review									
FD35	1-99 heads	Per Review	120	100%	27%	**73%**	441	226	332	441
FD36	100-499 heads	Per Review	243	100%	44%	**56%**	551	397	551	551
FD37	500-1,000 heads	Per Review	292	100%	44%	**56%**	661	476	661	661
FD38	1,000+ heads	Per Review	New	100%	-	**-**	770	770	770	770
	Fire Sprinkler System Modification Plan Review									
FD39	1-99 heads	Per Modification	123	100%	37%	**63%**	331	227	331	331
FD40	100-499 heads	Per Modification	163	100%	37%	**63%**	441	302	441	441
FD41	500-1,000 heads	Per Modification	203	100%	37%	**63%**	551	377	551	551
FD42	1,000+ heads	Per Review	243	100%	32%	**68%**	770	507	770	770
	Smoke Control System Plan Review									
FD43	Review of rational analysis	Per Review	364	100%	73%	**27%**	496	496	496	496
FD44	Design Testing	Per Test	444	100%	73%	**27%**	606	606	606	606
	In-rack Sprinklers (plan review, permit, & 2 inspections)									
FD45	1-10,000 square feet	Each	191	100%	30%	**70%**	630	410	630	630
FD46	10,001-50,000 square feet	Each	271	100%	34%	**66%**	795	533	795	795
FD47	50,001-100,000 square feet	Each	351	100%	36%	**64%**	984	668	984	984
FD48	Each additional 1-50,000 square feet over 100,000 square feet	Per 50,000 sq. ft.	431	100%	82%	**18%**	526	526	526	526
State Mandated Fire Marshal Inspections										
FD49	High rise	Per Inspection	632	100%	95%	**5%**	662	662	662	662
FD50	Facility Pre-Inspection	Per Inspection	40	100%	13%	**87%**	306	128	216	306
FD51	Annual Clearance	Per Inspection	80	100%	26%	**74%**	306	155	229	306
FD52	Hospital - I	Per Inspection	912	100%	138%	**-38%**	662	662	662	662
FD53	Schools - E	Per Inspection	552	100%	101%	**-1%**	544	544	544	544
FD54	Preschools/Day Care	Per Inspection	271	100%	88%	**12%**	306	306	306	306
FD55	Commercial home- 24 hour care	Per Inspection	298	100%	97%	**3%**	306	306	306	306
-	Churches - A	Per Inspection						fee deleted	fee deleted	fee deleted
FD56	Jail, lock up, detention facilities	Per Inspection	258	100%	39%	**61%**	662	460	662	662
FD57	Failure to Keep Scheduled Appointment for Inspection	Per Inspection	160	100%	93%	**7%**	171	171	171	171
FD58	After hours inspection (OT inspection)	Per Inspection	160	100%	93%	**7%**	171	171	171	171
	In-home (to include care facilities)									
FD59	6 or less	Per Inspection	258	100%	84%	**16%**	306	306	306	306
FD60	7 or more	Per Inspection	311	100%	102%	**-2%**	306	306	306	306
Prevention Inspections										
	Apartment / Condo									
FD61	1-10 units	Per Inspection	191	100%	62%	**38%**	306	249	306	306
FD62	11-30 units	Per Inspection	204	100%	53%	**47%**	386	295	386	386
FD63	31-50 units	Per Inspection	218	100%	47%	**53%**	465	342	465	465
FD64	57-75 units	Per Inspection	258	100%	55%	**45%**	465	362	465	465

Fire Department

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
FD65	76-100 units	Per Inspection	338	100%	73%	**27%**	465	465	465	465
FD66	101 + units	Per Inspection	351	100%	64%	**36%**	544	448	544	544
	Certificate of Occupancy									
FD67	Ordinary hazard	Per Certificate	218	100%	36%	**64%**	608	413	608	608
FD68	High hazard	Per Certificate	231	100%	38%	**62%**	608	420	608	608
	Hotels / Motels									
FD69	1-20 units	Per Inspection	231	100%	60%	**40%**	386	308	386	386
FD70	21-40 units	Per Inspection	231	100%	60%	**40%**	386	308	386	386
FD71	41-50 units	Per Inspection	271	100%	50%	**50%**	544	408	544	544
FD72	51+ units	Per Inspection	311	100%	50%	**50%**	624	467	624	624
	Inspections By Group									
FD73	F - Fabrication, Finishing, Manufacturing	Per Inspection	458	100%	113%	**-13%**	405	405	405	405
FD74	L - Laboratory	Per Inspection	338	100%	83%	**17%**	405	405	405	405
FD75	S - Storage	Per Inspection	258	100%	53%	**47%**	491	374	491	491
FD76	U - Utility	Per Inspection	191	100%	62%	**38%**	306	249	306	306
FD77	B, M, F, and S - Large Warehouse inspections	Per Inspection	632	100%	129%	**-29%**	491	491	491	491
	Miscellaneous Inspections									
FD78	Ordinary Hazard	Per Inspection	80	100%	26%	**74%**	306	155	229	306
FD79	Commercial high hazard	Per Inspection	271	100%	55%	**45%**	491	381	491	491
FD80	Re-Inspection-Ordinary Hazard	Per Inspection	80	100%	50%	**50%**	159	119	159	159
All Other Inspections										
FD81	100,000 sq. ft or less	Per Inspection	391	100%	97%	**3%**	405	405	405	405
FD82	100,000 - 500,000 sq. ft	Per Inspection	472	100%	88%	**12%**	534	534	534	534
FD83	500,001 sq. ft and above	Per Inspection	552	100%	89%	**11%**	619	619	619	619
Construction Inspections										
FD84	Kitchen Hood and Duct	Per Inspection	191	100%	58%	**42%**	332	262	332	332
FD85	Clean Agent System	Per Inspection	191	100%	45%	**55%**	424	308	424	424
FD86	Battery Systems	Per Inspection	231	100%	54%	**46%**	424	328	424	424
FD87	Compressed Gases	Per Inspection	231	100%	54%	**46%**	424	328	424	424
FD88	Cryogenic fluids	Per Inspection	231	100%	70%	**30%**	332	282	332	332
FD89	Fire pumps and related equipment	Per Inspection	311	100%	60%	**40%**	516	414	516	516
FD90	Flammable and combustible liquids	Per Inspection	231	100%	70%	**30%**	332	282	332	332
FD91	Hazardous Materials	Per Inspection	311	100%	94%	**6%**	332	332	332	332
FD92	Industrial ovens	Per Inspection	191	100%	58%	**42%**	332	262	332	332
FD93	LP-gas	Per Inspection	191	100%	58%	**42%**	332.04	262	332	332
FD94	Private fire hydrants	Per Inspection	191	100%	45%	**55%**	424	308	424	424
FD95	Spraying or dipping	Per Inspection	231	100%	70%	**30%**	332	282	332	332
FD96	Standpipe systems	Per Inspection	191	100%	58%	**42%**	332	262	332	332
FD97	Temporary membrane structures and tents	Per Inspection	183	100%	57%	**43%**	319	251	319	319
FD98	Gates/Barricades	Per Inspection	191	100%	60%	**40%**	319	255	319	319

Fire Department

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
FD99	Smoke Control/Exhaust	Per Inspection	391	100%	76%	**24%**	516	516	516	516
FD100	Solar - Photovoltaic	Per Inspection	40	100%	13%	**87%**	319	132	224	319
FD101	Emergency responder radio coverage systems	Per Inspection	203	100%	61%	**39%**	332	268	332	332
	Automatic Fire-Extinguishing System									
FD102	25 heads or less	Per Inspection	191	100%	37%	**63%**	516	354	516	516
FD103	26-99 heads	Per Inspection	231	100%	38%	**62%**	608	420	608	608
FD104	Each additional head above 100 heads	Each Addl Head	1	100%	62%	**38%**	2	1	2	2
	Alarm and Detection Systems / Equip									
FD105	Sprinklers monitoring only	Per Inspection	191	100%	45%	**55%**	424	308	424	424
FD106	10 or less initiating devices	Per Inspection	191	100%	45%	**55%**	424	308	424	424
FD107	11-20 initiating devices	Per Inspection	231	100%	45%	**55%**	516	374	516	516
FD108	20 or more devices	Per Inspection	311	100%	51%	**49%**	608	460	608	608
Engine Company Inspections										
FD109	Ordinary hazard	Per Inspection	150	100%	25%	**75%**	595	297	443	595
Permits										
FD110	Aerosol products	Per Permit	258	100%	81%	**19%**	319	319	319	319
FD111	Amusement buildings	Per Permit	258	100%	81%	**19%**	319	319	319	319
FD112	Bowling pin/Alley refurbish	Per Permit	40	100%	17%	**83%**	233	104	168	233
FD113	Carbon Dioxide System (at/over 100 lbs.) - Beverage Systems	Per Permit	218	100%	83%	**17%**	262	262	262	262
FD114	Cellulose Nitrate Film/Storage	Per Permit	218	100%	68%	**32%**	319	269	319	319
FD115	Cryogenic Fluids	Per Permit	258	100%	81%	**19%**	319	319	319	319
FD116	Fire Hydrants & Valves	Per Permit	218	100%	93%	**7%**	233	233	233	233
FD117	Floor Finishing	Per Permit	258	100%	81%	**19%**	319	319	319	319
FD118	Fumigation or Thermal Insecticidal Fogging	Per Permit	191	100%	60%	**40%**	319	255	319	319
FD119	HPM Facilities	Per Permit	231	100%	72%	**28%**	319	319	319	319
FD120	Hood and Duct Permit	Per Permit	271	100%	98%	**2%**	276	276	276	276
FD121	Hot-work operations	Per Permit	231	100%	84%	**16%**	276	276	276	276
FD122	Industrial Ovens	Per Permit	231	100%	84%	**16%**	276	276	276	276
FD123	Liquid or gas fueled vehicles or equipment in assembly buildings	Per Permit	231	100%	84%	**16%**	276	276	276	276
FD124	Miscellaneous Combustible Storage (over 2500 cubic feet)	Per Permit	271	100%	85%	**15%**	319	319	319	319
FD125	Open Burning (bonfire, rubbish, BBQ, recreational or ceremonial Fire,etc.)	Per Permit	231	100%	84%	**16%**	276	276	276	276
FD126	Organic Coatings	Per Permit	231	100%	84%	**16%**	276	276	276	276
FD127	Private Hydrant Removal	Per Permit	204	100%	87%	**13%**	233	233	233	233
FD128	Pyroxylin Plastics	Per Permit	218	100%	79%	**21%**	276	276	276	276
FD129	Rocket launching (model rockets)	Per Permit	244	100%	76%	**24%**	319	319	319	319
FD130	Special Activities (Production Facilities, Live Audience, Tradeshows, Exhibits, Special Events) - seasonal events: haunted houses/mazes, pumpkin patches, christmas tree lots, etc.)	Per Permit	258	100%	81%	**19%**	319	319	319	319
FD131	Spraying/Dipping	Per Permit	218	100%	83%	**17%**	263	263	263	263

Fire Department

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
FD132	Tire storage/recapping/rebuilding	Per Permit	218	100%	83%	**17%**	263	263	263	263
FD133	Waste handling	Per Permit	218	100%	83%	**17%**	263	263	263	263
FD134	Wood Products (over 200 cubic feet)	Per Permit	218	100%	79%	**21%**	276	276	276	276
FD135	Compressed gas/LPG permit	Per Permit	271	100%	98%	**2%**	276	276	276	276
FD136	Covered mall permit	Per Permit	552	100%	51%	**49%**	1,091	821	1,091	1,091
FD137	Dry cleaning permit	Per Permit	311	100%	86%	**14%**	362	362	362	362
FD138	Combustible Fiber Storage or Dust Producing	Per Permit	258	100%	81%	**19%**	319	319	319	319
FD139	Explosives permit	Per Permit	258	100%	81%	**19%**	319	319	319	319
FD140	Fruit ripening permit	Per Permit	218	100%	68%	**32%**	319	269	319	319
FD141	Flammable/combustible liquid permit	Per Permit	231	100%	57%	**43%**	405	318	405	405
FD149	Poison gas permit	Per Permit	271	100%	85%	**15%**	319	319	319	319
FD150	Radioactive material permit	Per Permit	271	100%	85%	**15%**	319	319	319	319
FD151	Refrigeration equip permit	Per Permit	351	100%	87%	**13%**	405	405	405	405
FD152	Repair garage permit	Per Permit	231	100%	84%	**16%**	276	276	276	276
FD153	Spray booth permit	Per Permit	271	100%	85%	**15%**	319	319	319	319
FD154	Tanks permit	Per Permit	231	100%	84%	**16%**	276	276	276	276
FD155	Welding / cutting permit	Per Permit	231	100%	84%	**16%**	276	276	276	276
FD156	Carnival / fair permit	Per Permit	231	100%	84%	**16%**	276	276	276	276
FD157	Open flame permit	Per Permit	231	100%	84%	**16%**	276	276	276	276
FD158	Parade float permit	Per Permit	271	100%	85%	**15%**	319	319	319	319
FD159	Tents/Canopy	Per Permit	231	100%	84%	**16%**	276	276	276	276
	Pyrotechnics Special Effects - Fireworks Permit									
FD160	Small show	Per Permit	321	100%	65%	**35%**	491	406	491	491
FD161	Large show	Per Permit	1,218	100%	184%	**-84%**	662	662	662	662
FD162	Standby (Engine Crew)	Per Permit	New	100%	-	**-**	1,341	1,341	1,341	1,341
	Aircraft									
FD163	Repair hangar permit	Per Permit	271	100%	85%	**15%**	319	319	319	319
FD164	Refueling vehicle permit	Per Permit	271	100%	85%	**15%**	319	319	319	319
	Assembly									
FD165	50-299 persons	Per Permit	271	100%	85%	**15%**	319	319	319	319
FD166	300-500 persons	Per Permit	271	100%	75%	**25%**	362	362	362	362
FD167	501-999 persons w/ stage	Per Permit	311	100%	77%	**23%**	405	405	405	405
FD168	1000+ persons w/ stage	Per Permit	351	100%	72%	**28%**	491	491	491	491
Weed Abatement										
FD169	Landscape / Vegetation Management Admin	Each	416	100%	141%	**-41%**	296	296	296	296
FD170	Landscape/Vegetation Management Inspection	Each	258	100%	150%	**-50%**	171	171	171	171
FD171	Landscape / Vegetation Management Re-inspection	Each	190	100%	148%	**-48%**	129	129	129	129
Hydrant / Hydro Flow Test										
	Install									
FD172	1 tank	Per Install	218	100%	79%	**21%**	276	276	276	276

Fire Department

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
FD173	2 tanks	Per Install	231	100%	72%	**28%**	319	319	319	319
FD174	3 tanks	Per Install	271	100%	75%	**25%**	362	362	362	362
	Removal									
FD175	1 tank	Per Removal	218	100%	79%	**21%**	276	276	276	276
FD176	2 tanks	Per Removal	231	100%	72%	**28%**	319	319	319	319
FD177	3 tanks	Per Removal	271	100%	75%	**25%**	362	362	362	362
FD178	Flow Test Fire Flow	Per Test	231	100%	72%	**28%**	319	319	319	319
FD179	Miscellaneous Inspection/Permit	Per Hour	351	100%	110%	**-10%**	319	319	319	319
Fire Miscellaneous Fees										
FD180	Admin fee - Cost Recovery	Each	249	100%	73%	**27%**	341	341	341	341

DSD - Planning

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
PL1	Concept plan	Each	10,405	100%	52%	48%	19,956	15,181	19,956	19,956
PL2	Concept plan amendment	Each	4,235	100%	38%	62%	11,291	7,763	11,291	11,291
PL3	Specific plan	Each	9,725	100%	46%	54%	21,129	15,427	21,129	21,129
PL4	Specific plan amendment	Each	4,427	100%	37%	63%	11,981	8,204	11,981	11,981
PL5	Conditional Use Permit - New Construction	Each	6,712	100%	50%	50%	13,528	10,120	13,528	13,528
PL6	Conditional Use Permit - No New Construction	Each	2,234	100%	100%	0%	2,234	2,234	2,234	2,234
PL7	Conditional Use Permit - with an Alcohol License	Each	New	100%	-	-	4,254	4,254	4,254	4,254
PL8	Conditional Use Permit - Planned Residential Development	Each	New	100%	-	-	4,412	4,412	4,412	4,412
PL9	Conditional Use Permit - Time Extension	Each	369	100%	12%	88%	3,167	1,292	2,216	3,167
PL10	Conditional Use Permit - Daycare Home (13+ clients)	Each	2,425	100%	132%	-32%	1,839	1,839	1,839	1,839
PL11	Revised Conditional Use Permit - Construction	Each	3,152	100%	42%	58%	7,466	5,309	7,466	7,466
PL12	Revised Conditional Use Permit - No Construction	Each	1,590	100%	54%	46%	2,948	2,269	2,948	2,948
PL13	Variance - Minor Fence Exception Permit	Each	632	100%	28%	72%	2,264	1,171	1,709	2,264
PL14	Variance - Single Family Residential (SFR)	Each	2,775	100%	79%	21%	3,513	3,513	3,513	3,513
PL15	Variance - Commercial / Multi-Family	Each	3,098	100%	66%	34%	4,728	3,913	4,728	4,728
PL16	Variance - Parking Modification	Each	2,277	100%	95%	-	2,391	2,391	2,391	2,391
PL17	Variance - Minor Commission Review	Each	1,982	100%	67%	33%	2,941	2,462	2,941	2,941
PL18	Building Move - Main Structure	Each	1,845	100%	90%	10%	2,053	2,053	2,053	2,053
PL19	Building Move - Garage/Secondary Structure	Each	1,749	100%	87%	13%	2,001	2,001	2,001	2,001
PL20	Commission Review & Approval - Major > 1 acre	Each	7,564	100%	68%	32%	11,158	9,361	11,158	11,158
PL21	Commission Review & Approval - Minor 1 acre or less	Each	5,779	100%	68%	32%	8,524	7,152	8,524	8,524
PL22	Commission Review & Approval - Time Extension	Each	307	100%	11%	89%	2,779	1,123	1,939	2,779
PL23	Commission Review & Approval - Revised, Major > 1 acre	Each	6,051	100%	78%	22%	7,775	7,775	7,775	7,775
PL24	Commission Review & Approval - Revised, Minor 1 acre or less	Each	5,217	100%	89%	11%	5,867	5,867	5,867	5,867
PL25	Parcel Map	Each	5,046	100%	47%	53%	10,676	7,861	10,676	10,676
PL26	Revised Parcel Map	Each	3,979	100%	57%	43%	6,931	5,455	6,931	6,931
PL27	Administrative parcel map (SB 9)	Each	New	100%	-	-	3,074	3,074	3,074	3,074
PL28	Tentative Tract Map	Each	12,493	100%	82%	18%	15,238	15,238	15,238	15,238
PL29	Revised Tentative Tract Map	Each	8,335	100%	104%	-4%	8,051	8,051	8,051	8,051
PL30	Reversion to acreage/merger	Each	2,814	100%	74%	26%	3,797	3,797	3,797	3,797
PL31	Subdivision Time Extension	Each	395	100%	8%	92%	5,237	1,993	3,591	5,237
PL32	Lot Line Adjustment	Each	706	100%	32%	68%	2,196	1,451	2,196	2,196
PL33	Certificate of Compliance	Each	750	100%	49%	51%	1,539	1,145	1,539	1,539
PL34	Environmental Impact Report (by consultant)	Per Report	Contract + 10%	100%	-	-	Contract + 10%	Contract + 10%	Contract + 10%	Contract + 10%
PL35	Legal Noticing Publication (CEQA Notice)	Per Hearing	New	100%	-	-	535	535	535	535
PL36	Environmental Project Assessment	Each	808	100%	36%	64%	2,260	1,534	2,260	2,260
PL37	Mitigation Monitoring Plan Review & Implementation	Actual Cost	Cost	100%	-	-	Cost	Cost	Cost	Cost

DSD - Planning

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
PL38	Negative Declaration by Staff	Each	5,700	100%	59%	41%	9,733	7,717	9,733	9,733
PL39	Negative Declaration by Consultant	Actual Cost	Contract + 10%	100%	-	-	Contract + 10%	Contract + 10%	Contract + 10%	Contract + 10%
PL40	Residential Development Allocation (RDA)	Each	3,857	100%	69%	31%	5,598	4,728	5,598	5,598
PL41	Alteration of Approved Project (RDA)	Each	609	100%	28%	72%	2,178	1,127	1,645	2,178
PL42	Transfer of Development Allocation	Each	595	100%	27%	73%	2,178	1,117	1,640	2,178
PL43	Zone Change - Commission Determination	Each	2,345	100%	31%	69%	7,503	4,924	7,503	7,503
PL44	Zone Change - Ordinance Text Amendment	Each	2,952	100%	22%	78%	13,673	6,490	10,028	13,673
PL45	Zone Change	Each	3,797	100%	28%	72%	13,615	7,037	10,277	13,615
PL46	Sign Review - One	Each	681	100%	83%	17%	824	824	824	824
PL47	Sign Review by Staff	Each	139	100%	67%	33%	206	173	206	206
PL48	Sign Program	Each	1,542	100%	61%	39%	2,516	2,029	2,516	2,516
PL49	Sign Program Amendment	Each	830	100%	52%	48%	1,591	1,211	1,591	1,591
PL50	Conditional Use Permit - Signs > 120 square feet	Each	2,667	100%	88%	12%	3,014	3,014	3,014	3,014
PL51	Flag Test	Each	1,479	100%	97%	3%	1,524	1,524	1,524	1,524
PL52	Annual Banner Permit	Each	134	100%	81%	19%	165	165	165	165
PL53	Additional Banner Display	Each	68	100%	94%	6%	72	72	72	72
PL54	Searchlights	Each	134	100%	93%	7%	144	144	144	144
Demolition > 50 yr. old Building										
PL55	Single Family Zones	Each	646	100%	32%	68%	2,044	1,345	2,044	2,044
PL56	Multi-Family, Commercial, Industrial	Each	683	100%	28%	72%	2,455	1,268	1,853	2,455
PL57	Accessory Building	Each	564	100%	31%	69%	1,798	1,181	1,798	1,798
PL58	Historic Designated - Single Family Residence	Each	957	100%	33%	67%	2,911	1,934	2,911	2,911
PL59	Historic Designated - Multi-Family, Commercial, Industrial	Each	957	100%	26%	74%	3,732	1,873	2,789	3,732
PL60	Historic Designated - Accessory Building	Each	667	100%	26%	74%	2,541	1,285	1,904	2,541
Demolition < 50 yr. old Building										
PL61	Single Family Zones	Each	387	100%	33%	67%	1,186	787	1,186	1,186
PL62	Multi-Family, Commercial, Industrial	Each	402	100%	25%	75%	1,596	796	1,190	1,596
PL63	Accessory Building	Each	430	100%	40%	60%	1,062	746	1,062	1,062
PL64	Annexation	Each	7,070	100%	66%	34%	10,698	8,884	10,698	10,698
PL65	Service Plan for Annexation	Each	1,371	100%	41%	59%	3,361	2,366	3,361	3,361
PL66	Pre-Annexation Agreement	Each	2,565	100%	144%	-44%	1,785	1,785	1,785	1,785
PL67	Zoning Verification Letter - Basic	Each	384	100%	71%	29%	541	541	541	541
PL68	Zoning Verification Letter - Research	Each	682	100%	87%	13%	787	787	787	787
PL69	Preliminary Review - One Acre or Less	Each	332	100%	32%	68%	1,051	692	1,051	1,051
PL70	Preliminary Review - Over One Acre	Each	430	100%	23%	77%	1,855	900	1,371	1,855
PL71	Minor Certificate of Appropriateness	Each	356	100%	66%	34%	539	448	539	539
PL72	Certificate of Appropriateness	Each	615	100%	61%	39%	1,016	816	1,016	1,016
PL73	Mills Act Contract Application	Each	480	100%	41%	59%	1,160	820	1,160	1,160

DSD - Planning

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
PL74	Administrative Use Permit	Each	795	100%	32%	68%	2,451	1,623	2,451	2,451
PL75	Zoning Clearance Form	Each	46	100%	25%	75%	183	91	136	183
PL76	Agriculture Preserve Removal	Each	2,524	100%	28%	72%	8,889	4,624	6,725	8,889
PL77	General Plan Amendment	Each	6,068	100%	43%	57%	14,220	10,144	14,220	14,220
PL78	Legal Noticing (Public Hearing)	Per Hearing	New	100%	-	-	535	535	535	535
PL79	Street Vacation	Each	2,602	100%	77%	23%	3,358	3,358	3,358	3,358
PL80	Appeal - Various Fees Paid	Each	2,254	100%	65%	35%	3,479	2,867	3,479	3,479
PL81	Addendum To Planning Commission	Each	1,188	100%	47%	53%	2,505	1,847	2,505	2,505
PL82	Continued Item By Applicant	Each	370	100%	34%	66%	1,103	737	1,103	1,103
PL83	Temporary Occupancy	Each	200	100%	29%	71%	690	362	523	690
PL84	News Rack Impound Fee	Each	376	100%	47%	53%	802	589	802	802
PL85	Development Agreement	Each	6,108	100%	38%	62%	16,200	11,154	16,200	16,200
PL86	Williamson Act Contract Removal	Each	2,800	100%	50%	50%	5,596	4,198	5,596	5,596
PL87	Socio Economic Study	Each	3,265	100%	66%	34%	4,950	4,108	4,950	4,950
PL88	Home Occupation Permit - Review	Each	50	100%	34%	66%	146	98	146	146
PL89	Special / Temporary Events	Each	175	50%	15%	35%	1,188	385	594	594
PL90	Temporary Holiday Sales	Each	37	50%	3%	47%	1,188	316	594	594
PL91	Preliminary Housing Application (SB 330)	Each	New	100%	-	-	1,505	1,505	1,505	1,505
PL92	Mine & Reclamation Plan Review	Each	Cost	100%	-	-	Cost	Cost	Cost	Cost
PL93	Mitigation Monitoring Plan Review & Implementation	Each	Cost	100%	-	-	Cost	Cost	Cost	Cost
PL94	Measure U Exemption	Each	New	100%	-	-	3,903	3,903	3,903	3,903
PL95	Technology Fee	% of Permit	2%	100%	-	-	2%	2%	2%	2%
PL96	Tribal Government Notification (AB52 and / or SB18)	Each	New	100%	-	-	590	590	590	590

DSD - Building & Safety Flat Fees

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
Miscellaneous Items Permit Fees										
BS1	Standard Hourly Rate	Per Hour	127.70	100%	87%	**13%**	147	147	147	147
BS2	Balcony Addition	Each	510.80	100%	87%	**13%**	586	586	586	586
BS3	Change Of Occupancy	Each	574.65	100%	87%	**13%**	659	659	659	659
BS4	Compliance Inspections/Reinspections	Each	510.80	100%	87%	**13%**	584	584	584	584
BS5	Lighting Pole	Each	255.40	100%	87%	**13%**	292	292	292	292
BS6	Service Required In Excess Of Standard	Per Hour	127.70	100%	87%	**13%**	146	146	146	146
BS7	Re-Inspection	Per Hour	127.70	100%	87%	**13%**	146	146	146	146
BS8	Plan Re-Check	Per Hour	127.70	100%	87%	**13%**	147	147	147	147
BS9	Research	Per Hour	127.70	100%	87%	**13%**	147	147	147	147
BS10	Residential Building Reports	Each Report	63.85	100%	86%	**14%**	74	74	74	74
BS11	Landscaping	Each	638.50	100%	87%	**13%**	733	733	733	733
BS12	Skylight (Any Size)	Each	255.40	100%	87%	**13%**	293	293	293	293
BS13	Spa Or Hot Tub (In-Ground Private)	Each	319.25	100%	87%	**13%**	366	366	366	366
	Antenna									
BS14	Equipment Container, Any Size	Each	383.10	100%	87%	**13%**	440	440	440	440
BS15	Cellular/Mobile Phone, Free-Standing	Each	446.95	100%	68%	**32%**	660	553	660	660
BS16	Cellular/Mobile Phone, Co-Location	Each	383.10	100%	65%	**35%**	587	485	587	587
BS17	New Cellular/Mobile Phone, Free-Standing	Each	New	100%	-	**-**	1,907	1,907	1,907	1,907
BS18	New Cellular/Mobile Phone, Co-Location	Each	New	100%	-	**-**	1,393	1,393	1,393	1,393
BS19	Carport - Minor (< Or = 200 Sq Ft.)	Each	319.25	100%	87%	**13%**	366	366	366	366
BS20	Carport - Major (> 200 Sq Ft.)	Each	446.95	100%	87%	**13%**	513	513	513	513
BS21	Close Existing Openings - Interior Wall	Each	255.40	100%	87%	**13%**	293	293	293	293
BS22	Close Existing Openings - Exterior Wall	Each	383.10	100%	106%	**-6%**	363	363	363	363
	Deck (Wood)									
BS23	Up To 200 Sq Ft.	Each	319.25	100%	87%	**13%**	366	366	366	366
BS24	Each Additional 100 Sq Ft.	Each	255.40	100%	87%	**13%**	293	293	293	293
	With Calcs									
BS25	Up To 200 Sq Ft.	Each	383.10	100%	87%	**13%**	439	439	439	439
BS26	Over 200 Sq Ft.	Each	446.95	100%	87%	**13%**	512	512	512	512
BS27	Demolition - Single Family Dwelling	Each	255.40	100%	58%	**42%**	439	347	439	439
BS28	Demolition - Multi Family/ Commercial	Each	383.10	100%	87%	**13%**	439	439	439	439
BS29	New Door - Residential	Each	319.25	100%	87%	**13%**	366	366	366	366
	Fence Or Freestanding Wall									
	Non-Masonry									
BS30	Any Size	Each	319.25	100%	87%	**13%**	366	366	366	366
	Masonry									
BS31	6 - 8 Feet High, Pre-Engineered	Each	383.10	100%	87%	**13%**	439	439	439	439
BS32	Each Additional 100 Linear Feet	Each	63.85	100%	29%	**71%**	220	115	167	220
	Special Design									

DSD - Building & Safety Flat Fees

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
BS33	6 - 10 Feet High	Each	574.65	100%	87%	**13%**	659	659	659	659
BS34	Each Additional 100 Linear Feet	Each	191.55	100%	87%	**13%**	220	220	220	220
BS35	Over 10 Feet High	Each	574.65	100%	87%	**13%**	659	659	659	659
BS36	Each Additional 100 Linear Feet	Each	191.55	100%	87%	**13%**	220	220	220	220
BS37	Fireplace - Pre-Fabricated / Metal	Each	255.40	100%	87%	**13%**	293	293	293	293
BS38	Fireplace - Flag Pole (Over 30 Feet In Height)	Each	255.40	100%	87%	**13%**	293	293	293	293
Grading (Cut And Fill)										
BS39	0 - 100 CY	Each	191.55	100%	87%	**13%**	221	221	221	221
BS40	101 - 1,000 CY	Each	255.40	100%	87%	**13%**	294	294	294	294
BS41	1,000 - 10,000 CY	Each	383.10	100%	87%	**13%**	441	441	441	441
BS42	10,001 - 100,000 CY	Each	446.95	100%	87%	**13%**	515	515	515	515
BS43	100,001 - 200,000 CY	Each	638.50	100%	87%	**13%**	735	735	735	735
BS44	Each Additional 10,000 CY Or Portion Thereof	Each	76.62	100%	87%	**13%**	88	88	88	88
Partition - Commercial										
BS45	Interior (Up To 30 L.F.)	Each	255.40	100%	87%	**13%**	293	293	293	293
BS46	Additional Partition	Per 30 l.f.	127.70	100%	87%	**13%**	146	146	146	146
Patio Cover, Awning, Canopy, Trellis And Arbors										
	Wood Frame									
BS47	City Standard	Each	255.40	100%	87%	**13%**	292	292	292	292
BS48	With Calcs	Each	319.25	100%	87%	**13%**	366	366	366	366
BS49	Other Frame	Each	319.25	100%	87%	**13%**	366	366	366	366
BS50	Additional Patio	Each	127.70	100%	87%	**13%**	146	146	146	146
BS51	Enclosure	Each	319.25	100%	87%	**13%**	366	366	366	366
Solar Energy Systems										
	Residential									
BS52	0 -15 kW	Each kW	446.95	87%	87%	**0%**	513	450	450	450
BS53	Each Additional kW > 15 kW	Each kW	12.77	87%	85%	**2%**	15	15	15	15
	Non-Residential									
BS54	0-50 kW	Each kW	1000.00	85%	85%	**0%**	1,170	1,000	1,000	1,000
BS55	51-250 kW	Each kW	7.00	70%	70%	**0%**	10	7	7	7
BS56	Each Additional kW >250kW	Each	5.00	83%	83%	**0%**	6	5	5	5
BS57	Stucco Applications	Each	191.55	100%	87%	**13%**	220	220	220	220
BS58	Additional Stucco Application	Ea. Addt'l 40 sq ft.	127.70	100%	87%	**13%**	146	146	146	146
Repairs For Fire, Water, Decay & Pests										
BS59	<$10,000	Each	766.20	100%	87%	**13%**	879	879	879	879
BS60	$10,000 - 25,000	Each	766.20	100%	87%	**13%**	879	879	879	879
BS61	$25,001 - 100,000	Each	1021.60	100%	87%	**13%**	1,172	1,172	1,172	1,172
BS62	> $100,000	Each	1149.30	100%	87%	**13%**	1,318	1,318	1,318	1,318
Retaining Wall (Concrete Or Masonry)										
BS63	First 50 Linear Feet	Each	383.10	100%	87%	**13%**	439	439	439	439

DSD - Building & Safety Flat Fees

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
BS64	Additional Retaining Wall	Ea. Addt'l 50 l.f.	63.85	100%	87%	**13%**	73	73	73	73
	Special Design									
BS65	3 - 10 Feet High (Up To 50 Linear Feet)	Each	446.95	100%	87%	**13%**	512	512	512	512
BS66	Additional Retaining Wall	Ea. Addt'l 50 l.f.	63.85	100%	87%	**13%**	73	73	73	73
BS67	Over 10 Feet High (Up To 50 Linear Feet)	Each	702.35	100%	87%	**13%**	806	806	806	806
BS68	Additional Retaining Wall	Ea. Addt'l 50 l.f.	63.85	100%	87%	**13%**	73	73	73	73
Remodel - Residential										
BS69	500 Square Foot Single Story	Each	638.50	100%	87%	**13%**	733	733	733	733
BS70	501 - 1,000 Sq. Ft.	Each	702.32	100%	64%	**36%**	1,099	901	1,099	1,099
BS71	Additional Remodel	Each Add'l 500 sq. ft.	255.40	100%	87%	**13%**	293	293	293	293
Re-Roof										
	Single Family Dwelling / Duplex									
BS72	Any Size	Per Re-Roof	383.10	100%	87%	**13%**	439	439	439	439
	Re-Roof Multi-Family/Comm./Ind.									
BS73	Minor Repair < 500 Sq. Ft.	Per Re-Roof	191.55	100%	87%	**13%**	220	220	220	220
BS74	501 - 3,000 Sq. Ft.	Per Re-Roof	319.25	100%	87%	**13%**	366	366	366	366
BS75	3,001 - 10,000 Sq. Ft.	Per Re-Roof	446.95	100%	87%	**13%**	512	512	512	512
BS76	> 10,001 Sq. Ft.	Ea. Add'l 1,000 sq ft	63.85	100%	87%	**13%**	73	73	73	73
	Roof Structure Replacement									
BS77	Roof Structure Replacement	Per Replacement	638.50	100%	87%	**13%**	732	732	732	732
BS78	Additional Roof Structure Replacement	Per Replacement	127.70	100%	87%	**13%**	146	146	146	146
Residential Additions (One Story)										
BS79	Up To 500 Sq. Ft.	Each	574.65	100%	78%	**22%**	733	733	733	733
BS80	501 - 1,000 Sq. Ft.	Each	766.20	100%	70%	**30%**	1,099	933	1,099	1,099
BS81	> 1,000 Sq.Ft.	Each Add'l 500 sq. ft.	95.78	100%	33%	**67%**	293	194	293	293
BS82	Siding - Stone And Brick Veneer (Interior Or Exterior)	Each	255.40	100%	87%	**13%**	293	293	293	293
BS83	Siding - Additional Siding	Each Add'l 400 sq. ft.	95.78	100%	87%	**13%**	110	110	110	110
Signs										
BS84	Monument	Each	510.80	100%	87%	**13%**	585	585	585	585
BS85	Wall-Mounted Fixture	Each	255.40	100%	87%	**13%**	293	293	293	293
BS86	Free-Standing	Each	319.25	100%	87%	**13%**	366	366	366	366
Storage Racks										
BS87	Any Height (Up To 100 Linear Feet)	Each	383.10	100%	87%	**13%**	439	439	439	439
BS88	Each Additional 100 Linear Feet	Ea. Addt'l 100 l.f.	31.93	100%	86%	**14%**	37	37	37	37
Swimming Pool / Spa										
	Private									
BS89	< 800 Sq. Ft.	Each	638.50	100%	87%	**13%**	732	732	732	732
BS90	> 800 Sq. Ft.	Each	766.20	100%	96%	**4%**	801	801	801	801
BS91	Heater	Each	95.78	100%	87%	**13%**	110	110	110	110
BS92	Temporary Utility Connection Or Occupancy	Each	127.70	100%	87%	**13%**	146	146	146	146

DSD - Building & Safety Flat Fees

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
Window Or Sliding Glass Door										
	Residential Replacement									
BS93	Quantity 1-4	Each	191.55	100%	87%	**13%**	220	220	220	220
BS94	Quantity 5 Or More	Each Add'l	31.93	100%	86%	**14%**	37	37	37	37
BS95	New Window (Non Structural)	Each	255.40	100%	87%	**13%**	293	293	293	293
Off-Hours Inspection (Min 3 Hours)										
BS96	First Hour	Per Hour	383.10	100%	87%	**13%**	438	438	438	438
BS97	Each Additional Hour	Each Addt'l Hour	191.55	100%	87%	**13%**	219	219	219	219
Strong-Motion Instrumentation And Seismic Hazards Mapping Fee										
BS98	Group R Occupancies: One To Three Stories Excluding Hotels/Motels	Valuation	Valuation X $0.0001	100%	-	-	Valuation X $0.0001	Valuation X $0.0001	Valuation X $0.0001	Valuation X $0.0001
BS99	All Other Buildings	Valuation	Valuation X $0.00021	100%	-	-	Valuation X $0.00021	Valuation X $0.00021	Valuation X $0.00021	Valuation X $0.00021
California Health & Safety Code Section 18931.6										
BS100	Building Permit Fee	Valuation	Valuation X $0.00004	100%	-	-	Valuation X $0.00004	Valuation X $0.00004	Valuation X $0.00004	Valuation X $0.00004
BS101	General Plan Maintenance Fee	Per sq.ft. of new construction or additions > 50% of existing floor area	0.10	100%	-	-	0.16	0.16	0.16	0.16
BS102	Technology Fee Surcharge	% of Permit	0.02	100%	-	-	2%	2%	2%	2%
Mechanical, Electrical & Plumbing Permit Fees										
BS103	Administrative And Misc. Fees - Permit Issuance	Per Permit	63.85	100%	86%	**14%**	74	74	74	74
	Mechanical Permit Fees									
BS104	Stand Alone Mechanical Plan Check (Hourly Rate)	Per Hour	127.70	100%	87%	**13%**	147	147	147	147
	Unit Fees									
BS105	A/C, Residential	Each	191.55	100%	87%	**13%**	220	220	220	220
BS106	Heater (Wall)	Each	191.55	100%	87%	**13%**	220	220	220	220
BS107	Appliance Vent / Chimney (Only)	Each	191.55	100%	87%	**13%**	220	220	220	220
BS108	Boiler	Each	191.55	100%	87%	**13%**	220	220	220	220
BS109	Chiller	Each	510.80	100%	87%	**13%**	586	586	586	586
BS110	Evaporative Cooler	Each	191.55	100%	87%	**13%**	220	220	220	220
BS111	Moisture Exhaust Duct (Clothes Dryer)	Each	191.55	100%	87%	**13%**	220	220	220	220
BS112	Vent Fan, Single Duct	Each	191.55	100%	87%	**13%**	220	220	220	220
BS113	Vent System	Each	383.10	100%	87%	**13%**	439	439	439	439
BS114	Exhaust Hood And Duct (Residential)	Each	383.10	100%	87%	**13%**	439	439	439	439
BS115	Non-Residential Incinerator	Each	255.40	100%	87%	**13%**	293	293	293	293
BS116	Appliance Or Piece Of Equipment Not Classed In Other Appliance Categories, Or For Which No Other Fee Is Listed	Each	191.55	100%	87%	**13%**	220	220	220	220
	Other Fees									
BS117	Installation Or Relocation Of Any Duct System	Each	191.55	100%	87%	**13%**	220	220	220	220

DSD - Building & Safety Flat Fees

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
BS118	For Each Process Piping System Of 1 To 2 Outlets	Each	127.70	100%	87%	**13%**	147	147	147	147
BS119	For Each Additional Process Piping Outlet	Each Add'l Piping Outle	63.85	100%	87%	**13%**	73	73	73	73
BS120	Other Mechanical Inspections	Per Hour	127.70	100%	87%	**13%**	146	146	146	146
	Plumbing / Gas Permit Fees									
BS121	Permit Issuance	Per Permit	63.85	100%	86%	**14%**	74	74	74	74
BS122	Stand Alone Plumbing Plan Check	Per Hour	127.70	100%	87%	**13%**	147	147	147	147
	Unit Fees									
BS123	Plumbing Fixture Or Trap Or Set Of Fixtures On One Trap, Including Water, Drainage Piping, And Backflow Protection	Each	191.55	100%	87%	**13%**	220	220	220	220
BS124	Building Or Trailer Park Sewer	Each	191.55	100%	87%	**13%**	220	220	220	220
BS125	Rainwater System Inside Building	Per Drain	191.55	100%	87%	**13%**	220	220	220	220
BS126	Private Sewage Disposal System	Each	191.55	100%	87%	**13%**	220	220	220	220
BS127	Water Heater	Each	191.55	100%	87%	**13%**	220	220	220	220
BS128	Industrial Waste Pretreatment Interceptor, Including Its Trap And Vent, Excepting Kitchen-Type Grease Interceptors Functioning As Fixture Traps	Each	574.65	100%	87%	**13%**	659	659	659	659
BS129	Underground Utilities (Sewer, Storm, Water) Exception: Single Family Dwellings	Each	191.55	100%	87%	**13%**	220	220	220	220
	Other Fees									
BS130	Install/Alter/Repair Water Piping And/Or Water Treating Equipment	Each	191.55	100%	87%	**13%**	220	220	220	220
BS131	For Repair Or Alteration Of Drainage Or Vent Piping	Each Fixture	191.55	100%	87%	**13%**	220	220	220	220
BS132	For Each Lawn Sprinkler System On Any One Meter, Including Backflow Protection Devices Therefor	Each	191.55	100%	87%	**13%**	220	220	220	220
	Backflow Protective Devices							-	-	-
BS133	Atmospheric-Type Vacuum Breakers	Each	191.55	100%	87%	**13%**	220	220	220	220
BS134	1 to 5	Each	63.85	100%	87%	**13%**	73	73	73	73
BS135	Over 5 (Each)	Each	38.31	100%	87%	**13%**	44	44	44	44
BS136	Devices Other Than Atmospheric-Type Vacuum Breakers	Each	191.55	100%	87%	**13%**	220	220	220	220
	Gas Piping System									
BS137	1 - 4 Outlets	Each	191.55	100%	87%	**13%**	220	220	220	220
BS138	5 Or More Outlets	Each	191.55	100%	87%	**13%**	220	220	220	220
BS139	Other Plumbing And Gas Inspections	Per Hour	127.70	100%	87%	**13%**	146	146	146	146
Electrical Permit Fees										
BS140	Permit Issuance	Per Permit	63.85	100%	86%	**14%**	74	74	74	74
BS141	Stand Alone Electrical Plan Check	Each	127.70	100%	87%	**13%**	147	147	147	147

DSD - Building & Safety Flat Fees

#	Service Name	Unit	Current Fee	Recmded Recovery %	Current Recovery Level	Change in Recm. Recovery %	Full Cost	New Fee Amounts Year 1	Year 2	Year 3
BS142	Swimming Pools, Therapeutic Whirlpools, Spas And Alterations To Existing Swimming Pools. Use Unit Fee Schedule For Itemized Work.	Each	191.55	100%	87%	**13%**	220	220	220	220
BS143	Temporary Power; Temporary Power To A Permanent Location; Temporary Service Power Pole Or Pedestal Including All Pole Or Pedestal-Mounted Receptacle Outlets And Appurtenances	Each	191.55	100%	87%	**13%**	220	220	220	220
BS144	For A Temporary Distribution System And Temporary Lighting And Receptacle Outlets For Construction Sites, Decorative Light, Christmas Tree Lots, Firework Stands, Etc.	Each	191.55	100%	87%	**13%**	220	220	220	220
	Unit Fees									
	Receptable, Switch, And Light Outlets									
BS145	First 20	Each	191.55	100%	87%	**13%**	220	220	220	220
BS146	Each Additional 20 Outlets	Each Add'l 20 Outlets	63.85	100%	87%	**13%**	73	73	73	73
	Lighting Fixtures									
BS147	First 20	Each	191.55	100%	87%	**13%**	220	220	220	220
BS148	Each Additional Outlet	Each Add'l Outlet	63.85	100%	87%	**13%**	73	73	73	73
BS149	For Pole Or Platform-Mounted Lighting Fixtures	Each	63.85	100%	87%	**13%**	73	73	73	73
BS150	For Theatrical-Type Lighting Fixtures Or Assemblies	Each	127.70	100%	87%	**13%**	147	147	147	147
BS151	Residential Appliances or Receptacle Outlets	Each	191.55	100%	87%	**13%**	220	220	220	220
BS152	Non-Residential Appliances	Each	191.55	100%	87%	**13%**	220	220	220	220
	Power Apparatus									
BS153	Up To And Including 1	Each	191.55	100%	87%	**13%**	220	220	220	220
BS154	Over 1 And Not Over 10	Each	191.55	100%	87%	**13%**	220	220	220	220
BS155	Over 10 And Not Over 50	Each	255.40	100%	87%	**13%**	293	293	293	293
BS156	Over 50 And Not Over 100	Each	383.10	100%	87%	**13%**	440	440	440	440
BS157	Over 100	Each	446.95	100%	87%	**13%**	513	513	513	513
BS158	Installation Or Relocation Of Panelboard	Each	191.55	100%	87%	**13%**	220	220	220	220
BS159	Busways - For Trolley And Plug-In-Type Busways		191.55	100%	87%	**13%**	220	220	220	220
BS160	Signs, Outline Lighting, And Marquees - One Branch Circuit	Each 100 feet or fraction thereof	191.55	100%	87%	**13%**	220	220	220	220
	Electrical Services									
BS161	600 Volts Or Less; Up To 1,000 Amperes In Rating	Each	191.55	100%	87%	**13%**	220	220	220	220
BS162	Over 600 Volts Or Over 1,000 Amperes In Rating	Each	510.80	100%	87%	**13%**	586	586	586	586
	Other Fees									
BS163	For Electrical Apparatus, Conduits And Conductors For Which A Permit Is Required But For Which No Fee Is Herein Set Forth	Each	191.55	100%	87%	**13%**	220	220	220	220
BS164	Other Electrical Inspections	Per Hour	127.70	100%	87%	**13%**	146	146	146	146

DSD - Building & Safety Fees based on square footage

Recommended Recovery Level - 100% for all fees listed below.

			Construction Type IA, IB																
IBC Class	IBC Occupancy Type	Project Size Threshold	Current Fee @ Threshold Size	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Base Fee (Cost) Amount @ Threshold Size	Year 1	Year 2	Year 3	Current Fee (Cost) for Each Additional 100 sq*	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Fee (Cost) for Each Additional 100 sf *	Year 1	Year 2	Year 3
A-1	Assembly uses, usually with fixed seating,	2,000	$7,433	$5,781	$6,186	120%	-20%	$6,186	$6,186	$6,186	$6,186	$5.44	$24.10	$25.79	21%	79%	$25.79	$12.15	$18.87	$25.79
Greater	intended for the production and	10,000	$7,867	$7,709	$8,249	95%	5%	$8,249	$8,249	$8,249	$8,249	$13.11	$19.42	$20.78	63%	37%	$20.78	$16.94	$20.78	$20.78
Than 50	viewing of the performing arts or	20,000	$9,179	$9,650	$10,326	89%	11%	$10,326	$10,326	$10,326	$10,326	$4.27	$4.74	$5.07	84%	16%	$5.07	$5.07	$5.07	$5.07
Occupants	motion pictures	40,000	$10,033	$10,599	$11,341	88%	12%	$11,341	$11,341	$11,341	$11,341	$4.67	$5.98	$6.40	73%	27%	$6.40	$6.40	$6.40	$6.40
-	-	100,000	$12,832	$14,188	$15,181	85%	15%	$15,181	$15,181	$15,181	$15,181	$1.62	$2.06	$2.20	73%	27%	$2.20	$2.20	$2.20	$2.20
-	-	200,000	$14,457	$16,250	$17,388	83%	17%	$17,388	$17,388	$17,388	$17,388	$7.03	$3.94	$4.22	167%	-67%	$4.22	$4.22	$4.22	$4.22
A-2	Assembly uses intended for food and/or	1,000	$10,634	$8,408	$8,997	118%	-18%	$8,997	$8,997	$8,997	$8,997	$15.31	$70.67	$75.62	20%	80%	$75.62	$35.21	$55.11	$75.62
-	drink consumption	5,000	$11,248	$11,234	$12,020	94%	6%	$12,020	$12,020	$12,020	$12,020	$34.70	$51.05	$54.62	64%	36%	$54.62	$44.66	$54.62	$54.62
-	-	10,000	$12,982	$13,787	$14,752	88%	12%	$14,752	$14,752	$14,752	$14,752	$12.25	$15.00	$16.05	76%	24%	$16.05	$16.05	$16.05	$16.05
-	Restaurant	20,000	$14,207	$15,287	$16,357	87%	13%	$16,357	$16,357	$16,357	$16,357	$13.06	$16.78	$17.95	73%	27%	$17.95	$17.95	$17.95	$17.95
-	-	50,000	$18,125	$20,321	$21,743	83%	17%	$21,743	$21,743	$21,743	$21,743	$4.42	$5.74	$6.14	72%	28%	$6.14	$6.14	$6.14	$6.14
-	-	100,000	$20,336	$23,190	$24,813	82%	18%	$24,813	$24,813	$24,813	$24,813	$19.93	$15.27	$16.34	122%	-22%	$16.34	$16.34	$16.34	$16.34
A-3, A-4	Assembly uses intended for worship;	1,000	$10,157	$8,073	$8,638	118%	-18%	$8,638	$8,638	$8,638	$8,638	$14.50	$67.56	$72.29	20%	80%	$72.29	$33.57	$52.64	$72.29
-	Assembly uses intended for viewing	5,000	$10,737	$10,776	$11,530	93%	7%	$11,530	$11,530	$11,530	$11,530	$33.19	$47.89	$51.24	65%	35%	$51.24	$42.22	$51.24	$51.24
-	of outdoor sporting events and activities with	10,000	$12,397	$13,170	$14,092	88%	12%	$14,092	$14,092	$14,092	$14,092	$11.72	$14.92	$15.96	73%	27%	$15.96	$15.96	$15.96	$15.96
-	spectator seating	20,000	$13,568	$14,662	$15,688	86%	14%	$15,688	$15,688	$15,688	$15,688	$12.45	$16.06	$17.18	72%	28%	$17.18	$17.18	$17.18	$17.18
-	-	50,000	$17,302	$19,480	$20,844	83%	17%	$20,844	$20,844	$20,844	$20,844	$4.23	$5.51	$5.90	72%	28%	$5.90	$5.90	$5.90	$5.90
-	-	100,000	$19,416	$22,233	$23,789	82%	18%	$23,789	$23,789	$23,789	$23,789	$19.01	$15.85	$16.96	112%	-12%	$16.96	$16.96	$16.96	$16.96
A-4	See Above	500	$8,206	$6,458	$6,910	119%	-19%	$6,910	$6,910	$6,910	$6,910	$23.17	$108.10	$115.67	20%	80%	$115.67	$53.69	$84.22	$115.67
-	-	2,500	$8,670	$8,620	$9,223	94%	6%	$9,223	$9,223	$9,223	$9,223	$53.16	$76.62	$81.98	65%	35%	$81.98	$67.57	$81.98	$81.98
-	-	5,000	$9,999	$10,536	$11,274	89%	11%	$11,274	$11,274	$11,274	$11,274	$18.73	$23.87	$25.54	73%	27%	$25.54	$25.54	$25.54	$25.54
-	-	10,000	$10,936	$11,730	$12,551	87%	13%	$12,551	$12,551	$12,551	$12,551	$19.94	$25.69	$27.49	73%	27%	$27.49	$27.49	$27.49	$27.49
-	-	25,000	$13,926	$15,584	$16,675	84%	16%	$16,675	$16,675	$16,675	$16,675	$6.75	$8.81	$9.43	72%	28%	$9.43	$9.43	$9.43	$9.43
-	-	50,000	$15,614	$17,787	$19,032	82%	18%	$19,032	$19,032	$19,032	$19,032	$30.42	$19.50	$20.87	146%	-46%	$20.87	$20.87	$20.87	$20.87
A-5	Assembly—Outdoor Activities	1,500	$10,470	$8,331	$8,914	117%	-17%	$8,914	$8,914	$8,914	$8,914	$9.99	$46.14	$49.37	20%	80%	$49.37	$22.99	$35.98	$49.37
-	Amusement Park, Bleacher, Stadium	7,500	$11,069	$11,100	$11,877	93%	7%	$11,877	$11,877	$11,877	$11,877	$23.79	$33.87	$36.24	66%	34%	$36.24	$30.02	$36.24	$36.24
-	-	15,000	$12,853	$13,640	$14,595	88%	12%	$14,595	$14,595	$14,595	$14,595	$8.04	$10.20	$10.91	74%	26%	$10.91	$10.91	$10.91	$10.91
-	-	30,000	$14,059	$15,170	$16,232	87%	13%	$16,232	$16,232	$16,232	$16,232	$8.74	$11.19	$11.97	73%	27%	$11.97	$11.97	$11.97	$11.97
-	-	75,000	$17,992	$20,207	$21,621	83%	17%	$21,621	$21,621	$21,621	$21,621	$2.92	$3.86	$4.13	71%	29%	$4.13	$4.13	$4.13	$4.13
-	-	150,000	$20,182	$23,102	$24,719	82%	18%	$24,719	$24,719	$24,719	$24,719	$13.18	$10.86	$11.62	113%	-13%	$11.62	$11.62	$11.62	$11.62
A	A Occupancy Tenant Improvements	1,000	$8,394	$6,922	$7,407	113%	-13%	$7,407	$7,407	$7,407	$7,407	$8.79	$57.87	$61.92	14%	86%	$61.92	$26.32	$43.86	$61.92
-	-	5,000	$8,745	$9,237	$9,884	88%	12%	$9,884	$9,884	$9,884	$9,884	$26.90	$28.74	$30.75	87%	13%	$30.75	$30.75	$30.75	$30.75
-	-	10,000	$10,090	$10,674	$11,421	88%	12%	$11,421	$11,421	$11,421	$11,421	$9.86	$18.56	$19.86	50%	50%	$19.86	$14.86	$19.86	$19.86
-	-	20,000	$11,077	$12,530	$13,407	83%	17%	$13,407	$13,407	$13,407	$13,407	$9.99	$13.58	$14.53	69%	31%	$14.53	$12.26	$14.53	$14.53
-	-	50,000	$14,075	$16,605	$17,767	79%	21%	$17,767	$17,767	$17,767	$17,767	$3.42	$4.66	$4.99	69%	31%	$4.99	$4.20	$4.99	$4.99
-	-	100,000	$15,785	$18,934	$20,259	78%	22%	$20,259	$20,259	$20,259	$20,259	$15.38	$11.82	$12.65	122%	-22%	$12.65	$12.65	$12.65	$12.65
B	Business—Professional Office	1,000	$8,999	$7,237	$7,744	116%	-16%	$7,744	$7,744	$7,744	$7,744	$13.95	$62.22	$66.58	21%	79%	$66.58	$31.32	$48.68	$66.58
-	Buildings or spaces for office professional	5,000	$9,558	$9,726	$10,407	92%	8%	$10,407	$10,407	$10,407	$10,407	$28.61	$42.18	$45.13	63%	37%	$45.13	$36.87	$45.13	$45.13
-	or service type transactions, including	10,000	$10,987	$11,835	$12,663	87%	13%	$12,663	$12,663	$12,663	$12,663	$10.41	$11.87	$12.70	82%	18%	$12.70	$12.70	$12.70	$12.70
-	storage of records and accounts;	20,000	$12,029	$13,022	$13,934	86%	14%	$13,934	$13,934	$13,934	$13,934	$10.85	$11.86	$12.69	85%	15%	$12.69	$12.69	$12.69	$12.69
-	Restaurants w/ less than 50 occupants	50,000	$15,285	$16,581	$17,742	86%	14%	$17,742	$17,742	$17,742	$17,742	$3.74	$4.46	$4.77	78%	22%	$4.77	$4.77	$4.77	$4.77
-	-	100,000	$17,157	$18,809	$20,126	85%	15%	$20,126	$20,126	$20,126	$20,126	$16.75	$15.61	$16.70	100%	0%	$16.70	$16.70	$16.70	$16.70
B	B Occupancy Tenant Improvements	500	$7,539	$3,227	$3,453	218%	-118%	$3,453	$3,453	$3,453	$3,453	$8.17	$131.79	$141.02	6%	94%	$141.02	$52.01	$95.85	$141.02
-	Buildings or spaces for office professional	1,000	$7,866	$4,281	$4,581	172%	-72%	$4,581	$4,581	$4,581	$4,581	$24.29	$19.58	$20.95	116%	-16%	$20.95	$20.95	$20.95	$20.95
-	or service type transactions, including	2,000	$9,080	$4,477	$4,790	190%	-90%	$4,790	$4,790	$4,790	$4,790	$8.86	$66.43	$71.08	12%	88%	$71.08	$29.39	$49.93	$71.08
-	storage of records and accounts;	4,000	$9,966	$5,806	$6,212	160%	-60%	$6,212	$6,212	$6,212	$6,212	$8.93	$31.09	$33.27	27%	73%	$33.27	$16.96	$24.99	$33.27
-	Restaurants w/ less than 50 occupants	10,000	$12,646	$7,671	$8,208	154%	-54%	$8,208	$8,208	$8,208	$8,208	$3.11	$10.81	$11.57	27%	73%	$11.57	$5.90	$8.69	$11.57
-	-	20,000	$14,204	$8,752	$9,365	152%	-52%	$9,365	$9,365	$9,365	$9,365	$13.80	$10.19	$10.90	127%	-27%	$10.90	$10.90	$10.90	$10.90

Recommended Recovery Level - 100% for all fees listed below.

			Construction Type IA, IB																	
IBC Class	IBC Occupancy Type	Project Size Threshold	Current Fee @ Threshold Size	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Base Fee (Cost) Amount @ Threshold Size	Year 1	Year 2	Year 3	Current Fee (Cost) for Each Additional 100 sq*	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Fee (Cost) for Each Additional 100 sf *	Year 1	Year 2	Year 3
E	Educational	500	$8,324	$6,766	$7,240	115%	-15%	$7,240	$7,240	$7,240	$7,240	$22.87	$113.52	$121.47	19%	81%	$121.47	$55.41	$87.94	$121.47
-	Buildings or rooms used by more than 6	2,500	$8,782	$9,036	$9,669	91%	9%	$9,669	$9,669	$9,669	$9,669	$52.37	$60.21	$64.42	81%	19%	$64.42	$64.42	$64.42	$64.42
-	persons for educational purposes up to the	5,000	$10,091	$10,541	$11,279	89%	11%	$11,279	$11,279	$11,279	$11,279	$18.74	$34.58	$37.00	51%	49%	$37.00	$27.87	$37.00	$37.00
-	12th grade	10,000	$11,027	$12,270	$13,129	84%	16%	$13,129	$13,129	$13,129	$13,129	$20.01	$26.74	$28.61	70%	30%	$28.61	$24.31	$28.61	$28.61
-	Day care for 6 or more children older than	25,000	$14,029	$16,281	$17,421	81%	19%	$17,421	$17,421	$17,421	$17,421	$6.75	$9.15	$9.79	69%	31%	$9.79	$8.27	$9.79	$9.79
-	2.5 years of age	50,000	$15,716	$18,569	$19,869	79%	21%	$19,869	$19,869	$19,869	$19,869	$30.58	$27.82	$29.77	103%	-3%	$29.77	$29.77	$29.77	$29.77
E	E Occupancy Tenant Improvements	1,000	$7,643	$4,936	$5,282	145%	-45%	$5,282	$5,282	$5,282	$5,282	$8.02	$39.59	$42.36	19%	81%	$42.36	$19.35	$30.69	$42.36
-	Buildings or rooms used by more than 6	5,000	$7,964	$6,519	$6,975	114%	-14%	$6,975	$6,975	$6,975	$6,975	$23.35	$16.47	$17.62	132%	-32%	$17.62	$17.62	$17.62	$17.62
-	persons for educational purposes up to the	10,000	$9,132	$7,343	$7,857	116%	-16%	$7,857	$7,857	$7,857	$7,857	$8.99	$15.94	$17.06	53%	47%	$17.06	$13.02	$17.06	$17.06
-	12th grade	20,000	$10,030	$8,937	$9,563	105%	-5%	$9,563	$9,563	$9,563	$9,563	$8.84	$9.82	$10.51	84%	16%	$10.51	$10.51	$10.51	$10.51
-	Day care for 6 or more children older than	50,000	$12,682	$11,884	$12,716	100%	0%	$12,716	$12,716	$12,716	$12,716	$3.05	$4.32	$4.62	66%	34%	$4.62	$3.84	$4.62	$4.62
-	2.5 years of age	100,000	$14,206	$14,043	$15,026	95%	5%	$15,026	$15,026	$15,026	$15,026	$13.78	$6.45	$6.90	200%	-100%	$6.90	$6.90	$6.90	$6.90
F-1	Factory Industrial—Moderate Hazard	20,000	$8,407	$8,882	$9,504	88%	12%	$9,504	$9,504	$9,504	$9,504	$3.85	$4.19	$4.48	86%	14%	$4.48	$4.48	$4.48	$4.48
-	Factory and industrial uses that include the	50,000	$9,562	$10,138	$10,848	88%	12%	$10,848	$10,848	$10,848	$10,848	$3.41	$3.92	$4.19	81%	19%	$4.19	$4.19	$4.19	$4.19
-	fabrication or manufacturing of Moderate	100,000	$11,266	$12,098	$12,945	87%	13%	$12,945	$12,945	$12,945	$12,945	$1.21	$1.31	$1.40	86%	14%	$1.40	$1.40	$1.40	$1.40
-	and Low Hazard materials	250,000	$13,080	$14,065	$15,050	87%	13%	$15,050	$15,050	$15,050	$15,050	$1.10	$1.20	$1.28	86%	14%	$1.28	$1.28	$1.28	$1.28
-	-	500,000	$15,823	$17,057	$18,251	87%	13%	$18,251	$18,251	$18,251	$18,251	$0.93	$1.01	$1.08	86%	14%	$1.08	$1.08	$1.08	$1.08
-	-	1,000,000	$20,471	$22,095	$23,642	87%	13%	$23,642	$23,642	$23,642	$23,642	$2.01	$1.80	$1.93	104%	-4%	$1.93	$1.93	$1.93	$1.93
F	F Occupancy Tenant Improvements	2,000	$4,918	$4,081	$4,367	113%	-13%	$4,367	$4,367	$4,367	$4,367	$5.34	$16.33	$17.47	31%	69%	$17.47	$11.41	$17.47	$17.47
-	Factory and industrial uses that include the	10,000	$5,346	$5,388	$5,765	93%	7%	$5,765	$5,765	$5,765	$5,765	$9.86	$12.06	$12.90	76%	24%	$12.90	$12.90	$12.90	$12.90
-	fabrication or manufacturing of Moderate	20,000	$6,331	$6,594	$7,056	90%	10%	$7,056	$7,056	$7,056	$7,056	$2.89	$4.57	$4.89	59%	41%	$4.89	$3.89	$4.89	$4.89
-	and Low Hazard materials	40,000	$6,910	$7,507	$8,032	86%	14%	$8,032	$8,032	$8,032	$8,032	$3.26	$4.33	$4.63	70%	30%	$4.63	$4.63	$4.63	$4.63
-	-	100,000	$8,865	$10,104	$10,811	82%	18%	$10,811	$10,811	$10,811	$10,811	$1.20	$1.53	$1.64	73%	27%	$1.64	$1.64	$1.64	$1.64
-	-	200,000	$10,065	$11,636	$12,451	81%	19%	$12,451	$12,451	$12,451	$12,451	$4.87	$3.75	$4.01	121%	-21%	$4.01	$4.01	$4.01	$4.01
H-1, H-2	High Hazard: Detonation Hazard;	1,000	$5,124	$4,180	$4,473	115%	-15%	$4,473	$4,473	$4,473	$4,473	$10.00	$33.59	$35.94	28%	72%	$35.94	$18.56	$27.12	$35.94
H-3, H-4	Deflagration hazard or hazard from	5,000	$5,524	$5,524	$5,911	93%	7%	$5,911	$5,911	$5,911	$5,911	$21.88	$28.54	$30.54	72%	28%	$30.54	$30.54	$30.54	$30.54
H-5	accelerated burning; Materials that readily	10,000	$6,618	$6,950	$7,437	89%	11%	$7,437	$7,437	$7,437	$7,437	$5.68	$8.39	$8.98	63%	37%	$8.98	$7.33	$8.98	$8.98
-	support combustion; Materials that are	20,000	$7,186	$7,789	$8,334	86%	14%	$8,334	$8,334	$8,334	$8,334	$7.11	$9.31	$9.96	71%	29%	$9.96	$9.96	$9.96	$9.96
-	health hazards	50,000	$9,320	$10,582	$11,323	82%	18%	$11,323	$11,323	$11,323	$11,323	$2.57	$3.29	$3.52	73%	27%	$3.52	$3.52	$3.52	$3.52
-	-	100,000	$10,605	$12,228	$13,084	81%	19%	$13,084	$13,084	$13,084	$13,084	$10.27	$7.96	$8.52	121%	-21%	$8.52	$8.52	$8.52	$8.52
H	See Above	1,000	$5,231	$4,352	$4,657	112%	-12%	$4,657	$4,657	$4,657	$4,657	$11.00	$34.68	$37.11	30%	70%	$37.11	$19.62	$28.23	$37.11
-	-	5,000	$5,671	$5,739	$6,141	92%	8%	$6,141	$6,141	$6,141	$6,141	$21.61	$8.15	$8.72	248%	-148%	$8.72	$8.72	$8.72	$8.72
-	-	10,000	$6,751	$6,147	$6,577	103%	-3%	$6,577	$6,577	$6,577	$6,577	$5.85	$18.94	$20.27	29%	71%	$20.27	$10.61	$15.36	$20.27
-	-	20,000	$7,336	$8,041	$8,604	85%	15%	$8,604	$8,604	$8,604	$8,604	$7.14	$9.40	$10.06	71%	29%	$10.06	$10.06	$10.06	$10.06
-	-	50,000	$9,478	$10,863	$11,623	82%	18%	$11,623	$11,623	$11,623	$11,623	$2.59	$3.34	$3.57	72%	28%	$3.57	$3.57	$3.57	$3.57
-	-	100,000	$10,775	$12,531	$13,408	80%	20%	$13,408	$13,408	$13,408	$13,408	$10.44	$7.13	$7.63	137%	-37%	$7.63	$7.63	$7.63	$7.63
I-1	Housing of clients on a 24-hour basis in a	1,000	$6,730	$5,477	$5,860	115%	-15%	$5,860	$5,860	$5,860	$5,860	$12.25	$44.44	$47.55	26%	74%	$47.55	$23.90	$35.55	$47.55
-	supervised residential environment providing	5,000	$7,221	$7,254	$7,762	93%	7%	$7,762	$7,762	$7,762	$7,762	$27.18	$35.99	$38.51	71%	29%	$38.51	$38.51	$38.51	$38.51
-	personal care services	10,000	$8,580	$9,053	$9,687	89%	11%	$9,687	$9,687	$9,687	$9,687	$7.60	$10.81	$11.57	66%	34%	$11.57	$9.58	$11.57	$11.57
-	-	20,000	$9,339	$10,134	$10,843	86%	14%	$10,843	$10,843	$10,843	$10,843	$9.13	$11.85	$12.68	72%	28%	$12.68	$12.68	$12.68	$12.68
-	-	50,000	$12,079	$13,688	$14,646	82%	18%	$14,646	$14,646	$14,646	$14,646	$3.25	$4.16	$4.45	73%	27%	$4.45	$4.45	$4.45	$4.45
-	-	100,000	$13,706	$15,769	$16,873	81%	19%	$16,873	$16,873	$16,873	$16,873	$13.37	$9.01	$9.64	139%	-39%	$9.64	$9.64	$9.64	$9.64
I-2, I-3	Medical, surgical, psychiatric, nursing or	1,000	$8,330	$6,846	$7,325	114%	-14%	$7,325	$7,325	$7,325	$7,325	$15.32	$55.54	$59.43	26%	74%	$59.43	$29.88	$44.43	$59.43
-	custodial care on a 24-hour basis for more	5,000	$8,943	$9,067	$9,702	92%	8%	$9,702	$9,702	$9,702	$9,702	$33.97	$44.98	$48.13	71%	29%	$48.13	$48.13	$48.13	$48.13
-	than 6 persons; facilities where persons are	10,000	$10,641	$11,317	$12,109	88%	12%	$12,109	$12,109	$12,109	$12,109	$9.50	$13.52	$14.47	66%	34%	$14.47	$11.98	$14.47	$14.47
-	restrained	20,000	$11,592	$12,668	$13,555	86%	14%	$13,555	$13,555	$13,555	$13,555	$11.41	$14.81	$15.85	72%	28%	$15.85	$15.85	$15.85	$15.85
-	-	50,000	$15,016	$17,111	$18,309	82%	18%	$18,309	$18,309	$18,309	$18,309	$4.07	$5.20	$5.56	73%	27%	$5.56	$5.56	$5.56	$5.56
-	-	100,000	$17,050	$19,711	$21,091	81%	19%	$21,091	$21,091	$21,091	$21,091	$16.72	$13.39	$14.33	117%	-17%	$14.33	$14.33	$14.33	$14.33

Recommended Recovery Level - 100% for all fees listed below.

			Construction Type IA, IB																	
IBC Class	IBC Occupancy Type	Project Size Threshold	Current Fee @ Threshold Size	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Base Fee (Cost) Amount @ Threshold Size	Year 1	Year 2	Year 3	Current Fee (Cost) for Each Additional 100 sq*	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Fee (Cost) for Each Additional 100 sf *	Year 1	Year 2	Year 3
I-4	Day care operations of more than 6 people	1,000	$7,837	$6,451	$6,903	114%	-14%	$6,903	$6,903	$6,903	$6,903	$14.63	$52.44	$56.11	26%	74%	$56.11	$28.32	$42.01	$56.11
-	of any age where the care is for less than	5,000	$8,423	$8,549	$9,147	92%	8%	$9,147	$9,147	$9,147	$9,147	$30.66	$40.92	$43.78	70%	30%	$43.78	$43.78	$43.78	$43.78
-	24 hours a day	10,000	$9,956	$10,595	$11,337	88%	12%	$11,337	$11,337	$11,337	$11,337	$8.94	$12.84	$13.74	65%	35%	$13.74	$11.34	$13.74	$13.74
-	-	20,000	$10,850	$11,879	$12,711	85%	15%	$12,711	$12,711	$12,711	$12,711	$10.53	$13.68	$14.64	72%	28%	$14.64	$14.64	$14.64	$14.64
-	-	50,000	$14,007	$15,983	$17,102	82%	18%	$17,102	$17,102	$17,102	$17,102	$3.73	$4.80	$5.14	73%	27%	$5.14	$5.14	$5.14	$5.14
-	-	100,000	$15,872	$18,381	$19,668	81%	19%	$19,668	$19,668	$19,668	$19,668	$15.54	$14.48	$15.49	100%	0%	$15.49	$15.49	$15.49	$15.49
I	I Occupancy Tenant Improvements	1,000	$4,851	$4,041	$4,324	112%	-12%	$4,324	$4,324	$4,324	$4,324	$10.40	$32.45	$34.72	30%	70%	$34.72	$18.43	$26.45	$34.72
-	-	5,000	$5,266	$5,339	$5,713	92%	8%	$5,713	$5,713	$5,713	$5,713	$18.72	$21.43	$22.93	82%	18%	$22.93	$22.93	$22.93	$22.93
-	-	10,000	$6,202	$6,410	$6,859	90%	10%	$6,859	$6,859	$6,859	$6,859	$5.45	$10.06	$10.76	51%	49%	$10.76	$8.11	$10.76	$10.76
-	-	20,000	$6,748	$7,416	$7,935	85%	15%	$7,935	$7,935	$7,935	$7,935	$6.37	$8.49	$9.08	70%	30%	$9.08	$9.08	$9.08	$9.08
-	-	50,000	$8,658	$9,963	$10,660	81%	19%	$10,660	$10,660	$10,660	$10,660	$2.32	$3.00	$3.21	72%	28%	$3.21	$3.21	$3.21	$3.21
-	-	100,000	$9,820	$11,461	$12,263	80%	20%	$12,263	$12,263	$12,263	$12,263	$9.49	$5.53	$5.92	160%	-60%	$5.92	$5.92	$5.92	$5.92
M	Display and sale of merchandise accessible	1,000	$7,214	$5,982	$6,401	113%	-13%	$6,401	$6,401	$6,401	$6,401	$14.09	$48.50	$51.90	27%	73%	$51.90	$26.57	$39.04	$51.90
-	to the public	5,000	$7,778	$7,922	$8,477	92%	8%	$8,477	$8,477	$8,477	$8,477	$28.24	$37.61	$40.24	70%	30%	$40.24	$40.24	$40.24	$40.24
-	-	10,000	$9,191	$9,802	$10,488	88%	12%	$10,488	$10,488	$10,488	$10,488	$8.23	$12.06	$12.90	64%	36%	$12.90	$10.57	$12.90	$12.90
-	-	20,000	$10,014	$11,008	$11,779	85%	15%	$11,779	$11,779	$11,779	$11,779	$9.66	$12.66	$13.55	71%	29%	$13.55	$13.55	$13.55	$13.55
-	-	50,000	$12,910	$14,807	$15,843	81%	19%	$15,843	$15,843	$15,843	$15,843	$3.44	$4.45	$4.76	72%	28%	$4.76	$4.76	$4.76	$4.76
-	-	100,000	$14,629	$17,029	$18,221	80%	20%	$18,221	$18,221	$18,221	$18,221	$14.30	$11.44	$12.24	117%	-17%	$12.24	$12.24	$12.24	$12.24
M	M Occupancy Tenant Improvements	1,000	$6,836	$5,699	$6,098	112%	-12%	$6,098	$6,098	$6,098	$6,098	$13.79	$45.92	$49.13	28%	72%	$49.13	$25.45	$37.12	$49.13
-	-	5,000	$7,388	$7,536	$8,064	92%	8%	$8,064	$8,064	$8,064	$8,064	$26.90	$29.78	$31.86	84%	16%	$31.86	$31.86	$31.86	$31.86
-	-	10,000	$8,732	$9,025	$9,657	90%	10%	$9,657	$9,657	$9,657	$9,657	$7.78	$14.52	$15.54	50%	50%	$15.54	$11.66	$15.54	$15.54
-	-	20,000	$9,510	$10,476	$11,209	85%	15%	$11,209	$11,209	$11,209	$11,209	$9.18	$12.04	$12.88	71%	29%	$12.88	$12.88	$12.88	$12.88
-	-	50,000	$12,264	$14,087	$15,073	81%	19%	$15,073	$15,073	$15,073	$15,073	$3.28	$4.24	$4.54	72%	28%	$4.54	$4.54	$4.54	$4.54
-	-	100,000	$13,903	$16,208	$17,343	80%	20%	$17,343	$17,343	$17,343	$17,343	$13.57	$6.58	$7.04	193%	-93%	$7.04	$7.04	$7.04	$7.04
R-1, R-2	Transient and nontransient lodging including	2,000	$9,994	$9,758	$10,441	96%	4%	$10,441	$10,441	$10,441	$10,441	$0.64	$41.85	$44.78	1%	99%	$44.78	$15.21	$29.77	$44.78
-	hotels, motels, apartments and boarding	10,000	$10,046	$13,105	$14,022	72%	28%	$14,022	$14,022	$14,022	$14,022	$15.93	$32.26	$34.52	46%	54%	$34.52	$25.22	$34.52	$34.52
-	houses	20,000	$11,638	$16,331	$17,474	67%	33%	$17,474	$14,556	$17,474	$17,474	$3.76	$7.80	$8.35	45%	55%	$8.35	$6.05	$8.35	$8.35
-	-	40,000	$12,390	$17,891	$19,143	65%	35%	$19,143	$15,767	$19,143	$19,143	$3.71	$10.01	$10.71	35%	65%	$10.71	$7.21	$10.71	$10.71
-	-	100,000	$14,614	$23,898	$25,571	57%	43%	$25,571	$20,092	$25,571	$25,571	$1.92	$3.39	$3.63	53%	47%	$3.63	$2.77	$3.63	$3.63
-	-	200,000	$16,534	$27,284	$29,194	57%	43%	$29,194	$22,864	$29,194	$29,194	$7.73	$10.80	$11.56	67%	33%	$11.56	$9.64	$11.56	$11.56
R-3, R-3.1	One and two-family homes; Residentially	1,000	$6,618	$5,799	$6,205	107%	-7%	$6,205	$6,205	$6,205	$6,205	$5.10	$83.79	$89.66	6%	94%	$89.66	$33.00	$60.91	$89.66
R-4	based 24-hour facility for 6 or fewer clients	2,000	$6,669	$6,637	$7,102	94%	6%	$7,102	$7,102	$7,102	$7,102	$71.78	$157.73	$168.77	43%	57%	$168.77	$120.28	$168.77	$168.77
-	of any age; Residential care/assisted living	3,000	$7,387	$8,214	$8,789	84%	16%	$8,789	$8,789	$8,789	$8,789	$42.09	$80.70	$86.35	49%	51%	$86.35	$64.22	$86.35	$86.35
-	for more than 6 ambulatory clients	4,000	$7,807	$9,021	$9,652	81%	19%	$9,652	$9,652	$9,652	$9,652	$112.80	$130.29	$139.41	81%	19%	$139.41	$139.41	$139.41	$139.41
-	-	5,000	$8,936	$10,324	$11,047	81%	19%	$11,047	$11,047	$11,047	$11,047	$16.62	$25.18	$26.94	62%	38%	$26.94	$21.78	$26.94	$26.94
-	-	10,000	$9,766	$11,583	$12,394	79%	21%	$12,394	$12,394	$12,394	$12,394	$89.66	$80.50	$86.14	104%	-4%	$86.14	$86.14	$86.14	$86.14
R-3	REPEAT OF MODEL	1,000	$4,906	$4,338	$4,642	106%	-6%	$4,642	$4,642	$4,642	$4,642	$3.91	$88.29	$94.47	4%	96%	$94.47	$33.79	$63.68	$94.47
-	One and two family homes.	2,000	$4,944	$5,221	$5,586	88%	12%	$5,586	$5,586	$5,586	$5,586	$44.67	$62.06	$66.40	67%	33%	$66.40	$55.54	$66.40	$66.40
-	Repeat plan check set at 50% of initial plan	3,000	$5,391	$5,842	$6,251	86%	14%	$6,251	$6,251	$6,251	$6,251	$28.43	$135.60	$145.09	20%	80%	$145.09	$66.93	$105.43	$145.09
-	check, per current Master Fee Schedule	4,000	$5,676	$7,198	$7,702	74%	26%	$7,702	$7,702	$7,702	$7,702	$73.54	$168.11	$179.88	41%	59%	$179.88	$126.71	$179.88	$179.88
-	-	5,000	$6,411	$8,879	$9,501	67%	33%	$9,501	$7,956	$9,501	$9,501	$10.15	$24.82	$26.56	38%	62%	$26.56	$18.35	$26.56	$26.56
-	-	10,000	$6,919	$10,120	$10,828	64%	36%	$10,828	$8,874	$10,828	$10,828	$61.18	$51.07	$54.64	112%	-12%	$54.64	$54.64	$54.64	$54.64
S-1	Storage—Moderate Hazard, Repair Garage	500	$4,701	$5,268	$5,637	83%	17%	$5,637	$5,637	$5,637	$5,637	$14.16	$85.94	$91.96	15%	85%	$91.96	$39.83	$65.51	$91.96
-	Motor Vehicles (not High Hazard)	2,500	$4,985	$6,987	$7,476	67%	33%	$7,476	$6,231	$7,476	$7,476	$35.00	$40.78	$43.63	80%	20%	$43.63	$43.63	$43.63	$43.63
-	-	5,000	$5,860	$8,006	$8,566	68%	32%	$8,566	$7,213	$8,566	$8,566	$10.42	$32.63	$34.91	30%	70%	$34.91	$18.50	$26.59	$34.91
-	-	10,000	$6,381	$9,638	$10,313	62%	38%	$10,313	$8,347	$10,313	$10,313	$12.08	$21.76	$23.28	52%	48%	$23.28	$17.68	$23.28	$23.28
-	-	25,000	$8,193	$12,902	$13,805	59%	41%	$13,805	$10,999	$13,805	$13,805	$4.26	$9.71	$10.39	41%	59%	$10.39	$7.32	$10.39	$10.39
-	-	50,000	$9,258	$15,330	$16,403	56%	44%	$16,403	$12,831	$16,403	$16,403	$17.85	$20.63	$22.07	81%	19%	$22.07	$22.07	$22.07	$22.07

Recommended Recovery Level - 100% for all fees listed below.

			Construction Type IA, IB																	
IBC Class	IBC Occupancy Type	Project Size Threshold	Current Fee @ Threshold Size	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Base Fee (Cost) Amount @ Threshold Size	Year 1	Year 2	Year 3	Current Fee (Cost) for Each Additional 100 sq*	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Fee (Cost) for Each Additional 100 sf *	Year 1	Year 2	Year 3
S-2	Storage—Low Hazard Storage	500	$5,770	$5,117	$5,475	105%	-5%	$5,475	$5,475	$5,475	$5,475	$17.55	$83.16	$88.98	20%	80%	$88.98	$41.12	$64.69	$88.98
-	-	2,500	$6,120	$6,780	$7,255	84%	16%	$7,255	$7,255	$7,255	$7,255	$42.93	$38.80	$41.52	103%	-3%	$41.52	$41.52	$41.52	$41.52
-	-	5,000	$7,194	$7,750	$8,293	87%	13%	$8,293	$8,293	$8,293	$8,293	$12.99	$32.09	$34.34	38%	62%	$34.34	$23.66	$34.34	$34.34
-	-	10,000	$7,843	$9,354	$10,009	78%	22%	$10,009	$10,009	$10,009	$10,009	$14.93	$21.10	$22.58	66%	34%	$22.58	$18.75	$22.58	$22.58
-	-	25,000	$10,083	$12,519	$13,395	75%	25%	$13,395	$13,395	$13,395	$13,395	$5.24	$7.39	$7.91	66%	34%	$7.91	$6.57	$7.91	$7.91
-	-	50,000	$11,393	$14,365	$15,371	74%	26%	$15,371	$15,371	$15,371	$15,371	$22.12	$19.89	$21.28	104%	-4%	$21.28	$21.28	$21.28	$21.28
S	S Occupancy Tenant Improvements	1,000	$4,856	$4,620	$4,943	98%	2%	$4,943	$4,943	$4,943	$4,943	$8.23	$37.66	$40.30	20%	80%	$40.30	$18.81	$29.39	$40.30
-	-	5,000	$5,185	$6,127	$6,556	79%	21%	$6,556	$6,556	$6,556	$6,556	$19.27	$14.65	$15.68	123%	-23%	$15.68	$15.68	$15.68	$15.68
-	-	10,000	$6,148	$6,859	$7,339	84%	16%	$7,339	$7,339	$7,339	$7,339	$5.44	$16.35	$17.49	31%	69%	$17.49	$11.47	$17.49	$17.49
-	-	20,000	$6,693	$8,494	$9,089	74%	26%	$9,089	$9,089	$9,089	$9,089	$6.44	$9.73	$10.41	62%	38%	$10.41	$8.43	$10.41	$10.41
-	-	50,000	$8,626	$11,414	$12,213	71%	29%	$12,213	$12,213	$12,213	$12,213	$2.36	$3.40	$3.64	65%	35%	$3.64	$3.00	$3.64	$3.64
-	-	100,000	$9,804	$13,116	$14,034	70%	30%	$14,034	$11,919	$14,034	$14,034	$9.47	$8.68	$9.29	102%	-2%	$9.29	$9.29	$9.29	$9.29
U	Accessory and miscellaneous structure not	1,000	$4,948	$4,521	$4,837	102%	-2%	$4,837	$4,837	$4,837	$4,837	$7.89	$36.83	$39.41	20%	80%	$39.41	$18.29	$28.69	$39.41
-	specifically classified	5,000	$5,264	$5,994	$6,414	82%	18%	$6,414	$6,414	$6,414	$6,414	$17.02	$15.93	$17.05	100%	0%	$17.05	$17.05	$17.05	$17.05
-	-	10,000	$6,115	$6,791	$7,266	84%	16%	$7,266	$7,266	$7,266	$7,266	$5.84	$13.78	$14.74	40%	60%	$14.74	$10.29	$14.74	$14.74
-	-	20,000	$6,699	$8,169	$8,741	77%	23%	$8,741	$8,741	$8,741	$8,741	$6.02	$8.88	$9.50	63%	37%	$9.50	$7.76	$9.50	$9.50
-	-	50,000	$8,504	$10,833	$11,591	73%	27%	$11,591	$11,591	$11,591	$11,591	$2.18	$3.10	$3.32	66%	34%	$3.32	$2.75	$3.32	$3.32
-	-	100,000	$9,594	$12,382	$13,249	72%	28%	$13,249	$13,249	$13,249	$13,249	$9.26	$6.39	$6.84	135%	-35%	$6.84	$6.84	$6.84	$6.84
SHELL BUILDINGS																				
B, M, S	All Shell Buildings	1,000	$5,432	$6,056	$6,480	84%	16%	$6,480	$6,479.92	$6,479.92	$6,479.92	$2.20	$54.22	$58.02	4%	96%	$58.02	$20.62	$39.04	$58.02
-	-	5,000	$5,873	$8,225	$8,801	67%	33%	$8,801	$7,337	$8,801	$8,801	$4.22	$36.63	$39.19	11%	89%	$39.19	$15.76	$27.30	$39.19
-	-	10,000	$6,928	$10,056	$10,760	64%	36%	$10,760	$8,844	$10,760	$10,760	$1.29	$11.48	$12.28	11%	89%	$12.28	$4.92	$8.55	$12.28
-	-	20,000	$7,574	$11,204	$11,988	63%	37%	$11,988	$9,781	$11,988	$11,988	$1.41	$12.71	$13.60	10%	90%	$13.60	$5.43	$9.46	$13.60
-	-	50,000	$9,691	$15,017	$16,068	60%	40%	$16,068	$12,880	$16,068	$16,068	$0.57	$4.19	$4.48	13%	87%	$4.48	$1.86	$3.15	$4.48
-	-	100,000	$11,111	$17,110	$18,308	61%	39%	$18,308	$14,709	$18,308	$18,308	$2.16	$17.11	$18.31	12%	88%	$18.31	$7.49	$12.82	$18.31

DSD - Building & Safety Fees based on square footage

Recommended Recovery Level - 100% for all fees listed below.

			Construction Type IIA, IIB, IIIA, IIIB, IV																	
IBC Class	IBC Occupancy Type	Project Size Threshold	Current Fee @ Threshold Size	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Base Fee (Cost) Amount @ Threshold Size	Year 1	Year 2	Year 3	Current Fee (Cost) for Each Additional 100 sq*	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Fee (Cost) for Each Additional 100 sf *	Year 1	Year 2	Year 3
A-1	Assembly uses, usually with fixed seating,	2,000	$6,319	$4,817	$5,155	123%	-23%	$5,155	$5,155	$5,155	$5,155	$4.97	$20.08	$21.49	23%	77%	$21.49	$10.42	$15.87	$21.49
Greater	intended for the production and	10,000	$6,717	$6,424	$6,874	98%	2%	$6,874	$6,874	$6,874	$6,874	$11.07	$16.18	$17.31	64%	36%	$17.31	$14.19	$17.31	$17.31
Than 50	viewing of the performing arts or	20,000	$7,823	$8,042	$8,605	91%	9%	$8,605	$8,605	$8,605	$8,605	$3.63	$3.95	$4.23	86%	14%	$4.23	$4.23	$4.23	$4.23
Occupants	motion pictures	40,000	$8,548	$8,832	$9,451	90%	10%	$9,451	$9,451	$9,451	$9,451	$3.93	$4.98	$5.33	74%	26%	$5.33	$5.33	$5.33	$5.33
-	-	100,000	$10,907	$11,823	$12,651	86%	14%	$12,651	$12,651	$12,651	$12,651	$1.38	$1.72	$1.84	75%	25%	$1.84	$1.84	$1.84	$1.84
-	-	200,000	$12,287	$13,542	$14,490	85%	15%	$14,490	$14,490	$14,490	$14,490	$5.94	$3.28	$3.51	169%	-69%	$3.51	$3.51	$3.51	$3.51
A-2	Assembly uses intended for food and/or	1,000	$9,012	$7,006	$7,497	120%	-20%	$7,497	$7,497	$7,497	$7,497	$14.06	$58.89	$63.01	22%	78%	$63.01	$30.22	$46.37	$63.01
-	drink consumption	5,000	$9,574	$9,362	$10,017	96%	4%	$10,017	$10,017	$10,017	$10,017	$29.25	$42.54	$45.52	64%	36%	$45.52	$37.39	$45.52	$45.52
-	-	10,000	$11,037	$11,489	$12,293	90%	10%	$12,293	$12,293	$12,293	$12,293	$10.35	$12.50	$13.38	77%	23%	$13.38	$13.38	$13.38	$13.38
-	Restaurant	20,000	$12,072	$12,739	$13,631	89%	11%	$13,631	$13,631	$13,631	$13,631	$11.01	$13.98	$14.96	74%	26%	$14.96	$14.96	$14.96	$14.96
-	-	50,000	$15,373	$16,934	$18,119	85%	15%	$18,119	$18,119	$18,119	$18,119	$3.75	$4.78	$5.12	73%	27%	$5.12	$5.12	$5.12	$5.12
-	-	100,000	$17,251	$19,325	$20,678	83%	17%	$20,678	$20,678	$20,678	$20,678	$16.84	$12.73	$13.62	124%	-24%	$13.62	$13.62	$13.62	$13.62
A-3, A-4	Assembly uses intended for worship;	1,000	$8,609	$6,728	$7,199	120%	-20%	$7,199	$7,199	$7,199	$7,199	$13.31	$56.30	$60.24	22%	78%	$60.24	$28.80	$44.28	$60.24
-	Assembly uses intended for viewing	5,000	$9,141	$8,980	$9,608	95%	5%	$9,608	$9,608	$9,608	$9,608	$27.99	$39.91	$42.70	66%	34%	$42.70	$35.35	$42.70	$42.70
-	of outdoor sporting events and activities with	10,000	$10,541	$10,975	$11,743	90%	10%	$11,743	$11,743	$11,743	$11,743	$9.91	$12.43	$13.31	74%	26%	$13.31	$13.31	$13.31	$13.31
-	spectator seating	20,000	$11,532	$12,218	$13,074	88%	12%	$13,074	$13,074	$13,074	$13,074	$10.49	$13.38	$14.32	73%	27%	$14.32	$14.32	$14.32	$14.32
-	-	50,000	$14,677	$16,233	$17,369	85%	15%	$17,369	$17,369	$17,369	$17,369	$3.59	$4.59	$4.91	73%	27%	$4.91	$4.91	$4.91	$4.91
-	-	100,000	$16,474	$18,528	$19,825	83%	17%	$19,825	$19,825	$19,825	$19,825	$16.07	$13.21	$14.14	114%	-14%	$14.14	$14.14	$14.14	$14.14
A-4	See Above	500	$6,968	$5,382	$5,759	121%	-21%	$5,759	$5,759	$5,759	$5,759	$21.25	$90.08	$96.39	22%	78%	$96.39	$46.05	$70.84	$96.39
-	-	2,500	$7,393	$7,184	$7,687	96%	4%	$7,687	$7,687	$7,687	$7,687	$44.84	$63.85	$68.32	66%	34%	$68.32	$56.58	$68.32	$68.32
-	-	5,000	$8,514	$8,780	$9,395	91%	9%	$9,395	$9,395	$9,395	$9,395	$15.84	$19.90	$21.29	74%	26%	$21.29	$21.29	$21.29	$21.29
-	-	10,000	$9,307	$9,775	$10,459	89%	11%	$10,459	$10,459	$10,459	$10,459	$16.80	$21.41	$22.91	73%	27%	$22.91	$22.91	$22.91	$22.91
-	-	25,000	$11,826	$12,986	$13,896	85%	15%	$13,896	$13,896	$13,896	$13,896	$5.73	$7.34	$7.86	73%	27%	$7.86	$7.86	$7.86	$7.86
-	-	50,000	$13,261	$14,822	$15,860	84%	16%	$15,860	$15,860	$15,860	$15,860	$25.71	$16.25	$17.38	148%	-48%	$17.38	$17.38	$17.38	$17.38
A-5	Assembly—Outdoor Activities	1,500	$8,870	$6,943	$7,429	119%	-19%	$7,429	$7,429	$7,429	$7,429	$9.14	$38.45	$41.14	22%	78%	$41.14	$19.70	$30.26	$41.14
-	Amusement Park, Bleacher, Stadium	7,500	$9,418	$9,250	$9,898	95%	5%	$9,898	$9,898	$9,898	$9,898	$20.05	$28.22	$30.20	66%	34%	$30.20	$25.12	$30.20	$30.20
-	-	15,000	$10,922	$11,367	$12,162	90%	10%	$12,162	$12,162	$12,162	$12,162	$6.79	$8.50	$9.10	75%	25%	$9.10	$9.10	$9.10	$9.10
-	-	30,000	$11,940	$12,642	$13,527	88%	12%	$13,527	$13,527	$13,527	$13,527	$7.36	$9.33	$9.98	74%	26%	$9.98	$9.98	$9.98	$9.98
-	-	75,000	$15,253	$16,839	$18,018	85%	15%	$18,018	$18,018	$18,018	$18,018	$2.47	$3.22	$3.44	72%	28%	$3.44	$3.44	$3.44	$3.44
-	-	150,000	$17,109	$19,251	$20,599	83%	17%	$20,599	$20,599	$20,599	$20,599	$11.13	$9.05	$9.68	115%	-15%	$9.68	$9.68	$9.68	$9.68
A	A Occupancy Tenant Improvements	1,000	$7,100	$5,768	$6,172	115%	-15%	$6,172	$6,172	$6,172	$6,172	$7.82	$48.22	$51.60	15%	85%	$51.60	$22.26	$36.71	$51.60
-	-	5,000	$7,413	$7,697	$8,236	90%	10%	$8,236	$8,236	$8,236	$8,236	$22.68	$23.95	$25.63	88%	12%	$25.63	$25.63	$25.63	$25.63
-	-	10,000	$8,547	$8,895	$9,517	90%	10%	$9,517	$9,517	$9,517	$9,517	$8.35	$15.47	$16.55	50%	50%	$16.55	$12.45	$16.55	$16.55
-	-	20,000	$9,382	$10,441	$11,172	84%	16%	$11,172	$11,172	$11,172	$11,172	$8.38	$11.32	$12.11	69%	31%	$12.11	$10.24	$12.11	$12.11
-	-	50,000	$11,895	$13,838	$14,806	80%	20%	$14,806	$14,806	$14,806	$14,806	$2.90	$3.88	$4.15	70%	30%	$4.15	$3.53	$4.15	$4.15
-	-	100,000	$13,345	$15,778	$16,883	79%	21%	$16,883	$16,883	$16,883	$16,883	$12.94	$9.85	$10.54	123%	-23%	$10.54	$10.54	$10.54	$10.54
B	Business—Professional Office	1,000	$7,651	$6,031	$6,453	119%	-19%	$6,453	$6,453	$6,453	$6,453	$12.93	$51.85	$55.48	23%	77%	$55.48	$26.97	$41.02	$55.48
-	Buildings or spaces for office professional	5,000	$8,169	$8,105	$8,672	94%	6%	$8,672	$8,672	$8,672	$8,672	$24.21	$35.15	$37.61	64%	36%	$37.61	$30.91	$37.61	$37.61
-	or service type transactions, including	10,000	$9,379	$9,862	$10,553	89%	11%	$10,553	$10,553	$10,553	$10,553	$8.83	$9.89	$10.59	83%	17%	$10.59	$10.59	$10.59	$10.59
-	storage of records and accounts;	20,000	$10,262	$10,852	$11,611	88%	12%	$11,611	$11,611	$11,611	$11,611	$9.17	$9.88	$10.58	87%	13%	$10.58	$10.58	$10.58	$10.58
-	Restaurants w/ less than 50 occupants	50,000	$13,014	$13,817	$14,784	88%	12%	$14,784	$14,784	$14,784	$14,784	$3.20	$3.71	$3.97	80%	20%	$3.97	$3.97	$3.97	$3.97
-	-	100,000	$14,613	$15,674	$16,771	87%	13%	$16,771	$16,771	$16,771	$16,771	$14.21	$13.01	$13.92	102%	-2%	$13.92	$13.92	$13.92	$13.92

Recommended Recovery Level - 100% for all fees listed below.

			Construction Type IIA, IIB, IIIA, IIIB, IV																	
IBC Class	IBC Occupancy Type	Project Size Threshold	Current Fee @ Threshold Size	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Base Fee (Cost) Amount @ Threshold Size	Year 1	Year 2	Year 3	Current Fee (Cost) for Each Additional 100 sq*	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Fee (Cost) for Each Additional 100 sf *	Year 1	Year 2	Year 3
B	B Occupancy Tenant Improvements	500	$6,388	$2,689	$2,877	222%	-122%	$2,877	$2,877	$2,877	$2,877	$7.30	$109.82	$117.51	6%	94%	$117.51	$43.67	$80.04	$117.51
-	Buildings or spaces for office professional	1,000	$6,681	$3,568	$3,817	175%	-75%	$3,817	$3,817	$3,817	$3,817	$20.50	$16.32	$17.46	117%	-17%	$17.46	$17.46	$17.46	$17.46
-	or service type transactions, including	2,000	$7,705	$3,731	$3,992	193%	-93%	$3,992	$3,992	$3,992	$3,992	$7.51	$55.35	$59.23	13%	87%	$59.23	$24.58	$41.65	$59.23
-	storage of records and accounts;	4,000	$8,457	$4,838	$5,177	163%	-63%	$5,177	$5,177	$5,177	$5,177	$7.49	$25.91	$27.72	27%	73%	$27.72	$14.17	$20.85	$27.72
-	Restaurants w/ less than 50 occupants	10,000	$10,704	$6,393	$6,840	156%	-56%	$6,840	$6,840	$6,840	$6,840	$2.65	$9.01	$9.64	27%	73%	$9.64	$4.95	$7.26	$9.64
-	-	20,000	$12,028	$7,294	$7,804	154%	-54%	$7,804	$7,804	$7,804	$7,804	$11.62	$8.49	$9.09	128%	-28%	$9.09	$9.09	$9.09	$9.09
E	Educational	500	$7,067	$5,638	$6,033	117%	-17%	$6,033	$6,033	$6,033	$6,033	$20.96	$94.60	$101.22	21%	79%	$101.22	$47.45	$73.93	$101.22
-	Buildings or rooms used by more than 6	2,500	$7,486	$7,530	$8,057	93%	7%	$8,057	$8,057	$8,057	$8,057	$44.09	$50.18	$53.69	82%	18%	$53.69	$53.69	$53.69	$53.69
-	persons for educational purposes up to the	5,000	$8,588	$8,784	$9,399	91%	9%	$9,399	$9,399	$9,399	$9,399	$15.80	$28.82	$30.83	51%	49%	$30.83	$23.31	$30.83	$30.83
-	12th grade	10,000	$9,378	$10,225	$10,941	86%	14%	$10,941	$10,941	$10,941	$10,941	$16.86	$22.28	$23.84	71%	29%	$23.84	$23.84	$23.84	$23.84
-	Day care for 6 or more children older than	25,000	$11,906	$13,568	$14,518	82%	18%	$14,518	$14,518	$14,518	$14,518	$5.73	$7.63	$8.16	70%	30%	$8.16	$6.94	$8.16	$8.16
-	2.5 years of age	50,000	$13,338	$15,474	$16,557	81%	19%	$16,557	$16,557	$16,557	$16,557	$25.82	$23.19	$24.81	104%	-4%	$24.81	$24.81	$24.81	$24.81
E	E Occupancy Tenant Improvements	1,000	$6,479	$4,113	$4,401	147%	-47%	$4,401	$4,401	$4,401	$4,401	$7.17	$32.99	$35.30	20%	80%	$35.30	$16.45	$25.73	$35.30
-	Buildings or rooms used by more than 6	5,000	$6,765	$5,433	$5,813	116%	-16%	$5,813	$5,813	$5,813	$5,813	$19.72	$13.72	$14.68	134%	-34%	$14.68	$14.68	$14.68	$14.68
-	persons for educational purposes up to the	10,000	$7,751	$6,119	$6,547	118%	-18%	$6,547	$6,547	$6,547	$6,547	$7.62	$13.29	$14.22	54%	46%	$14.22	$10.92	$14.22	$14.22
-	12th grade	20,000	$8,513	$7,448	$7,969	107%	-7%	$7,969	$7,969	$7,969	$7,969	$7.41	$8.19	$8.76	85%	15%	$8.76	$8.76	$8.76	$8.76
-	Day care for 6 or more children older than	50,000	$10,737	$9,903	$10,597	101%	-1%	$10,597	$10,597	$10,597	$10,597	$2.59	$3.60	$3.85	67%	33%	$3.85	$3.22	$3.85	$3.85
-	2.5 years of age	100,000	$12,033	$11,702	$12,521	96%	4%	$12,521	$12,521	$12,521	$12,521	$11.61	$5.38	$5.75	202%	-102%	$5.75	$5.75	$5.75	$5.75
F-1	Factory Industrial—Moderate Hazard	20,000	$7,190	$7,402	$7,920	91%	9%	$7,920	$7,920	$7,920	$7,920	$3.32	$3.49	$3.73	89%	11%	$3.73	$3.73	$3.73	$3.73
-	Factory and industrial uses that include the	50,000	$8,186	$8,449	$9,040	91%	9%	$9,040	$9,040	$9,040	$9,040	$2.91	$3.27	$3.49	83%	17%	$3.49	$3.49	$3.49	$3.49
-	fabrication or manufacturing of Moderate	100,000	$9,639	$10,081	$10,787	89%	11%	$10,787	$10,787	$10,787	$10,787	$1.02	$1.09	$1.17	88%	12%	$1.17	$1.17	$1.17	$1.17
-	and Low Hazard materials	250,000	$11,176	$11,721	$12,541	89%	11%	$12,541	$12,541	$12,541	$12,541	$0.93	$1.00	$1.07	87%	13%	$1.07	$1.07	$1.07	$1.07
-	-	500,000	$13,489	$14,214	$15,209	89%	11%	$15,209	$15,209	$15,209	$15,209	$0.78	$0.84	$0.90	87%	13%	$0.90	$0.90	$0.90	$0.90
-	-	1,000,000	$17,394	$18,412	$19,701	88%	12%	$19,701	$19,701	$19,701	$19,701	$1.71	$1.50	$1.61	106%	-6%	$1.61	$1.61	$1.61	$1.61
F	F Occupancy Tenant Improvements	2,000	$4,226	$3,401	$3,639	116%	-16%	$3,639	$3,639	$3,639	$3,639	$5.02	$13.61	$14.56	34%	66%	$14.56	$9.79	$14.56	$14.56
-	Factory and industrial uses that include the	10,000	$4,627	$4,490	$4,804	96%	4%	$4,804	$4,804	$4,804	$4,804	$8.39	$10.05	$10.75	78%	22%	$10.75	$10.75	$10.75	$10.75
-	fabrication or manufacturing of Moderate	20,000	$5,466	$5,495	$5,880	93%	7%	$5,880	$5,880	$5,880	$5,880	$2.49	$3.81	$4.07	61%	39%	$4.07	$3.28	$4.07	$4.07
-	and Low Hazard materials	40,000	$5,965	$6,256	$6,694	89%	11%	$6,694	$6,694	$6,694	$6,694	$2.77	$3.61	$3.86	72%	28%	$3.86	$3.86	$3.86	$3.86
-	-	100,000	$7,625	$8,420	$9,010	85%	15%	$9,010	$9,010	$9,010	$9,010	$1.03	$1.28	$1.37	76%	24%	$1.37	$1.37	$1.37	$1.37
-	-	200,000	$8,658	$9,696	$10,375	83%	17%	$10,375	$10,375	$10,375	$10,375	$4.16	$3.12	$3.34	125%	-25%	$3.34	$3.34	$3.34	$3.34
H-1, H-2	High Hazard: Detonation Hazard;	1,000	$4,383	$3,483	$3,727	118%	-18%	$3,727	$3,727	$3,727	$3,727	$9.25	$28.00	$29.96	31%	69%	$29.96	$19.60	$29.96	$29.96
H-3, H-4	Deflagration hazard or hazard from	5,000	$4,753	$4,603	$4,925	97%	3%	$4,925	$4,925	$4,925	$4,925	$18.47	$23.78	$25.44	73%	27%	$25.44	$25.44	$25.44	$25.44
H-5	accelerated burning; Materials that readily	10,000	$5,676	$5,792	$6,198	92%	8%	$6,198	$6,198	$6,198	$6,198	$4.83	$6.99	$7.48	65%	35%	$7.48	$6.15	$7.48	$7.48
-	support combustion; Materials that are	20,000	$6,159	$6,491	$6,945	89%	11%	$6,945	$6,945	$6,945	$6,945	$6.01	$7.76	$8.30	72%	28%	$8.30	$8.30	$8.30	$8.30
-	health hazards	50,000	$7,962	$8,819	$9,436	84%	16%	$9,436	$9,436	$9,436	$9,436	$2.19	$2.74	$2.94	75%	25%	$2.94	$2.94	$2.94	$2.94
-	-	100,000	$9,059	$10,190	$10,904	83%	17%	$10,904	$10,904	$10,904	$10,904	$8.73	$6.63	$7.09	123%	-23%	$7.09	$7.09	$7.09	$7.09
H	See Above	1,000	$4,483	$3,627	$3,881	116%	-16%	$3,881	$3,881	$3,881	$3,881	$10.27	$28.90	$30.92	33%	67%	$30.92	$20.60	$30.92	$30.92
-	-	5,000	$4,894	$4,783	$5,118	96%	4%	$5,118	$5,118	$5,118	$5,118	$18.29	$6.79	$7.26	252%	-152%	$7.26	$7.26	$7.26	$7.26
-	-	10,000	$5,808	$5,122	$5,481	106%	-6%	$5,481	$5,481	$5,481	$5,481	$4.99	$15.79	$16.89	30%	70%	$16.89	$8.92	$12.84	$16.89
-	-	20,000	$6,308	$6,701	$7,170	88%	12%	$7,170	$7,170	$7,170	$7,170	$6.05	$7.84	$8.39	72%	28%	$8.39	$8.39	$8.39	$8.39
-	-	50,000	$8,122	$9,052	$9,686	84%	16%	$9,686	$9,686	$9,686	$9,686	$2.22	$2.78	$2.98	75%	25%	$2.98	$2.98	$2.98	$2.98
-	-	100,000	$9,235	$10,443	$11,174	83%	17%	$11,174	$11,174	$11,174	$11,174	$8.90	$5.94	$6.35	140%	-40%	$6.35	$6.35	$6.35	$6.35
I-1	Housing of clients on a 24-hour basis in a	1,000	$5,732	$4,564	$4,883	117%	-17%	$4,883	$4,883	$4,883	$4,883	$11.32	$37.03	$39.62	29%	71%	$39.62	$20.66	$30.00	$39.62
-	supervised residential environment providing	5,000	$6,185	$6,045	$6,468	96%	4%	$6,468	$6,468	$6,468	$6,468	$22.93	$29.99	$32.09	71%	29%	$32.09	$32.09	$32.09	$32.09
-	personal care services	10,000	$7,332	$7,544	$8,072	91%	9%	$8,072	$8,072	$8,072	$8,072	$6.45	$9.01	$9.64	67%	33%	$9.64	$8.05	$9.64	$9.64
-	-	20,000	$7,977	$8,445	$9,037	88%	12%	$9,037	$9,037	$9,037	$9,037	$7.71	$9.87	$10.56	73%	27%	$10.56	$10.56	$10.56	$10.56
-	-	50,000	$10,290	$11,407	$12,206	84%	16%	$12,206	$12,206	$12,206	$12,206	$2.77	$3.47	$3.71	75%	25%	$3.71	$3.71	$3.71	$3.71
-	-	100,000	$11,677	$13,141	$14,061	83%	17%	$14,061	$14,061	$14,061	$14,061	$11.35	$7.51	$8.04	141%	-41%	$8.04	$8.04	$8.04	$8.04

Recommended Recovery Level - 100% for all fees listed below.

			Construction Type IIA, IIB, IIIA, IIIB, IV																	
IBC Class	IBC Occupancy Type	Project Size Threshold	Current Fee @ Threshold Size	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Base Fee (Cost) Amount @ Threshold Size	Year 1	Year 2	Year 3	Current Fee (Cost) for Each Additional 100 sq*	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Fee (Cost) for Each Additional 100 sf *	Year 1	Year 2	Year 3
I-2, I-3	Medical, surgical, psychiatric, nursing or	1,000	$7,083	$5,705	$6,104	116%	-16%	$6,104	$6,104	$6,104	$6,104	$14.15	$46.29	$49.53	29%	71%	$49.53	$25.82	$37.50	$49.53
-	custodial care on a 24-hour basis for more	5,000	$7,649	$7,556	$8,085	95%	5%	$8,085	$8,085	$8,085	$8,085	$28.66	$37.48	$40.11	71%	29%	$40.11	$40.11	$40.11	$40.11
-	than 6 persons; facilities where persons are	10,000	$9,082	$9,430	$10,091	90%	10%	$10,091	$10,091	$10,091	$10,091	$8.07	$11.26	$12.05	67%	33%	$12.05	$10.06	$12.05	$12.05
-	restrained	20,000	$9,888	$10,557	$11,296	88%	12%	$11,296	$11,296	$11,296	$11,296	$9.64	$12.34	$13.20	73%	27%	$13.20	$13.20	$13.20	$13.20
-	-	50,000	$12,780	$14,259	$15,257	84%	16%	$15,257	$15,257	$15,257	$15,257	$3.47	$4.33	$4.64	75%	25%	$4.64	$4.64	$4.64	$4.64
-	-	100,000	$14,513	$16,426	$17,576	83%	17%	$17,576	$17,576	$17,576	$17,576	$14.18	$11.16	$11.94	119%	-19%	$11.94	$11.94	$11.94	$11.94
I-4	Day care operations of more than 6 people	1,000	$6,672	$5,376	$5,752	116%	-16%	$5,752	$5,752	$5,752	$5,752	$13.57	$43.70	$46.76	29%	71%	$46.76	$24.53	$35.48	$46.76
-	of any age where the care is for less than	5,000	$7,214	$7,124	$7,623	95%	5%	$7,623	$7,623	$7,623	$7,623	$25.90	$34.10	$36.49	71%	29%	$36.49	$36.49	$36.49	$36.49
-	24 hours a day	10,000	$8,510	$8,829	$9,447	90%	10%	$9,447	$9,447	$9,447	$9,447	$7.60	$10.70	$11.45	66%	34%	$11.45	$9.52	$11.45	$11.45
-	-	20,000	$9,269	$9,899	$10,592	88%	12%	$10,592	$10,592	$10,592	$10,592	$8.90	$11.40	$12.20	73%	27%	$12.20	$12.20	$12.20	$12.20
-	-	50,000	$11,939	$13,319	$14,251	84%	16%	$14,251	$14,251	$14,251	$14,251	$3.18	$4.00	$4.28	74%	26%	$4.28	$4.28	$4.28	$4.28
-	-	100,000	$13,532	$15,317	$16,389	83%	17%	$16,389	$16,389	$16,389	$16,389	$13.20	$12.07	$12.92	102%	-2%	$12.92	$12.92	$12.92	$12.92
I	I Occupancy Tenant Improvements	1,000	$4,166	$3,367	$3,603	116%	-16%	$3,603	$3,603	$3,603	$3,603	$9.77	$27.04	$28.93	34%	66%	$28.93	$19.35	$28.93	$28.93
-	-	5,000	$4,557	$4,449	$4,761	96%	4%	$4,761	$4,761	$4,761	$4,761	$15.88	$17.86	$19.11	83%	17%	$19.11	$19.11	$19.11	$19.11
-	-	10,000	$5,351	$5,342	$5,716	94%	6%	$5,716	$5,716	$5,716	$5,716	$4.66	$8.38	$8.97	52%	48%	$8.97	$6.81	$8.97	$8.97
-	-	20,000	$5,817	$6,180	$6,613	88%	12%	$6,613	$6,613	$6,613	$6,613	$5.41	$7.07	$7.57	71%	29%	$7.57	$7.57	$7.57	$7.57
-	-	50,000	$7,439	$8,302	$8,883	84%	16%	$8,883	$8,883	$8,883	$8,883	$2.00	$2.50	$2.67	75%	25%	$2.67	$2.67	$2.67	$2.67
-	-	100,000	$8,439	$9,550	$10,219	83%	17%	$10,219	$10,219	$10,219	$10,219	$8.11	$4.61	$4.93	164%	-64%	$4.93	$4.93	$4.93	$4.93
M	Display and sale of merchandise accessible	1,000	$6,154	$4,985	$5,334	115%	-15%	$5,334	$5,334	$5,334	$5,334	$13.12	$40.42	$43.25	30%	70%	$43.25	$23.06	$33.01	$43.25
-	to the public	5,000	$6,679	$6,602	$7,064	95%	5%	$7,064	$7,064	$7,064	$7,064	$23.89	$31.34	$33.53	71%	29%	$33.53	$33.53	$33.53	$33.53
-	-	10,000	$7,873	$8,168	$8,740	90%	10%	$8,740	$8,740	$8,740	$8,740	$7.00	$10.05	$10.75	65%	35%	$10.75	$8.88	$10.75	$10.75
-	-	20,000	$8,573	$9,173	$9,815	87%	13%	$9,815	$9,815	$9,815	$9,815	$8.17	$10.55	$11.29	72%	28%	$11.29	$11.29	$11.29	$11.29
-	-	50,000	$11,025	$12,339	$13,203	84%	16%	$13,203	$13,203	$13,203	$13,203	$2.94	$3.70	$3.96	74%	26%	$3.96	$3.96	$3.96	$3.96
-	-	100,000	$12,496	$14,191	$15,185	82%	18%	$15,185	$15,185	$15,185	$15,185	$12.16	$9.54	$10.20	119%	-19%	$10.20	$10.20	$10.20	$10.20
M	M Occupancy Tenant Improvements	1,000	$5,837	$4,749	$5,082	115%	-15%	$5,082	$5,082	$5,082	$5,082	$12.88	$38.26	$40.94	31%	69%	$40.94	$26.91	$40.94	$40.94
-	-	5,000	$6,353	$6,280	$6,719	95%	5%	$6,719	$6,719	$6,719	$6,719	$22.77	$24.82	$26.55	86%	14%	$26.55	$26.55	$26.55	$26.55
-	-	10,000	$7,491	$7,521	$8,047	93%	7%	$8,047	$8,047	$8,047	$8,047	$6.63	$12.10	$12.94	51%	49%	$12.94	$9.79	$12.94	$12.94
-	-	20,000	$8,154	$8,730	$9,341	87%	13%	$9,341	$9,341	$9,341	$9,341	$7.78	$10.03	$10.73	72%	28%	$10.73	$10.73	$10.73	$10.73
-	-	50,000	$10,487	$11,739	$12,561	83%	17%	$12,561	$12,561	$12,561	$12,561	$2.81	$3.53	$3.78	74%	26%	$3.78	$3.78	$3.78	$3.78
-	-	100,000	$11,891	$13,506	$14,452	82%	18%	$14,452	$14,452	$14,452	$14,452	$11.56	$5.48	$5.87	197%	-97%	$5.87	$5.87	$5.87	$5.87
R-1, R-2	Transient and nontransient lodging including	2,000	$8,508	$8,131	$8,700	98%	2%	$8,700	$8,700	$8,700	$8,700	$0.53	$34.87	$37.31	1%	99%	$37.31	$12.67	$24.81	$37.31
-	hotels, motels, apartments and boarding	10,000	$8,551	$10,921	$11,686	73%	27%	$11,686	$11,686	$11,686	$11,686	$13.27	$26.88	$28.77	46%	54%	$28.77	$21.02	$28.77	$28.77
-	houses	20,000	$9,878	$13,609	$14,562	68%	32%	$14,562	$12,220	$14,562	$14,562	$3.13	$6.50	$6.95	45%	55%	$6.95	$5.04	$6.95	$6.95
-	-	40,000	$10,504	$14,909	$15,953	66%	34%	$15,953	$13,229	$15,953	$15,953	$3.09	$8.34	$8.93	35%	65%	$8.93	$6.01	$8.93	$8.93
-	-	100,000	$12,358	$19,915	$21,309	58%	42%	$21,309	$16,834	$21,309	$21,309	$1.60	$2.82	$3.02	53%	47%	$3.02	$2.31	$3.02	$3.02
-	-	200,000	$13,958	$22,737	$24,329	57%	43%	$24,329	$19,143	$24,329	$24,329	$6.44	$9.00	$9.63	67%	33%	$9.63	$8.03	$9.63	$9.63
R-3, R-3.1	One and two-family homes; Residentially	1,000	$5,648	$4,833	$5,171	109%	-9%	$5,171	$5,171	$5,171	$5,171	$4.25	$69.82	$74.71	6%	94%	$74.71	$27.50	$50.75	$74.71
R-4	based 24-hour facility for 6 or fewer clients	2,000	$5,691	$5,531	$5,918	96%	4%	$5,918	$5,918	$5,918	$5,918	$59.82	$131.45	$140.65	43%	57%	$140.65	$100.23	$140.65	$140.65
-	of any age; Residential care/assisted living	3,000	$6,289	$6,845	$7,324	86%	14%	$7,324	$7,324	$7,324	$7,324	$35.07	$67.25	$71.96	49%	51%	$71.96	$53.52	$71.96	$71.96
-	for more than 6 ambulatory clients	4,000	$6,640	$7,518	$8,044	83%	17%	$8,044	$8,044	$8,044	$8,044	$94.00	$108.58	$116.18	81%	19%	$116.18	$116.18	$116.18	$116.18
-	-	5,000	$7,580	$8,604	$9,206	82%	18%	$9,206	$9,206	$9,206	$9,206	$13.85	$20.98	$22.45	62%	38%	$22.45	$18.15	$22.45	$22.45
-	-	10,000	$8,272	$9,653	$10,328	80%	20%	$10,328	$10,328	$10,328	$10,328	$74.72	$67.08	$71.78	104%	-4%	$71.78	$71.78	$71.78	$71.78
R-3	REPEAT OF MODEL	1,000	$4,221	$3,615	$3,868	109%	-9%	$3,868	$3,868	$3,868	$3,868	$3.25	$73.57	$78.72	4%	96%	$78.72	$28.16	$53.06	$78.72
-	One and two family homes.	2,000	$4,254	$4,351	$4,655	91%	9%	$4,655	$4,655	$4,655	$4,655	$37.22	$51.72	$55.34	67%	33%	$55.34	$46.28	$55.34	$55.34
-	Repeat plan check set at 50% of initial plan	3,000	$4,626	$4,868	$5,209	89%	11%	$5,209	$5,209	$5,209	$5,209	$23.69	$113.00	$120.91	20%	80%	$120.91	$55.78	$87.86	$120.91
-	check, per current Master Fee Schedule	4,000	$4,863	$5,998	$6,418	76%	24%	$6,418	$6,418	$6,418	$6,418	$61.28	$140.09	$149.90	41%	59%	$149.90	$105.59	$149.90	$149.90
-	-	5,000	$5,476	$7,399	$7,917	69%	31%	$7,917	$6,696	$7,917	$7,917	$8.46	$20.68	$22.13	38%	62%	$22.13	$15.30	$22.13	$22.13
-	-	10,000	$5,899	$8,433	$9,024	65%	35%	$9,024	$7,461	$9,024	$9,024	$50.98	$42.56	$45.54	112%	-12%	$45.54	$45.54	$45.54	$45.54

Recommended Recovery Level - 100% for all fees listed below.

			Construction Type IIA, IIB, IIIA, IIIB, IV																	
IBC Class	IBC Occupancy Type	Project Size Threshold	Current Fee @ Threshold Size	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Base Fee (Cost) Amount @ Threshold Size	Year 1	Year 2	Year 3	Current Fee (Cost) for Each Additional 100 sq*	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Fee (Cost) for Each Additional 100 sf *	Year 1	Year 2	Year 3
S-1	Storage—Moderate Hazard, Repair Garage	500	$4,011	$4,390	$4,697	85%	15%	$4,697	$4,697	$4,697	$4,697	$12.93	$71.62	$76.63	17%	83%	$76.63	$33.95	$54.97	$76.63
-	Motor Vehicles (not High Hazard)	2,500	$4,269	$5,822	$6,230	69%	31%	$6,230	$5,249	$6,230	$6,230	$29.49	$33.98	$36.36	81%	19%	$36.36	$36.36	$36.36	$36.36
-	-	5,000	$5,006	$6,672	$7,139	70%	30%	$7,139	$7,139	$7,139	$7,139	$8.82	$27.20	$29.10	30%	70%	$29.10	$15.51	$22.20	$29.10
-	-	10,000	$5,447	$8,032	$8,594	63%	37%	$8,594	$7,020	$8,594	$8,594	$10.18	$18.13	$19.40	52%	48%	$19.40	$14.79	$19.40	$19.40
-	-	25,000	$6,973	$10,752	$11,504	61%	39%	$11,504	$9,239	$11,504	$11,504	$3.63	$8.09	$8.66	42%	58%	$8.66	$6.14	$8.66	$8.66
-	-	50,000	$7,880	$12,775	$13,669	58%	42%	$13,669	$10,775	$13,669	$13,669	$15.10	$17.19	$18.40	82%	18%	$18.40	$18.40	$18.40	$18.40
S-2	Storage—Low Hazard Storage	500	$4,909	$4,264	$4,562	108%	-8%	$4,562	$4,562	$4,562	$4,562	$16.04	$69.30	$74.15	22%	78%	$74.15	$35.22	$54.39	$74.15
-	-	2,500	$5,230	$5,650	$6,045	87%	13%	$6,045	$6,045	$6,045	$6,045	$36.17	$32.33	$34.60	105%	-5%	$34.60	$34.60	$34.60	$34.60
-	-	5,000	$6,134	$6,458	$6,910	89%	11%	$6,910	$6,910	$6,910	$6,910	$11.00	$26.74	$28.61	38%	62%	$28.61	$19.81	$28.61	$28.61
-	-	10,000	$6,684	$7,795	$8,341	80%	20%	$8,341	$8,341	$8,341	$8,341	$12.58	$17.58	$18.81	67%	33%	$18.81	$15.69	$18.81	$18.81
-	-	25,000	$8,571	$10,432	$11,162	77%	23%	$11,162	$11,162	$11,162	$11,162	$4.46	$6.16	$6.59	68%	32%	$6.59	$5.53	$6.59	$6.59
-	-	50,000	$9,687	$11,971	$12,809	76%	24%	$12,809	$12,809	$12,809	$12,809	$18.71	$16.57	$17.73	106%	-6%	$17.73	$17.73	$17.73	$17.73
S	S Occupancy Tenant Improvements	1,000	$4,148	$3,850	$4,120	101%	-1%	$4,120	$4,120	$4,120	$4,120	$7.57	$31.38	$33.58	23%	77%	$33.58	$16.15	$24.73	$33.58
-	-	5,000	$4,451	$5,106	$5,463	81%	19%	$5,463	$5,463	$5,463	$5,463	$16.26	$12.21	$13.06	124%	-24%	$13.06	$13.06	$13.06	$13.06
-	-	10,000	$5,264	$5,716	$6,116	86%	14%	$6,116	$6,116	$6,116	$6,116	$4.62	$13.63	$14.58	32%	68%	$14.58	$9.60	$14.58	$14.58
-	-	20,000	$5,725	$7,079	$7,574	76%	24%	$7,574	$7,574	$7,574	$7,574	$5.43	$8.11	$8.68	63%	37%	$8.68	$7.06	$8.68	$8.68
-	-	50,000	$7,356	$9,511	$10,177	72%	28%	$10,177	$10,177	$10,177	$10,177	$2.02	$2.84	$3.04	66%	34%	$3.04	$2.53	$3.04	$3.04
-	-	100,000	$8,364	$10,930	$11,695	72%	28%	$11,695	$11,695	$11,695	$11,695	$8.03	$7.23	$7.74	104%	-4%	$7.74	$7.74	$7.74	$7.74
U	Accessory and miscellaneous structure not	1,000	$4,230	$3,768	$4,031	105%	-5%	$4,031	$4,031	$4,031	$4,031	$7.31	$30.69	$32.84	22%	78%	$32.84	$15.73	$24.16	$32.84
-	specifically classified	5,000	$4,522	$4,995	$5,345	85%	15%	$5,345	$5,345	$5,345	$5,345	$14.47	$13.28	$14.21	102%	-2%	$14.21	$14.21	$14.21	$14.21
-	-	10,000	$5,246	$5,659	$6,055	87%	13%	$6,055	$6,055	$6,055	$6,055	$5.01	$11.49	$12.29	41%	59%	$12.29	$8.65	$12.29	$12.29
-	-	20,000	$5,746	$6,808	$7,284	79%	21%	$7,284	$7,284	$7,284	$7,284	$5.08	$7.40	$7.92	64%	36%	$7.92	$6.50	$7.92	$7.92
-	-	50,000	$7,271	$9,028	$9,660	75%	25%	$9,660	$9,660	$9,660	$9,660	$1.87	$2.58	$2.76	68%	32%	$2.76	$2.32	$2.76	$2.76
-	-	100,000	$8,208	$10,318	$11,041	74%	26%	$11,041	$11,041	$11,041	$11,041	$7.88	$5.33	$5.70	138%	-38%	$5.70	$5.70	$5.70	$5.70
SHELL BUILDINGS																				
B, M, S	All Shell Buildings	1,000	$4,659	$5,046	$5,400	86%	14%	$5,400	$5,400	$5,400	$5,400	$2.07	$45.19	$48.35	4%	96%	$48.35	$17.34	$32.61	$48.35
-	-	5,000	$5,072	$6,854	$7,334	69%	31%	$7,334	$6,203	$7,334	$7,334	$3.60	$30.53	$32.66	11%	89%	$32.66	$13.19	$22.78	$32.66
-	-	10,000	$5,972	$8,380	$8,967	67%	33%	$8,967	$7,469	$8,967	$8,967	$1.11	$9.57	$10.23	11%	89%	$10.23	$4.12	$7.13	$10.23
-	-	20,000	$6,528	$9,337	$9,990	65%	35%	$9,990	$8,259	$9,990	$9,990	$1.20	$10.59	$11.33	11%	89%	$11.33	$4.54	$7.89	$11.33
-	-	50,000	$8,325	$12,515	$13,391	62%	38%	$13,391	$10,858	$13,391	$13,391	$0.49	$3.49	$3.73	13%	87%	$3.73	$1.56	$2.63	$3.73
-	-	100,000	$9,562	$14,258	$15,256	63%	37%	$15,256	$12,409	$15,256	$15,256	$1.85	$14.26	$15.26	12%	88%	$15.26	$6.27	$10.70	$15.26

DSD - Building & Safety Fees based on square footage

Recommended Recovery Level - 100% for all fees listed below.

			Construction Type VA, VB																	
IBC Class	IBC Occupancy Type	Project Size Threshold	Current Fee @ Threshold Size	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Base Fee (Cost) Amount @ Threshold Size	Year 1	Year 2	Year 3	Current Fee (Cost) for Each Additional 100 sq*	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Fee (Cost) for Each Additional 100 sf *	Year 1	Year 2	Year 3
A-1	Assembly uses, usually with fixed seating,	2,000	$5,206	$3,854	$4,124	126%	-26%	$4,124	$4,124	$4,124	$4,124	$4.51	$16.07	$17.19	26%	74%	$17.19	$8.70	$12.88	$17.19
Greater	intended for the production and	10,000	$5,566	$5,139	$5,499	101%	-1%	$5,499	$5,499	$5,499	$5,499	$9.02	$12.94	$13.85	65%	35%	$13.85	$11.44	$13.85	$13.85
Than 50	viewing of the performing arts or	20,000	$6,469	$6,434	$6,884	94%	6%	$6,884	$6,884	$6,884	$6,884	$2.98	$3.16	$3.38	88%	12%	$3.38	$3.38	$3.38	$3.38
Occupants	motion pictures	40,000	$7,065	$7,066	$7,561	93%	7%	$7,561	$7,561	$7,561	$7,561	$3.19	$3.99	$4.27	75%	25%	$4.27	$4.27	$4.27	$4.27
-	-	100,000	$8,981	$9,459	$10,121	89%	11%	$10,121	$10,121	$10,121	$10,121	$1.14	$1.37	$1.47	77%	23%	$1.47	$1.47	$1.47	$1.47
-	-	200,000	$10,117	$10,833	$11,592	87%	13%	$11,592	$11,592	$11,592	$11,592	$4.86	$2.63	$2.81	173%	-73%	$2.81	$2.81	$2.81	$2.81
A-2	Assembly uses intended for food and/or	1,000	$7,389	$5,605	$5,998	123%	-23%	$5,998	$5,998	$5,998	$5,998	$12.81	$47.11	$50.41	25%	75%	$50.41	$25.22	$37.63	$50.41
-	drink consumption	5,000	$7,901	$7,490	$8,014	99%	1%	$8,014	$8,014	$8,014	$8,014	$23.81	$34.03	$36.42	65%	35%	$36.42	$30.11	$36.42	$36.42
-	-	10,000	$9,092	$9,191	$9,835	92%	8%	$9,835	$9,835	$9,835	$9,835	$8.46	$10.00	$10.70	79%	21%	$10.70	$10.70	$10.70	$10.70
-	Restaurant	20,000	$9,937	$10,191	$10,905	91%	9%	$10,905	$10,905	$10,905	$10,905	$8.95	$11.19	$11.97	75%	25%	$11.97	$11.97	$11.97	$11.97
-	-	50,000	$12,623	$13,547	$14,496	87%	13%	$14,496	$14,496	$14,496	$14,496	$3.09	$3.83	$4.09	75%	25%	$4.09	$4.09	$4.09	$4.09
-	-	100,000	$14,166	$15,460	$16,543	86%	14%	$16,543	$16,543	$16,543	$16,543	$13.76	$10.18	$10.89	126%	-26%	$10.89	$10.89	$10.89	$10.89
A-3, A-4	Assembly uses intended for worship;	1,000	$7,061	$5,382	$5,759	123%	-23%	$5,759	$5,759	$5,759	$5,759	$12.11	$45.04	$48.19	25%	75%	$48.19	$24.02	$35.93	$48.19
-	Assembly uses intended for viewing	5,000	$7,546	$7,184	$7,687	98%	2%	$7,687	$7,687	$7,687	$7,687	$22.79	$31.92	$34.16	67%	33%	$34.16	$28.48	$34.16	$34.16
-	of outdoor sporting events and activities with	10,000	$8,685	$8,780	$9,395	92%	8%	$9,395	$9,395	$9,395	$9,395	$8.10	$9.95	$10.64	76%	24%	$10.64	$10.64	$10.64	$10.64
-	spectator seating	20,000	$9,495	$9,775	$10,459	91%	9%	$10,459	$10,459	$10,459	$10,459	$8.52	$10.71	$11.46	74%	26%	$11.46	$11.46	$11.46	$11.46
-	-	50,000	$12,052	$12,986	$13,896	87%	13%	$13,896	$13,896	$13,896	$13,896	$2.96	$3.67	$3.93	75%	25%	$3.93	$3.93	$3.93	$3.93
-	-	100,000	$13,532	$14,822	$15,860	85%	15%	$15,860	$15,860	$15,860	$15,860	$13.12	$10.57	$11.31	116%	-16%	$11.31	$11.31	$11.31	$11.31
A-4	See Above	500	$5,730	$4,306	$4,607	124%	-24%	$4,607	$4,607	$4,607	$4,607	$19.34	$72.07	$77.11	25%	75%	$77.11	$38.40	$57.47	$77.11
-	-	2,500	$6,117	$5,747	$6,149	99%	1%	$6,149	$6,149	$6,149	$6,149	$36.53	$51.08	$54.66	67%	33%	$54.66	$45.59	$54.66	$54.66
-	-	5,000	$7,030	$7,024	$7,516	94%	6%	$7,516	$7,516	$7,516	$7,516	$12.94	$15.92	$17.03	76%	24%	$17.03	$17.03	$17.03	$17.03
-	-	10,000	$7,677	$7,820	$8,367	92%	8%	$8,367	$8,367	$8,367	$8,367	$13.67	$17.13	$18.33	75%	25%	$18.33	$18.33	$18.33	$18.33
-	-	25,000	$9,728	$10,389	$11,116	88%	12%	$11,116	$11,116	$11,116	$11,116	$4.72	$5.87	$6.29	75%	25%	$6.29	$6.29	$6.29	$6.29
-	-	50,000	$10,907	$11,858	$12,688	86%	14%	$12,688	$12,688	$12,688	$12,688	$21.00	$13.00	$13.91	151%	-51%	$13.91	$13.91	$13.91	$13.91
A-5	Assembly—Outdoor Activities	1,500	$7,269	$5,554	$5,943	122%	-22%	$5,943	$5,943	$5,943	$5,943	$8.28	$30.76	$32.92	25%	75%	$32.92	$16.41	$24.54	$32.92
-	Amusement Park, Bleacher, Stadium	7,500	$7,766	$7,400	$7,918	98%	2%	$7,918	$7,918	$7,918	$7,918	$16.31	$22.58	$24.16	68%	32%	$24.16	$20.23	$24.16	$24.16
-	-	15,000	$8,990	$9,093	$9,730	92%	8%	$9,730	$9,730	$9,730	$9,730	$5.55	$6.80	$7.28	76%	24%	$7.28	$7.28	$7.28	$7.28
-	-	30,000	$9,822	$10,114	$10,822	91%	9%	$10,822	$10,822	$10,822	$10,822	$5.98	$7.46	$7.98	75%	25%	$7.98	$7.98	$7.98	$7.98
-	-	75,000	$12,514	$13,471	$14,414	87%	13%	$14,414	$14,414	$14,414	$14,414	$2.03	$2.57	$2.75	74%	26%	$2.75	$2.75	$2.75	$2.75
-	-	150,000	$14,034	$15,401	$16,479	85%	15%	$16,479	$16,479	$16,479	$16,479	$9.09	$7.24	$7.75	117%	-17%	$7.75	$7.75	$7.75	$7.75
A	A Occupancy Tenant Improvements	1,000	$5,807	$4,615	$4,938	118%	-18%	$4,938	$4,938	$4,938	$4,938	$6.84	$38.58	$41.28	17%	83%	$41.28	$18.20	$29.57	$41.28
-	-	5,000	$6,082	$6,158	$6,589	92%	8%	$6,589	$6,589	$6,589	$6,589	$18.45	$19.16	$20.50	90%	10%	$20.50	$20.50	$20.50	$20.50
-	-	10,000	$7,004	$7,116	$7,614	92%	8%	$7,614	$7,614	$7,614	$7,614	$6.84	$12.37	$13.24	52%	48%	$13.24	$10.04	$13.24	$13.24
-	-	20,000	$7,688	$8,353	$8,938	86%	14%	$8,938	$8,938	$8,938	$8,938	$6.76	$9.06	$9.69	70%	30%	$9.69	$8.22	$9.69	$9.69
-	-	50,000	$9,715	$11,070	$11,845	82%	18%	$11,845	$11,845	$11,845	$11,845	$2.38	$3.11	$3.32	72%	28%	$3.32	$2.85	$3.32	$3.32
-	-	100,000	$10,907	$12,623	$13,506	81%	19%	$13,506	$13,506	$13,506	$13,506	$10.50	$7.88	$8.43	125%	-25%	$8.43	$8.43	$8.43	$8.43
B	Business—Professional Office	1,000	$6,304	$4,824	$5,162	122%	-22%	$5,162	$5,162	$5,162	$5,162	$11.91	$41.48	$44.39	27%	73%	$44.39	$22.63	$33.35	$44.39
-	Buildings or spaces for office professional	5,000	$6,781	$6,484	$6,938	98%	2%	$6,938	$6,938	$6,938	$6,938	$19.81	$28.12	$30.09	66%	34%	$30.09	$24.95	$30.09	$30.09
-	or service type transactions, including	10,000	$7,771	$7,890	$8,442	92%	8%	$8,442	$8,442	$8,442	$8,442	$7.26	$7.92	$8.47	86%	14%	$8.47	$8.47	$8.47	$8.47
-	storage of records and accounts;	20,000	$8,497	$8,681	$9,289	91%	9%	$9,289	$9,289	$9,289	$9,289	$7.49	$7.91	$8.46	88%	12%	$8.46	$8.46	$8.46	$8.46
-	Restaurants w/ less than 50 occupants	50,000	$10,742	$11,054	$11,827	91%	9%	$11,827	$11,827	$11,827	$11,827	$2.65	$2.97	$3.18	83%	17%	$3.18	$3.18	$3.18	$3.18
-	-	100,000	$12,068	$12,539	$13,417	90%	10%	$13,417	$13,417	$13,417	$13,417	$11.66	$10.41	$11.14	105%	-5%	$11.14	$11.14	$11.14	$11.14

Recommended Recovery Level - 100% for all fees listed below.

			Construction Type VA, VB																	
IBC Class	IBC Occupancy Type	Project Size Threshold	Current Fee @ Threshold Size	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Base Fee (Cost) Amount @ Threshold Size	Year 1	Year 2	Year 3	Current Fee (Cost) for Each Additional 100 sq*	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Fee (Cost) for Each Additional 100 sf *	Year 1	Year 2	Year 3
B	B Occupancy Tenant Improvements	500	$5,238	$2,151	$2,302	228%	-128%	$2,302	$2,302	$2,302	$2,302	$6.43	$87.86	$94.01	7%	93%	$94.01	$35.33	$64.23	$94.01
-	Buildings or spaces for office professional	1,000	$5,495	$2,854	$3,054	180%	-80%	$3,054	$3,054	$3,054	$3,054	$16.71	$13.06	$13.97	120%	-20%	$13.97	$13.97	$13.97	$13.97
-	or service type transactions, including	2,000	$6,330	$2,985	$3,194	198%	-98%	$3,194	$3,194	$3,194	$3,194	$6.17	$44.28	$47.38	13%	87%	$47.38	$19.77	$33.37	$47.38
-	storage of records and accounts;	4,000	$6,948	$3,870	$4,141	168%	-68%	$4,141	$4,141	$4,141	$4,141	$6.05	$20.73	$22.18	27%	73%	$22.18	$11.37	$16.70	$22.18
-	Restaurants w/ less than 50 occupants	10,000	$8,763	$5,114	$5,472	160%	-60%	$5,472	$5,472	$5,472	$5,472	$2.18	$7.21	$7.71	28%	72%	$7.71	$4.00	$5.83	$7.71
-	-	20,000	$9,852	$5,835	$6,243	158%	-58%	$6,243	$6,243	$6,243	$6,243	$9.45	$6.79	$7.27	130%	-30%	$7.27	$7.27	$7.27	$7.27
E	Educational	500	$5,809	$4,510	$4,826	120%	-20%	$4,826	$4,826	$4,826	$4,826	$19.05	$75.68	$80.98	24%	76%	$80.98	$39.48	$59.92	$80.98
-	Buildings or rooms used by more than 6	2,500	$6,190	$6,024	$6,446	96%	4%	$6,446	$6,446	$6,446	$6,446	$35.81	$40.14	$42.95	83%	17%	$42.95	$42.95	$42.95	$42.95
-	persons for educational purposes up to the	5,000	$7,085	$7,028	$7,519	94%	6%	$7,519	$7,519	$7,519	$7,519	$12.86	$23.05	$24.67	52%	48%	$24.67	$18.76	$24.67	$24.67
-	12th grade	10,000	$7,729	$8,180	$8,753	88%	12%	$8,753	$8,753	$8,753	$8,753	$13.70	$17.83	$19.07	72%	28%	$19.07	$19.07	$19.07	$19.07
-	Day care for 6 or more children older than	25,000	$9,783	$10,854	$11,614	84%	16%	$11,614	$11,614	$11,614	$11,614	$4.71	$6.10	$6.53	72%	28%	$6.53	$6.53	$6.53	$6.53
-	2.5 years of age	50,000	$10,960	$12,379	$13,246	83%	17%	$13,246	$13,246	$13,246	$13,246	$21.07	$18.55	$19.85	106%	-6%	$19.85	$19.85	$19.85	$19.85
E	E Occupancy Tenant Improvements	1,000	$5,313	$3,291	$3,521	151%	-51%	$3,521	$3,521	$3,521	$3,521	$6.32	$26.39	$28.24	22%	78%	$28.24	$13.55	$20.79	$28.24
-	Buildings or rooms used by more than 6	5,000	$5,566	$4,346	$4,650	120%	-20%	$4,650	$4,650	$4,650	$4,650	$16.08	$10.98	$11.75	137%	-37%	$11.75	$11.75	$11.75	$11.75
-	persons for educational purposes up to the	10,000	$6,371	$4,895	$5,238	122%	-22%	$5,238	$5,238	$5,238	$5,238	$6.26	$10.63	$11.37	55%	45%	$11.37	$8.81	$11.37	$11.37
-	12th grade	20,000	$6,996	$5,958	$6,375	110%	-10%	$6,375	$6,375	$6,375	$6,375	$5.99	$6.55	$7.01	85%	15%	$7.01	$7.01	$7.01	$7.01
-	Day care for 6 or more children older than	50,000	$8,793	$7,923	$8,477	104%	-4%	$8,477	$8,477	$8,477	$8,477	$2.14	$2.88	$3.08	69%	31%	$3.08	$2.61	$3.08	$3.08
-	2.5 years of age	100,000	$9,860	$9,362	$10,017	98%	2%	$10,017	$10,017	$10,017	$10,017	$9.43	$4.30	$4.60	205%	-105%	$4.60	$4.60	$4.60	$4.60
F-1	Factory Industrial—Moderate Hazard	20,000	$5,973	$5,922	$6,336	94%	6%	$6,336	$6,336	$6,336	$6,336	$2.79	$2.79	$2.99	93%	7%	$2.99	$2.99	$2.99	$2.99
-	Factory and industrial uses that include the	50,000	$6,810	$6,759	$7,232	94%	6%	$7,232	$7,232	$7,232	$7,232	$2.41	$2.61	$2.80	86%	14%	$2.80	$2.80	$2.80	$2.80
-	fabrication or manufacturing of Moderate	100,000	$8,013	$8,065	$8,630	93%	7%	$8,630	$8,630	$8,630	$8,630	$0.84	$0.87	$0.94	90%	10%	$0.94	$0.94	$0.94	$0.94
-	and Low Hazard materials	250,000	$9,271	$9,377	$10,033	92%	8%	$10,033	$10,033	$10,033	$10,033	$0.75	$0.80	$0.85	88%	12%	$0.85	$0.85	$0.85	$0.85
-	-	500,000	$11,154	$11,372	$12,168	92%	8%	$12,168	$12,168	$12,168	$12,168	$0.63	$0.67	$0.72	88%	12%	$0.72	$0.72	$0.72	$0.72
-	-	1,000,000	$14,317	$14,730	$15,761	91%	9%	$15,761	$15,761	$15,761	$15,761	$1.40	$1.20	$1.29	109%	-9%	$1.29	$1.29	$1.29	$1.29
F	F Occupancy Tenant Improvements	2,000	$3,535	$2,721	$2,911	121%	-21%	$2,911	$2,911	$2,911	$2,911	$4.69	$10.89	$11.65	40%	60%	$11.65	$8.17	$11.65	$11.65
-	Factory and industrial uses that include the	10,000	$3,910	$3,592	$3,843	102%	-2%	$3,843	$3,843	$3,843	$3,843	$6.92	$8.04	$8.60	80%	20%	$8.60	$8.60	$8.60	$8.60
-	fabrication or manufacturing of Moderate	20,000	$4,601	$4,396	$4,704	98%	2%	$4,704	$4,704	$4,704	$4,704	$2.09	$3.04	$3.26	64%	36%	$3.26	$2.67	$3.26	$3.26
-	and Low Hazard materials	40,000	$5,020	$5,005	$5,355	94%	6%	$5,355	$5,355	$5,355	$5,355	$2.28	$2.89	$3.09	74%	26%	$3.09	$3.09	$3.09	$3.09
-	-	100,000	$6,386	$6,736	$7,208	89%	11%	$7,208	$7,208	$7,208	$7,208	$0.86	$1.02	$1.09	79%	21%	$1.09	$1.09	$1.09	$1.09
-	-	200,000	$7,251	$7,757	$8,300	87%	13%	$8,300	$8,300	$8,300	$8,300	$3.46	$2.50	$2.67	129%	-29%	$2.67	$2.67	$2.67	$2.67
H-1, H-2	High Hazard: Detonation Hazard;	1,000	$3,641	$2,787	$2,982	122%	-22%	$2,982	$2,982	$2,982	$2,982	$8.51	$22.40	$23.96	35%	65%	$23.96	$16.24	$23.96	$23.96
H-3, H-4	Deflagration hazard or hazard from	5,000	$3,982	$3,682	$3,940	101%	-1%	$3,940	$3,940	$3,940	$3,940	$15.06	$19.02	$20.36	74%	26%	$20.36	$20.36	$20.36	$20.36
H-5	accelerated burning; Materials that readily	10,000	$4,735	$4,634	$4,958	95%	5%	$4,958	$4,958	$4,958	$4,958	$3.98	$5.59	$5.98	67%	33%	$5.98	$4.98	$5.98	$5.98
-	support combustion; Materials that are	20,000	$5,133	$5,193	$5,556	92%	8%	$5,556	$5,556	$5,556	$5,556	$4.91	$6.21	$6.64	74%	26%	$6.64	$6.64	$6.64	$6.64
-	health hazards	50,000	$6,606	$7,055	$7,549	88%	12%	$7,549	$7,549	$7,549	$7,549	$1.82	$2.19	$2.35	77%	23%	$2.35	$2.35	$2.35	$2.35
-	-	100,000	$7,515	$8,152	$8,723	86%	14%	$8,723	$8,723	$8,723	$8,723	$7.18	$5.30	$5.68	127%	-27%	$5.68	$5.68	$5.68	$5.68
H	See Above	1,000	$3,735	$2,901	$3,105	120%	-20%	$3,105	$3,105	$3,105	$3,105	$9.54	$23.12	$24.74	39%	61%	$24.74	$17.14	$24.74	$24.74
-	-	5,000	$4,116	$3,826	$4,094	101%	-1%	$4,094	$4,094	$4,094	$4,094	$14.97	$5.43	$5.81	258%	-158%	$5.81	$5.81	$5.81	$5.81
-	-	10,000	$4,865	$4,098	$4,385	111%	-11%	$4,385	$4,385	$4,385	$4,385	$4.13	$12.63	$13.51	31%	69%	$13.51	$13.51	$13.51	$13.51
-	-	20,000	$5,278	$5,361	$5,736	92%	8%	$5,736	$5,736	$5,736	$5,736	$4.96	$6.27	$6.71	74%	26%	$6.71	$6.71	$6.71	$6.71
-	-	50,000	$6,767	$7,242	$7,749	87%	13%	$7,749	$7,749	$7,749	$7,749	$1.85	$2.22	$2.38	78%	22%	$2.38	$2.38	$2.38	$2.38
-	-	100,000	$7,694	$8,354	$8,939	86%	14%	$8,939	$8,939	$8,939	$8,939	$7.36	$4.75	$5.08	145%	-45%	$5.08	$5.08	$5.08	$5.08

Recommended Recovery Level - 100% for all fees listed below.

			Construction Type VA, VB																	
IBC Class	IBC Occupancy Type	Project Size Threshold	Current Fee @ Threshold Size	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Base Fee (Cost) Amount @ Threshold Size	Year 1	Year 2	Year 3	Current Fee (Cost) for Each Additional 100 sq*	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Fee (Cost) for Each Additional 100 sf *	Year 1	Year 2	Year 3
I-1	Housing of clients on a 24-hour basis in a	1,000	$4,735	$3,651	$3,907	121%	-21%	$3,907	$3,907	$3,907	$3,907	$10.38	$29.62	$31.70	33%	67%	$31.70	$21.04	$31.70	$31.70
-	supervised residential environment providing	5,000	$5,150	$4,836	$5,175	100%	0%	$5,175	$5,175	$5,175	$5,175	$18.68	$23.99	$25.67	73%	27%	$25.67	$25.67	$25.67	$25.67
-	personal care services	10,000	$6,084	$6,035	$6,458	94%	6%	$6,458	$6,458	$6,458	$6,458	$5.30	$7.21	$7.71	69%	31%	$7.71	$6.51	$7.71	$7.71
-	-	20,000	$6,614	$6,756	$7,229	91%	9%	$7,229	$7,229	$7,229	$7,229	$6.29	$7.90	$8.45	74%	26%	$8.45	$8.45	$8.45	$8.45
-	-	50,000	$8,501	$9,126	$9,764	87%	13%	$9,764	$9,764	$9,764	$9,764	$2.29	$2.77	$2.97	77%	23%	$2.97	$2.97	$2.97	$2.97
-	-	100,000	$9,648	$10,513	$11,249	86%	14%	$11,249	$11,249	$11,249	$11,249	$9.32	$6.01	$6.43	145%	-45%	$6.43	$6.43	$6.43	$6.43
I-2, I-3	Medical, surgical, psychiatric, nursing or	1,000	$5,835	$4,564	$4,883	119%	-19%	$4,883	$4,883	$4,883	$4,883	$12.97	$37.03	$39.62	33%	67%	$39.62	$26.30	$39.62	$39.62
-	custodial care on a 24-hour basis for more	5,000	$6,355	$6,045	$6,468	98%	2%	$6,468	$6,468	$6,468	$6,468	$23.35	$29.99	$32.09	73%	27%	$32.09	$32.09	$32.09	$32.09
-	than 6 persons; facilities where persons are	10,000	$7,522	$7,544	$8,072	93%	7%	$8,072	$8,072	$8,072	$8,072	$6.63	$9.01	$9.64	69%	31%	$9.64	$8.13	$9.64	$9.64
-	restrained	20,000	$8,185	$8,445	$9,037	91%	9%	$9,037	$9,037	$9,037	$9,037	$7.86	$9.87	$10.56	74%	26%	$10.56	$10.56	$10.56	$10.56
-	-	50,000	$10,543	$11,407	$12,206	86%	14%	$12,206	$12,206	$12,206	$12,206	$2.87	$3.47	$3.71	77%	23%	$3.71	$3.71	$3.71	$3.71
-	-	100,000	$11,977	$13,141	$14,061	85%	15%	$14,061	$14,061	$14,061	$14,061	$11.65	$8.93	$9.55	122%	-22%	$9.55	$9.55	$9.55	$9.55
I-4	Day care operations of more than 6 people	1,000	$5,507	$4,301	$4,602	120%	-20%	$4,602	$4,602	$4,602	$4,602	$12.52	$34.96	$37.41	33%	67%	$37.41	$24.96	$37.41	$37.41
-	of any age where the care is for less than	5,000	$6,007	$5,699	$6,098	99%	1%	$6,098	$6,098	$6,098	$6,098	$21.15	$27.28	$29.19	72%	28%	$29.19	$29.19	$29.19	$29.19
-	24 hours a day	10,000	$7,065	$7,063	$7,558	93%	7%	$7,558	$7,558	$7,558	$7,558	$6.25	$8.56	$9.16	68%	32%	$9.16	$7.70	$9.16	$9.16
-	-	20,000	$7,690	$7,919	$8,473	91%	9%	$8,473	$8,473	$8,473	$8,473	$7.27	$9.12	$9.76	75%	25%	$9.76	$9.76	$9.76	$9.76
-	-	50,000	$9,871	$10,655	$11,401	87%	13%	$11,401	$11,401	$11,401	$11,401	$2.64	$3.20	$3.42	77%	23%	$3.42	$3.42	$3.42	$3.42
-	-	100,000	$11,192	$12,254	$13,112	85%	15%	$13,112	$13,112	$13,112	$13,112	$10.86	$9.66	$10.33	105%	-5%	$10.33	$10.33	$10.33	$10.33
I	I Occupancy Tenant Improvements	1,000	$3,481	$2,694	$2,883	121%	-21%	$2,883	$2,883	$2,883	$2,883	$9.14	$21.63	$23.15	40%	60%	$23.15	$16.15	$23.15	$23.15
-	-	5,000	$3,847	$3,559	$3,808	101%	-1%	$3,808	$3,808	$3,808	$3,808	$13.04	$14.29	$15.29	85%	15%	$15.29	$15.29	$15.29	$15.29
-	-	10,000	$4,499	$4,274	$4,573	98%	2%	$4,573	$4,573	$4,573	$4,573	$3.86	$6.70	$7.17	54%	46%	$7.17	$5.52	$7.17	$7.17
-	-	20,000	$4,885	$4,944	$5,290	92%	8%	$5,290	$5,290	$5,290	$5,290	$4.45	$5.66	$6.06	73%	27%	$6.06	$6.06	$6.06	$6.06
-	-	50,000	$6,220	$6,642	$7,107	88%	12%	$7,107	$7,107	$7,107	$7,107	$1.67	$2.00	$2.14	78%	22%	$2.14	$2.14	$2.14	$2.14
-	-	100,000	$7,057	$7,640	$8,175	86%	14%	$8,175	$8,175	$8,175	$8,175	$6.73	$3.69	$3.95	170%	-70%	$3.95	$3.95	$3.95	$3.95
M	Display and sale of merchandise accessible	1,000	$5,092	$3,988	$4,267	119%	-19%	$4,267	$4,267	$4,267	$4,267	$12.16	$32.33	$34.60	35%	65%	$34.60	$23.38	$34.60	$34.60
-	to the public	5,000	$5,578	$5,281	$5,651	99%	1%	$5,651	$5,651	$5,651	$5,651	$19.53	$25.07	$26.83	73%	27%	$26.83	$26.83	$26.83	$26.83
-	-	10,000	$6,555	$6,535	$6,992	94%	6%	$6,992	$6,992	$6,992	$6,992	$5.78	$8.04	$8.60	67%	33%	$8.60	$7.19	$8.60	$8.60
-	-	20,000	$7,133	$7,338	$7,852	91%	9%	$7,852	$7,852	$7,852	$7,852	$6.69	$8.44	$9.03	74%	26%	$9.03	$9.03	$9.03	$9.03
-	-	50,000	$9,139	$9,871	$10,562	87%	13%	$10,562	$10,562	$10,562	$10,562	$2.45	$2.96	$3.17	77%	23%	$3.17	$3.17	$3.17	$3.17
-	-	100,000	$10,363	$11,353	$12,148	85%	15%	$12,148	$12,148	$12,148	$12,148	$10.03	$7.63	$8.16	123%	-23%	$8.16	$8.16	$8.16	$8.16
M	M Occupancy Tenant Improvements	1,000	$4,839	$3,799	$4,065	119%	-19%	$4,065	$4,065	$4,065	$4,065	$11.96	$30.61	$32.75	37%	63%	$32.75	$22.36	$32.75	$32.75
-	-	5,000	$5,318	$5,024	$5,376	99%	1%	$5,376	$5,376	$5,376	$5,376	$18.64	$19.85	$21.24	88%	12%	$21.24	$21.24	$21.24	$21.24
-	-	10,000	$6,249	$6,016	$6,438	97%	3%	$6,438	$6,438	$6,438	$6,438	$5.48	$9.68	$10.35	53%	47%	$10.35	$7.92	$10.35	$10.35
-	-	20,000	$6,797	$6,984	$7,473	91%	9%	$7,473	$7,473	$7,473	$7,473	$6.37	$8.02	$8.59	74%	26%	$8.59	$8.59	$8.59	$8.59
-	-	50,000	$8,709	$9,391	$10,049	87%	13%	$10,049	$10,049	$10,049	$10,049	$2.34	$2.83	$3.02	77%	23%	$3.02	$3.02	$3.02	$3.02
-	-	100,000	$9,879	$10,805	$11,561	85%	15%	$11,561	$11,561	$11,561	$11,561	$9.55	$4.39	$4.69	203%	-103%	$4.69	$4.69	$4.69	$4.69
R-1, R-2	Transient and nontransient lodging including	2,000	$7,021	$6,505	$6,960	101%	-1%	$6,960	$6,960	$6,960	$6,960	$0.42	$27.90	$29.85	1%	99%	$29.85	$10.14	$19.85	$29.85
-	hotels, motels, apartments and boarding	10,000	$7,055	$8,737	$9,348	75%	25%	$9,348	$9,348	$9,348	$9,348	$10.62	$21.51	$23.01	46%	54%	$23.01	$16.82	$23.01	$23.01
-	houses	20,000	$8,117	$10,888	$11,650	70%	30%	$11,650	$9,883	$11,650	$11,650	$2.51	$5.20	$5.56	45%	55%	$5.56	$4.03	$5.56	$5.56
-	-	40,000	$8,618	$11,927	$12,762	68%	32%	$12,762	$10,690	$12,762	$12,762	$2.47	$6.67	$7.14	35%	65%	$7.14	$4.81	$7.14	$7.14
-	-	100,000	$10,101	$15,932	$17,047	59%	41%	$17,047	$13,574	$17,047	$17,047	$1.28	$2.26	$2.42	53%	47%	$2.42	$1.85	$2.42	$2.42
-	-	200,000	$11,381	$18,190	$19,463	58%	42%	$19,463	$15,422	$19,463	$19,463	$5.15	$7.20	$7.70	67%	33%	$7.70	$6.43	$7.70	$7.70
R-3, R-3.1	One and two-family homes; Residentially	1,000	$4,679	$3,866	$4,137	113%	-13%	$4,137	$4,137	$4,137	$4,137	$3.40	$55.86	$59.77	6%	94%	$59.77	$22.00	$40.60	$59.77
R-4	based 24-hour facility for 6 or fewer clients	2,000	$4,713	$4,425	$4,734	100%	0%	$4,734	$4,734	$4,734	$4,734	$47.85	$105.16	$112.52	43%	57%	$112.52	$80.18	$112.52	$112.52
-	of any age; Residential care/assisted living	3,000	$5,192	$5,476	$5,860	89%	11%	$5,860	$5,860	$5,860	$5,860	$28.06	$53.80	$57.57	49%	51%	$57.57	$42.81	$57.57	$57.57
-	for more than 6 ambulatory clients	4,000	$5,472	$6,014	$6,435	85%	15%	$6,435	$6,435	$6,435	$6,435	$75.20	$86.86	$92.94	81%	19%	$92.94	$92.94	$92.94	$92.94
-	-	5,000	$6,224	$6,883	$7,365	85%	15%	$7,365	$7,365	$7,365	$7,365	$11.08	$16.79	$17.96	62%	38%	$17.96	$14.52	$17.96	$17.96

Recommended Recovery Level - 100% for all fees listed below.

			Construction Type VA, VB																	
IBC Class	IBC Occupancy Type	Project Size Threshold	Current Fee @ Threshold Size	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Base Fee (Cost) Amount @ Threshold Size	Year 1	Year 2	Year 3	Current Fee (Cost) for Each Additional 100 sq*	Total Current Cost	Total Current Cost + 7%	Current Recovery Level	Change in Recovery Level	New Fee (Cost) for Each Additional 100 sf *	Year 1	Year 2	Year 3
-	-	10,000	$6,778	$7,722	$8,263	82%	18%	$8,263	$8,263	$8,263	$8,263	$59.77	$53.67	$57.42	104%	-4%	$57.42	$57.42	$57.42	$57.42
R-3	REPEAT OF MODEL	1,000	$3,537	$2,892	$3,095	114%	-14%	$3,095	$3,095	$3,095	$3,095	$2.60	$58.86	$62.98	4%	96%	$62.98	$22.53	$42.45	$62.98
-	One and two family homes.	2,000	$3,563	$3,481	$3,724	96%	4%	$3,724	$3,724	$3,724	$3,724	$29.78	$41.37	$44.27	67%	33%	$44.27	$37.02	$44.27	$44.27
-	Repeat plan check set at 50% of initial plan	3,000	$3,861	$3,894	$4,167	93%	7%	$4,167	$4,167	$4,167	$4,167	$18.96	$90.40	$96.73	20%	80%	$96.73	$44.62	$70.29	$96.73
-	check, per current Master Fee Schedule	4,000	$4,050	$4,798	$5,134	79%	21%	$5,134	$5,134	$5,134	$5,134	$49.02	$112.07	$119.92	41%	59%	$119.92	$84.47	$119.92	$119.92
-	-	5,000	$4,541	$5,919	$6,334	72%	28%	$6,334	$6,334	$6,334	$6,334	$6.77	$16.55	$17.71	38%	62%	$17.71	$12.24	$17.71	$17.71
-	-	10,000	$4,879	$6,747	$7,219	68%	32%	$7,219	$6,049	$7,219	$7,219	$40.78	$34.05	$36.43	112%	-12%	$36.43	$36.43	$36.43	$36.43
S-1	Storage—Moderate Hazard, Repair Garage	500	$3,319	$3,512	$3,758	88%	12%	$3,758	$3,758	$3,758	$3,758	$11.70	$57.30	$61.31	19%	81%	$61.31	$28.07	$44.44	$61.31
-	Motor Vehicles (not High Hazard)	2,500	$3,552	$4,658	$4,984	71%	29%	$4,984	$4,268	$4,984	$4,984	$23.98	$27.19	$29.09	82%	18%	$29.09	$29.09	$29.09	$29.09
-	-	5,000	$4,152	$5,338	$5,711	73%	27%	$5,711	$5,711	$5,711	$5,711	$7.22	$21.76	$23.28	31%	69%	$23.28	$15.25	$23.28	$23.28
-	-	10,000	$4,513	$6,425	$6,875	66%	34%	$6,875	$5,694	$6,875	$6,875	$8.28	$14.51	$15.52	53%	47%	$15.52	$11.90	$15.52	$15.52
-	-	25,000	$5,755	$8,601	$9,204	63%	37%	$9,204	$7,479	$9,204	$9,204	$2.99	$6.47	$6.93	43%	57%	$6.93	$4.96	$6.93	$6.93
-	-	50,000	$6,502	$10,220	$10,936	59%	41%	$10,936	$8,719	$10,936	$10,936	$12.34	$13.76	$14.72	84%	16%	$14.72	$14.72	$14.72	$14.72
S-2	Storage—Low Hazard Storage	500	$4,049	$3,411	$3,650	111%	-11%	$3,650	$3,650	$3,650	$3,650	$14.53	$55.44	$59.32	24%	76%	$59.32	$29.31	$44.09	$59.32
-	-	2,500	$4,340	$4,520	$4,836	90%	10%	$4,836	$4,836	$4,836	$4,836	$29.42	$25.87	$27.68	106%	-6%	$27.68	$27.68	$27.68	$27.68
-	-	5,000	$5,075	$5,166	$5,528	92%	8%	$5,528	$5,528	$5,528	$5,528	$9.00	$21.39	$22.89	39%	61%	$22.89	$15.95	$22.89	$22.89
-	-	10,000	$5,525	$6,236	$6,673	83%	17%	$6,673	$6,673	$6,673	$6,673	$10.23	$14.06	$15.05	68%	32%	$15.05	$12.64	$15.05	$15.05
-	-	25,000	$7,060	$8,346	$8,930	79%	21%	$8,930	$8,930	$8,930	$8,930	$3.68	$4.92	$5.27	70%	30%	$5.27	$4.48	$5.27	$5.27
-	-	50,000	$7,980	$9,577	$10,247	78%	22%	$10,247	$10,247	$10,247	$10,247	$15.30	$13.26	$14.19	108%	-8%	$14.19	$14.19	$14.19	$14.19
S	S Occupancy Tenant Improvements	1,000	$3,439	$3,080	$3,296	104%	-4%	$3,296	$3,296	$3,296	$3,296	$6.90	$25.10	$26.86	26%	74%	$26.86	$13.49	$20.08	$26.86
-	-	5,000	$3,716	$4,084	$4,370	85%	15%	$4,370	$4,370	$4,370	$4,370	$13.25	$9.77	$10.45	127%	-27%	$10.45	$10.45	$10.45	$10.45
-	-	10,000	$4,379	$4,573	$4,893	89%	11%	$4,893	$4,893	$4,893	$4,893	$3.81	$10.90	$11.66	33%	67%	$11.66	$7.74	$11.66	$11.66
-	-	20,000	$4,759	$5,663	$6,059	79%	21%	$6,059	$6,059	$6,059	$6,059	$4.43	$6.49	$6.94	64%	36%	$6.94	$5.68	$6.94	$6.94
-	-	50,000	$6,087	$7,609	$8,142	75%	25%	$8,142	$8,142	$8,142	$8,142	$1.68	$2.27	$2.43	69%	31%	$2.43	$2.05	$2.43	$2.43
-	-	100,000	$6,926	$8,744	$9,356	74%	26%	$9,356	$9,356	$9,356	$9,356	$6.59	$5.79	$6.19	106%	-6%	$6.19	$6.19	$6.19	$6.19
U	Accessory and miscellaneous structure not	1,000	$3,511	$3,014	$3,225	109%	-9%	$3,225	$3,225	$3,225	$3,225	$6.72	$24.55	$26.27	26%	74%	$26.27	$13.17	$19.63	$26.27
-	specifically classified	5,000	$3,780	$3,996	$4,276	88%	12%	$4,276	$4,276	$4,276	$4,276	$11.91	$10.62	$11.37	105%	-5%	$11.37	$11.37	$11.37	$11.37
-	-	10,000	$4,376	$4,527	$4,844	90%	10%	$4,844	$4,844	$4,844	$4,844	$4.17	$9.19	$9.83	42%	58%	$9.83	$7.00	$9.83	$9.83
-	-	20,000	$4,794	$5,446	$5,828	82%	18%	$5,828	$5,828	$5,828	$5,828	$4.15	$5.92	$6.33	65%	35%	$6.33	$5.24	$6.33	$6.33
-	-	50,000	$6,039	$7,222	$7,728	78%	22%	$7,728	$7,728	$7,728	$7,728	$1.57	$2.06	$2.21	71%	29%	$2.21	$2.21	$2.21	$2.21
-	-	100,000	$6,824	$8,255	$8,832	77%	23%	$8,832	$8,832	$8,832	$8,832	$6.49	$4.26	$4.56	142%	-42%	$4.56	$4.56	$4.56	$4.56
SHELL BUILDINGS																				
B, M, S	All Shell Buildings	1,000	$3,887	$4,037	$4,320	90%	10%	$4,320	$4,320	$4,320	$4,320	$1.93	$36.15	$38.68	5%	95%	$38.68	$14.06	$26.18	$38.68
-	-	5,000	$4,273	$5,483	$5,867	73%	27%	$5,867	$5,867	$5,867	$5,867	$2.97	$24.42	$26.13	11%	89%	$26.13	$10.61	$18.26	$26.13
-	-	10,000	$5,015	$6,704	$7,173	70%	30%	$7,173	$6,094	$7,173	$7,173	$0.93	$7.65	$8.19	11%	89%	$8.19	$3.33	$5.72	$8.19
-	-	20,000	$5,482	$7,469	$7,992	69%	31%	$7,992	$6,737	$7,992	$7,992	$0.98	$8.47	$9.07	11%	89%	$9.07	$3.65	$6.32	$9.07
-	-	50,000	$6,958	$10,012	$10,712	65%	35%	$10,712	$8,835	$10,712	$10,712	$0.42	$2.79	$2.99	14%	86%	$2.99	$1.27	$2.11	$2.99
-	-	100,000	$8,013	$11,407	$12,205	66%	34%	$12,205	$10,109	$12,205	$12,205	$1.54	$11.41	$12.21	13%	87%	$12.21	$5.06	$8.58	$12.21

Report on Cost of Services (User Fee) Study

CITY OF REDLANDS, CALIFORNIA

FINAL REPORT

September 2023

matrix consulting group

Table of Contents

1. Introduction and Executive Summary 1

2. Legal Framework and Policy Considerations 4

3. User Fee Study Methodology 8

4. Results Overview 10

5. DSD: Building 11

6. DSD: Planning 36

7. DSD and MUED: Engineering 41

8. FCS: Administration & Street Tree 49

9. FCS: Animal Services 50

10. FCS: Code Enforcement 53

11.FCS: Parks & Recreation and Senior Services 55

13. Fire 62

14. Library 69

15. Finance Department 71

16. Police 73

17. Development Services Surcharges 76

18. Cost Recovery Considerations 80

Appendix – Comparative Survey 85

1. Introduction and Executive Summary

The report, which follows, presents the results of the Cost of Services (User Fee) Study conducted by the Matrix Consulting Group for the City of Redlands, California.

1 Project Background and Overview

The City of Redlands last conducted a comprehensive citywide formal fee study over 10 years ago. However, in the interim the City has increased fees based upon CPI, as well as done studies of its Building and Safety fees in 2016, and Fire Prevention fees in 2019. The purpose of this study is to comprehensively evaluate and determine the full cost (direct and indirect) of providing all city fee-related services. The Matrix Consulting Group analyzed the cost-of-service relationships that exist between fees for service activities in the following areas: Development Services: Building, Planning, and Engineering, Facility and Community Services: Administration, Animal Services, Code Enforcement, Parks, and Recreation, Fire, Library, Finance, and Police. The results of this Study provide a tool for understanding current service levels and the cost for those services.

2 General Project Approach and Methodology

The methodology employed by the Matrix Consulting Group is a widely accepted "bottom up" approach to cost analysis, where time spent per unit of fee activity is determined for each position within a Department or Division. Once time spent for a fee activity is determined, all applicable City costs are then considered in the calculation of the "full" cost of providing each service. The following table provides an overview of types of costs applied in establishing the "full" cost of services provided by the City:

Table 1: Overview of Cost Components

Cost Component	Description
Direct	Fiscal Year 2023 Budgeted salaries, benefits and allowable expenditures.
Indirect	Division, departmental, clerical, and Citywide support.

Together, the cost components in the table above comprise the calculation of the total "full" cost of providing any particular service, regardless of whether a fee for that service is charged.

The work accomplished by the Matrix Consulting Group in the analysis of the proposed fees for service involved the following steps:

- **Department / Division Staff Interviews:** The project team interviewed department / division staff regarding their needs for clarification to the structure of existing fee items, or for addition of new fee items.

- **Data Collection:** Data was collected for each permit / service, including time estimates. In addition, all budgeted costs and staffing levels for Fiscal Year 2023 were entered into the Matrix Consulting Group's analytical software model.

- **Cost Analysis:** The full cost of providing each service included in the analysis was established.

- **Review and Approval of Results with City Staff:** Department management has reviewed and approved these documented results.

A more detailed description of user fee methodology, as well as legal and policy considerations are provided in subsequent chapters of this report.

3 Summary of Results

When comparing FY23 fee-related budgeted expenditures with fee-related revenue the City is under-recovering its costs by approximately $874,000 or recovering 82% of its costs. The following table shows by major service area[1]: the revenue collected, the total annual cost, the resulting difference, and the resulting cost recovery percentage.

Table 2: Annual Cost Recovery Analysis

Service Area	Total Revenue	Total Annual Cost	Difference	Cost Recovery %
Building	$2,348,085	$2,363,735	($15,651)	99%
Planning	$395,561	$682,465	($286,904)	58%
Engineering	$588,511	$710,754	($122,242)	83%
Animal Services	$15,593	$91,226	($75,634)	17%
Code Enforcement	$149,680	$158,302	($8,622)	95%
Fire	$92,263	$202,706	($110,443)	46%
Library	$9,802	$11,855	($2,053)	83%
Finance	$256,438	$486,560	($230,122)	53%
Police	$95,118	$117,825	($22,707)	81%
Total	**$3,951,050**	**$4,825,429**	**($874,379)**	**82%**

All major service areas under-recover. Animal Services has the lowest cost-recovery percentage at 17%, representing a $76,000 deficit, while Planning at 58% cost recovery has the largest monetary deficit at $287,000. These differences highlight the disparity between current fees charged and the actual cost of providing services. As a means to help bridge the cost-recovery gap, the City should closely evaluate all service areas, adjusting fees where appropriate.

[1] Due to Park & Recreation fees being market-value driven this service area has been excluded.

The detailed documentation of this study will show an over-collection for some fees (on a per unit basis), and an undercharge for most others. The results of this analysis will provide the Department and the City with guidance on how to right-size their fees to ensure that each service unit is set at an amount that does not exceed the full cost of providing that service. The display of the cost recovery figures shown in this report are meant to provide a basis for policy development discussions among Council members and City staff, and do not represent a recommendation for where or how the Council should act. The setting of the "rate" or "price" for services, whether at 100 percent full cost recovery or lower, is a policy decision to be made only by the Council, with input from City staff and the community.

4 Considerations for Cost Recovery Policy and Updates

The Matrix Consulting Group recommends that the City use the information contained in this report to discuss, adopt, and implement a formal Cost Recovery Policy, including a mechanism for the annual update of fees for service.

1 Adopt a Formal Cost Recovery Policy

The Matrix Consulting Group strongly recommends that the Council adopt a formalized, individual cost recovery policy for each service area included in this Study. Whenever a cost recovery policy is established at less than 100% of the full cost of providing services, a known gap in funding is recognized and may then potentially be recovered through other revenue sources. The Matrix Consulting Group considers a formalized cost recovery policy for various fees for service an industry Best Management Practice.

2 Adopt an Annual Fee Update / Increase Mechanism

The purpose of a comprehensive update is to completely revisit the analytical structure, service level estimates and assumptions, and to account for any major shifts in cost components or organizational structures that have occurred since the City's previous analysis. It's recommended the City adopts the practice of conducting comprehensive analyses every three to five years as this practice captures any changes to organizational structure, processes, as well as any new service areas.

In between comprehensive updates, the City should utilize published industry economic factors such as Consumer Price Index (CPI) or other regional factors to update the cost calculations established in the Study on an annual basis. Utilizing an annual increase mechanism would ensure that the City receives appropriate fee increases that reflect growth in costs.

2. Legal Framework and Policy Considerations

This section of the report is intended to provide an overview regarding overall legal rules and regulations as well as general policy considerations for fees for service. A "user fee" is a charge for service provided by a governmental agency to a public citizen or group. In California, several constitutional laws such as Propositions 13, 4, and 218, State Government Codes 66014 and 66016, and more recently Prop 26 and the Attorney General's Opinion 92-506 set the parameters under which the user fees typically administered by local government are established and administered. Specifically, California State Law, Government Code 66014(a), stipulates that user fees charged by local agencies "…may not exceed the estimated reasonable cost of providing the service for which the fee is charged".

1 General Principles and Philosophies Regarding User Fees

Local governments are providers of many types of general services to their communities. While all services provided by local government are beneficial to constituents, some services can be classified as globally beneficial to all citizens, while others provide more of a direct benefit to a specific group or individual. The following table provides examples of services provided by local government within a continuum of the degree of community benefit received:

Table 3: Services in Relation to Benefit Received

"Global" Community Benefit	"Global" Benefit and an Individual or Group Benefit	Individual or Group Benefit
• Police • Park Maintenance • Fire Suppression	• Recreation / Community Services • Fire Prevention	• Building Permits • Planning and Zoning Approval • Site Plan Review • Engineering Development Review • Facility Rentals

Funding for local government is obtained from a myriad of revenue sources such as taxes, fines, grants, special charges, user fees, etc. In recent years, alternative tax revenues, which typically offset subsidies for services provided to the community, have become increasingly limited. These limitations have caused increased attention on user fee activities as a revenue source that can offset costs otherwise subsidized (usually) by the general fund. In Table 3, services in the "global benefit" section tend to be funded primarily through voter approved tax revenues. In the middle of the table, one typically finds a mixture of taxes, user fee, and other funding sources. Finally, in the "individual /

group benefit" section of the table, lie the services provided by local government that are typically funded almost entirely by user fee revenue.

The following are two central concepts regarding the establishment of user fees:

- **Fees should be assessed according to the degree of individual or private benefit gained from services.** For example, the processing and approval of a land use or building permit will generally result in monetary gain to the applicant, whereas Police services and Fire Suppression are examples of services that are essential to the safety of the community at large.

- **A profit-making objective should not be included in the assessment of user fees.** In fact, California laws require that the charges for service be in direct proportion to the costs associated with providing those services. Once a charge for service is assessed at a level higher than the actual cost of providing a service, the term "user fee" no longer applies. The charge then becomes a tax subject to voter approval.

Therefore, it is commonly accepted that user fees are established at a level that will recover up to, and not more than, the cost of providing a particular service.

2 General Policy Considerations Regarding User Fees

Undoubtedly, there are programs, circumstances, and services that justify a subsidy from a tax based or alternative revenue source. However, it is essential that jurisdictions prioritize the use of revenue sources for the provision of services based on the continuum of benefit received.

Within the services that are typically funded by user fees, the Matrix Consulting Group recognizes several reasons why City staff or the Council may not advocate the full cost recovery of services. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- **Limitations posed by an external agency.** The State or an outside agency will occasionally set a maximum, minimum, or limit the jurisdiction's ability to charge a fee at all. An example includes time spent copying and retrieving public documents and / or transportation permits.

- **Encouragement of desired behaviors.** Keeping fees for certain services below full cost recovery may provide better compliance from the community. For example, if the cost of a permit for charging a water heater in residential home is higher than the cost of the water heater itself, many citizens will avoid pulling the permit.

- **Benefit received by user of the service and the community at large is mutual.** Many services that directly benefit a group or individual equally benefit the community as a whole. Examples include Planning Design Review, historical dedications and certain types of special events.

The Matrix Consulting Group recognizes the need for policies that intentionally subsidize certain activities. The primary goals of a User Fee Study are to provide a fair and equitable basis for determining the costs of providing services and ensure that the City complies with State law.

3 Parks and Recreation Specific Regulations

There are specific rules and regulations within the State Law that impact Parks and Recreation related activities directly. These can be separated into two categories – rental rates and recreation programs. The following points provide further information regarding these items:

1. **Rental Rates:** One of the exceptions to the tax category under proposition 26 is a charge imposed for entrance to or use of local government property, or the purchase, or rental, or lease of local government property[2]. There is no requirement that these rates must be limited to the cost of service, as they can be dependent upon a variety of features of the facility or park being rented.

2. **Recreation Programs:** Under Proposition 26, the exception to the tax category is a charge that is "imposed". Based upon the League of California Cities implementation guide for Proposition 26, as well as other legal opinions, recreation classes, youth sports, adult sports, are not a charge that is "imposed upon residents". Rather residents have the option to voluntarily participate in those programs and utilize a private entity (non-governmental entity) for those activities. Therefore, these rates are allowed to be set based upon the market options within the area rather than being restricted to the cost of service being provided.

Utilizing these two principals is key to understanding the results generated through this analysis. As such, any surpluses reflected in the report do not need to be reduced to the cost of service, as the fee amount(s) should be based upon the rates that the market can bear.

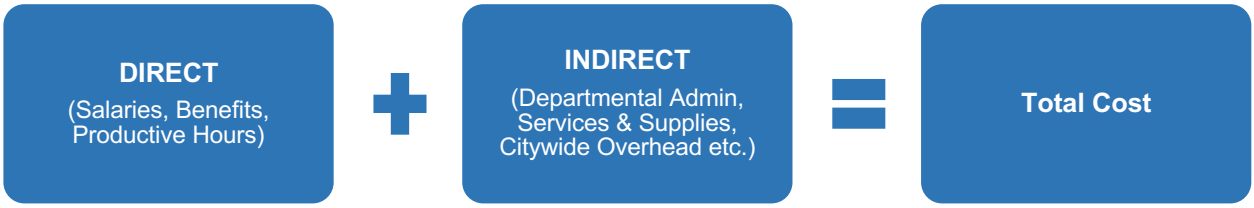
[2] Proposition 26 Article XIII C(1)(e)(4)

4 Summary of Legal Restrictions and Policy Considerations

Once the full cost of providing services is known, the next step is to determine the “rate” or “price” for services at a level which is up to, and not more than the full cost amount. The Council is responsible for this decision, which often becomes a question of balancing service levels and funding sources. The placement of a service or activity within the continuum of benefit received may require extensive discussion and at times fall into a “grey area”. However, with the resulting cost of services information from a User Fee Study, the Council can be assured that the adopted fee for service is reasonable, fair, and legal. The City will need to review all fees for service in this analysis and where subsidies are identified increase them to reduce the deficit, and where over-recoveries are identified the fee must be reduced to be in compliance with the law.

3. User Fee Study Methodology

The Matrix Consulting Group utilizes a cost allocation methodology commonly known and accepted as the "bottom-up" approach to establishing User Fees. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The following chart describes the components of a full cost calculation:



The general steps utilized by the project team to determine allocations of cost components to a particular fee or service are:

- Calculate fully burdened hourly rates by position, including direct & indirect costs;
- Develop time estimates for the average time spent to deliver each service included in the study;
- Distribute the appropriate amount of the other cost components to each fee or service based on the staff time allocation basis, or another reasonable basis.

The results of these allocations provide detailed documentation for the reasonable determination of the actual cost of providing each service.

One of the key study assumptions utilized in the "bottom up" approach is the use of time estimate averages for the provision of each fee related service. Utilization of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand service levels and processes unique to the City developed these estimates.

The project team worked closely with City staff in developing time estimates with the following criteria:

- Estimates are representative of average times for providing services. Extremely difficult or abnormally simple projects are not factored in the analysis.

- Estimates reflect the time associated with the position or positions that typically perform a service.

- Estimates provided by staff are reviewed and approved by the department / division, and often involve multiple iterations before a Study is finalized.

- Estimates are reviewed by the project team for "reasonableness" against their experience with other agencies.

- Estimates were not based on time in motion studies, as they are not practical for the scope of services and time frame for this project.

- Estimates match the current or proposed staffing levels to ensure there is no over-allocation of staff resources to fee and non-fee related activities.

The Matrix Consulting Group agrees that while the use of time estimates is not perfect, it is the best alternative available for setting a standard level of service for which to base a jurisdiction's fees for service and meets the requirements of California law.

The alternative to time estimating is actual time tracking, often referred to billing on a "time and materials" basis. Except in the case of anomalous or sometimes very large and complex projects, the Matrix Consulting Group believes this approach to not be cost effective or reasonable for the following reasons:

- Accuracy in time tracking is compromised by the additional administrative burden required to track, bill, and collect for services in this manner.

- Additional costs are associated with administrative staff's billing, refunding, and monitoring deposit accounts.

- Customers often prefer to know the fees for services in advance of applying for permits or participating in programs.

- Departments can better predict revenue streams and staff needs using standardized time estimates and anticipated permit volumes.

Situations arise where the size and complexity of a given project warrants time tracking and billing on a "time and materials" basis. The Matrix Consulting Group has recommended taking a deposit and charging Actual Costs for such fees as appropriate and itemized within the current fee schedule.

4. Results Overview

The motivation behind a cost of services (User Fee) analysis is for the City Council and Departmental staff to maintain services at a level that is both accepted and effective for the community, and also to maintain control over the policy and management of these services.

It should be noted that the results presented in this report are not a precise measurement. In general, a cost-of-service analysis takes a "snapshot in time", where a fiscal year of financial and operational information is utilized. Changes to the structure of fee names, along with the use of time estimates allow only for a reasonable projection of subsidies and revenue. Consequently, the Council and Department staff should rely conservatively upon these estimates to gauge the impact of implementation going forward.

Discussion of results in the following chapters is intended as a summary of extensive and voluminous cost allocation documentation produced during the Study. Each chapter will include detailed cost calculation results for each major permit category including the following:

- **Modifications:** discussions regarding any proposed revisions to the current fee schedule, including elimination or addition of fees.

- **"Per Unit" Results:** comparison of the full cost of providing each unit of service to the current fee for each unit of service (where applicable).

- **Annualized Results:** utilizing volume of activity estimates annual subsidies and revenue impacts were projected.

The full analytical results were provided to City staff under separate cover from this summary report.

5. DSD: Building and Safety

The Building and Safety Division is responsible for conducting structural, mechanical, electrical, and plumbing plan review and inspections for compliance with state and local building laws and codes. The fees examined within this study relate to various residential and commercial inspections. The following subsections discuss fee schedule modifications, detailed per unit results, and annual revenue impacts.

1 Fee Schedule Modifications

In discussions with staff, the building and safety division proposed adding the following two new fee categories:

- 'New Cellular / Mobile Phone, free standing'
- 'New Cellular / Mobile Phone, co-location'

The modifications ensure that the proposed fee schedule more accurately reflects the services being provided by Building & Safety staff.

2 Detailed Results – Flat Fees

The Building Division collect flat fees for plan review and inspection of many services including: carports, antenna, decks, demolition, fences, patios, and various mechanical, electrical, and plumbing fixtures. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

Table 4: Total Cost Per Unit Results – Building

Fee Name	Current Fee	Total Cost	Difference
Miscellaneous Items Permit Fees			
Standard Hourly Rate	$128	$137	($9)
Balcony addition	$511	$548	($37)
Change of Occupancy	$575	$616	($41)
Compliance Inspections/Re-inspections	$511	$546	($35)
Lighting Pole	$255	$273	($18)
Service Required in Excess of Standard	$128	$137	($9)
Re-inspection	$128	$137	($9)
Plan Re-Check	$128	$137	($10)
Research	$128	$137	($10)
Residential Building Reports	$64	$69	($5)
Landscaping	$639	$685	($46)
Skylight (any size)	$255	$274	($19)

Fee Name	Current Fee	Total Cost	Difference
Spa or Hot Tub (in-ground private)	$319	$342	($23)
Antenna			
Equipment Container, any size	$383	$411	($28)
Cellular/Mobile Phone, free-standing	$447	$617	($170)
Cellular/Mobile Phone, co-location	$383	$549	($165)
New Cellular/Mobile Phone, free-standing	New	$1,783	N/A
New Cellular/Mobile Phone, co-location	New	$1,302	N/A
Carport			
Minor (< or = 200 sq ft.)	$319	$342	($23)
Major (> 200 sq ft.)	$447	$479	($32)
Close Existing Openings			
Interior wall	$255	$274	($19)
Exterior wall	$383	$339	$44
Deck (wood)			
Up to 200 sq ft.	$319	$342	($23)
Each additional 100 sq ft.	$255	$274	($18)
With Calcs			
Up to 200 sq ft.	$383	$411	($27)
Over 200 sq ft.	$447	$479	($32)
Demolition			
Single Family Dwelling	$255	$410	($155)
Multi Family/ Commercial	$383	$410	($27)
New Door			
Residential	$319	$342	($23)
Fence or Freestanding Wall			
Non-Masonry			
Any Size	$319	$342	($23)
Masonry			
6 - 8 feet high, pre-engineered	$383	$411	($27)
Each additional 100 linear feet	$64	$205	($141)
Special Design			
6 - 10 feet high	$575	$616	($41)
Each additional 100 linear feet	$192	$205	($14)
Over 10 feet high	$575	$616	($41)
Each additional 100 linear feet	$192	$205	($14)
Fireplace			
Pre-Fabricated / Metal	$255	$274	($18)
Flag pole (over 30 feet in height)	$255	$274	($18)
Grading (Cut and Fill)			
0 - 100 CY	$192	$206	($15)
101 - 1,000 CY	$255	$275	($20)
1,000 - 10,000 CY	$383	$412	($29)
10,001 - 100,000 CY	$447	$481	($34)
100,001 - 200,000 CY	$639	$687	($49)
Each Additional 10,000 CY or portion thereof	$77	$82	($6)
Partition - Commercial			
Interior (up to 30 l.f.)	$255	$274	($18)
Additional partition	$128	$137	($9)
Patio Cover, Awning, Canopy, Trellis and Arbors			
Wood Frame			
City Standard	$255	$273	($18)
With calcs	$319	$342	($23)

Fee Name	Current Fee	Total Cost	Difference
Other frame	$319	$342	($23)
Additional Patio	$128	$137	($9)
Enclosure	$319	$342	($23)
Solar Energy Systems[3]			
Residential			
0 -10 kW	$450	$479	($29)
Each Additional kW > 10 kW	$15	$14	$1
Non-Residential			
0-50 kW	$1,000	$1,094	($94)
51-250 kW	$7	$9	($2)
Each Additional kW >250kW	$5	$6	($1)
Stucco Applications			
Stucco Applications	$192	$205	($14)
Additional Stucco Application	$128	$137	($9)
Repairs For Fire, Water, Decay & Pests			
<$10,000	$766	$821	($55)
$10,000 - 25,000	$766	$821	($55)
$25,001 - 100,000	$1,022	$1,095	($74)
> $100,000	$1,149	$1,232	($82)
Retaining Wall (concrete or masonry)			
First 50 linear feet	$383	$411	($27)
Additional retaining wall	$64	$68	($4)
Special Design			
3 - 10 feet high (up to 50 linear feet)	$447	$479	($32)
Additional retaining wall	$64	$68	($4)
Over 10 feet high (up to 50 linear feet)	$702	$753	($51)
Additional retaining wall	$64	$68	($4)
Remodel - Residential			
500 square foot Single Story	$639	$685	($46)
501 - 1,000 sq. ft.	$702	$1,027	($325)
Additional remodel	$255	$274	($18)
Re-roof			
Single Family Dwelling / Duplex			
Any Size	$383	$411	($27)
Re-roof Multi-Family/Comm./Ind.			
Minor Repair < 500 sq. ft.	$192	$205	($14)
501 - 3,000 sq. ft.	$319	$342	($23)
3,001 - 10,000 sq. ft.	$447	$478	($31)
> 10,001 sq. ft.	$64	$68	($4)
Roof Structure Replacement			
Roof Structure Replacement	$639	$684	($45)
Additional roof structure replacement	$128	$137	($9)
Residential Additions (one story)			
Up to 500 sq. ft.	$575	$685	($110)
501 - 1,000 sq. ft.	$766	$1,027	($261)
> 1,000 sq. ft.	$96	$274	($178)
Siding			
Stone and Brick Veneer (interior or exterior)	$255	$274	($18)
Additional siding	$96	$102	($7)
Signs			

[3] Current fees for Solar Energy Systems are based on AB1414.

Fee Name	Current Fee	Total Cost	Difference
Monument	$511	$547	($36)
Wall-mounted Fixture	$255	$274	($19)
Free-standing	$319	$342	($23)
Storage Racks			
Any Height (up to 100 linear feet)	$383	$411	($27)
Each additional 100 linear feet	$32	$34	($2)
Swimming Pool / Spa			
Private			
< 800 sq. ft.	$639	$684	($45)
> 800 sq. ft.	$766	$749	$18
Heater	$96	$102	($7)
Temporary Utility Connection or Occupancy	$128	$137	($9)
Window or Sliding Glass Door			
Residential Replacement			
Quantity 1-4	$192	$205	($14)
Quantity 5 or more	$32	$34	($2)
New Window (non-structural)	$255	$274	($18)
Off-hours inspection (min 3 hours)			
First Hour	$383	$410	($27)
Each Additional Hour	$192	$205	($13)
Mechanical, Electrical & Plumbing Permit Fees			
Administrative and Misc. Fees			
Permit Issuance	$64	$69	($5)
Mechanical Permit Fees			
Stand Alone Mechanical Plan Check (hourly rate)	$128	$137	($10)
Unit Fees			
A/C, Residential	$192	$206	($14)
Heater (Wall)	$192	$206	($14)
Appliance Vent / Chimney (only)	$192	$206	($14)
Boiler	$192	$206	($14)
Chiller	$511	$548	($37)
Evaporative Cooler	$192	$206	($14)
Moisture Exhaust Duct (Clothes Dryer)	$192	$206	($14)
Vent Fan, Single Duct	$192	$206	($14)
Vent System	$383	$411	($27)
Exhaust Hood and Duct (Residential)	$383	$411	($27)
Non-Residential Incinerator	$255	$274	($19)
Appliance or piece of equipment not classed in other appliance categories, or for which no other fee is listed	$192	$206	($14)
Other Fees			
Installation or relocation of any duct system	$192	$206	($14)
For Each Process Piping System of 1 to 2 Outlets	$128	$137	($9)
For each additional process piping outlet	$64	$69	($5)
Other Mechanical Inspections	$128	$137	($9)
Plumbing / Gas Permit Fees			
Permit Issuance	$64	$69	($5)
Stand Alone Plumbing Plan Check	$128	$137	($10)
Unit Fees			
Plumbing fixture or trap or set of fixtures on one trap, including water, drainage piping, and backflow protection	$192	$206	($14)

Fee Name	Current Fee	Total Cost	Difference
Building or trailer park sewer	$192	$206	($14)
Rainwater system inside building	$192	$206	($14)
Private sewage disposal system	$192	$206	($14)
Water Heater	$192	$206	($14)
Industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	$575	$616	($42)
Underground utilities (sewer, storm, water) Exception: Single Family Dwellings	$192	$206	($14)
Other Fees			
Install/Alter/Repair water piping and/or water treating equipment	$192	$205	($14)
For repair or alteration of drainage or vent piping	$192	$205	($14)
For each lawn sprinkler system on any one meter, including backflow protection devices therefor	$192	$206	($14)
Backflow Protective Devices			
Atmospheric-type vacuum breakers	$192	$206	($14)
1 to 5	$64	$68	($4)
over 5 (each)	$38	$41	($3)
Devices other than atmospheric-type vacuum breakers	$192	$206	($14)
Gas Piping System			
1 - 4 outlets	$192	$206	($14)
5 or more outlets	$192	$206	($14)
Other Plumbing and Gas Inspections	$128	$137	($9)
Electrical Permit Fees			
Permit Issuance	$64	$69	($5)
Stand Alone Electrical Plan Check	$128	$137	($10)
Swimming pools, therapeutic whirlpools, spas and alterations to existing swimming pools. Use unit fee schedule for itemized work.	$192	$206	($14)
Temporary power; Temporary power to a permanent location; Temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances	$192	$206	($14)
For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree lots, firework stands, etc.	$192	$206	($14)
Unit Fees			
Receptable, Switch, and Light Outlets			
First 20	$192	$206	($14)
Each Additional 20 Outlets	$64	$69	($5)
Lighting Fixtures			
First 20	$192	$206	($14)
Each Additional Outlet	$64	$69	($5)
For pole or platform-mounted lighting fixtures	$64	$69	($5)
For theatrical-type lighting fixtures or assemblies	$128	$137	($9)
Residential Appliances			
Appliances or receptacle outlets	$192	$206	($14)
Non-Residential Appliances			
Appliances	$192	$206	($14)

Fee Name	Current Fee	Total Cost	Difference
Power Apparatus			
Up to and including 1	$192	$206	($14)
Over 1 and not over 10	$192	$206	($14)
Over 10 and not over 50	$255	$274	($19)
Over 50 and not over 100	$383	$411	($28)
Over 100	$447	$479	($32)
Panelboards			
Installation or relocation of panelboard	$192	$206	($14)
Busways			
For trolley and plug-in-type busways	$192	$206	($14)
Signs, Outline Lighting, and Marquees			
One branch circuit	$192	$206	($14)
Electrical Services			
600 volts or less; up to 1,000 amperes in rating	$192	$206	($14)
Over 600 volts or over 1,000 amperes in rating	$511	$548	($37)
Other Fees			
For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth	$192	$206	($14)
Other Electrical Inspections	$128	$137	($9)

With the exception of 'Swimming Pool / Spa – Private – greater than 800 sq. ft.' which over-recovers by $18, all of Buildings flat fees under-recover. The largest deficits are a result of staff providing increased estimates for the amount of time it takes them to provide the services. Compared to the previous Development Services fee study conducted, staff increased the time estimate for 'Remodel – Residential – 501-1,000 sq. ft.' from five hours to seven hours, resulting in a deficit of $325. Additional large deficits are in relation to 'Residential Additions (one story) – 501-1,000 sq. ft.' and 'Residential Additions (one story) > 1,000 sq. ft.' at $261 and $178 respectively.

2 Detailed Results – Occupancy, Construction Material, & Square Footage

The Building Division collect various fees based on occupancy type, construction material, and square footage of the project. The total cost calculated for each service includes direct staff costs, cross-departmental support,[4] and Departmental and Citywide overhead. The following three table are broken out by construction type and include: IBC class, building use / occupancy type, square footage, and the current fee, total cost calculated, and the resulting difference.

[4] Building receives cross-departmental support from the Planning and Engineering Divisions and Fire Department.

			Current Fee		Total Cost		Difference	
			Construction Type IA, IB		Construction Type IA, IB		Construction Type IA, IB	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
A-1	Assembly uses, usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures.	2,000	$7,433	$5.44	$5,781	$24.10	$1,652	($18.66)
		10,000	$7,867	$13.11	$7,709	$19.42	$159	($6.30)
		20,000	$9,179	$4.27	$9,650	$4.74	($472)	($0.47)
		40,000	$10,033	$4.67	$10,599	$5.98	($566)	($1.32)
		100,000	$12,832	$1.62	$14,188	$2.06	($1,356)	($0.44)
		200,000	$14,457	$7.03	$16,250	$3.94	($1,793)	$3.08
A-2	Assembly uses intended for food and/or drink consumption	1,000	$10,634	$15.31	$8,408	$70.67	$2,227	($55.35)
		5,000	$11,248	$34.70	$11,234	$51.05	$13	($16.36)
		10,000	$12,982	$12.25	$13,787	$15.00	($805)	($2.75)
		20,000	$14,207	$13.06	$15,287	$16.78	($1,080)	($3.72)
		50,000	$18,125	$4.42	$20,321	$5.74	($2,195)	($1.32)
		100,000	$20,336	$19.93	$23,190	$15.27	($2,854)	$4.66
A-3, A-4	Assembly uses intended for worship; intended for viewing of outdoor sporting events and activities with spectators.	1,000	$10,157	$14.50	$8,073	$67.56	$2,084	($53.06)
		5,000	$10,737	$33.19	$10,776	$47.89	($39)	($14.69)
		10,000	$12,397	$11.72	$13,170	$14.92	($773)	($3.21)
		20,000	$13,568	$12.45	$14,662	$16.06	($1,094)	($3.61)
		50,000	$17,302	$4.23	$19,480	$5.51	($2,177)	($1.28)
		100,000	$19,416	$19.01	$22,233	$15.85	($2,817)	$3.16
A-4	See Above	500	$8,206	$23.17	$6,458	$108.10	$1,748	($84.93)
		2,500	$8,670	$53.16	$8,620	$76.62	$50	($23.46)
		5,000	$9,999	$18.73	$10,536	$23.87	($537)	($5.14)
		10,000	$10,936	$19.94	$11,730	$25.69	($794)	($5.76)
		25,000	$13,926	$6.75	$15,584	$8.81	($1,657)	($2.06)
		50,000	$15,614	$30.42	$17,787	$19.50	($2,172)	$10.92
A-5	Assembly—Outdoor Activities Amusement Park, Bleacher, Stadium	1,500	$10,470	$9.99	$8,331	$46.14	$2,138	($36.15)
		7,500	$11,069	$23.79	$11,100	$33.87	($31)	($10.08)
		15,000	$12,853	$8.04	$13,640	$10.20	($787)	($2.17)
		30,000	$14,059	$8.74	$15,170	$11.19	($1,112)	($2.45)
		75,000	$17,992	$2.92	$20,207	$3.86	($2,215)	($0.94)
		150,000	$20,182	$13.18	$23,102	$10.86	($2,919)	$2.33

			Current Fee		Total Cost		Difference	
			Construction Type IA, IB		Construction Type IA, IB		Construction Type IA, IB	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
A	A Occupancy Tenant Improvements	1,000	$8,394	$8.79	$6,922	$57.87	$1,471	($49.07)
		5,000	$8,745	$26.90	$9,237	$28.74	($491)	($1.84)
		10,000	$10,090	$9.86	$10,674	$18.56	($584)	($8.70)
		20,000	$11,077	$9.99	$12,530	$13.58	($1,453)	($3.59)
		50,000	$14,075	$3.42	$16,605	$4.66	($2,530)	($1.24)
		100,000	$15,785	$15.38	$18,934	$11.82	($3,148)	$3.56
B	Business – Professional Office. Buildings or spaces for office professional or service type transactions, including storage of records and accounts;	1,000	$8,999	$13.95	$7,237	$62.22	$1,763	($48.27)
		5,000	$9,558	$28.61	$9,726	$42.18	($168)	($13.57)
		10,000	$10,987	$10.41	$11,835	$11.87	($847)	($1.46)
		20,000	$12,029	$10.85	$13,022	$11.86	($993)	($1.01)
		50,000	$15,285	$3.74	$16,581	$4.46	($1,295)	($0.71)
		100,000	$17,157	$16.75	$18,809	$15.61	($1,652)	$1.14
B	B Occupancy Tenant Improvements. Buildings or spaces for office professional or service type transactions, including storage of records / accounts.	200	$7,539	$8.17	$3,227	$131.79	$4,312	($123.61)
		1,000	$7,866	$24.29	$4,281	$19.58	$3,585	$4.70
		2,000	$9,080	$8.86	$4,477	$66.43	$4,603	($57.57)
		4,000	$9,966	$8.93	$5,806	$31.09	$4,161	($22.16)
		10,000	$12,646	$3.11	$7,671	$10.81	$4,975	($7.70)
		20,000	$14,204	$13.80	$8,752	$10.19	$5,452	$3.61
E	Educational Buildings or rooms used by more than 6 persons for educational purposes up to the 12th grade. Daycare for 6 or more children older than 2.5 yrs of age.	500	$8,324	$22.87	$6,766	$113.52	$1,558	($90.65)
		2,500	$8,782	$52.37	$9,036	$60.21	($254)	($7.85)
		5,000	$10,091	$18.74	$10,541	$34.58	($450)	($15.84)
		10,000	$11,027	$20.01	$12,270	$26.74	($1,243)	($6.73)
		25,000	$14,029	$6.75	$16,281	$9.15	($2,253)	($2.41)
		50,000	$15,716	$30.58	$18,569	$27.82	($2,854)	$2.76
E	E Occupancy Tenant Improvements Buildings or rooms used by more than 6 persons for educational purposes up to the 12th grade. Daycare for 6 or more children older than 2.5 yrs of age.	1,000	$7,643	$8.02	$4,936	$39.59	$2,707	($31.57)
		5,000	$7,964	$23.35	$6,519	$16.47	$1,445	$6.88
		10,000	$9,132	$8.99	$7,343	$15.94	$1,789	($6.96)
		20,000	$10,030	$8.84	$8,937	$9.82	$1,093	($0.99)
		50,000	$12,682	$3.05	$11,884	$4.32	$798	($1.27)
		100,000	$14,206	$13.78	$14,043	$6.45	$164	$7.33

			Current Fee		Total Cost		Difference	
			Construction Type IA, IB		Construction Type IA, IB		Construction Type IA, IB	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
F-1	Factory Industrial—Moderate Hazard. Factory and Industrial Uses that include the fabrication or manufacturing of Moderate & Low Hazard Materials.	20,000	$8,407	$3.85	$8,882	$4.19	($475)	($0.34)
		50,000	$9,562	$3.41	$10,138	$3.92	($577)	($0.51)
		100,000	$11,266	$1.21	$12,098	$1.31	($832)	($0.10)
		250,000	$13,080	$1.10	$14,065	$1.20	($985)	($0.10)
		500,000	$15,823	$0.93	$17,057	$1.01	($1,234)	($0.08)
		1,000,000	$20,471	$2.01	$22,095	$1.80	($1,624)	$0.21
F	F Occupancy Tenant Improvements. Factory and Industrial Uses that include the fabrication or manufacturing of Moderate & Low Hazard Materials.	2,000	$4,918	$5.34	$4,081	$16.33	$836	($10.99)
		10,000	$5,346	$9.86	$5,388	$12.06	($42)	($2.20)
		20,000	$6,331	$2.89	$6,594	$4.57	($263)	($1.67)
		40,000	$6,910	$3.26	$7,507	$4.33	($597)	($1.07)
		100,000	$8,865	$1.20	$10,104	$1.53	($1,240)	($0.33)
		200,000	$10,065	$4.87	$11,636	$3.75	($1,570)	$1.12
H-1, H-2	High Hazard: Detonation Hazard; Deflagration Hazard or hazard from accelerated burning; Materials that readily support combustion; Materials that are health hazards.	1,000	$5,124	$10.00	$4,180	$33.59	$944	($23.60)
		5,000	$5,524	$21.88	$5,524	$28.54	$1	($6.65)
		10,000	$6,618	$5.68	$6,950	$8.39	($332)	($2.71)
		20,000	$7,186	$7.11	$7,789	$9.31	($603)	($2.20)
		50,000	$9,320	$2.57	$10,582	$3.29	($1,263)	($0.72)
		100,000	$10,605	$10.27	$12,228	$7.96	($1,623)	$2.32
H	High Hazard: Detonation Hazard	1,000	$5,231	$11.00	$4,352	$34.68	$878	($23.69)
		5,000	$5,671	$21.61	$5,739	$8.15	($69)	$13.46
		10,000	$6,751	$5.85	$6,147	$18.94	$604	($13.10)
		20,000	$7,336	$7.14	$8,041	$9.40	($705)	($2.27)
		50,000	$9,478	$2.59	$10,863	$3.34	($1,385)	($0.74)
		100,000	$10,775	$10.44	$12,531	$7.13	($1,756)	$3.32
I-1	Housing of clients on a 24-hour basis in a supervised residential environment providing personal care services.	1,000	$6,730	$12.25	$5,477	$44.44	$1,254	($32.18)
		5,000	$7,221	$27.18	$7,254	$35.99	($33)	($8.81)
		10,000	$8,580	$7.60	$9,053	$10.81	($474)	($3.21)
		20,000	$9,339	$9.13	$10,134	$11.85	($795)	($2.72)
		50,000	$12,079	$3.25	$13,688	$4.16	($1,609)	($0.91)
		100,000	$13,706	$13.37	$15,769	$9.01	($2,063)	$4.36

			Current Fee		Total Cost		Difference	
			Construction Type IA, IB		Construction Type IA, IB		Construction Type IA, IB	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
I-2, I-3	Medical, surgical, psychiatric, nursing or custodial care on a 24-hour basis for more than 6 persons; facilities where persons are restrained.	1,000	$8,330	$15.32	$6,846	$55.54	$1,484	($40.23)
		5,000	$8,943	$33.97	$9,067	$44.98	($124)	($11.01)
		10,000	$10,641	$9.50	$11,317	$13.52	($676)	($4.01)
		20,000	$11,592	$11.41	$12,668	$14.81	($1,076)	($3.39)
		50,000	$15,016	$4.07	$17,111	$5.20	($2,094)	($1.13)
		100,000	$17,050	$16.72	$19,711	$13.39	($2,662)	$3.32
I-4	Day care operations of more than 6 people of any age where the care is for less than 24 hours a day.	1,000	$7,837	$14.63	$6,451	$52.44	$1,386	($37.81)
		5,000	$8,423	$30.66	$8,549	$40.92	($126)	($10.26)
		10,000	$9,956	$8.94	$10,595	$12.84	($639)	($3.90)
		20,000	$10,850	$10.53	$11,879	$13.68	($1,029)	($3.15)
		50,000	$14,007	$3.73	$15,983	$4.80	($1,976)	($1.07)
		100,000	$15,872	$15.54	$18,381	$14.48	($2,509)	$1.06
I	I Occupancy Tenant Improvements	1,000	$4,851	$10.40	$4,041	$32.45	$810	($22.05)
		5,000	$5,266	$18.72	$5,339	$21.43	($73)	($2.71)
		10,000	$6,202	$5.45	$6,410	$10.06	($208)	($4.61)
		20,000	$6,748	$6.37	$7,416	$8.49	($669)	($2.12)
		50,000	$8,658	$2.32	$9,963	$3.00	($1,305)	($0.67)
		100,000	$9,820	$9.49	$11,461	$5.53	($1,641)	$3.95
M	Display and sale of merchandise accessible to the public.	1,000	$7,214	$14.09	$5,982	$48.50	$1,233	($34.41)
		5,000	$7,778	$28.24	$7,922	$37.61	($144)	($9.37)
		10,000	$9,191	$8.23	$9,802	$12.06	($611)	($3.83)
		20,000	$10,014	$9.66	$11,008	$12.66	($994)	($3.01)
		50,000	$12,910	$3.44	$14,807	$4.45	($1,897)	($1.01)
		100,000	$14,629	$14.30	$17,029	$11.44	($2,401)	$2.85
M	M Occupancy Tenant Improvements	1,000	$6,836	$13.79	$5,699	$45.92	$1,137	($32.12)
		5,000	$7,388	$26.90	$7,536	$29.78	($148)	($2.88)
		10,000	$8,732	$7.78	$9,025	$14.52	($292)	($6.74)
		20,000	$9,510	$9.18	$10,476	$12.04	($966)	($2.85)
		50,000	$12,264	$3.28	$14,087	$4.24	($1,823)	($0.96)
		100,000	$13,903	$13.57	$16,208	$6.58	($2,305)	$6.99

			Current Fee		Total Cost		Difference	
			Construction Type IA, IB		Construction Type IA, IB		Construction Type IA, IB	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
R-1, R-2	Transient and nontransient lodging including hotels, motels, apartments, and boarding houses.	2,000	$9,994	$0.64	$9,758	$41.85	$237	($41.21)
		10,000	$10,046	$15.93	$13,105	$32.26	($3,059)	($16.33)
		20,000	$11,638	$3.76	$16,331	$7.80	($4,693)	($4.04)
		40,000	$12,390	$3.71	$17,891	$10.01	($5,501)	($6.31)
		100,000	$14,614	$1.92	$23,898	$3.39	($9,284)	($1.47)
		200,000	$16,534	$7.73	$27,284	$10.80	($10,750)	($3.07)
R-3, R-3.1, R-4	One and two-family homes; Residentially based 24-hour facility for 6 or fewer clients of any age; Residential care / assisted living for more than 6 ambulatory clients.	1,000	$6,618	$5.10	$5,799	$83.79	$819	($78.69)
		2,000	$6,669	$71.78	$6,637	$157.73	$32	($85.96)
		3,000	$7,387	$42.09	$8,214	$80.70	($828)	($38.62)
		4,000	$7,807	$112.80	$9,021	$130.29	($1,214)	($17.49)
		5,000	$8,936	$16.62	$10,324	$25.18	($1,389)	($8.56)
		10,000	$9,766	$89.66	$11,583	$80.50	($1,817)	$9.16
R-3	REPEAT OF MODEL One and two family homes.	1,000	$4,906	$3.91	$4,338	$88.29	$568	($84.38)
		2,000	$4,944	$44.67	$5,221	$62.06	($277)	($17.39)
		3,000	$5,391	$28.43	$5,842	$135.60	($451)	($107.17)
		4,000	$5,676	$73.54	$7,198	$168.11	($1,522)	($94.57)
		5,000	$6,411	$10.15	$8,879	$24.82	($2,468)	($14.67)
		10,000	$6,919	$61.18	$10,120	$51.07	($3,201)	$10.10
S-1	Storage—Moderate Hazard, Repair Garage, Motor Vehicles (not High Hazard)	500	$4,701	$14.16	$5,268	$85.94	($567)	($71.79)
		2,500	$4,985	$35.00	$6,987	$40.78	($2,002)	($5.78)
		5,000	$5,860	$10.42	$8,006	$32.63	($2,146)	($22.22)
		10,000	$6,381	$12.08	$9,638	$21.76	($3,257)	($9.68)
		25,000	$8,193	$4.26	$12,902	$9.71	($4,709)	($5.45)
		50,000	$9,258	$17.85	$15,330	$20.63	($6,072)	($2.78)
S-2	Storage—Low Hazard Storage	500	$5,770	$17.55	$5,117	$83.16	$653	($65.60)
		2,500	$6,120	$42.93	$6,780	$38.80	($659)	$4.13
		5,000	$7,194	$12.99	$7,750	$32.09	($556)	($19.10)
		10,000	$7,843	$14.93	$9,354	$21.10	($1,511)	($6.17)
		25,000	$10,083	$5.24	$12,519	$7.39	($2,436)	($2.14)
		50,000	$11,393	$22.12	$14,365	$19.89	($2,972)	$2.24

			Current Fee		Total Cost		Difference	
			Construction Type IA, IB		Construction Type IA, IB		Construction Type IA, IB	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
S	S Occupancy Tenant Improvements	1,000	$4,856	$8.23	$4,620	$37.66	$236	($29.42)
		5,000	$5,185	$19.27	$6,127	$14.65	($941)	$4.62
		10,000	$6,148	$5.44	$6,859	$16.35	($711)	($10.91)
		20,000	$6,693	$6.44	$8,494	$9.73	($1,802)	($3.29)
		50,000	$8,626	$2.36	$11,414	$3.40	($2,788)	($1.05)
		100,000	$9,804	$9.47	$13,116	$8.68	($3,312)	$0.79
U	Accessory and miscellaneous structure not specifically classified.	1,000	$4,948	$7.89	$4,521	$36.83	$427	($28.94)
		5,000	$5,264	$17.02	$5,994	$15.93	($730)	$1.09
		10,000	$6,115	$5.84	$6,791	$13.78	($676)	($7.94)
		20,000	$6,699	$6.02	$8,169	$8.88	($1,470)	($2.86)
		50,000	$8,504	$2.18	$10,833	$3.10	($2,329)	($0.92)
		100,000	$9,594	$9.26	$12,382	$6.39	($2,788)	$2.87
B, M, S	All Shell Buildings	1,000	$5,432	$2.20	$6,056	$54.22	($624)	($52.02)
		5,000	$5,873	$4.22	$8,225	$36.63	($2,352)	($32.41)
		10,000	$6,928	$1.29	$10,056	$11.48	($3,128)	($10.19)
		20,000	$7,574	$1.41	$11,204	$12.71	($3,630)	($11.30)
		50,000	$9,691	$0.57	$15,017	$4.19	($5,327)	($3.62)
		100,000	$11,111	$2.16	$17,110	$17.11	($5,999)	($14.95)

Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Current Fee: Construction Type IIA, IIB, IIIA, IIIB, IV — Base Cost @ Threshold Size	Current Fee: Construction Type IIA, IIB, IIIA, IIIB, IV — Cost for Each Additional 100 sf *	Total Cost: Construction Type IIA, IIB, IIIA, IIIB, IV — Base Cost @ Threshold Size	Total Cost: Construction Type IIA, IIB, IIIA, IIIB, IV — Cost for Each Additional 100 sf *	Difference: Construction Type IIA, IIB, IIIA, IIIB, IV — Base Cost @ Threshold Size	Difference: Construction Type IIA, IIB, IIIA, IIIB, IV — Cost for Each Additional 100 sf *
A-1	Assembly uses, usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures.	2,000	$6,319	$4.97	$4,817	$20.08	$1,502	($15.11)
		10,000	$6,717	$11.07	$6,424	$16.18	$293	($5.11)
		20,000	$7,823	$3.63	$8,042	$3.95	($219)	($0.33)
		40,000	$8,548	$3.93	$8,832	$4.98	($284)	($1.06)
		100,000	$10,907	$1.38	$11,823	$1.72	($917)	($0.34)
		200,000	$12,287	$5.94	$13,542	$3.28	($1,255)	$2.66
A-2	Assembly uses intended for food and/or drink consumption	1,000	$9,012	$14.06	$7,006	$58.89	$2,006	($44.83)
		5,000	$9,574	$29.25	$9,362	$42.54	$212	($13.29)
		10,000	$11,037	$10.35	$11,489	$12.50	($452)	($2.15)
		20,000	$12,072	$11.01	$12,739	$13.98	($668)	($2.98)
		50,000	$15,373	$3.75	$16,934	$4.78	($1,561)	($1.03)
		100,000	$17,251	$16.84	$19,325	$12.73	($2,075)	$4.12
A-3, A-4	Assembly uses intended for worship; intended for viewing of outdoor sporting events and activities with spectators.	1,000	$8,609	$13.31	$6,728	$56.30	$1,881	($42.99)
		5,000	$9,141	$27.99	$8,980	$39.91	$162	($11.91)
		10,000	$10,541	$9.91	$10,975	$12.43	($434)	($2.53)
		20,000	$11,532	$10.49	$12,218	$13.38	($687)	($2.90)
		50,000	$14,677	$3.59	$16,233	$4.59	($1,556)	($1.00)
		100,000	$16,474	$16.07	$18,528	$13.21	($2,054)	$2.86
A-4	See Above	500	$6,968	$21.25	$5,382	$90.08	$1,586	($68.83)
		2,500	$7,393	$44.84	$7,184	$63.85	$209	($19.01)
		5,000	$8,514	$15.84	$8,780	$19.90	($266)	($4.06)
		10,000	$9,307	$16.80	$9,775	$21.41	($468)	($4.61)
		25,000	$11,826	$5.73	$12,986	$7.34	($1,160)	($1.61)
		50,000	$13,261	$25.71	$14,822	$16.25	($1,562)	$9.46
A-5	Assembly—Outdoor Activities Amusement Park, Bleacher, Stadium	1,500	$8,870	$9.14	$6,943	$38.45	$1,927	($29.32)
		7,500	$9,418	$20.05	$9,250	$28.22	$168	($8.17)
		15,000	$10,922	$6.79	$11,367	$8.50	($445)	($1.71)
		30,000	$11,940	$7.36	$12,642	$9.33	($702)	($1.97)
		75,000	$15,253	$2.47	$16,839	$3.22	($1,586)	($0.74)
		150,000	$17,109	$11.13	$19,251	$9.05	($2,143)	$2.09

			Current Fee		Total Cost		Difference	
			Construction Type IIA, IIB, IIIA, IIIB, IV		Construction Type IIA, IIB, IIIA, IIIB, IV		Construction Type IIA, IIB, IIIA, IIIB, IV	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
A	A Occupancy Tenant Improvements	1,000	$7,100	$7.82	$5,768	$48.22	$1,332	($40.40)
		5,000	$7,413	$22.68	$7,697	$23.95	($284)	($1.28)
		10,000	$8,547	$8.35	$8,895	$15.47	($347)	($7.12)
		20,000	$9,382	$8.38	$10,441	$11.32	($1,059)	($2.94)
		50,000	$11,895	$2.90	$13,838	$3.88	($1,942)	($0.98)
		100,000	$13,345	$12.94	$15,778	$9.85	($2,433)	$3.09
B	Business – Professional Office. Buildings or spaces for office professional or service type transactions, including storage of records and accounts;	1,000	$7,651	$12.93	$6,031	$51.85	$1,621	($38.92)
		5,000	$8,169	$24.21	$8,105	$35.15	$64	($10.94)
		10,000	$9,379	$8.83	$9,862	$9.89	($483)	($1.06)
		20,000	$10,262	$9.17	$10,852	$9.88	($590)	($0.71)
		50,000	$13,014	$3.20	$13,817	$3.71	($803)	($0.52)
		100,000	$14,613	$14.21	$15,674	$13.01	($1,061)	$1.20
B	B Occupancy Tenant Improvements. Buildings or spaces for office professional or service type transactions, including storage of records / accounts.	200	$6,388	$7.30	$2,689	$109.82	$3,699	($102.52)
		1,000	$6,681	$20.50	$3,568	$16.32	$3,113	$4.18
		2,000	$7,705	$7.51	$3,731	$55.35	$3,974	($47.84)
		4,000	$8,457	$7.49	$4,838	$25.91	$3,619	($18.42)
		10,000	$10,704	$2.65	$6,393	$9.01	$4,312	($6.36)
		20,000	$12,028	$11.62	$7,294	$8.49	$4,734	$3.13
E	Educational Buildings or rooms used by more than 6 persons for educational purposes up to the 12th grade. Daycare for 6 or more children older than 2.5 yrs of age.	500	$7,067	$20.96	$5,638	$94.60	$1,429	($73.64)
		2,500	$7,486	$44.09	$7,530	$50.18	($44)	($6.09)
		5,000	$8,588	$15.80	$8,784	$28.82	($196)	($13.02)
		10,000	$9,378	$16.86	$10,225	$22.28	($847)	($5.43)
		25,000	$11,906	$5.73	$13,568	$7.63	($1,662)	($1.90)
		50,000	$13,338	$25.82	$15,474	$23.19	($2,136)	$2.64
E	E Occupancy Tenant Improvements Buildings or rooms used by more than 6 persons for educational purposes up to the 12th grade. Daycare for 6 or more children older than 2.5 yrs of age.	1,000	$6,479	$7.17	$4,113	$32.99	$2,365	($25.82)
		5,000	$6,765	$19.72	$5,433	$13.72	$1,332	$5.99
		10,000	$7,751	$7.62	$6,119	$13.29	$1,632	($5.66)
		20,000	$8,513	$7.41	$7,448	$8.19	$1,065	($0.77)
		50,000	$10,737	$2.59	$9,903	$3.60	$833	($1.00)
		100,000	$12,033	$11.61	$11,702	$5.38	$331	$6.23

			Current Fee		Total Cost		Difference	
			Construction Type IIA, IIB, IIIA, IIIB, IV		Construction Type IIA, IIB, IIIA, IIIB, IV		Construction Type IIA, IIB, IIIA, IIIB, IV	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
F-1	Factory Industrial—Moderate Hazard. Factory and Industrial Uses that include the fabrication or manufacturing of Moderate & Low Hazard Materials.	20,000	$7,190	$3.32	$7,402	$3.49	($212)	($0.17)
		50,000	$8,186	$2.91	$8,449	$3.27	($263)	($0.36)
		100,000	$9,639	$1.02	$10,081	$1.09	($442)	($0.07)
		250,000	$11,176	$0.93	$11,721	$1.00	($545)	($0.07)
		500,000	$13,489	$0.78	$14,214	$0.84	($726)	($0.06)
		1,000,000	$17,394	$1.71	$18,412	$1.50	($1,019)	$0.20
F	F Occupancy Tenant Improvements. Factory and Industrial Uses that include the fabrication or manufacturing of Moderate & Low Hazard Materials.	2,000	$4,226	$5.02	$3,401	$13.61	$825	($8.59)
		10,000	$4,627	$8.39	$4,490	$10.05	$137	($1.66)
		20,000	$5,466	$2.49	$5,495	$3.81	($29)	($1.31)
		40,000	$5,965	$2.77	$6,256	$3.61	($291)	($0.84)
		100,000	$7,625	$1.03	$8,420	$1.28	($795)	($0.24)
		200,000	$8,658	$4.16	$9,696	$3.12	($1,038)	$1.04
H-1, H-2	High Hazard: Detonation Hazard; Deflagration Hazard or hazard from accelerated burning; Materials that readily support combustion; Materials that are health hazards.	1,000	$4,383	$9.25	$3,483	$28.00	$900	($18.74)
		5,000	$4,753	$18.47	$4,603	$23.78	$150	($5.31)
		10,000	$5,676	$4.83	$5,792	$6.99	($116)	($2.16)
		20,000	$6,159	$6.01	$6,491	$7.76	($332)	($1.75)
		50,000	$7,962	$2.19	$8,819	$2.74	($857)	($0.55)
		100,000	$9,059	$8.73	$10,190	$6.63	($1,131)	$2.10
H	High Hazard: Detonation Hazard	1,000	$4,483	$10.27	$3,627	$28.90	$856	($18.63)
		5,000	$4,894	$18.29	$4,783	$6.79	$111	$11.50
		10,000	$5,808	$4.99	$5,122	$15.79	$686	($10.80)
		20,000	$6,308	$6.05	$6,701	$7.84	($393)	($1.79)
		50,000	$8,122	$2.22	$9,052	$2.78	($930)	($0.56)
		100,000	$9,235	$8.90	$10,443	$5.94	($1,208)	$2.97
I-1	Housing of clients on a 24-hour basis in a supervised residential environment providing personal care services.	1,000	$5,732	$11.32	$4,564	$37.03	$1,168	($25.71)
		5,000	$6,185	$22.93	$6,045	$29.99	$140	($7.06)
		10,000	$7,332	$6.45	$7,544	$9.01	($213)	($2.56)
		20,000	$7,977	$7.71	$8,445	$9.87	($468)	($2.16)
		50,000	$10,290	$2.77	$11,407	$3.47	($1,117)	($0.69)
		100,000	$11,677	$11.35	$13,141	$7.51	($1,464)	$3.83

			Current Fee		Total Cost		Difference	
			Construction Type IIA, IIB, IIIA, IIIB, IV		Construction Type IIA, IIB, IIIA, IIIB, IV		Construction Type IIA, IIB, IIIA, IIIB, IV	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
I-2, I-3	Medical, surgical, psychiatric, nursing or custodial care on a 24-hour basis for more than 6 persons; facilities where persons are restrained.	1,000	$7,083	$14.15	$5,705	$46.29	$1,378	($32.14)
		5,000	$7,649	$28.66	$7,556	$37.48	$93	($8.82)
		10,000	$9,082	$8.07	$9,430	$11.26	($348)	($3.20)
		20,000	$9,888	$9.64	$10,557	$12.34	($669)	($2.70)
		50,000	$12,780	$3.47	$14,259	$4.33	($1,479)	($0.87)
		100,000	$14,513	$14.18	$16,426	$11.16	($1,913)	$3.02
I-4	Day care operations of more than 6 people of any age where the care is for less than 24 hours a day.	1,000	$6,672	$13.57	$5,376	$43.70	$1,296	($30.13)
		5,000	$7,214	$25.90	$7,124	$34.10	$90	($8.20)
		10,000	$8,510	$7.60	$8,829	$10.70	($319)	($3.10)
		20,000	$9,269	$8.90	$9,899	$11.40	($630)	($2.50)
		50,000	$11,939	$3.18	$13,319	$4.00	($1,380)	($0.81)
		100,000	$13,532	$13.20	$15,317	$12.07	($1,786)	$1.13
I	I Occupancy Tenant Improvements	1,000	$4,166	$9.77	$3,367	$27.04	$798	($17.27)
		5,000	$4,557	$15.88	$4,449	$17.86	$108	($1.98)
		10,000	$5,351	$4.66	$5,342	$8.38	$9	($3.73)
		20,000	$5,817	$5.41	$6,180	$7.07	($363)	($1.67)
		50,000	$7,439	$2.00	$8,302	$2.50	($863)	($0.50)
		100,000	$8,439	$8.11	$9,550	$4.61	($1,112)	$3.50
M	Display and sale of merchandise accessible to the public.	1,000	$6,154	$13.12	$4,985	$40.42	$1,169	($27.29)
		5,000	$6,679	$23.89	$6,602	$31.34	$77	($7.45)
		10,000	$7,873	$7.00	$8,168	$10.05	($296)	($3.04)
		20,000	$8,573	$8.17	$9,173	$10.55	($600)	($2.38)
		50,000	$11,025	$2.94	$12,339	$3.70	($1,314)	($0.76)
		100,000	$12,496	$12.16	$14,191	$9.54	($1,696)	$2.63
M	M Occupancy Tenant Improvements	1,000	$5,837	$12.88	$4,749	$38.26	$1,088	($25.39)
		5,000	$6,353	$22.77	$6,280	$24.82	$73	($2.05)
		10,000	$7,491	$6.63	$7,521	$12.10	($30)	($5.47)
		20,000	$8,154	$7.78	$8,730	$10.03	($577)	($2.25)
		50,000	$10,487	$2.81	$11,739	$3.53	($1,252)	($0.73)
		100,000	$11,891	$11.56	$13,506	$5.48	($1,615)	$6.07

			Current Fee		Total Cost		Difference	
			Construction Type IIA, IIB, IIIA, IIIB, IV		Construction Type IIA, IIB, IIIA, IIIB, IV		Construction Type IIA, IIB, IIIA, IIIB, IV	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
R-1, R-2	Transient and nontransient lodging including hotels, motels, apartments, and boarding houses.	2,000	$8,508	$0.53	$8,131	$34.87	$376	($34.34)
		10,000	$8,551	$13.27	$10,921	$26.88	($2,371)	($13.61)
		20,000	$9,878	$3.13	$13,609	$6.50	($3,731)	($3.37)
		40,000	$10,504	$3.09	$14,909	$8.34	($4,405)	($5.25)
		100,000	$12,358	$1.60	$19,915	$2.82	($7,557)	($1.22)
		200,000	$13,958	$6.44	$22,737	$9.00	($8,779)	($2.56)
R-3, R-3.1, R-4	One and two-family homes; Residentially based 24-hour facility for 6 or fewer clients of any age; Residential care / assisted living for more than 6 ambulatory clients.	1,000	$5,648	$4.25	$4,833	$69.82	$815	($65.57)
		2,000	$5,691	$59.82	$5,531	$131.45	$160	($71.63)
		3,000	$6,289	$35.07	$6,845	$67.25	($556)	($32.18)
		4,000	$6,640	$94.00	$7,518	$108.58	($878)	($14.58)
		5,000	$7,580	$13.85	$8,604	$20.98	($1,023)	($7.13)
		10,000	$8,272	$74.72	$9,653	$67.08	($1,381)	$7.63
R-3	REPEAT OF MODEL One and two family homes.	1,000	$4,221	$3.25	$3,615	$73.57	$606	($70.32)
		2,000	$4,254	$37.22	$4,351	$51.72	($97)	($14.49)
		3,000	$4,626	$23.69	$4,868	$113.00	($242)	($89.31)
		4,000	$4,863	$61.28	$5,998	$140.09	($1,135)	($78.81)
		5,000	$5,476	$8.46	$7,399	$20.68	($1,923)	($12.23)
		10,000	$5,899	$50.98	$8,433	$42.56	($2,535)	$8.42
S-1	Storage—Moderate Hazard, Repair Garage, Motor Vehicles (not High Hazard)	500	$4,011	$12.93	$4,390	$71.62	($379)	($58.69)
		2,500	$4,269	$29.49	$5,822	$33.98	($1,554)	($4.49)
		5,000	$5,006	$8.82	$6,672	$27.20	($1,666)	($18.38)
		10,000	$5,447	$10.18	$8,032	$18.13	($2,585)	($7.95)
		25,000	$6,973	$3.63	$10,752	$8.09	($3,778)	($4.47)
		50,000	$7,880	$15.10	$12,775	$17.19	($4,895)	($2.10)
S-2	Storage—Low Hazard Storage	500	$4,909	$16.04	$4,264	$69.30	$645	($53.26)
		2,500	$5,230	$36.17	$5,650	$32.33	($420)	$3.84
		5,000	$6,134	$11.00	$6,458	$26.74	($324)	($15.74)
		10,000	$6,684	$12.58	$7,795	$17.58	($1,111)	($5.00)
		25,000	$8,571	$4.46	$10,432	$6.16	($1,861)	($1.69)
		50,000	$9,687	$18.71	$11,971	$16.57	($2,284)	$2.14

Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Current Fee: Construction Type IIA, IIB, IIIA, IIIB, IV — Base Cost @ Threshold Size	Current Fee: Construction Type IIA, IIB, IIIA, IIIB, IV — Cost for Each Additional 100 sf *	Total Cost: Construction Type IIA, IIB, IIIA, IIIB, IV — Base Cost @ Threshold Size	Total Cost: Construction Type IIA, IIB, IIIA, IIIB, IV — Cost for Each Additional 100 sf *	Difference: Construction Type IIA, IIB, IIIA, IIIB, IV — Base Cost @ Threshold Size	Difference: Construction Type IIA, IIB, IIIA, IIIB, IV — Cost for Each Additional 100 sf *
S	S Occupancy Tenant Improvements	1,000	$4,148	$7.57	$3,850	$31.38	$298	($23.81)
		5,000	$4,451	$16.26	$5,106	$12.21	($655)	$4.05
		10,000	$5,264	$4.62	$5,716	$13.63	($452)	($9.00)
		20,000	$5,725	$5.43	$7,079	$8.11	($1,353)	($2.67)
		50,000	$7,356	$2.02	$9,511	$2.84	($2,155)	($0.82)
		100,000	$8,364	$8.03	$10,930	$7.23	($2,566)	$0.80
U	Accessory and miscellaneous structure not specifically classified.	1,000	$4,230	$7.31	$3,768	$30.69	$463	($23.39)
		5,000	$4,522	$14.47	$4,995	$13.28	($474)	$1.19
		10,000	$5,246	$5.01	$5,659	$11.49	($413)	($6.48)
		20,000	$5,746	$5.08	$6,808	$7.40	($1,062)	($2.32)
		50,000	$7,271	$1.87	$9,028	$2.58	($1,756)	($0.71)
		100,000	$8,208	$7.88	$10,318	$5.33	($2,110)	$2.55
B, M, S	All Shell Buildings	1,000	$4,659	$2.07	$5,046	$45.19	($387)	($43.12)
		5,000	$5,072	$3.60	$6,854	$30.53	($1,781)	($26.93)
		10,000	$5,972	$1.11	$8,380	$9.57	($2,408)	($8.45)
		20,000	$6,528	$1.20	$9,337	$10.59	($2,809)	($9.40)
		50,000	$8,325	$0.49	$12,515	$3.49	($4,190)	($2.99)
		100,000	$9,562	$1.85	$14,258	$14.26	($4,697)	($12.41)

			Current Fee		Total Cost		Difference	
			Construction Type VA, VB		Construction Type VA, VB		Construction Type VA, VB	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
A-1	Assembly uses, usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures.	2,000	$5,206	$4.51	$3,854	$16.07	$1,352	($11.56)
		10,000	$5,566	$9.02	$5,139	$12.94	$427	($3.92)
		20,000	$6,469	$2.98	$6,434	$3.16	$35	($0.18)
		40,000	$7,065	$3.19	$7,066	$3.99	($1)	($0.80)
		100,000	$8,981	$1.14	$9,459	$1.37	($478)	($0.24)
		200,000	$10,117	$4.86	$10,833	$2.63	($716)	$2.23
A-2	Assembly uses intended for food and/or drink consumption	1,000	$7,389	$12.81	$5,605	$47.11	$1,784	($34.30)
		5,000	$7,901	$23.81	$7,490	$34.03	$411	($10.22)
		10,000	$9,092	$8.46	$9,191	$10.00	($100)	($1.54)
		20,000	$9,937	$8.95	$10,191	$11.19	($254)	($2.24)
		50,000	$12,623	$3.09	$13,547	$3.83	($925)	($0.74)
		100,000	$14,166	$13.76	$15,460	$10.18	($1,294)	$3.58
A-3, A-4	Assembly uses intended for worship; intended for viewing of outdoor sporting events and activities with spectators.	1,000	$7,061	$12.11	$5,382	$45.04	$1,678	($32.93)
		5,000	$7,546	$22.79	$7,184	$31.92	$362	($9.13)
		10,000	$8,685	$8.10	$8,780	$9.95	($95)	($1.85)
		20,000	$9,495	$8.52	$9,775	$10.71	($280)	($2.18)
		50,000	$12,052	$2.96	$12,986	$3.67	($934)	($0.71)
		100,000	$13,532	$13.12	$14,822	$10.57	($1,291)	$2.56
A-4	See Above	500	$5,730	$19.34	$4,306	$72.07	$1,424	($52.73)
		2,500	$6,117	$36.53	$5,747	$51.08	$370	($14.55)
		5,000	$7,030	$12.94	$7,024	$15.92	$6	($2.97)
		10,000	$7,677	$13.67	$7,820	$17.13	($143)	($3.46)
		25,000	$9,728	$4.72	$10,389	$5.87	($662)	($1.16)
		50,000	$10,907	$21.00	$11,858	$13.00	($951)	$8.00
A-5	Assembly—Outdoor Activities Amusement Park, Bleacher, Stadium	1,500	$7,269	$8.28	$5,554	$30.76	$1,715	($22.48)
		7,500	$7,766	$16.31	$7,400	$22.58	$366	($6.27)
		15,000	$8,990	$5.55	$9,093	$6.80	($104)	($1.25)
		30,000	$9,822	$5.98	$10,114	$7.46	($291)	($1.48)
		75,000	$12,514	$2.03	$13,471	$2.57	($957)	($0.55)
		150,000	$14,034	$9.09	$15,401	$7.24	($1,367)	$1.85

			Current Fee		Total Cost		Difference	
			Construction Type VA, VB		Construction Type VA, VB		Construction Type VA, VB	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
A	A Occupancy Tenant Improvements	1,000	$5,807	$6.84	$4,615	$38.58	$1,193	($31.74)
		5,000	$6,082	$18.45	$6,158	$19.16	($76)	($0.71)
		10,000	$7,004	$6.84	$7,116	$12.37	($112)	($5.54)
		20,000	$7,688	$6.76	$8,353	$9.06	($665)	($2.30)
		50,000	$9,715	$2.38	$11,070	$3.11	($1,355)	($0.72)
		100,000	$10,907	$10.50	$12,623	$7.88	($1,716)	$2.62
B	Business – Professional Office. Buildings or spaces for office professional or service type transactions, including storage of records and accounts;	1,000	$6,304	$11.91	$4,824	$41.48	$1,480	($29.57)
		5,000	$6,781	$19.81	$6,484	$28.12	$297	($8.31)
		10,000	$7,771	$7.26	$7,890	$7.92	($119)	($0.66)
		20,000	$8,497	$7.49	$8,681	$7.91	($185)	($0.42)
		50,000	$10,742	$2.65	$11,054	$2.97	($312)	($0.32)
		100,000	$12,068	$11.66	$12,539	$10.41	($471)	$1.25
B	B Occupancy Tenant Improvements. Buildings or spaces for office professional or service type transactions, including storage of records / accounts.	200	$5,238	$6.43	$2,151	$87.86	$3,087	($81.43)
		1,000	$5,495	$16.71	$2,854	$13.06	$2,641	$3.65
		2,000	$6,330	$6.17	$2,985	$44.28	$3,345	($38.11)
		4,000	$6,948	$6.05	$3,870	$20.73	$3,077	($14.68)
		10,000	$8,763	$2.18	$5,114	$7.21	$3,648	($5.03)
		20,000	$9,852	$9.45	$5,835	$6.79	$4,017	$2.65
E	Educational Buildings or rooms used by more than 6 persons for educational purposes up to the 12th grade. Daycare for 6 or more children older than 2.5 yrs of age.	500	$5,809	$19.05	$4,510	$75.68	$1,299	($56.63)
		2,500	$6,190	$35.81	$6,024	$40.14	$166	($4.33)
		5,000	$7,085	$12.86	$7,028	$23.05	$58	($10.20)
		10,000	$7,729	$13.70	$8,180	$17.83	($452)	($4.13)
		25,000	$9,783	$4.71	$10,854	$6.10	($1,071)	($1.39)
		50,000	$10,960	$21.07	$12,379	$18.55	($1,419)	$2.52
E	E Occupancy Tenant Improvements Buildings or rooms used by more than 6 persons for educational purposes up to the 12th grade. Daycare for 6 or more children older than 2.5 yrs of age.	1,000	$5,313	$6.32	$3,291	$26.39	$2,023	($20.07)
		5,000	$5,566	$16.08	$4,346	$10.98	$1,220	$5.11
		10,000	$6,371	$6.26	$4,895	$10.63	$1,476	($4.37)
		20,000	$6,996	$5.99	$5,958	$6.55	$1,038	($0.56)
		50,000	$8,793	$2.14	$7,923	$2.88	$870	($0.74)
		100,000	$9,860	$9.43	$9,362	$4.30	$498	$5.13

			Current Fee		Total Cost		Difference	
			Construction Type VA, VB		Construction Type VA, VB		Construction Type VA, VB	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
F-1	Factory Industrial—Moderate Hazard. Factory and Industrial Uses that include the fabrication or manufacturing of Moderate & Low Hazard Materials.	20,000	$5,973	$2.79	$5,922	$2.79	$51	($0.00)
		50,000	$6,810	$2.41	$6,759	$2.61	$51	($0.21)
		100,000	$8,013	$0.84	$8,065	$0.87	($52)	($0.04)
		250,000	$9,271	$0.75	$9,377	$0.80	($105)	($0.04)
		500,000	$11,154	$0.63	$11,372	$0.67	($218)	($0.04)
		1,000,000	$14,317	$1.40	$14,730	$1.20	($413)	$0.20
F	F Occupancy Tenant Improvements. Factory and Industrial Uses that include the fabrication or manufacturing of Moderate & Low Hazard Materials.	2,000	$3,535	$4.69	$2,721	$10.89	$814	($6.20)
		10,000	$3,910	$6.92	$3,592	$8.04	$318	($1.12)
		20,000	$4,601	$2.09	$4,396	$3.04	$205	($0.95)
		40,000	$5,020	$2.28	$5,005	$2.89	$15	($0.61)
		100,000	$6,386	$0.86	$6,736	$1.02	($350)	($0.16)
		200,000	$7,251	$3.46	$7,757	$2.50	($506)	$0.96
H-1, H-2	High Hazard: Detonation Hazard; Deflagration Hazard or hazard from accelerated burning; Materials that readily support combustion; Materials that are health hazards.	1,000	$3,641	$8.51	$2,787	$22.40	$854	($13.89)
		5,000	$3,982	$15.06	$3,682	$19.02	$299	($3.97)
		10,000	$4,735	$3.98	$4,634	$5.59	$101	($1.61)
		20,000	$5,133	$4.91	$5,193	$6.21	($60)	($1.30)
		50,000	$6,606	$1.82	$7,055	$2.19	($449)	($0.38)
		100,000	$7,515	$7.18	$8,152	$5.30	($638)	$1.88
H	High Hazard: Detonation Hazard	1,000	$3,735	$9.54	$2,901	$23.12	$834	($13.58)
		5,000	$4,116	$14.97	$3,826	$5.43	$290	$9.54
		10,000	$4,865	$4.13	$4,098	$12.63	$767	($8.50)
		20,000	$5,278	$4.96	$5,361	$6.27	($83)	($1.31)
		50,000	$6,767	$1.85	$7,242	$2.22	($475)	($0.37)
		100,000	$7,694	$7.36	$8,354	$4.75	($660)	$2.61
I-1	Housing of clients on a 24-hour basis in a supervised residential environment providing personal care services.	1,000	$4,735	$10.38	$3,651	$29.62	$1,084	($19.24)
		5,000	$5,150	$18.68	$4,836	$23.99	$314	($5.31)
		10,000	$6,084	$5.30	$6,035	$7.21	$48	($1.91)
		20,000	$6,614	$6.29	$6,756	$7.90	($142)	($1.61)
		50,000	$8,501	$2.29	$9,126	$2.77	($625)	($0.48)
		100,000	$9,648	$9.32	$10,513	$6.01	($865)	$3.31

Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Current Fee Construction Type VA, VB Base Cost @ Threshold Size	Current Fee Construction Type VA, VB Cost for Each Additional 100 sf *	Total Cost Construction Type VA, VB Base Cost @ Threshold Size	Total Cost Construction Type VA, VB Cost for Each Additional 100 sf *	Difference Construction Type VA, VB Base Cost @ Threshold Size	Difference Construction Type VA, VB Cost for Each Additional 100 sf *
I-2, I-3	Medical, surgical, psychiatric, nursing or custodial care on a 24-hour basis for more than 6 persons; facilities where persons are restrained.	1,000	$5,835	$12.97	$4,564	$37.03	$1,271	($24.06)
		5,000	$6,355	$23.35	$6,045	$29.99	$310	($6.64)
		10,000	$7,522	$6.63	$7,544	$9.01	($22)	($2.38)
		20,000	$8,185	$7.86	$8,445	$9.87	($261)	($2.01)
		50,000	$10,543	$2.87	$11,407	$3.47	($864)	($0.60)
		100,000	$11,977	$11.65	$13,141	$8.93	($1,164)	$2.72
I-4	Day care operations of more than 6 people of any age where the care is for less than 24 hours a day.	1,000	$5,507	$12.52	$4,301	$34.96	$1,206	($22.45)
		5,000	$6,007	$21.15	$5,699	$27.28	$308	($6.14)
		10,000	$7,065	$6.25	$7,063	$8.56	$2	($2.31)
		20,000	$7,690	$7.27	$7,919	$9.12	($229)	($1.85)
		50,000	$9,871	$2.64	$10,655	$3.20	($785)	($0.56)
		100,000	$11,192	$10.86	$12,254	$9.66	($1,062)	$1.20
I	I Occupancy Tenant Improvements	1,000	$3,481	$9.14	$2,694	$21.63	$787	($12.49)
		5,000	$3,847	$13.04	$3,559	$14.29	$288	($1.24)
		10,000	$4,499	$3.86	$4,274	$6.70	$225	($2.84)
		20,000	$4,885	$4.45	$4,944	$5.66	($59)	($1.21)
		50,000	$6,220	$1.67	$6,642	$2.00	($421)	($0.32)
		100,000	$7,057	$6.73	$7,640	$3.69	($583)	$3.04
M	Display and sale of merchandise accessible to the public.	1,000	$5,092	$12.16	$3,988	$32.33	$1,104	($20.18)
		5,000	$5,578	$19.53	$5,281	$25.07	$297	($5.54)
		10,000	$6,555	$5.78	$6,535	$8.04	$20	($2.26)
		20,000	$7,133	$6.69	$7,338	$8.44	($206)	($1.75)
		50,000	$9,139	$2.45	$9,871	$2.96	($732)	($0.52)
		100,000	$10,363	$10.03	$11,353	$7.63	($990)	$2.40
M	M Occupancy Tenant Improvements	1,000	$4,839	$11.96	$3,799	$30.61	$1,040	($18.65)
		5,000	$5,318	$18.64	$5,024	$19.85	$294	($1.21)
		10,000	$6,249	$5.48	$6,016	$9.68	$233	($4.20)
		20,000	$6,797	$6.37	$6,984	$8.02	($187)	($1.65)
		50,000	$8,709	$2.34	$9,391	$2.83	($683)	($0.49)
		100,000	$9,879	$9.55	$10,805	$4.39	($926)	$5.16

			Current Fee		Total Cost		Difference	
			Construction Type VA, VB		Construction Type VA, VB		Construction Type VA, VB	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
R-1, R-2	Transient and nontransient lodging including hotels, motels, apartments, and boarding houses.	2,000	$7,021	$0.42	$6,505	$27.90	$516	($27.47)
		10,000	$7,055	$10.62	$8,737	$21.51	($1,682)	($10.89)
		20,000	$8,117	$2.51	$10,888	$5.20	($2,771)	($2.69)
		40,000	$8,618	$2.47	$11,927	$6.67	($3,309)	($4.20)
		100,000	$10,101	$1.28	$15,932	$2.26	($5,831)	($0.98)
		200,000	$11,381	$5.15	$18,190	$7.20	($6,809)	($2.04)
R-3, R-3.1, R-4	One and two-family homes; Residentially based 24-hour facility for 6 or fewer clients of any age; Residential care / assisted living for more than 6 ambulatory clients.	1,000	$4,679	$3.40	$3,866	$55.86	$813	($52.46)
		2,000	$4,713	$47.85	$4,425	$105.16	$289	($57.30)
		3,000	$5,192	$28.06	$5,476	$53.80	($284)	($25.75)
		4,000	$5,472	$75.20	$6,014	$86.86	($543)	($11.66)
		5,000	$6,224	$11.08	$6,883	$16.79	($659)	($5.70)
		10,000	$6,778	$59.77	$7,722	$53.67	($944)	$6.11
R-3	REPEAT OF MODEL One and two family homes.	1,000	$3,537	$2.60	$2,892	$58.86	$645	($56.26)
		2,000	$3,563	$29.78	$3,481	$41.37	$82	($11.60)
		3,000	$3,861	$18.96	$3,894	$90.40	($33)	($71.45)
		4,000	$4,050	$49.02	$4,798	$112.07	($748)	($63.05)
		5,000	$4,541	$6.77	$5,919	$16.55	($1,378)	($9.78)
		10,000	$4,879	$40.78	$6,747	$34.05	($1,868)	$6.74
S-1	Storage—Moderate Hazard, Repair Garage, Motor Vehicles (not High Hazard)	500	$3,319	$11.70	$3,512	$57.30	($193)	($45.60)
		2,500	$3,552	$23.98	$4,658	$27.19	($1,106)	($3.21)
		5,000	$4,152	$7.22	$5,338	$21.76	($1,186)	($14.54)
		10,000	$4,513	$8.28	$6,425	$14.51	($1,912)	($6.23)
		25,000	$5,755	$2.99	$8,601	$6.47	($2,847)	($3.48)
		50,000	$6,502	$12.34	$10,220	$13.76	($3,718)	($1.41)
S-2	Storage—Low Hazard Storage	500	$4,049	$14.53	$3,411	$55.44	$638	($40.91)
		2,500	$4,340	$29.42	$4,520	$25.87	($180)	$3.56
		5,000	$5,075	$9.00	$5,166	$21.39	($92)	($12.39)
		10,000	$5,525	$10.23	$6,236	$14.06	($711)	($3.84)
		25,000	$7,060	$3.68	$8,346	$4.92	($1,286)	($1.24)
		50,000	$7,980	$15.30	$9,577	$13.26	($1,596)	$2.04

			Current Fee		Total Cost		Difference	
			Construction Type VA, VB		Construction Type VA, VB		Construction Type VA, VB	
Related IBC Class	Building Use (e.g., IBC Occupancy Type)	Sq. Ft.	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *	Base Cost @ Threshold Size	Cost for Each Additional 100 sf *
S	S Occupancy Tenant Improvements	1,000	$3,439	$6.90	$3,080	$25.10	$359	($18.20)
		5,000	$3,716	$13.25	$4,084	$9.77	($369)	$3.48
		10,000	$4,379	$3.81	$4,573	$10.90	($194)	($7.09)
		20,000	$4,759	$4.43	$5,663	$6.49	($904)	($2.06)
		50,000	$6,087	$1.68	$7,609	$2.27	($1,522)	($0.59)
		100,000	$6,926	$6.59	$8,744	$5.79	($1,818)	$0.81
U	Accessory and miscellaneous structure not specifically classified.	1,000	$3,511	$6.72	$3,014	$24.55	$497	($17.83)
		5,000	$3,780	$11.91	$3,996	$10.62	($216)	$1.29
		10,000	$4,376	$4.17	$4,527	$9.19	($151)	($5.02)
		20,000	$4,794	$4.15	$5,446	$5.92	($652)	($1.77)
		50,000	$6,039	$1.57	$7,222	$2.06	($1,184)	($0.49)
		100,000	$6,824	$6.49	$8,255	$4.26	($1,431)	$2.23
B, M, S	All Shell Buildings	1,000	$3,887	$1.93	$4,037	$36.15	($150)	($34.22)
		5,000	$4,273	$2.97	$5,483	$24.42	($1,210)	($21.45)
		10,000	$5,015	$0.93	$6,704	$7.65	($1,689)	($6.72)
		20,000	$5,482	$0.98	$7,469	$8.47	($1,987)	($7.49)
		50,000	$6,958	$0.42	$10,012	$2.79	($3,053)	($2.37)
		100,000	$8,013	$1.54	$11,407	$11.41	($3,394)	($9.87)

Generally, based upon the analysis, the Building Division is over-recovering for the smaller projects and under-recovering for the base costs for larger projects. The reevaluation of time estimates ensures that each project is paying for their fair share of plan check and inspection costs.

3 Annual Revenue Impact

Based on the prior year's permit information and the total cost calculated through this study Building has an annual deficit of roughly $16,000. The following table shows by major fee category: revenue at current fee, total projected annual cost, and the resulting difference.

Table 5: Annual Results - Building

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Square Footage Fees	$1,502,180	$1,388,902	$113,278
Flat Fees	$845,905	$974,833	($128,929)
Total	**$2,348,085**	**$2,363,735**	**($15,651)**

Building has an annual cost recovery of 99%, which reflects a roughly $16,000 subsidy. Currently, the projects based on square footage are subsidizing the flat fees charged, specifically, 'Residential Remodels' and 'Residential Additions' which account for roughly $61,000 of the flat fee deficit. The remaining deficit is spread among all other flat fee categories. The City should review these and other service areas and increase fees where appropriate, as even a small increase would impact the Division's cost recovery.

DRAFT

6. DSD: Planning

The Planning Division is responsible for ensuring development applications comply with zoning regulations and ordinances. Additionally, they are responsible for long-range planning activities as a means to inform policy decisions related to the growth and development of the City. The fees examined within this study relate to conditional use permits, variance, environmental impact reporting, demolition permits, annexations, along with various others. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by Planning.

1 Fee Schedule Modifications

In discussions with staff, the following modifications were proposed to the current fee schedule:

- **New Fees:** The following six fees were added to highlight new services offered by Planning or to allow staff to capture their time and effort providing the services more accurately.
  - 'Conditional Use Permit – Planned Residential Development'
  - 'Parcel Map – Administrative Parcel Map (SB9)'
  - 'Environmental - Legal Noticing (Public Hearing)'
  - 'Legal Noticing Publication (CEQA Notice)'
  - 'Preliminary Housing Application (SB 330)'
  - 'Measure U Exemption'

- **Addition of Fees:** 'Tribal Government Notification (AB52 and / or SB18)' was added to address a service the City current charges.

The modifications ensure that the proposed fee schedule more accurately reflects the services currently being provided by Planning.

2 Detailed Results

The Planning Division collect fees for conditional use permits, variance, environmental impact reporting, demolition permits, annexations, along with various others. The total cost calculated for each service includes direct staff costs, cross-departmental support,[5] and Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

[5] Planning receives cross-departmental support from the Building Division and Fire Department.

DRAFT

Table 6: Total Cost Per Unit Results – Planning

Fee Name	Current Fee	Total Cost	Difference
Concept Plan			
Concept plan	$10,405	$18,650	($8,245)
Concept plan amendment	$4,235	$10,553	($6,318)
Specific Plan			
Specific plan	$9,725	$19,747	($10,022)
Specific plan amendment	$4,427	$11,197	($6,770)
Conditional Use Permit			
New construction	$6,712	$12,643	($5,931)
No new construction	$2,234	$3,976	($1,742)
Planned Residential Development	New	$4,123	
Time extension	$369	$2,960	($2,591)
Daycare home (13 + clients)	$2,425	$1,719	$706
Revised Conditional Use Permit			
Construction	$3,152	$6,978	($3,826)
No Construction	$1,590	$2,755	($1,165)
Variance			
Minor Fence Exception Permit	$632	$2,116	($1,484)
SFR	$2,775	$3,283	($508)
Commercial / Multi-family	$3,098	$4,419	($1,321)
Parking modification	$2,277	$2,235	$42
Minor commission review	$1,982	$2,749	($767)
Building Moving			
Main Structure	$1,845	$1,919	($74)
Garage / Secondary structure	$1,749	$1,870	($121)
Commission Review and Approval			
Major >1 acre	$7,564	$10,428	($2,864)
Minor 1 acre or less	$5,779	$7,966	($2,187)
Time extension	$304	$2,597	($2,293)
Revised			
Major	$6,051	$7,266	($1,215)
Minor	$5,217	$5,483	($266)
Maps, Subdivision, & Lot Line Adjustments			
Parcel Map			
Parcel map	$5,045	$9,977	($4,932)
Revised parcel map	$3,979	$6,478	($2,499)
Administrative parcel map (SB 9)	New	$2,872	N/A
Tentative tract map			
Tentative tract map	$12,493	$14,242	($1,749)
Revised tentative tract map	$8,335	$7,524	$811
Reversion to acreage/merger	$2,814	$3,549	($735)
Subdivision time extension	$395	$4,894	($4,499)
Lot line adjustment	$706	$2,053	($1,347)
Certificate of compliance	$750	$1,438	($688)
Environmental			
Environmental Impact Report (by consultant)	Contract plus 10% administrative fee		
Legal Noticing Publication (CEQA Notice)	New	$500	N/A
Environmental project assessment	$808	$2,112	($1,304)
Mitigation Monitoring Plan Review & Implementation	Actual Cost		

DRAFT

Fee Name	Current Fee	Total Cost	Difference
Negative Declaration			
By Staff	$5,700	$9,096	($3,396)
By Consultant	Contract plus 10% administrative fee		
Residential Development Allocation (RDA)			
Residential Development Allocation (RDA)	$3,857	$5,231	($1,374)
Alteration of approved project	$609	$2,036	($1,427)
Transfer of development allocation	$595	$2,036	($1,441)
Zone Change			
Commission determination	$2,345	$7,012	($4,667)
Ordinance text amendment	$2,952	$12,778	($9,826)
Zone Change	$3,797	$12,724	($8,927)
Signs, Flags, Banners, & Searchlights			
Sign Review			
One sign review	$681	$770	($89)
Sign review by staff	$139	$193	($54)
Sign Program			
Sign program	$1,542	$2,351	($809)
Sign program amendment	$830	$1,487	($657)
Conditional Use Permit - signs >120 SF	$2,667	$2,817	($150)
Flag test	$1,479	$1,424	$55
Annual banner permit	$134	$154	($20)
Additional banner display	$68	$67	$1
Searchlights	$134	$135	($1)
Demolition > 50 yr. old building			
Single Family Zones	$646	$1,910	($1,264)
Multi-Family, Commercial & Industrial	$683	$2,294	($1,611)
Accessory Building	$564	$1,680	($1,116)
Historic Designated			
SFR	$957	$2,721	($1,764)
Multi-Family, Commercial & Industrial	$957	$3,488	($2,531)
Accessory Building	$667	$2,375	($1,708)
Demolition Permit < 50 yr. old building			
Single Family Zones	$387	$1,108	($721)
Multi-Family, Commercial & Industrial	$402	$1,492	($1,090)
Accessory Building	$430	$993	($563)
Annexation			
Annexation	$7,070	$9,998	($2,928)
Service plan for annexation	$1,371	$3,141	($1,770)
Pre annexation agreement	$2,565	$1,668	$897
Zoning Verification Letter			
Basic	$384	$506	($122)
Research	$682	$736	($54)
Preliminary Review			
One acre or less	$332	$982	($650)
Over one acre	$430	$1,734	($1,304)
Certificate of Appropriateness			
Minor Certificate of Appropriateness	$356	$504	($148)
Certificate of Appropriateness	$615	$950	($335)
Misc. Permits and Fees			
Mills Act Contract Application	$480	$1,084	($604)
Administrative Use Permit	$795	$2,291	($1,496)
Zoning Clearance Form	$46	$171	($125)

DRAFT

Fee Name	Current Fee	Total Cost	Difference
Agriculture preserve removal	$2,524	$8,307	($5,783)
General plan amendment	$6,068	$13,289	($7,221)
Legal Noticing (Public Hearing)	New	$500	N/A
Street vacation	$2,602	$3,138	($536)
Appeal - Various Fees Paid	$2,254	$3,252	($998)
Addendum to planning commission	$1,188	$2,341	($1,153)
Continued item by applicant	$370	$1,030	($660)
Temporary occupancy	$200	$645	($445)
News rack impound fee	$376	$750	($374)
Development agreement	$6,108	$15,141	($9,033)
Williamson Act contract removal	$2,800	$5,230	($2,430)
Socio Economic Study	$3,265	$4,626	($1,361)
Home occupation permit - review	$50	$137	($87)
Special / Temporary Events	$175	$1,110	($935)
Temporary Holiday Sales	$37	$1,110	($1,073)
Preliminary Housing Application (SB 330)	New	$1,407	N/A
Mine & Reclamation Plan Review		Actual Cost	
Mitigation Monitoring Plan Review & Implementation		Actual Cost	
Measure U Exemption	New	$3,648	N/A
Tribal Government Notification (AB52 and / or SB18)	New	$551	N/A

Planning generally under-recovers for its fees. The largest deficits are in relation to 'Specific Plan' at $10,022, 'Zone Change – Ordinance Text Amendment' at $9,826, and 'Development Agreement' at $9,033. Additionally, the full cost calculated for Planning fees includes the staff time and cost from Building and Fire, lending to these under-recoveries. The five fees which over-recover, range from a low of $1 for 'Additional Banner Display' to a high of $897 for 'Annexation - Pre Annexation Agreement'.

3 Annual Revenue Impact

Based on the prior year's permit information and the full cost calculated through this study, Planning has an annual deficit of roughly $287,000. The following table shows by major fee category: revenue at current fee, total projected annual cost, and the resulting difference.

Table 7: Annual Results - Planning

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Concept plan	$10,405	$18,650	($8,245)
Specific Plan	$8,854	$22,394	($13,540)
Conditional Use Permit	$57,746	$109,691	($51,945)
Variance	$21,212	$46,993	($25,781)
Commission Review and Approval	$114,068	$161,613	($47,545)
Maps, Subdivision, & Lot Line Adjustments	$61,371	$85,417	($24,046)

DRAFT

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Zone Change	$18,140	$63,675	($45,535)
Signs, Flags, Banners, & Searchlights	$15,744	$21,625	($5,881)
Demolition	$3,483	$9,973	($6,490)
Annexation	$5,130	$3,336	$1,794
Preliminary Review	$8,632	$25,531	($16,899)
Certificate of Appropriateness	$9,904	$14,651	($4,747)
Misc. Permits and Fees	$60,872	$98,918	($38,046)
Total	**$395,561**	**$682,465**	**($286,904)**

Planning has an annual cost recovery of 58%, which reflects a roughly $287,000 subsidy. Approximately, half of the Division's deficit is in relation to Conditional Use Permit ($52,000), Commission Review and Approval ($48,000), and Zone Change ($46,000). Collectively, these service areas account for 19% of the prior year's workload, meaning that even a small increase in fees where appropriate would impact the Division's cost recovery. For example, 'Commission Review and Approval – Major >1 acre' is currently charged at $7,564 each but it costs the City $11,983 to provide this service. Last year the Division completed 15 of these, increasing the cost of this fee alone would result in roughly $43,000 more in recovered costs.

DRAFT

7. DSD and MUED: Engineering

The Engineering Division is responsible for reviewing development proposals for adherence to state and local codes and laws. The City has recently reorganized and development engineering is provided by two different departments: Development Services (DSD) and Municipal Utilities Engineering Department (MUED). The plan review services are provided by DSD, whereas inspections are conducted by MUED staff. The fees examined within this study relate to review and inspections of subdivisions, grading, drainage, and right-of-way improvements. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by Engineering.

1 Fee Schedule Modifications

In discussions with Engineering staff, the following modifications were proposed:

- **Removed Fees:** The following fee sections and all fees within were removed as these services are covered under other fees or services on the fee schedule or by other departments / divisions:
  - **A. Plan Check - Parcel Map**
    - 'Base Fee'
    - 'Lot Fee'
    - 'Acre Fee'
  - **B. Plan Check - Tract Map**
    - 'Base Fee'
    - 'Lot Fee'
    - 'Acre Fee'
  - **C. Construction Inspections**
    - 'Hourly Inspections'
    - 'Out of Compliance Site, weekly'
    - 'High – Non-Rainy season, priority once'
    - 'High – Rainy Season, priority monthly'
    - 'Medium – Non-Rainy season, priority once'
    - 'Medium – Rainy Season, priority monthly'
    - 'Low – Non-Rainy season, priority once'
    - 'Low – Rainy Season, priority monthly'
  - **D. Testing**
    - 'Chlorination Removal Discharge Testing'
    - 'pH Testing'

E. SWPPP
- 'Preliminary check'
- 'Final check erosion control plan'

F. WQMOP
- 'Preliminary check'
- 'Final check erosion plan'
- 'WQMP BMP Inspection – Complex Projects'
- 'WQMP BMP Inspection – Standard Projects'
- 'WQMP BMP Inspection – Basic Project'

G. Outdoor Dining
- 'New'
- 'Annual Renewal'

H. Outdoor Display
- 'New'
- 'Annual Renewal'

- **New Fees:** The following three per lot fees were added, which will allow Engineering to more accurately capture their time spent on subdivision fees.
  - 'SWPPP – Nonresidential – Nonresidential Subdivision Lot Fee'
  - 'WQMP – Preliminary – Entitlement Project – Residential Subdivision Lot Fee
  - 'WQMP – Final – Entitlement Project – Residential Subdivision Lot Fee

- **Renamed Fees:** In the Plan Check section, all fees named 'Project Base Fee' were changed to 'Nonresidential', this modification more accurately portrays to applicants the service being offered.

The modifications noted ensures that the proposed fee schedule more accurately reflects the services being provided by the Engineering Division.

2 Detailed Results

The Engineering Division collect fees for review and inspections of subdivisions, grading, drainage, and right-of-way improvements. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

Table 8: Total Cost Per Unit Results – Engineering

Fee Name	Current Fee	Total Cost	Difference
Easement/Dedication Review	$739	$742	($3)
Conditional Use Permit	$1,066	$1,230	($164)
Commission Review and Approval	$1,066	$1,230	($164)
Building Moving Permit	$240	$283	($43)
Lot Line Adjustment	$690	$723	($33)
Certificate of Compliance	$306	$848	($542)
Street Vacation	$1,124	$1,133	($9)
Subordination Agreement/Lien Release	$715	$849	($134)
Public Improvement Agreement	$1,049	$996	$53
Water Efficient Landscape Plan	$834	$907	($73)
Plan research records request	$114	$114	$0
Sign Installation[6]			
Street Name Sign	$592	$177	$415
Stop Sign	$720	$177	$543
Environmental Impact Review			
Environmental Impact Review	$392	$934	($542)
Environmental Impact Report Review	$1,858	$1,868	($10)
Tract Map			
Tentative Tract Map	$1,469	$2,149	($680)
Revised Tract Map	$1,469	$2,133	($664)
Final Tract Map	$2,567	$6,051	($3,484)
Parcel Map			
Tentative Parcel Map	$1,469	$2,149	($680)
Revised Parcel Map	$1,887	$2,133	($246)
Final Parcel Map	$2,308	$5,551	($3,243)
Building Permit			
Residential	$736	$412	$324
Commercial/Industrial	$1,066	$541	$525
Room Addition	$137	$126	$11
Commercial TI	$137	$174	($37)
Landscape Covenant			
Landscape Covenant	$919	$889	$30
Landscape Covenant w/ Caltrans Agreement	$1,179	$1,143	$36
Plan Check			
Grading[7]			
Base Fee 0-500 c.y.	$506	$1,933	($1,427)
Each addtl 500 cy or fraction thereof, 501-5,000 c.y.	$70	$0	$70
Each addtl 5,000 cy or fraction thereof, 5,001-50,000 c.y.	$84	($4)	$84
Each addtl 10,000 cy or fraction thereof, 50,001-100,000 c.y.	$104	($14)	$104
Each addtl 10,000 cy or fraction thereof, 100,001-200,000 c.y.	$10	($0)	$10
>200,001 c.y. each addtl 10,000 cy or fraction thereof	$6	$0	$6
Erosion Control			
SFR	$582	$676	($94)

[6] The total costs for Sign Installations does not include the material cost of signs.
[7] The full cost calculated includes Fire Department cost.

Fee Name	Current Fee	Total Cost	Difference
Nonresidential	$1,102	$1,226	($124)
SWPPP			
SFR	$1,076	$882	$194
Nonresidential	$1,422	$1,009	$413
Nonresidential Subdivision Lot Fee	$149	$92	$57
Nonresidential Subdivision Acre Fee	$149	$185	($36)
WQMP			
Preliminary			
SFR	$1,226	$1,251	($25)
Nonresidential	$1,795	$2,174	($379)
Nonresidential Subdivision Lot Fee	New	$75	N/A
Nonresidential Subdivision Acre Fee	$65	$250	($185)
Final			
SFR	$1,136	$1,251	($115)
Nonresidential	$1,715	$2,359	($644)
Nonresidential Subdivision Lot Fee	New	$50	N/A
Nonresidential Subdivision Acre Fee	$65	$200	($135)
Street Construction			
Base Fee	$1,430	$1,653	($223)
Per Sheet	$571	$623	($52)
Storm Drains			
Base Fee	$825	$855	($30)
Per Sheet	$330	$395	($65)
Hydrology Study			
Hydrology Study	$1,477	$1,431	$46
Street Lights			
Base Fee	$664	$613	$51
Per Sheet	$376	$395	($19)
Sewer Construction			
Base Fee	$825	$997	($172)
Per Sheet	$330	$434	($104)
Water Construction			
Base Fee	$825	$997	($172)
Per Sheet	$330	$434	($104)
Traffic Signals			
New Installations	$1,689	$1,525	$164
Modifications	$1,152	$940	$212
Street Trees			
Base Fee	$551	$697	($146)
Per Sheet	$274	$370	($96)
Signs and Striping			
Base Fee	$825	$997	($172)
Per Sheet	$330	$434	($104)
Encroachment Permit			
Processing Fee	$339	$366	($27)
Driveway Approach			
Base	$86	$58	$28
Each	$43	$29	$14
Sidewalk			
Base	$86	$58	$28
Per sq. ft. up to 300 sq. ft.	$0.44	$0.29	$0.15
Each additional sq. ft. over 300 sq. ft.	$0.11	$0.07	$0.04

Fee Name	Current Fee	Total Cost	Difference
Cross Gutter / Spandrel			
Base	$86	$58	$28
Per sq. ft.	$0.87	$0.29	$0.58
Curb and Gutter			
Base	$86	$58	$28
Per linear foot up to 50 l.f.	$3.28	$0.29	$2.99
Each additional linear foot up to 200 l.f.	$1.64	$0.15	$1.50
Each additional linear foot over 200 l.f.	$0.82	$0.04	$0.79
Curb / Berm			
Base	$86	$58	$28
Per linear foot up to 50 l.f.	$2.19	$0.29	$1.90
Each additional linear foot up to 200 l.f.	$1.09	$0.15	$0.95
Each additional linear foot over 200 l.f.	$0.55	$0.04	$0.51
Crushed Aggregate Base			
Base	$86	$58	$28
Per sq. ft.	$0.09	$0.29	($0.20)
Asphalt Pavement			
Base	$10	$58	($48)
Per sq. ft.	$0.09	$0.29	($0.20)
Street Light			
Base	$86	$58	$28
Each	$43	$29	$14
Traffic Signal			
New			
Base	$86	$58	$28
Each	$2,568	$29	$2,539
Modification			
Base	$86	$29	$57
Each	$2,011	$19	$1,992
Reinforced Concrete			
Base	$86	$58	$28
Per cubic yard	$130.00	$29.07	$100.93
Storm Drain Pipe			
Base	$86	$58	$28
Per linear foot up to 100 l.f.	$5.21	$0.58	$4.63
Each additional linear foot	$0.82	$0.29	$0.53
Curb Inlet / Outlet Structures			
Base	$86	$58	$28
Each	$43	$29	$14
Storm Drain Manhole / Junction Box			
Base	$86	$58	$28
Each	$43	$29	$14
Curb Core			
Base	$86	$58	$28
Each	$43	$29	$14
Sewer Main			
Base	$86	$58	$28
Per linear foot up to 50 l.f.	$1.73	$1	$1.15
Each additional Linear Foot	$0.27	$0	($0.02)
Sewer Manhole			
Base	$86	$58	$28
Each	$43	$29	$14

Fee Name	Current Fee	Total Cost	Difference
Sewer Cleanout			
Base	$86	$58	$28
Each	$43	$29	$14
Sewer Lateral			
Base	$86	$116	($30)
Each	$43	$58	($15)
Water Main			
Potable			
Base	$86	$58	$28
Per linear foot up to 50 l.f.	$1.73	$0.58	$1.15
Each additional Linear Foot	$0.27	$0.29	($0.02)
Non-Potable			
Base	$86	$58	$28
Per linear foot up to 50 l.f.	$1.73	$0.58	$1.15
Each additional Linear Foot	$0.27	$0.29	($0.02)
Water Service Lateral			
Base	$86	$116	($30)
Each	$43	$58	($15)
Fire Hydrant Assembly			
Base	$86	$58	$28
Each	$43	$29	$14
Water Shutdown			
Base	$86	$174	($88)
Each	$43	$116	($73)
Fire Services			
Base	$86	$116	($30)
Each	$43	$58	($15)
Excavation, Trench, Street Cut			
Base	$86	$58	$28
Per linear foot up to 50 l.f.	$1.73	$0.58	$1.15
Each additional Linear Foot	$0.27	$0.29	($0.02)
Street Patch			
Base	$86	$58	$28
Per sq. ft. up to 200 sq. ft.	$0.18	$0.29	($0.11)
Each additional sq. t. over 200 sq. ft.	$0.13	$0.15	($0.02)
Grading Permit (Inspection)			
0-500 c.y.	$583	$743	($160)
Each add'l 2,000 c.y. or fraction thereof, 501-10,000 c.y.	$70	$48	$22
Each add'l 5,000 c.y. or fraction thereof, 10,001-100,000 c.y.	$84	$63	$21
Each add'l 10,000 c.y. or fraction thereof, 100,001-200,000 c.y.	$10	$16	($6)
>200,001 c.y. each add'l 10,000 c.y. or fraction thereof	$7	$16	($9)
Permits			
Truck Route (up to 5 days)	$74	$96	($22)
Permit - Parklet	$296	$454	($158)
Wide Load[8]			
Single Trip	$16	$16	$0

[8] Set by California Department of Transportation (Caltrans)

Fee Name	Current Fee	Total Cost	Difference
Annual	$90	$90	$0
NPDES			
Program Fee			
Industrial			
High	$172	$196	($24)
Medium	$85	$146	($61)
Low	$36	$53	($17)
Commercial			
High	$172	$196	($24)
Medium	$85	$146	($61)
Low	$36	$53	($17)

Engineering is generally over-recovering for its fees. The over-recoveries have to do with the reorganization of services. The largest over-recoveries are within the 'Encroachment Permits' section and are in relation to 'Traffic Signal – New - Each' at $2,539 and 'Traffic Signal - Modification – Each' at $1,992. The largest under-recoveries are in relation to 'Parcel Map – Final Parcel Map' and 'Tract Map – Final Tract Map' at $2,361 and $2,102 respectively.

3 Annual Revenue Impact

Based on the prior year's permit information and the full cost calculated through this study, Engineering has an annual deficit of roughly $122,000. The following table shows by major fee category: revenue at current fee, total projected annual cost, and the resulting difference.

Table 9: Annual Results - Engineering

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Easement/Dedication Review	$6,651	$6,676	($25)
Conditional Use Permit	$11,726	$13,530	($1,804)
Commission Review and Approval	$14,924	$17,220	($2,296)
Water Efficient Landscape Plan	$834	$907	($73)
Tract Map	$41,072	$96,813	($55,741)
Landscape Covenant	$919	$889	$30
Grading Plan Check	$21,164	$75,488	($54,324)
Erosion Control	$6,612	$7,353	($741)
WQMP	$6,130	$5,330	$800
Steet Construction	$19,136	$21,166	($2,030)
Storm Drains	$1,155	$1,249	($94)
Hydrology Study	$25,109	$24,330	$779
Street Lights	$2,456	$2,410	$46
Sewer Construction	$7,260	$9,367	($2,107)
Water Construction	$5,280	$6,765	($1,485)

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Street Trees	$8,509	$11,259	($2,750)
Signs and Striping	$2,970	$3,730	($760)
Encroachment Permit - Processing Fee	$107,802	$116,481	($8,679)
Driveway Approach	$2,580	$1,744	$836
Sidewalk	$409	$276	$133
Traffic Signal	$2,654	$87	$2,567
Sewer Main	$17,373	$5,873	$11,500
Sewer Cleanout	$129	$87	$42
Water Main	$115,963	$57,563	$58,400
Water Service Lateral	$129	$174	($45)
Water Shutdown	$129	$291	($162)
Fire Services	$129	$174	($45)
Excavation, Trench, Street Cut	$1,526	$981	$546
Grading Permit (Inspection)	$37,895	$48,285	($10,390)
NPDES	$119,886	$173,330	($53,444)
Total	**$588,511**	**$710,754**	**($122,242)**

Engineering has an annual cost recovery of 83%, which reflects a $122,000 subsidy. The largest deficits are in relation to Grading Plan Check ($54,000) and the NPDES program ($53,000). When evaluating the current fees for Grading Plan Check the primary deficit is in relation to 'Base Fee 0-500 c.y.'. Currently, the City charges $506 for this services but the full-cost to the City is $1,933, resulting in a per unit deficit of $1,427. The large deficit is due to the inclusion of Fire Prevention support. Likewise, the NPDES program services range from $36 to $172, but it costs the city $53 to $196 to provide these inspections, resulting in a $17 to $61 per inspection deficit.

These deficits are partially offset by the $58,000 surplus in relation to Water Main Encroachments. The primary driving force of this surplus is 'Potable – per linear foot up to 50 l.f.'. This service is priced at $1.73 but it only costs $0.58, resulting in a $1.15 over charge per liner foot up to 50.

Overall, the City should evaluate these service areas and increase or decrease fees where appropriate, as even small modifications would impact the Division's cost recovery.

8. FCS: Administration & Street Tree

The Administration and Street Tree Divisions are responsible for enhancing the experiences of the community through the oversight of special projects and management of trees present on City property. The fees examined within this study relate to street banner and tree permits. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by the Administration and Street Tree Divisions.

1 Fee Schedule Modifications

In discussions with staff, staff consolidated transplant, removal, trimming, and relocation into a singular 'Tree Service' fee category. This more simplistically captures all of the tree-related services that can be provided by the City.

2 Detailed Results

The Administration and Street Tree Divisions collect fees for street banner and tree permits. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

Table 10: Total Cost Per Unit Results – Administration and Street Tree Divisions

Fee Name	Current Fee	Total Cost	Difference
Annual License Fee for Use of City Facilities	$270	$372	($102)
Administration Division			
Street Banner Permit	$25	$266	($241)
Prospect Park Sign	$60	$149	($89)
Street Tree Division			
Street Tree Permits			
Tree Services	$134	$175	($41)
Planting	$81	$350	($269)
Processing Fee	$40	$42	($2)

The Administration and Street Tree Division under-recovers for all fees, ranging from a low of $2 for 'Street Tree Permit – Processing Fee' to a high of $269 for 'Street Tree Permit – Planting'.

9. FCS: Animal Services

The Animal Services Division is responsible for ensuring the welfare of animals by enforcing state and local laws and providing various services including: apprehension of strays, response to reports of animal disturbances or aggression, and investigation of animal abuse or neglect. The fees examined within this study relate to animal apprehension, boarding, spay / neuter, vetting, and adoption. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by Animal Services.

1 Fee Schedule Modifications

In discussions with Animal Services' staff, the following modifications were proposed to the current fee schedule:

- **Consolidated Fees:** The following fees were consolidated into three separate flat fees as a means to streamline the fee schedule:
  - **Apprehension**: 'Livestock – Large', 'Livestock – Medium', and 'Livestock – Small' were consolidated into a single 'Livestock' fee.
  - **Cat**: 'Cat – Neuter' and 'Cat – Spay' are now 'Cat – Spay / Neuter'
  - **Small-Native-Exotic Animals**: 'Native birds - parakeets, finch, lovebirds, canaries, etc.', 'Exotic birds - parrots, macaws, toucans, etc.', 'Turtle – Red Razor', 'Turtle – Snapping', 'Tortoise', 'Snakes', and 'Livestock' were removed as they are now captured under 'All Other Animals'.
  - **Dog**: 'Dog – Neuter' and 'Dog – Spay' are now 'Dog – Spay / Neuter' – with their weight still factored, but into a singular category.

- **New Fees:** A fee for 'Flea and Tick Treatment' was added to the fee schedule to reflect a service for which there is currently no fee.

The modifications ensure that the proposed fee schedule more accurately reflects the services being provided by the Animal Services Division.

2 Detailed Results

The Animal Services Division collect fees for animal apprehension, boarding, spay / neuter, vetting, and adoption. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

Table 11: Total Cost Per Unit Results – Animal Services

Fee Name	Current Fee	Total Cost	Difference
Animal Boarding			
Cats	$10	$97	($87)
Dogs	$20	$97	($77)
Apprehension			
Livestock	$50	$201	($151)
Cat			
Cat adoption	$10	$97	($87)
Cat Release Owner	$30	$130	($100)
Apprehension, cat	$15	$268	($253)
Cat Vaccine	$15	$72	($57)
Cat - Spay / Neuter	$50	$169	($119)
Dog			
Dog adoption	$15	$97	($82)
Dog Release Owner	$50	$130	($80)
Apprehension			
Unaltered - 1st	$35	$268	($233)
Unaltered - 2nd	$50	$268	($218)
Unaltered - 3rd	$100	$268	($168)
Dog Vaccine	$25	$37	($12)
Dog Spay / Neuter			
Up to 30 lbs.	$75	$199	($124)
31 - 50 lbs.	$75	$209	($134)
51 to 75 lbs.	$75	$224	($149)
76 - 100 lbs.	$75	$262	($187)
Small-Native-Exotic Animals			
Small animals - Rabbit, Guinea Pig, Hamster	$10	$196	($186)
All Other Animals	$10	$196	($186)
Other Fees			
Owner Release for Euthanasia	$75	$133	($58)
Flea and Tick Treatment	New	$34	N/A
Microchipping	$25	$34	($9)

Animal Services under-recovers for all fees, ranging from a low of $9 for 'Microchipping' to a high of $233 for 'Apprehension – Unaltered – 1st'. These services are generally subsidized. Due to the nature of these types of fees and how the needs of the community can impact the utilization of the Animal Shelter, under-recovery for these services is expected.

3 Annual Revenue Impact

Based on the prior year's permit information and the full cost calculated through this study Animal Services has an annual deficit of roughly $76,000. The following table shows by major fee category, revenue at current fee, total projected annual cost, and the resulting difference.

Table 12: Annual Results – Animal Services

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Animal Boarding	$2,750	$17,802	($15,052)
Apprehension	$2,200	$8,852	($6,652)
Cat	$3,782	$27,752	($23,970)
Dog	$6,618	$32,064	($25,446)
Small-Native-Exotic Animals	$243	$4,757	($4,514)
Total	**$15,593**	**$91,226**	**($75,634)**

Animal Services has an annual cost recovery of roughly 17%, which reflects a $76,000 subsidy. The largest subsidy is in relation to Dog ($25,000) and Cat ($24,000) fees, which includes fees for 'adoption' and 'owner release'. Currently, the City charges $15 for a dog adoption and $10 for a cat adoption; however, it costs the City $97 to provide adoption services. The City completed roughly 489 adoptions last year at the current fee, resulting in a deficit of roughly $39,000. Meaning even a small increase to the adoption fee for dog and cat would have a substantial impact towards this Division's cost recovery.

10. FCS: Code Enforcement

The Code Enforcement Division is responsible for ensuring compliance and overseeing enforcement of state laws and municipal codes. The fees examined within this study relate to abandoned or vacant properties and rental dwelling permits. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by Code Enforcement.

1 Fee Schedule Modifications

In discussions with Code Enforcement staff, no modifications were proposed to the current fee schedule.

2 Detailed Results

The Code Enforcement Division collect fees for abandoned or vacant properties and rental dwelling permits. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

Table 13: Total Cost Per Unit Results – Code Enforcement

Fee Name	Current Fee	Total Cost	Difference
Abandoned Property Inspections	$85	$210	($125)
Vacant, abandoned property registration	$93	$130	($37)
Rental Dwelling Permit			
< 1 acre	$80	$85	($5)
1-3 acres	$94	$102	($8)
3.01-5 acres	$106	$128	($22)
> 5.01 acres	$116	$155	($39)
Reinspection	$40	$157	($117)

As the above table indicates, Code Enforcement under-recovers for all fees, ranging from a low of $5 for ‘Rental Dwelling Permit 1-3 acres’ to a high of $125 for ‘Abandoned Property Inspections’.

3 Annual Revenue Impact

Based on the prior year’s workload information and the full cost calculated through this study Code Enforcement has an annual deficit of roughly $9,000. The following table

shows by major fee category: revenue at current fee, total projected annual cost, and the resulting difference.

Table 14: Annual Results – Code Enforcement

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Rental Dwelling Permit	$149,680	$158,302	($8,622)
Total	**$149,680**	**$158,302**	**($8,622)**

Code Enforcement has an annual cost recovery of roughly 95%, which reflects a roughly $9,000 subsidy. 'Rental Dwelling Permits', are the primary source of Code Enforcement's revenue. The City should closely evaluate these service areas and increase fees where appropriate to help bridge this gap.

11.FCS: Parks & Recreation and Senior Services

The Parks Division is responsible for the routine maintenance and upkeep of the City's parks and landscape, along with assisting in the facilitation of special event. The fees examined within this study relate to park reservation rates and refundable clean-up deposits. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by Parks.

The Recreation and Senior Services Division is responsible for the daily operations of the City's Community and Senior Centers. Additionally, this Division facilitates various senior, adult, and youth educational and leisure programs. The fees examined within this study relate to field / court rentals' senior, adult, and youth activities; and facility rentals. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by Recreation and Senior Services.

1 Fee Schedule Modifications

In discussions with staff, the following modifications were proposed:

- **Removed Fees:** The following two fees were removed as these areas are already consider part of the base rental of the Redlands Bowl:
  - 'Prosellis (includes stage area)
  - 'Bowl'

  The following eight fees were removed as the City no longer offers these services or they are captured other existing fees:
  - 'Tennis Machine Rental'
  - 'Senior Transport Program – Bus Pass – Round Trip'
  - 'Senior Transport Program – Bus Pass – On Way Trips'
  - 'Computer Class Room'
  - 'Annual License Fee for Use of City Facilities'
  - 'Vendor Fees – Vendor Participation Fee'
  - 'Vendor Fees – Additional Per Table'
  - 'Redlands Community Center – Conference Room'

- **New Fees:** The following seven fees were added to highlight new rental opportunities or programs offered by the City:
  - 'Skate Park'
  - 'Tennis Court – Court Rental'
  - 'Pickleball Court – Court Rental'

- 'Adult Open Pickleball'
- 'Parking Lot'
- 'Special Events Application'

- **Fee Name Change:** 'Teen Dance' is now 'Teen Activities' as the City now offers more activities for teens than just dances.

The above modifications ensure that the fee schedules reflect the most up-to-date rentals and programs offered.

2 Detailed Results

The Parks and Recreation and Senior Services Divisions collect fees for facility rentals, picnic rentals, field rentals, after school programs, camp, classes, and sports programs. The total cost calculated for each service includes direct staff costs, Departmental, and Citywide overhead. However, for these types of fees a different methodology was utilized to calculate the cost of service. There are two main types of services within these Division:

1. **Programs:** This represents programmatic activities such as sports leagues, tournaments, bingo, contract classes, etc. For these types of activities, the cost was calculated based upon staff time and effort associated with managing, and running the activity, and estimated number of participants (as needed).

2. **Rentals:** This represents the costs associated with park and facility rentals. For these services, the cost was based upon the area being rented (square footage or acre), cost per acre or square foot based upon city's existing depreciations, estimated annual use of hours, the staff time to process the information, and average amount of time to rent the space.

The following subsections provide detail on current fees, total cost, and difference associated with each service offered.

2.1 Detailed Results – Parks

The Parks Division collect fees for park reservation rates and refundable clean-up deposits. The following table details the fee name, current fee, total cost (based upon the distinct rental methodology previously explained), and difference associated with each service offered.

Table 15: Total Cost Per Unit Results – Parks

Fee Name	Current Fee	Total Cost	Difference
Park Reservation Rates			
Redlands Bowl	$121	$127	($6)
Stage (outdoor area of Prosellis only)	$20	$942	($922)
Mandatory Park Attendant	$50	$86	($36)
Avice Meeker Sewall Theatre	$121	$127	($6)
Apron (full stage not available)	$20	$860	($840)
Mandatory Park Attendant	$50	$86	($36)
Sylvan Park	$121	$127	($6)
Section A (Group Picnic):			
Tables 1 through 8 (seats 128)	$30	$26	$4
Tables 9 through 17 (seats 64)	$30	$26	$4
Tables 17 through 25 (seats 64)	$30	$26	$4
Section C (Group Picnic):			
Tables 1 through 7 (seats 65)	$30	$24	$6
Rose Garden	$25	$59	($34)
Covered Picnic Area (Shelter Area)	$40	$12	$28
Gazebo	$40	$15	$25
Skate Park	New	$238	N/A
All Other Parks			
Park Reservation	$94	$238	($144)
Covered Picnic Area	$40	$12	$28
Clean-up deposit (refundable)			
up to 50 persons	$100	$100	$0
50 to 150 persons	$200	$200	$0
150 or more persons	$300	$300	$0

With the exception of the 'Rose Garden' rental, all of the Sylvan Park rentals over-recover ranging from a low of $4 for 'Section A (Group Picnic)' rentals to a high of $28 for 'Covered Picnic Area (Shelter Area)'. With the exception of 'All Other Parks – Covered Picnic Area' which over-recovers by $28, the rest of Park Division fees under-recover. The largest under-recovery is in relation to 'Redlands Bowl – Stage (outdoor area of Prosellis only) at $922, followed by 'Avice Meeker Sewall Theatre – Apron (full stage not available)' at $840 and 'All Other Parks – Park Reservation' at $144.

2.2 Detailed Results – Recreation and Senior Services

The Recreation and Senior Services Division collect fees for field / court rentals' senior, adult, and youth activities; and facility rentals. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

Table 16: Total Cost Per Unit Results – Recreation and Senior Services

Fee Name	Current Fee	Total Cost	Difference
Field / Court Rentals			
Staff Call-Out fee	$43	$125	($82)
Tennis Court:			
Court Rental	New	$36	N/A
Pickleball Court:			
Court Rental	New	$27	N/A
Recreational Organizations			
Resident	$5	$30	($25)
Non-Resident	$25	$30	($5)
Non-Recreational Organizations			
Field Rental No Lights	$25	$30	($5)
Tournament			
Field Use	$50	$51	($1)
Field Deposit	$200	$200	$0
Field Preparation			
Field Preparation	$65	$119	($54)
Banner			
Banner	$60	$98	($38)
On-Site Storage			
Storage Fee	$50	$50	$0
Programs			
Adult Services, Programs and Activities (18 and over)			
Adult Open Gym			
Resident	$1	$9	($8)
Non-Resident	$2	$9	($7)
Adult Open Racquet ball			
Resident	$1	$9	($8)
Non-Resident	$2	$9	($7)
Adult Open Pickleball			
Resident	$1	$9	($8)
Non-Resident	$2	$9	($7)
Annual Pass: I.D., Game Room, Gym Usage, Racquetball, and Pickleball Courts			
Resident	$25	$8	$17
Non-Resident	$35	$8	$27
Adult Group Homes	$50	$8	$42
Senior Services, Programs and Activities			
Bingo	$0.50	$26.94	($26.44)
Bingo Tournaments			
Per Person	$20	$4	$16
Per Team	$100	$22	$78
Senior Classes		Actual Cost	
Trips		Actual Cost	
Youth Services, Programs, and Activities			
Youth Annual Pass for use at Community Center	Free	$8	($8)
Annual Pass - group homes: I.D., Game Room, Gym Usage, Racquetball and Tennis Courts	$50	$8	$42
Teen Activities	$3	$10	($7)
Facility Rentals			

Fee Name	Current Fee	Total Cost	Difference
Facility / Room Rates - $200 deposit required			
Miscellaneous Charges			
Security / Refundable Cleaning Deposit	$200	$200	$0
Attendant / Staff Supervision Fee	$20	$108	($88)
Attendant & Room Set up Fee	$20	$108	($88)
Refunds	$10	$27	($17)
Expedited Processing Fee	$10	$27	($17)
Redlands Community Senior Center			
Kitchen Flat Fee	$54	$32	$22
Room Rentals (Mon-Fri 10am - 2 pm)			
Mary Sanchez Banquet Room	$27	$86	($59)
Grand View Room	$27	$49	($22)
Lugonia Room	$27	$143	($116)
Entire Building			
First 4 Hours	$752	$1,975	($1,223)
Each Additional Hour	$54	$502	($448)
Weekend Rates			
Friday PM Block			
6 - 10 PM	$208	$2,008	($1,800)
Extended 4 - 10 PM	$302	$3,012	($2,710)
Saturday AM Block			
10 AM - 2 PM	$208	$2,008	($1,800)
Extended 8 AM - 2 PM	$302	$3,012	($2,710)
Saturday FM Block			
6 - 10 PM	$208	$2,008	($1,800)
Extended 4 - 10 PM	$302	$3,012	($2,710)
Saturday All Day 10 AM - 10 PM	$584	$6,024	($5,440)
Redlands Community Center			
Kitchen Flat Fee	$54	$32	$22
Room Rentals, Business Hours Monday - Friday 2 PM - 7:30 PM, Saturday 9 AM - 3PM			
Multipurpose Room	$27	$82	($55)
Dance Studio	$27	$118	($91)
Classroom	$27	$54	($27)
Game Room	$27	$69	($42)
Weekend Rate Add-ons (Multipurpose, Dance Studio, & Classroom)			
Saturday PM Block			
6 - 10 PM	$208	$339	($131)
Extended 4 - 10 PM	$302	$508	($206)
Saturday All Day 10 AM - 10 PM	$584	$1,017	($433)
Gymnasium	$65	$316	($251)
Weekend Rate Add-ons (Gymnasium)			
Saturday PM Block			
6 - 10 PM	$340	$1,262	($922)
Extended 4 - 10 PM	$510	$1,893	($1,383)
Racquetball Court	$21	$79	($58)
Joslyn Senior Center (temporarily closed)			
Kitchen Flat Fee	$54	$32	$22
Room Rentals (Wed and Frid 10 AM to 3 PM)			
Auditorium	$27	$114	($87)
Lounge	$27	$52	($25)

Fee Name	Current Fee	Total Cost	Difference
C -1	$27	$62	($35)
Weekend Rate Add-ons			
Friday PM Block			
6 - 10 PM	$208	$303	($95)
Extended 4 - 10 PM	$302	$454	($152)
Saturday AM Block			
Saturday AM Block 10 AM - 2 PM	$208	$303	($95)
Saturday AM Block Extended 8 AM - 2 PM	$302	$454	($152)
Saturday PM Block			
Saturday PM Block 6 - 10 PM	$208	$303	($95)
Saturday PM Block Extended 4 - 10 PM	$302	$454	($152)
Saturday All Day 10 AM - 10 PM	$584	$909	($325)
Carriage House - Prospect Park			
Carriage House, Outside Pavilion, Grassy Area			
Friday PM Block			
6 - 10 PM	$834	$1,180	($346)
Extended 4 - 10 PM	$976	$1,770	($794)
Saturday AM Block			
10 AM - 2 PM	$834	$1,180	($346)
Extended 8 AM - 2 PM	$976	$1,770	($794)
Saturday PM Block			
6 - 10 PM	$834	$1,180	($346)
Extended 4 - 10 PM	$976	$1,770	($794)
Saturday All Day 10 AM - 10 PM	$1,402	$3,541	($2,139)
Miscellaneous			
Boutique Spaces			
Without Table	$10	$18	($8)
With Table	$20	$18	$2
Garden Plot Spaces			
Smiley Gardens	$20	$27	($7)
Clement Gardens	$30	$81	($51)
Lugonia Gardens	$35	$49	($14)
Program Attendant Fee	$20	$108	($88)
City Parking Lot Facilities			
Parking Lot	New	$1	N/A
Special Events			
Special Events Application	New	$1,050	N/A

Recreation and Senior Services under-recovers for a majority of their fees. The largest under-recoveries are seen in relation to rentals of the Community Senior Center, ranging from a low of $22 for 'Grand View Room' to a high of $5,440 for 'Weekend Rates – Saturday All Day 10 AM – 10 PM'. Due to the nature of these types of fees and how the needs of the community impact their usage or offering, under-recovery is expected. The largest surplus at $42, is seen in relation to annual passes both for adult and youth services, programs, and activities.

2.3 Detailed Results – Summary

Overall, this analysis calculates the cost of service based upon certain assumptions, however, parks and recreation fees can be set based upon the market demand. Since the market demand will fluctuate depending upon the amenities offered, the supply of services, and the quality of services, the information in this report should be utilized to determine a range of cost recovery. This range of cost recovery should be considered in conjunction with other factors to determine cost estimates for setting these fees.

13. Fire

The Fire Department is responsible overseeing the safety of the community through fire prevention and inspections. The fees examined within this study relate to fire plan review; state mandated, prevention, and construction inspections; weed abatement; hydrant / hydro flow test; and first responder fees. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by Fire.

1 Fee Schedule Modifications

In discussions with staff, two modifications were proposed:

- **Removed Fees:** The following four fees were removed as the City no longer offers these services:
  - 'Building Occupant Safety Survey (BOSS)'
  - 'Administration fee only – Disking'
  - 'Administration fee only – Mowing'
  - 'Administration fee only – Hand Work'

- **New Fees:** 'Standby (Engine Crew)' was added to allow for the Department to charge for staff on-call time at events which include pyrotechnics.

- **Expanded Fees:** 'New Sprinkler System Plan Review' and 'Fire Sprinkler Systems Modifications Plan Review' were both parsed out into the following four categories to better capture the level of plan check effort:
  - '1-99 heads'
  - '100-499 heads'
  - '500-1,000 heads'
  - '1,000+ heads'

- **Unit Change:** The unit by which 'Automatic Fire-Extinguishing System – Each Additional head above 100 heads' is charged at was changed to 'Each Additional Head'.

The modifications noted above ensures that the proposed fee schedule more accurately reflects the services being provided by the Fire Department.

2 Detailed Results

The Fire Department collects fees for fire plan review; state mandated, prevention, and construction inspections; weed abatement; hydrant / hydro flow test; and first responder fees. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

Table 17: Total Cost Per Unit Results – Fire

Fee Name	Current Fee	Total Cost	Difference
High Fire Hazard Area Landscaping	$271	$298	($27)
False Alarm			
Residential	$177	$278	($101)
Commercial	$299	$382	($83)
Plan Review			
Commercial	$404	$515	($111)
Multi-family	$324	$412	($88)
Other (access, grading, house moving)	$243	$309	($66)
Residential tract	$324	$412	($88)
Single family	$163	$206	($43)
Commercial fire pump	$208	$412	($204)
High-piled storage	$324	$412	($88)
Consultations (hourly fee)	$484	$309	$175
Fuel dispensing	$163	$206	($43)
Hood & duct	$163	$206	($43)
Medical gas	$243	$309	($66)
Portables	$163	$206	($43)
Spray booths	$243	$309	($66)
Other Reviews			
Landscape/Vegetation Management	$163	$206	($43)
Resubmittal/Revision of previously reviewed plan (after 2nd sub)	$123	$155	($32)
Where no permit or inspection is required, i.e. solar (commercial/residential, TI)	$123	$206	($83)
Private Underground Fire Line			
1-10 appliances	$163	$206	($43)
11-20 appliances	$203	$258	($55)
21-30 appliances	$203	$258	($55)
31-40 appliances	$243	$309	($66)
Each additional appliance over 40	$123	$51	$72
Aboveground and Underground Storage Tank			
First tank at location	$123	$206	($83)
Each tank after first at same location	$163	$51	$112
New Alarm System Plan Review			
Sprinkler monitoring only	$123	$309	($186)
10 or less initiating devices	$203	$309	($106)
11-20 initiating device	$203	$360	($157)
20 or more devices	$268	$515	($247)

Fee Name	Current Fee	Total Cost	Difference
Commercial Fire Alarm Modifications Plan Review			
Sprinkler monitoring only	$123	$206	($83)
10 or less initiating devices	$163	$258	($95)
11-20 initiating device	$231	$309	($78)
20 or more devices	$311	$412	($101)
New Sprinkler System Plan Review			
1-99 heads	$120	$412	($292)
100-499 heads	$243	$515	($272)
500-1,000 heads	$292	$617	($325)
1,000+ heads	New	$720	N/A
Fire Sprinkler System Modification Plan Review			
1-99 heads	$123	$309	($186)
100-499 heads	$163	$412	($249)
500-1,000 heads	$203	$515	($312)
1,000+ heads	$243	$720	($477)
Smoke Control System Plan Review			
Review of rational analysis	$364	$463	($99)
Design Testing	$444	$566	($122)
In-rack Sprinklers (plan review, permit, & 2 inspections)			
1-10,000 square feet	$191	$589	($398)
10,001-50,000 square feet	$271	$743	($472)
50,001-100,000 square feet	$351	$920	($569)
Each additional 1-50,000 square feet over 100,000 square feet	$431	$492	($61)
State Mandated Fire Marshal Inspections			
High rise	$632	$619	$13
Facility Pre-Inspection	$40	$286	($246)
Annual Clearance	$80	$286	($206)
Hospital - I	$912	$619	$293
Schools - E	$552	$509	$43
Preschools/Day Care	$271	$286	($15)
Commercial home- 24 hour care	$298	$286	$12
Churches - A	$80	$286	($206)
Jail, lock up, detention facilities	$258	$619	($361)
Failure to Keep Scheduled Appointment for Inspection	$160	$160	($0)
After hours inspection (OT inspection)	$160	$160	($0)
In-home (to include care facilities)			
6 or less	$258	$286	($28)
7 or more	$311	$286	$25
Prevention Inspections			
Apartment / Condo			
1-10 units	$191	$286	($95)
11-30 units	$204	$360	($156)
31-50 units	$218	$435	($217)
57-75 units	$258	$435	($177)
76-100 units	$338	$435	($97)
101 + units	$351	$509	($158)
Certificate of Occupancy			

Fee Name	Current Fee	Total Cost	Difference
Ordinary hazard	$218	$569	($351)
High hazard	$231	$569	($338)
Hotels / Motels			
1-20 units	$231	$360	($129)
21-40 units	$231	$360	($129)
41-50 units	$271	$509	($238)
51+ units	$311	$583	($272)
Inspections By Group			
F - Fabrication, Finishing, Manufacturing	$458	$378	$80
L - Laboratory	$338	$378	($40)
S - Storage	$258	$459	($201)
U - Utility	$191	$286	($95)
B, M, F, and S - Large Warehouse inspections	$632	$459	$173
Miscellaneous Inspections			
Ordinary Hazard	$80	$286	($206)
Commercial high hazard	$271	$459	($188)
Re-Inspection-Ordinary Hazard	$80	$148	($68)
All Other Inspections			
Inspection			
100,000 sq. ft. or less	$391	$378	$13
100,000 – 500,000 sq. ft.	$472	$499	($27)
500,001 sq. ft. and above	$552	$579	($27)
Construction Inspections			
Kitchen Hood and Duct	$191	$310	($119)
Clean Agent System	$191	$396	($205)
Battery Systems	$231	$396	($165)
Compressed Gases	$231	$396	($165)
Cryogenic fluids	$231	$310	($79)
Fire pumps and related equipment	$311	$483	($172)
Flammable and combustible liquids	$231	$310	($79)
Hazardous Materials	$311	$310	$1
Industrial ovens	$191	$310	($119)
LP-gas	$191	$310	($119)
Private fire hydrants	$191	$396	($205)
Spraying or dipping	$231	$310	($79)
Standpipe systems	$191	$310	($119)
Temporary membrane structures and tents	$183	$298	($115)
Gates/Barricades	$191	$298	($107)
Smoke Control/Exhaust	$391	$483	($92)
Solar - Photovoltaic	$40	$298	($258)
Emergency responder radio coverage systems	$203	$310	($107)
Automatic Fire-Extinguishing System			
25 heads or less	$191	$483	($292)
26-99 heads	$231	$569	($338)
Each additional head above 100 heads	$1.14	$1.72	($0.58)
Alarm and Detection Systems / Equip			
Sprinklers monitoring only	$191	$396	($205)
10 or less initiating devices	$191	$396	($205)
11-20 initiating devices	$231	$483	($252)
20 or more devices	$311	$569	($258)
Engine Company Inspections			
Ordinary hazard	$150	$556	($406)

Fee Name	Current Fee	Total Cost	Difference
Permits			
Aerosol products	$258	$298	($40)
Amusement buildings	$258	$298	($40)
Bowling pin/Alley refurbish	$40	$218	($178)
Carbon Dioxide System (at/over 100 lbs.) - Beverage Systems	$218	$245	($27)
Cellulose Nitrate Film/Storage	$218	$298	($80)
Cryogenic Fluids	$258	$298	($40)
Fire Hydrants & Valves	$218	$218	$0
Floor Finishing	$258	$298	($40)
Fumigation or Thermal Insecticidal Fogging	$191	$298	($107)
HPM Facilities	$231	$298	($67)
Hood and Duct Permit	$271	$258	$13
Hot-work operations	$231	$258	($27)
Industrial Ovens	$231	$258	($27)
Liquid or gas fueled vehicles or equipment in assembly buildings	$231	$258	($27)
Miscellaneous Combustible Storage (over 2500 cubic feet)	$271	$298	($27)
Open Burning (bonfire, rubbish, BBQ, recreational or ceremonial Fire, etc.)	$231	$258	($27)
Organic Coatings	$231	$258	($27)
Private Hydrant Removal	$204	$218	($14)
Proxylin Plastics	$218	$258	($40)
Rocket launching (model rockets)	$244	$298	($54)
Special Activities (Production Facilities, Live Audience, Tradeshows, Exhibits, Special Events) - seasonal events: haunted houses/mazes, pumpkin patches, Christmas tree lots, etc.)	$258	$298	($40)
Spraying/Dipping	$218	$245	($27)
Tire storage/recapping/rebuilding	$218	$245	($27)
Waste handling	$218	$245	($27)
Wood Products (over 200 cubic feet)	$218	$258	($40)
Compressed gas/LPG permit	$271	$258	$13
Covered mall permit	$552	$1,019	($467)
Dry cleaning permit	$311	$338	($27)
Combustible Fiber Storage or Dust Producing	$258	$298	($40)
Explosives permit	$258	$298	($40)
Fruit ripening permit	$218	$298	($80)
Flammable/combustible liquid permit	$231	$378	($147)
Hazardous / toxic / corrosive permit	$231	$378	($147)
High piled combustible permit	$512	$539	($27)
Junk yard permit	$271	$298	($27)
Lumber yard permit	$218	$298	($80)
Medical gas system permit	$218	$245	($27)
Pesticides permit	$271	$298	($27)
Pipeline - excavation / operation permit	$271	$298	($27)
Poison gas permit	$271	$298	($27)
Radioactive material permit	$271	$298	($27)
Refrigeration equip permit	$351	$378	($27)
Repair garage permit	$231	$258	($27)

Fee Name	Current Fee	Total Cost	Difference
Spray booth permit	$271	$298	($27)
Tanks permit	$231	$258	($27)
Welding / cutting permit	$231	$258	($27)
Carnival / fair permit	$231	$258	($27)
Open flame permit	$231	$258	($27)
Parade float permit	$271	$298	($27)
Tents/Canopy	$231	$258	($27)
Pyrotechnics Special Effects - Fireworks Permit			
Small show	$321	$459	($138)
Large show	$1,218	$619	$599
Standby (Engine Crew)	New	$1,253	N/A
Aircraft			
Repair hangar permit	$271	$298	($27)
Refueling vehicle permit	$271	$298	($27)
Assembly			
50-299 persons	$271	$298	($27)
300-500 persons	$271	$338	($67)
501-999 persons w/ stage	$311	$378	($67)
1000+ persons w/ stage	$351	$459	($108)
Weed Abatement			
Landscape / Vegetation Management Admin	$416	$276	$140
Landscape / Vegetation Management Inspection	$258	$160	$98
Landscape / Vegetation Management Re-inspection	$190	$120	$70
Hydrant / Hydro Flow Test			
Install			
1 tank	$218	$258	($40)
2 tanks	$231	$298	($67)
3 tanks	$271	$338	($67)
Removal			
1 tank	$218	$258	($40)
2 tanks	$231	$298	($67)
3 tanks	$271	$338	($67)
Flow Test Fire Flow	$231	$298	($67)
Miscellaneous Inspection/Permit	$351	$298	$53
Fire Miscellaneous Fees			
Admin fee - Cost Recovery	$249	$319	($70)

The Fire Department is under-recovering for the majority of its fees. Under-recoveries range from a low of $0.58 for 'Automatic Fire-Extinguishing System – Each Additional head above 100 heads' to a high of $569 for 'In-rack Sprinklers (plan review, permit, & 2 inspections) – 50,0001-100,000 square feet'. The largest over-recoveries are in relation to 'Pyrotechnics Special effects – Fireworks Permit – Large Show', 'Hospital – I' and 'Consultations (hourly fee) at $599, $293, $175 respectively.

3 Annual Revenue Impact

Based on the prior year's workload information and the full cost calculated through this study Fire has an annual deficit of roughly $110,000. The following table shows by major fee category: revenue at current fee, total projected annual cost, and the resulting difference.

Table 18: Annual Results – Fire

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Plan Review	$1,620	$2,059	($439)
Other Reviews	$25,756	$57,366	($31,610)
Construction Inspections	$62,327	$140,587	($78,260)
Permits	$2,560	$2,693	($133)
Total	**$92,263**	**$202,706**	**($110,443)**

Fire has an annual cost recovery of roughly 46%, which reflects a $110,000 subsidy. The largest subsidy at $78,000 is in relation to Construction Inspections, specifically 'Automatic-Fire Extinguishing System', which accounts for 65% of the Department's deficit. In particular, 'Automatic-Fire Extinguishing System – 25 heads or less' is currently charged at $191 while the full cost calculated is $483; representing a $292 per unit deficit. Due to the high volume of these types of inspections and the per unit cost difference, even a small increase in the fee would result in a significant impact on the Department's ability to recover costs.

14. Library

Library is responsible for overseeing the daily operations of A.K. Smiley Public Library, along with various other City and Library-operated facilities. The fees examined within this study relate to reservation of library materials, computer usage, replacement of library cards, and non-resident access. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by Library.

1 Fee Schedule Modifications

In discussions with Library staff, the following modifications were proposed to the current fee schedule:

- **Addition of Fee:** 'Day Pass for Computer Usage' is a fee Library currently charges but is not documented on the fee schedule. The addition of this fee will ensure all fee currently charged by Library are housed in this document.

- **New Fee:** 'Annual Internet Card – Non-Resident' is a new service offered by Library

The modifications noted above ensures that the proposed fee schedule more accurately reflects the services being provided by Library.

2 Detailed Results

Library collects fees for reservation of library materials, computer usage, replacement of library cards, and non-resident access. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

Table 19: Total Cost Per Unit Results – Library

Fee Name	Current Fee	Total Cost	Difference
Reservation of library materials	$1	$9	($9)
Non-resident Library Card fee	$30	$32	($2)
Replacement of Lost Library Card	$2	$3	($1)
Day Pass for Computer Usage	$1	$4	($3)
Annual Internet Card - Non-Resident	New	$19	N/A

Library under-recovers for all fees, ranging from a low of $1 for 'Replacement of Lost Library Card' to a high of $9 for 'Reservation of library materials'.

3 Annual Revenue Impact

Based on the prior year's workload information and the full cost calculated through this study Library has a deficit of roughly $2,000 The following table shows by major fee category: workload, revenue at current fee, total projected annual cost, and the resulting difference.

Table 20: Annual Results – Library

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Non-resident Library Card fee	$7,860	$6,230	$1,630
Replacement of Lost Library Card	$1,302	$2,064	($762)
Day Pass for Computer Usage	$640	$2,374	($1,734)
Annual Internet Card - Non-Resident	$0	$1,187	($1,187)
Total	**$9,802**	**$11,855**	**($2,053)**

Library has an annual cost recovery of roughly 83%, which reflects a $2,000 subsidy. The only over-recovery is in relation to the 'Non-Resident Library Card Fee' at $1,600. The largest subsidy is in relation to 'Day Pass for Computer Usage' at roughly $1,700. Additionally, the addition of a new 'Annual Internet Card – Non-resident' fee has the potentially to impact Library's future cost-recovery.

15. Finance Department

The Finance Department is responsible for overseeing the City's finances, along with the preparation of all financial reports. The fees examined within this study relate to business and dog licensing, yard sale permits, along with returned check, and TEFRA hearings. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by Management Services / Finance.

1 Fee Schedule Modifications

In discussions with staff, two modifications were proposed:

- **Addition of Fee:** It was determined that while the 'Parking Permit' is administered through the Municipal Utilities and Engineering Department and enforced by the Police Department; the fee is managed by Finance staff and should be added to the Finance fee schedule.

- **Expanded Fee:** The 'Returned Check' fee would be parsed out into two categories: 'First Check' and 'Subsequent Check', as a means more accurately align with the state set fee structure.

The modifications ensure that the proposed fee schedule more accurately reflects the services being provided by the Finance Department.

2 Detailed Results

The Finance Department collects fees for to business and dog licensing; yard sale permits; and returned check, CASp services, and TEFRA hearings. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

Table 21: Total Cost Per Unit Results – The Management Services / Finance

Fee Name	Current Fee	Total Cost	Difference
Business License			
New	$46	$57	($11)
Renewal	$20	$43	($23)
Dog Licensing			
Base Fee	$24	$50	($26)
Spayed/Neutered	$12	$50	($38)

Fee Name	Current Fee	Total Cost	Difference
Replacement Tag	$17	$25	($8)
Other Fees			
Yard Sale Permit	$4	$13	($9)
Parking Permit (New or Replacement)	$10	$20	($10)
Returned Check[9]			
First Check	$43	$25	$18
Subsequent Check	$43	$35	$8
TEFRA Hearing Fee		Actual Costs	

The City is currently under-recovering for all non-state set fees. Based upon the City's current fee amount it is over-charging for the returned check fee. The under-recoveries, ranging from a low of $8 for 'Dog Licensing – Replacement Tag' to a high of $38 for 'Dog Licensing – Spayed / Neutered'.

3 Annual Revenue Impact

Based on the prior year's workload information and the full cost calculated through this study Finance has an annual deficit of roughly $230,000 The following table shows by major fee category workload, revenue at current fee, total projected annual cost, and the resulting difference.

Table 22: Annual Results – Management Services / Finance

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Business License	203,446	376,843	($173,397)
Dog Licensing	$52,992	$109,718	($56,726)
Total	**$256,438**	**$486,560**	**($230,122)**

Finance has an annual cost recovery of roughly 53%, which reflects a $230,000 subsidy. Business License accounts for a majority of the current annual volume, specifically renewals of business licenses. Currently, the City charges $20 for a renewed business license, but it costs the City $43 to provide the services. Meaning even a small increase in the business license fee amount would result in a significant impact on the Departments ability to bridge the gap in recovered costs.

[9] State Set per CIV § 1719(a)

16. Police

The Police Department is responsible for ensuring the safety of the City through enforcement of state and City codes and laws. The fees examined within this study relate to background checks, bicycle license, concealed carry permits, vehicle impounds, and various business permits. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by Police.

1 Fee Schedule Modifications

In discussions with staff, two modifications were proposed:

- **Removed Fee:** 'Miscellaneous – Permits' was removed as the City no longer offers this permit.

- **Fee Name Change:** 'Miscellaneous – Photos' was changed to 'Miscellaneous – Photo / Videos'. This modification aims to clarify the medium by which applicants can request data.

The modifications ensure that the proposed fee schedule more accurately reflects the services being provided by the Police Department.

2 Detailed Results

The Police Department collects fees for background checks, bicycle license, concealed carry permits, vehicle impounds, and various business permits. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

Table 23: Total Cost Per Unit Results – Police

Fee Name	Current Fee	Total Cost	Difference
Background Checks	$22	$69	($47)
False alarm response	$212	$182	$30
Bicycle license	$5	$16	($11)
Concealed Carry Weapons (CCW)			
Initial Permit	$100	$1,191	($1,091)
Permit Renewal	$25	$841	($816)
Modification Fee	$10	$260	($250)
Fingerprint - rolling	$26	$41	($15)
Miscellaneous			

Fee Name	Current Fee	Total Cost	Difference
Photos / Videos	$67	$55	$12
Repossession Received	$20	$31	($11)
Vehicle Impound			
All others	$258	$164	$94
DUI	$258	$279	($21)
Tow Services Agreement	$80	$157	($77)
Visa Clearance	$11	$24	($13)
Film Permits			
Film Permits	$446	$192	$254
Locally owned and operated video production companies	$223	$192	$31
Massage Therapy			
Massage therapist permit	$113	$122	($9)
Massage Therapy Business Owner permit - initial	$417	$122	$295
Massage Therapy Business Owner permit - renewal	$214	$92	$122
Solicitor permit	$113	$122	($9)
Taxi Driver permit (3 yr. permit)	$316	$122	$194
Tow Truck Driver permit	$80	$122	($42)
Adult Oriented Business permit	$372	$210	$162
Adult Entertainer permit	$113	$122	($9)
Remote Bingo	$599	$403	$196
Subpoena			
Records[10]	$15	$15	$0
Appearance[11]	$275	$275	$0
Cost Recovery - Delinquent Parking Citations	15% of citation + $5.00		

Police over-recovers on roughly half of their fees. The largest over-recovery is in relation to 'Massage Therapy Business Owner permit initial' at $295, followed by 'Remote Bingo' at $196 and 'Tax Driver permit (3 yr. permit) at $194. Under-recoveries range from a low of $9 for 'Massage therapist permit' and 'Solicitor permit' to a high of $1,091 for 'Concealed Carry Weapons (CCW) – Initial Permit'.

3 Annual Revenue Impact

Based on the prior year's workload information and the full cost calculated through this study Police has an annual deficit of roughly $23,000. The following table shows by major fee category: revenue at current fee, total projected annual cost, and the resulting difference.

[10] State set per EVI § 1563(b)(1)
[11] State set per GOV § 68097(1)(b)

Table 24: Annual Results – Police

Fee Category	Revenue at Current Fee	Annual Cost	Difference
False alarm response	$8,056	$6,899	$1,157
Fingerprint – rolling	$1,508	$2,352	($844)
Repossession Received	$9,660	$14,905	($5,245)
Vehicle Impound	45,150	34,287	10,863
Tow Services Agreement	$30,000	$58,962	($28,962)
Adult Oriented Business permit	$744	$420	$324
Total	**$95,118**	**$117,825**	**($22,707)**

Police has an annual cost recovery of 81. The largest subsidy is from the 'Tow Services Agreement' is due to the City charging $80 when the full cost of providing the service is $157, resulting in a $77 per unit deficit. Changing this fee will help increase the revenue for the City.

17. Development Services Surcharges

There are two typical surcharges assessed as part of the development review process – General Plan Maintenance Fee and Technology fee. The City of Redlands currently charges a General Plan Maintenance and Technology fee as part of the building phase of various projects within the City. The following subsections discuss the calculation of the General Plan Maintenance Fee and the Technology Fee.

1 General Plan Maintenance Fee

The City of Redlands currently assesses a General Plan Maintenance Fee as part of its building process. The fee is meant to account for updates to the general plan, zoning ordinance, housing elements, and other long-range planning activities that are part of the larger General Plan. This is a fairly typical fee charged by many jurisdictions. Redlands' currently charges this fee as a per square foot of new construction or additions greater than 50% of existing floor area, at the time of building permit submittal.

The General Plan Maintenance fee is governed by Government Code Section 66014(b) which states that fees "may include the costs reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings and recommendations." This code states that fees can be charged against zoning changes, zoning variances, use permits, building inspections, and filing applications.

More typically, the fee is charged during the building permit phase so as to ensure any development project, which gets to that phase, makes enough of an impact to require the need for an update to the Zoning Code or the General Plan. This fee should only be applied to major building permits (i.e., new or remodel / tenant improvements) rather than standalone permits for water heaters or electrical outlets.

Since Redlands tracks their General Plan fee as a line item in their budget, the project team used a four-year average[12] of revenue generated to represent the total annual cost. The below table show the cost category and the resulting annual cost.

Table 25: General Plan Maintenance Fee Cost Components

Cost Category	Total Annual Cost
General Plan Review Fee Revenue	$135,387

[12] Revenue generated in fiscal years 20-21, 21-22, and 22-23, along with projected revenue for fiscal year 23-24 were averaged.

The total annual costs associated with updating the General Plan are approximately $136,000.

In order to assess this fee based on square footage, the project team took the annual cost associated with general plan upkeep and divided it by the total square footage associated with new construction or large remodels for building permit submitted in the prior year. The following table shows this calculation:

Table 26: General Plan Maintenance Fee Calculation

Category	Amount
Total Annual Cost	$135,387
Total Square Footage	926,779
General Plan Maintenance Fee	**$0.15**

The calculated General Plan Maintenance Fee is $0.15 per square foot of new construction or additions greater than 50% of existing floor area. The following table compares the City's current fee to the full cost fee calculated through this study:

Table 27: General Plan Maintenance Fee Per Unit Result Comparison

Category	Current Fee	Full Cost	Surplus / (Deficit)
General Plan Maintenance Fee	$0.10	$0.15	($0.05)

The City's current fee is $0.10 per square foot of new construction or additions greater than 50% of existing floor area. The full cost fee would result in an increase of the City's current fee from $0.10 to $0.15, resulting in an 68% increase in cost recovery.

As part of this analysis, the project team conducted a comparative survey of other local jurisdictions and their assessment of the General Plan Maintenance Fee. Like other comparative efforts, the survey below simply shows the fees charged by the jurisdiction and does not include the basis upon which the other jurisdictions calculated or developed their fee. The following table shows the results of this comparative analysis:

Table 28: General Plan Maintenance Fee – Comparative Survey

Jurisdiction	Fee Amount
Fontana	N / A
Rancho Cucamonga	N / A
Rialto	N / A
Ontario	5% of Building Permit & Planning Application
San Bernardino	2% of Plan Review and Permit Fees

Of the comparative jurisdictions, only San Bernardino and Ontario charge a General Plan Maintenance fee, however, neither charge their fee the same way as Redlands. Overall,

updating the City's fee will allow Redlands to better recover its costs for long-range planning efforts.

2 Technology Surcharge Fee

A Technology Fee allows the City to support the costs associated with the City's permitting system, staff time for managing the systems, acquiring the system, mobile devices used for permitting, etc. Currently, the City collects a Technology fee of 2% which is applied to Building, Engineering, Fire, and Planning permits. The project team used knowledge from previous fee studies for cities similar to Redlands as a way to estimate annual permit-related technology costs. The costs included in this estimate are the annual depreciation or capital costs for a permitting system, as well as the annual maintenance cost paid to the permitting vendor. The following table shows by cost category the annual cost:

Table 29: Technology Surcharge Fee Cost Components

Cost Category	Total Annual Cost
Annual Capital Cost for Permitting System	$100,000
Annual Maintenance Cost	$75,000
Total Annual Costs	**$175,000**

Based upon the items needed to provided development-related services, the annual technology-related costs are approximately $175,000.

The project team determined that the most relatable nexus for the Technology Fee is proportionate to the permit fee. This means, the greater the permit fee, the greater the Technology Fee as there is more software utilization and storage space for larger projects. Therefore, the project team took the total Technology Annual Cost and divided it by the annual fee-related cost associated with Building, Planning, and Engineering. The following table shows this calculation:

Table 30: Technology Fee Calculation

Category	Amount
Total Technology Annual Cost	$175,000
Total Projected Development Annual Cost	$4,005,974
Technology Fee as % of Permit Fee	**4%**

Based upon this calculation, the City's Technology fee would be 4% of the permit fee. Therefore, if a permit fee was $100, the technology fee collected would be $4; whereas if a permit fee was $1,000; the Technology fee collected would be $40. This type of structure, enables the Technology fee to be more proportionately distributed based upon

the projects and their impact upon the system. The following table compares the city's current fee to the full cost fee calculated through this study:

Table 31: Technology Fee Per Unit Result Comparison

Category	Current Fee	Full Cost	Difference
Technology Fee	2%	4%	(2%)

The City's current fee is 2% of the plan review and permit fees, the full cost fee would result in an increase of the City's current fee from 2% to 4%, resulting in a 46% increase in cost recovery.

As part of this analysis, the project team conducted a comparative survey of other local jurisdictions and their assessment of a Technology Fee. Like other comparative efforts, the survey below simply shows the fees charged by the jurisdiction and does not include the basis upon which the other jurisdictions calculated or developed their fee. The following table shows the results of this comparative analysis:

Table 32: Technology Fee – Comparative Survey

Jurisdiction	Fee Amount
Fontana	$0.45 Per Sq. Ft.
Ontario	$1.50 Per Page
Rancho Cucamonga	7% of Permit
Rialto	$3 Per Permit
San Bernardino	2% of Permit

Of the cities which charge a Technology Fee, Rancho Cucamonga and San Bernardino are the only jurisdiction which charge their fees as a percentage of permit fees. Redlands' current (2%) and full-cost (4%) are lower than Rancho Cucamonga's 7% but on par with San Bernardino's 2%. Adjusting the City's Technology Fee will ensure appropriate funding is set aside to support existing and future technological needs.

3 Surcharge Funds

It is a best practice to collect and account for General Plan Maintenance and Technology surcharges in separate accounts. The City of Redlands currently has a separate subaccount for the General Plan Maintenance Fee in the General Plan Fee but none for the Technology Fee. The City should develop a separate fund or subaccount within the General Fund to house the Technology Fee surcharge. This will ensure compliance with funding requirements, enable appropriate allocation of funds to general plan or technology-related activities, and mitigate any potential issues with comingling of funds.

18. Cost Recovery Considerations

The following sections provide guidance regarding how and where to increase fees, determining annual update factors, and developing cost recovery policies and procedures.

1 Fee Adjustments

This study has documented and outlined on a fee-by-fee basis where the City is under and over collecting for its fee-related services. City and Department management will now need to review the results of the study and adjust fees in accordance with Departmental and City philosophies and policies. The following dot points outline the major options the City has in adjusting its fees.

- **Over-Collection**: Upon review of the fees that were shown to be over-collecting for costs of services provided, the City should reduce the current fee to be in line with the full cost of providing the service.

- **Full Cost Recovery:** For fees that show an under-collection for costs of services provided, the City may decide to increase the fee to full cost recovery immediately.

- **Phased Increase:** For fees with significantly low cost recovery levels, or which would have a significant impact on the community, the City could choose to increase fees gradually over a set period of time.

The City will need to review the results of the fee study and associated cost recovery levels and determine how best to adjust fees. While decisions regarding fees that currently show an over-recovery are fairly straight forward, the following subsections, provide further detail on why and how the City should consider either implementing Full Cost Recovery or a Phased Increase approach to adjusting its fees.

1 Full Cost Recovery

Based on the permit or review type, the City may wish to increase the fee to cover the full cost of providing services. Certain permits may be close to cost recovery already, and an increase to full cost may not be significant. Other permits may have a more significant increase associated with full cost recovery.

Increasing fees associated with permits and services that are already close to full cost recovery can potentially bring a Department's overall cost recovery level higher. Often,

these minimal increases can provide necessary revenue to counterbalance fees which are unable to be increased.

The City should consider increasing fees for permits for which services are rarely engaged to full cost recovery. These services often require specific expertise and can involve more complex research and review due to their infrequent nature. As such, setting these fees at full cost recovery will ensure that when the permit or review is requested, the City is recovering the full cost of its services.

2 Phased Increases

Depending on current cost recovery levels some current fees may need to be increased significantly in order to comply with established or proposed cost recovery policies. Due to the type of permit or review, or the amount by which a fee needs to be increased, it may be best for the City to use a phased approach to reaching their cost recovery goals.

As an example, you may have a current fee of $200 with a full cost of $1,000, representing 20% cost recovery. If the current policy is 80% cost recovery, the current fee would need to increase by $600, bringing the fee to $800, in order to be in compliance. Assuming this particular service is something the City provides quite often, and affects various members of the community, an instant increase of $600 may not be feasible. Therefore, the City could take a phased approach, whereby it increases the fee annually over a set period until cost recovery is achieved.

Raising fees over a set period of time not only allows the City to monitor and control the impact to applicants, but also ensure that applicants have time to adjust to significant increases. Continuing with the example laid out above, the City could increase the fee by $150 for the next four years, spreading out the increase. Depending on the desired overall increase, and the impact to applicants, the City could choose to vary the number of years by which it chooses to increase fees. However, the project team recommends that the City not phase increases for periods greater than five years, as that is the maximum window for which a comprehensive fee assessment should be completed.

2 Annual Adjustments

Conducting a comprehensive analysis of fee-related services and costs annually would be quite cumbersome and costly. The general rule of thumb for comprehensive fee analyses is between three and five years. This allows for jurisdictions to ensure they account for organizational changes such as staffing levels and merit increases, as well as process efficiencies, code or rule changes, or technology improvements.

Developing annual update mechanisms allow jurisdictions to maintain current levels of cost recovery, while accounting for increases in staffing or expenditures related to permit services. The two most common types of update mechanisms are Consumer Price Index (CPI) and Cost of Living Adjustment (COLA) factors. The following points provide further detail on each of these mechanisms.

- **COLA / Personnel Cost Factor:** Jurisdictions often provide their staff with annual salary adjustments to account for increases in local cost of living. These increases are not tied to merit or seniority, but rather meant to offset rising costs associated with housing, gas, and other livability factors. Sometimes these factors vary depending on the bargaining group of a specific employee. Generally, these factors are around two or three percent annually.

- **CPI Factor:** A common method of increasing fees or cost is to look at regional cost indicators, such as the Consumer Price Index. These factors are calculated by the Bureau of Labor Statistics, put out at various intervals within a year, and are specific to states and regions.

The City of Redlands should review its current options internally (COLA) as well as externally (CPI) to determine which option better reflects the goals of the Department and the City. If choosing a CPI factor, the City should outline which CPI should be used, including specific region, and adoption date. If choosing an internal factor, again, the City should be sure to specify which factor if multiple exist.

3 Policies and Procedures

This study has identified areas where the City is under-collecting the cost associated with providing services. This known funding gap is therefore being subsidized by other City revenue sources.

Development of cost recovery policies and procedures will serve to ensure that current and future decision makers understand how and why fees were determined and set, as well as provide a road map for ensuring consistency when moving forward. The following subsections outline typical cost recovery levels and discuss the benefits associated with developing target cost recovery goals and procedures for achieving and increasing cost recovery.

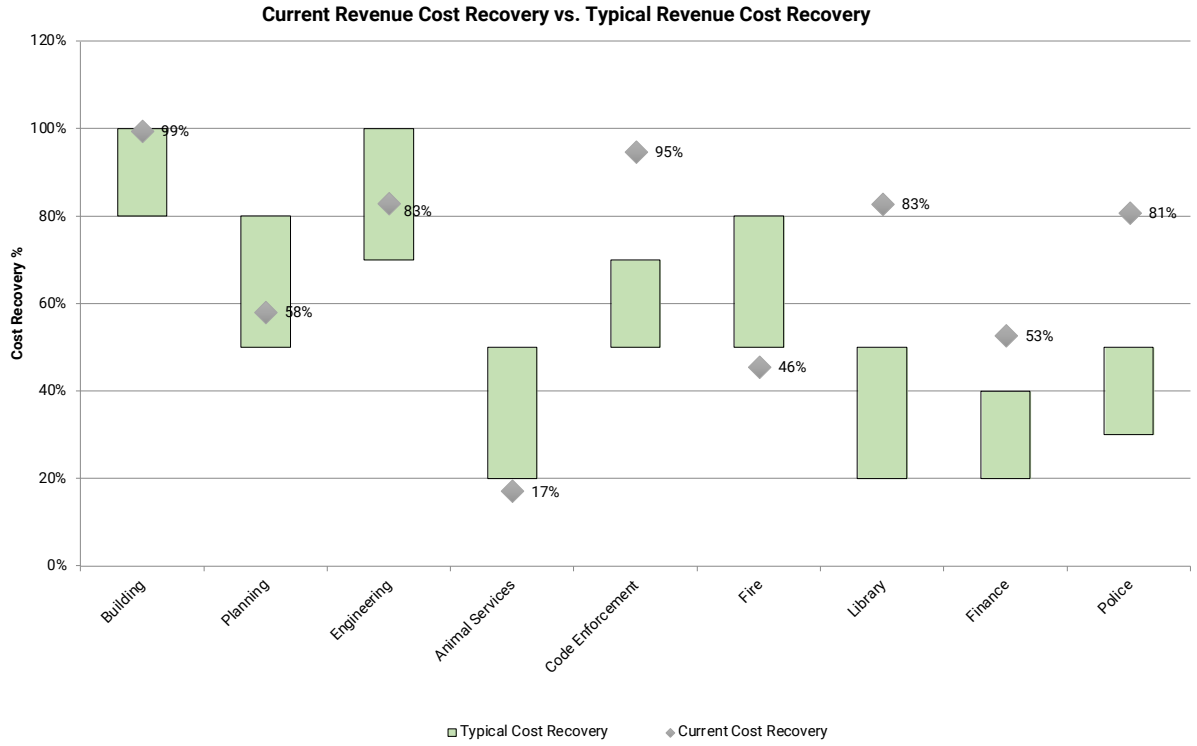
1 Typical Cost Recovery

The Matrix Consulting Group has extensive experience in analyzing local government operations across the United States and has calculated typical cost recovery ranges. The following table outlines these cost recovery ranges by major service area.

Table 33: Typical Cost Recovery Ranges by Major Service Area

Service Areas	Typical Cost Recovery Ranges
Building	80-100%
Planning	50-80%
Engineering	70-100%
Animal Services	20-50%
Code Enforcement	50-70%
Fire	50-80%
Library	20-50%
Finance	20-40%
Police	30-50%

Information presented in the table above is based on the Matrix Consulting Group's experience in analyzing local governments' operations across the United States and within California and reflects *typical* cost recovery ranges observed by local adopting authorities. The following graph depicts how Redlands compares to industry cost recovery range standards.



Redland's cost recovery varies. Code Enforcement, Library, Finance, and Police are higher than typical cost recovery. Building, Planning, and Engineering are within the typical cost recovery range. Animals Services and Fire are below their cost recovery ranges.

2 Development of Cost Recovery Policies and Procedures

The City should review the current cost recovery levels and adopt a formal policy regarding cost recovery. This policy can be general in nature and can apply broadly to the City as a whole, or to each department and division specifically. A department specific cost recovery policy would allow the City to better control the cost recovery associated with different types of services being provided and the community benefit received.

Appendix – Comparative Survey

As part of the Cost of Services (User Fee) study for the City of Redlands, the Matrix Consulting Group conducted a comparative survey of development service fees. The Department identified five (5) California jurisdictions to be included in the comparative survey: Fontana, Rancho Cucamonga, Ontario, Rialto, and San Bernardino. The project team then reviewed public documents (i.e., agenda items, staff reports, budgets, fee schedules, and ordinances), and or contacted jurisdictions to get comparative information.

While this report will provide the City with a reasonable estimate and understanding of the true costs of providing services, many jurisdictions also wish to consider the local "market rates" for services as a means for assessing what types of changes in fee levels their community can bear. However, a comparative survey does not provide adequate information regarding the relationship of a jurisdiction's cost to its fees.

The following sections detail various factors to consider when reviewing comparative survey results, as well as graphical comparisons of current fees and total calculated costs for various permits issued or services provided by the City of Redlands.

1 Economic Factors

In order to provide additional context to the comparative survey information, the project team collected economic factors for the jurisdictions included. Three important economic factors to consider when comparing fees across multiple jurisdictions are: population, budget, and workforce size. The following tables rank each jurisdiction from smallest to largest for each of these economic factors:

Table 34: Ranking of Jurisdictions by Population

Jurisdiction	2020 Population[13]
Redlands	**73,168**
Rialto	104,026
Rancho Cucamonga	174,453
Ontario	175,265
Fontana	208,393
San Bernardino	222,101

[13] Population data is pulled from April 2020 census.

Table 35: Ranking of Jurisdictions by Citywide Total Budget[14]

Jurisdiction	FY23 Budget
Rialto	$104,233,560
Redlands	**$228,571,432**
Fontana	$247,729,600
San Bernardino	$264,864,092
Rancho Cucamonga	$267,974,450
Ontario	$657,481,036

Table 36: Ranking of Jurisdictions by FTE

Jurisdiction	FY22/23 FTE
Rialto	417
Redlands	**545**
Fontana	600
Rancho Cucamonga	613
San Bernardino	700
Ontario	1,219

Based on the data shown in the previous tables, the City of Redlands ranks on the low end of surveyed jurisdictions in terms of population, budget, and FTE count.

2 Recency Factor

While the previous comparative information can provide some perspective when comparing the City of Redlands's fees with surveyed jurisdictions, other key factors to consider are when a jurisdiction's fee schedule was last updated and when the last comprehensive analysis was completed. The following tables detail when each surveyed jurisdiction last updated their fee schedule and last conducted a fee study.

Table 37: Last Fee Schedule Updated

Jurisdiction	Response
San Bernardino	5/20/20
Fontana	9/1/21
Ontario	5/1/22
Rancho Cucamonga	6/1/22
Rialto	7/1/22

Table 38: Last Fee Study Conducted

Jurisdiction	Response
Ontario	2019
San Bernardino	Currently Ongoing
Fontana	N / A

[14] To ensure appropriate comparisons, full operating budget (all funds) has been used for all jurisdictions.

Jurisdiction	Response
Rancho Cucamonga	2018[15]
Rialto	N / A

Of the jurisdictions which the project team was able to find data on, two have conducted fee studies within the last five years. However, most jurisdictions do adjust their fees annually.

It is important to note that even though jurisdictions may have conducted fee studies, fees are not always adopted at full cost recovery. The comparative results will only show the adopted fees for the surveyed jurisdictions, not necessarily the full cost associated with the comparable service.

3 Additional Factors

Along with keeping the statistics outlined in the previous sections in mind, the following issues should also be noted regarding the use of market surveys in the setting of fees for service:

- Each jurisdiction and its fees are different, and many are not based on the actual cost of providing services.

- The same "fee" with the same name may include more or less steps or sub-activities. In addition, jurisdictions provide varying levels of service and have varying levels of costs associated with providing services such as staffing levels, salary levels, indirect overhead costs, etc.

Market surveys can run the risk of creating a confusing excess of data that will obscure rather than clarify policy issues. Because each jurisdiction is different, the Matrix Consulting Group recommends that the information contained in the market comparison of fees be used as a secondary decision-making tool, rather than a tool for establishing an acceptable price point for services.

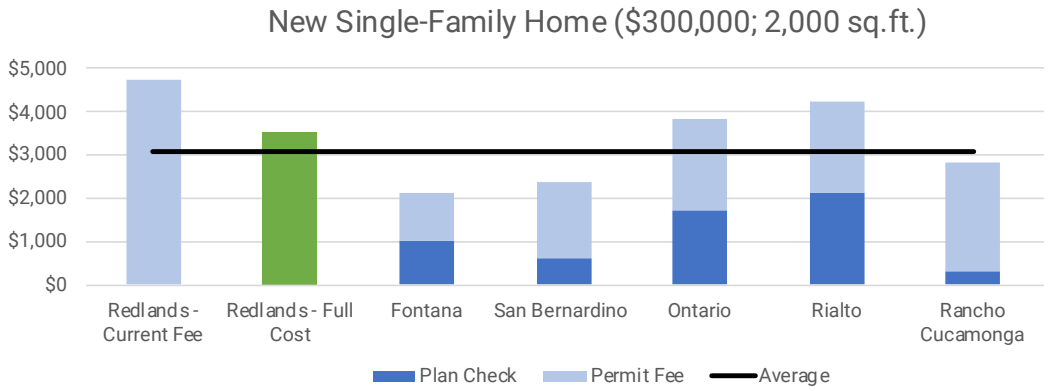
4 Comparative Survey Results

As part of this study, the project team conducted a survey of how the City's current user fees and calculated full cost compare to other identified jurisdictions. The following subsections provide a comparative look at several fee-related services provided by the City versus the surveyed jurisdictions.

[15] This study only covered building and planning fees.

1 New Single-Family Home – $300,000 Valuation and 2,000 sq. ft.

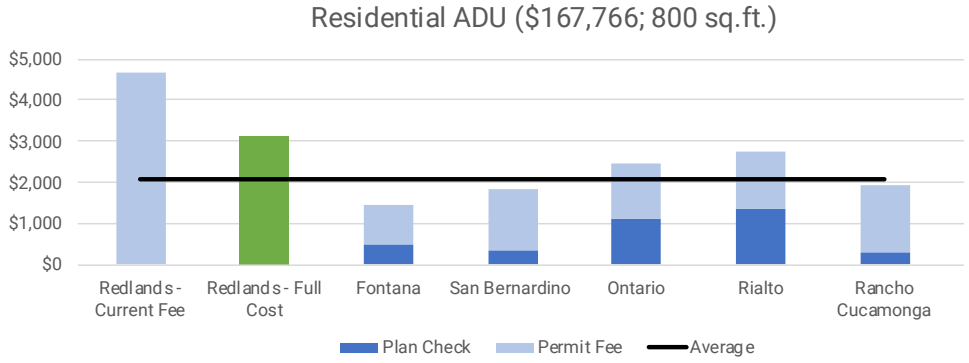
Currently, Redlands charges a $4,713 fee, including plan check and permit costs, for a new 2,000 square foot single-family home valued at $300,000. Through this study, the project team calculated the full cost of this service to be $3,530. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is above all comparable jurisdictions surveyed and is closest to Rialto's fee of $4,228. Redland's full cost is slightly above the jurisdictional average of $3,060 and is closest to Ontario's fee of $2,357.

2 Residential ADU –$167,766 Valuation and 800 sq. ft.

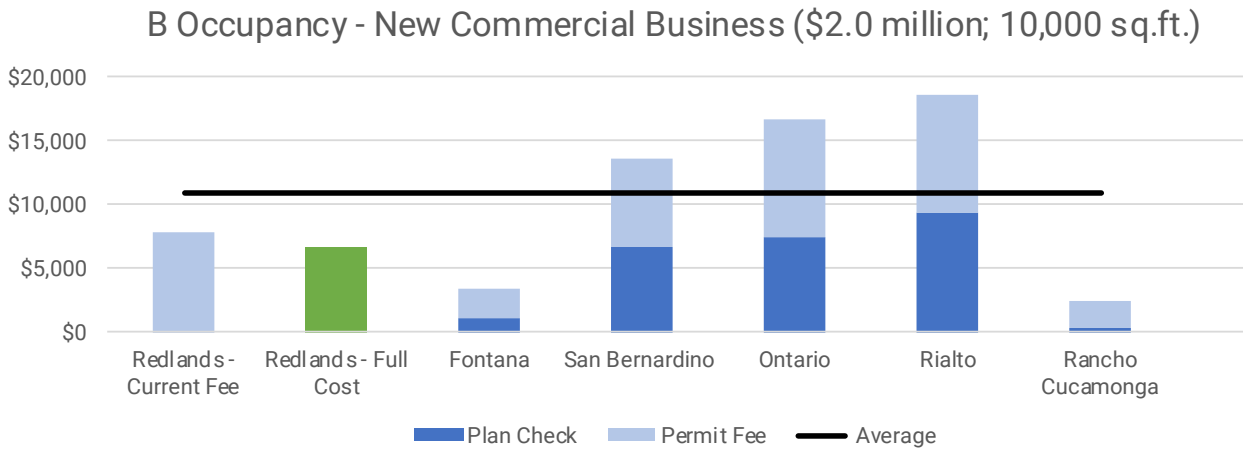
Currently, Redlands charges a $4,679 fee, including plan check and permit costs, for an 800 sq. ft. residential accessory dwelling unit (ADU) valued at $167,766. Through this study, the project team calculated the full cost of this service to be $3,112. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are above all surveyed jurisdictions and are closest to Rialto's fee of $2,746.

3 B Occupancy - New Commercial Business - $2 M Valuation and 10,000 sq. ft.

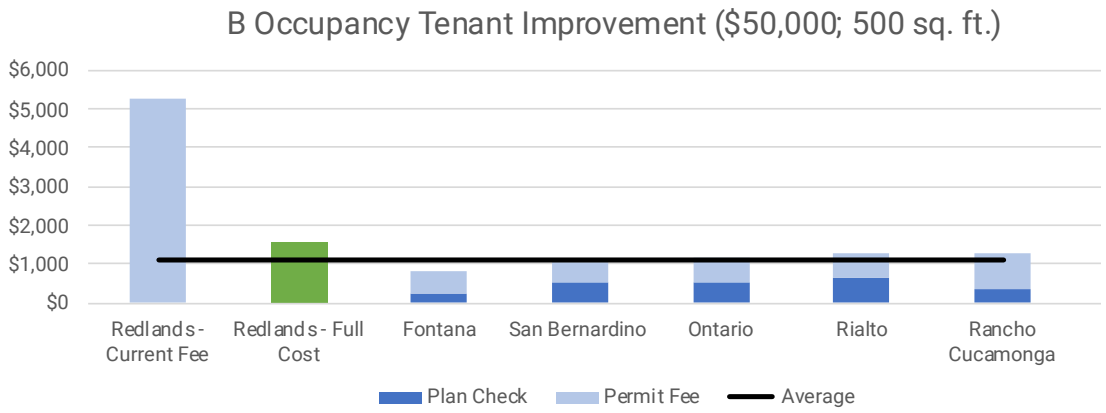
Currently, Redlands charges a $7,771 fee, including plan check and permit costs, for a 10,000 sq. ft. new commercial business (B occupancy) valued at $2 million. Through this study, the project team calculated the full cost of this service to be $6,586. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are below the jurisdictional average and are closest to is above the jurisdictional average of $10,585 and is closest to Fontana's fee of $3,387.

4 B Occupancy Tenant Improvement - $50,000 Valuation and 500 sq. ft.

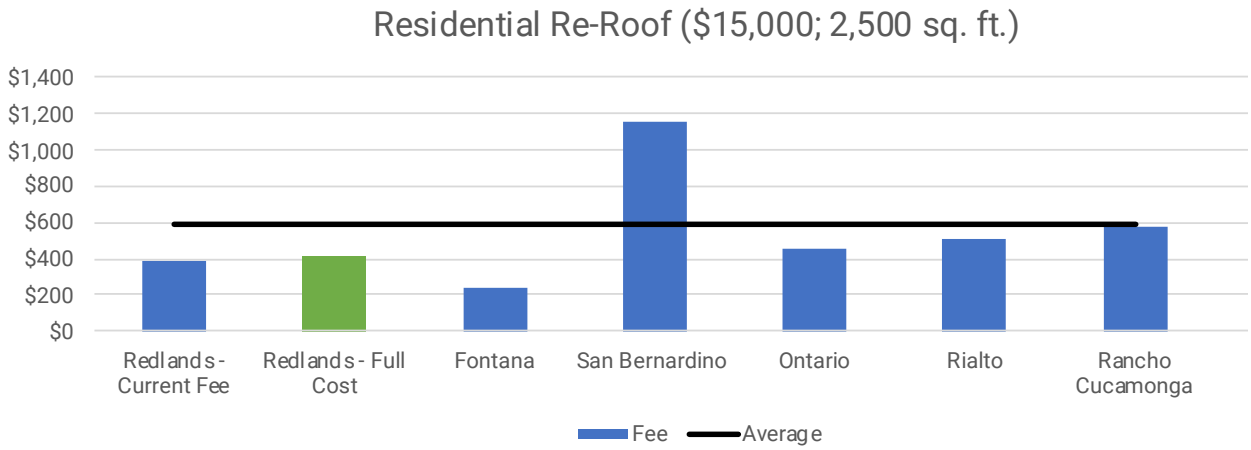
Currently, Redlands charges a $5,257 fee, including plan check and permit costs, for a 500 sq. ft. B Occupancy Tenant Improvement valued at $50,000. Through this study, the project team calculated the full cost of this service to be $1,579. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are above all comparable jurisdictions; the closest fee of $1,257 is charged by Rancho Cucamonga.

5 Residential Re-Roof – $15,000 Valuation and 2,500 sq. ft.

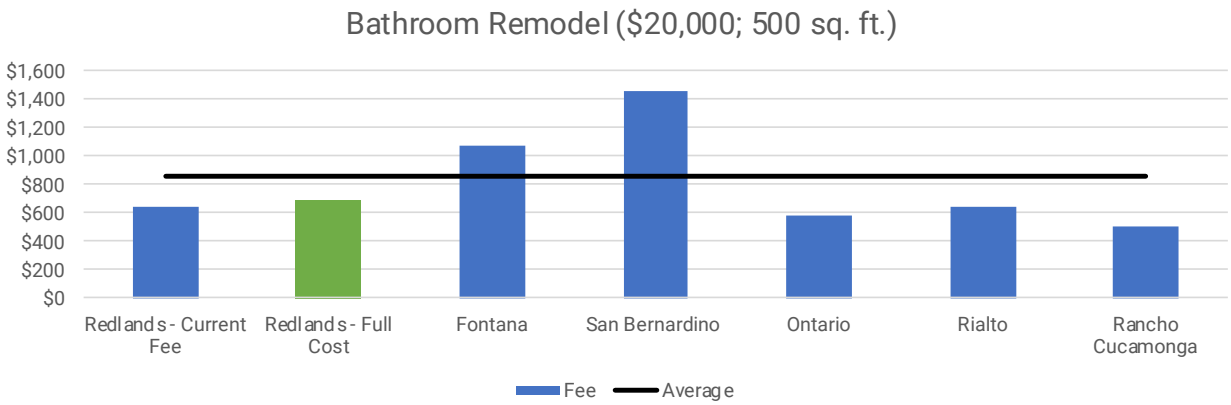
Currently, Redlands charges a fee of $383 to approve a 2,500 sq. ft. residential re-roof permit for a project valued at $15,000. Through this study, the project team calculated the full cost of this service to be $411. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are below the jurisdictional average of $583 and are closest to Ontario's fee of $452. The highest fee is assessed by San Bernardino at $1,150.

6 Residential Remodel - $20,000 Valuation and 500 sq. ft.

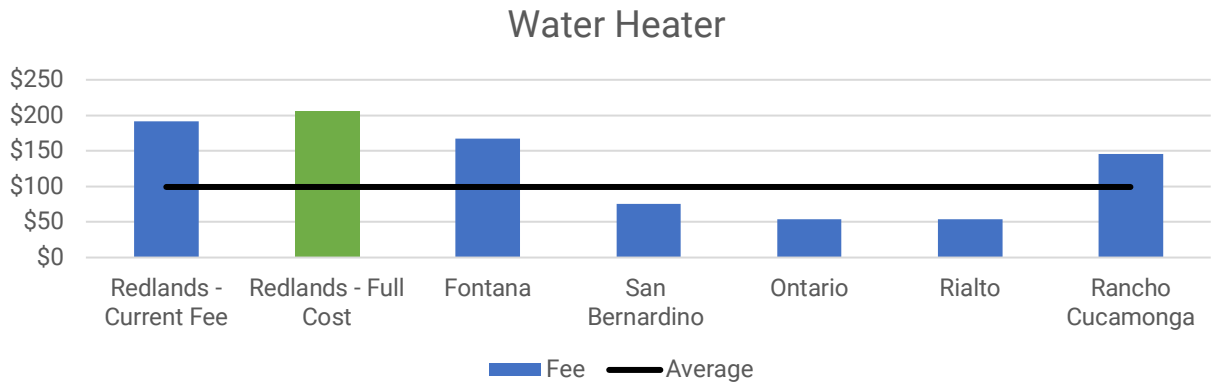
Currently, Redlands charges a fee of $639 to permit a 500 sq. ft. bathroom remodel valued at $20,000. Through this study, the project team calculated the full cost of this service to be $685. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are below the jurisdictional average of $850 and are closest to Rialto's fee of $642.

7 Water Heater

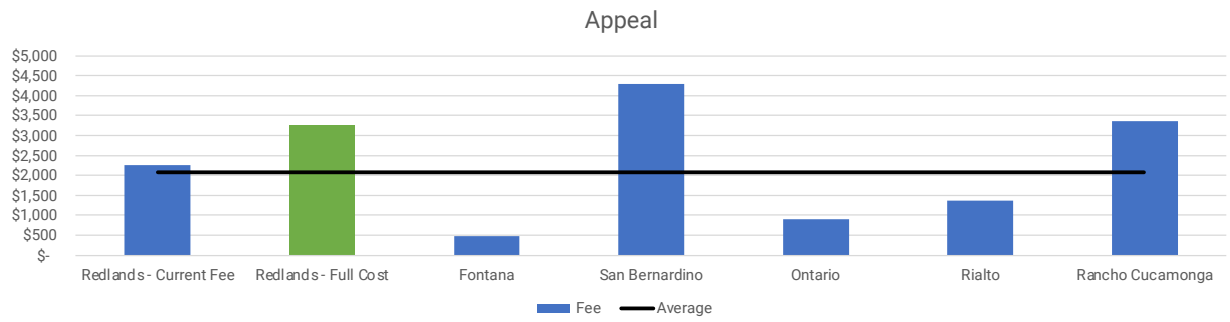
Currently, Redlands charges a fee of $192 to permit water heaters. Through this study, the project team calculated the full cost of this service to be $206. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are above the jurisdictional average of $99 and are closest to Fontana's fee of $167.

8 Appeal

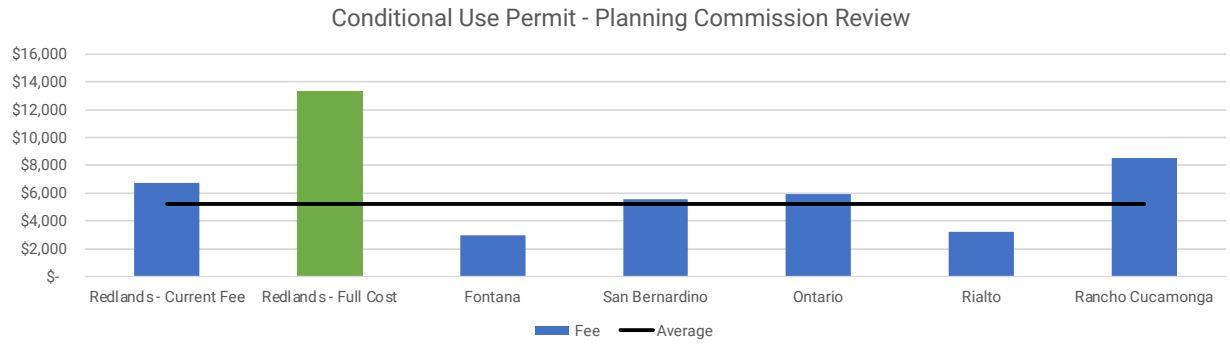
Currently, Redlands charges a fee of $2,254 for an appeal. Through this study, the project team calculated the full cost of this service to be $3,252. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is above the jurisdictional average of $2,083 and is closest to Rialto's fee of $1,370. Redland's full cost is also above the jurisdictional average and is closest to Rancho Cucamonga's fee of $3,365.

9 Conditional Use Permit – New Construction

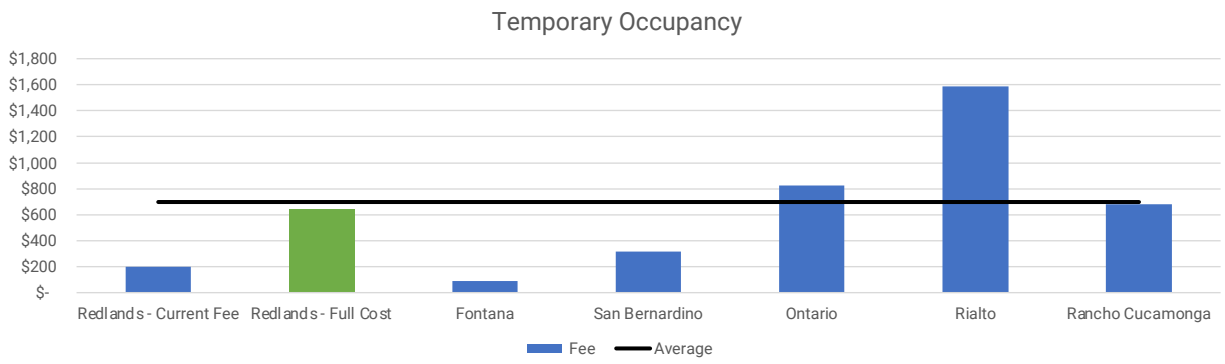
Currently, Redlands charges a fee of $6,712 for conditional use permits for new construction. Through this study, the project team calculated the full cost of this service to be $13,362. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is above the jurisdictional average of $5,240 and is closest to Ontario's fee of $5,901. Redland's full cost is also above the jurisdictional average and is closest to Rancho Cucamonga's fee of $8,518.

10 Temporary Occupancy

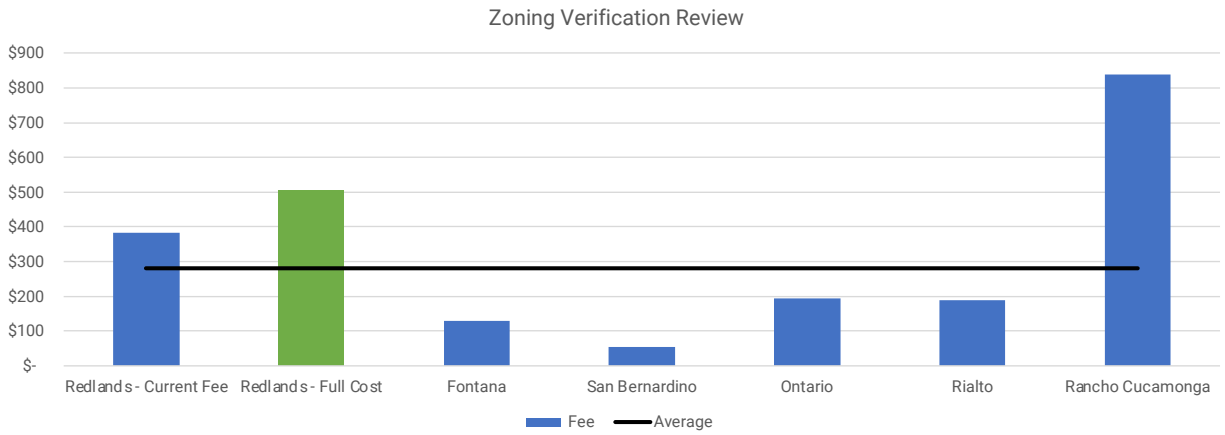
Currently, Redlands charges a fee of $200 for administrative review of a temporary occupancy permit. Through this study, the project team calculated the full cost of this service to be $645. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are below the jurisdictional average of $700 and are closest to San Bernardino's fee of $315.

11 Zoning Verification Review

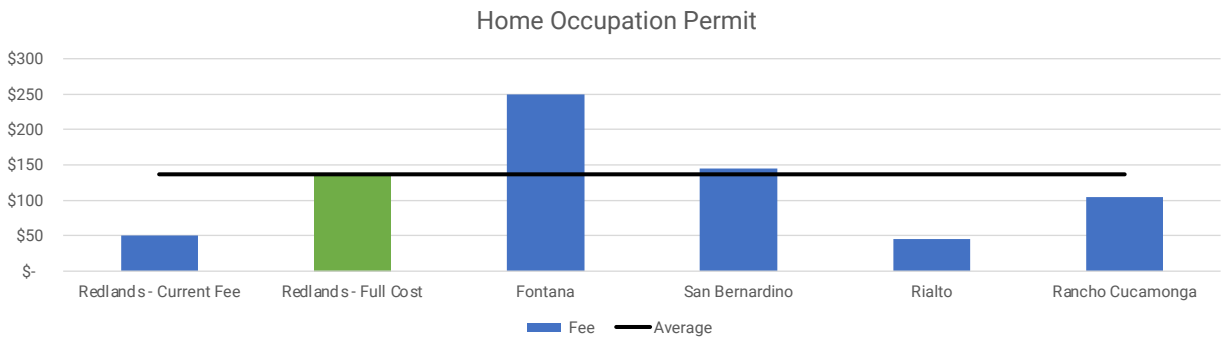
Currently, Redlands charges a fee of $384 for zoning verification review. Through this study, the project team calculated the full cost of this service to be $506. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are above the jurisdictional average of $281and are closest to Ontario's fee of $193.

12 Home Occupation Permit

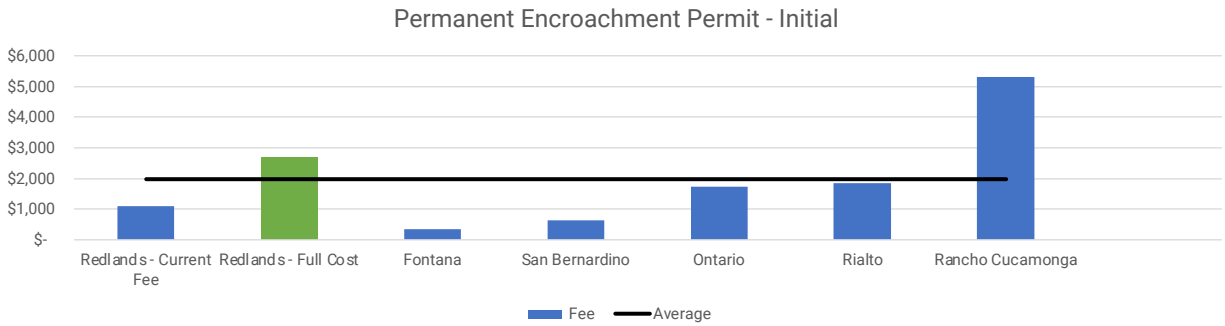
Currently, Redlands charges $50 for a home occupation permit. Through this study, the project team calculated the full cost of this service to be $137. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is below the jurisdictional average of $137, while the full cost calculated is in direct alignment with the average. Both fees and are closest to Rancho Cucamonga fee of $105.

13 Grading (0 - 500 Cubic Yards) – Plan Check and Inspection

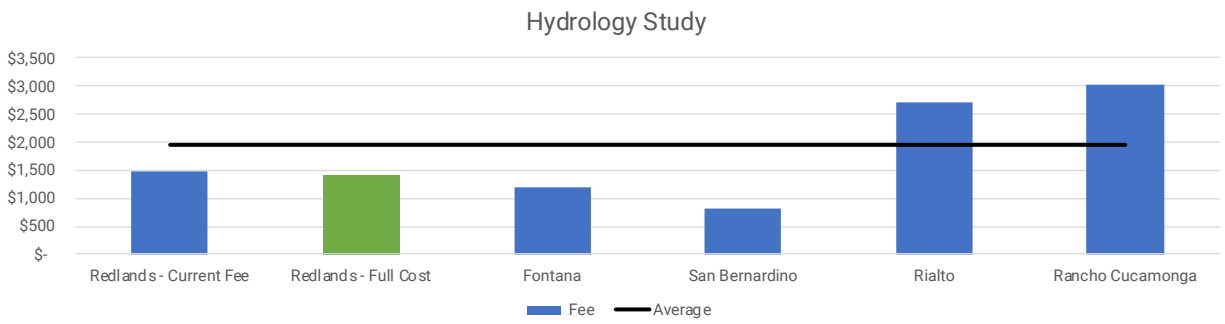
Currently, Redlands charges a $1,089 fee for plan check and inspection services for grading 0 to 500 cubic yards. Through this study, the project team calculated the full cost of this service to be $2,676. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is below the jurisdictional average of $1,964 and is closest to San Bernardino's fee of $615. Redlands's full cost exceeds the jurisdictional average and is closest to Rialto's fee of $1,840.

14 Hydrology Study

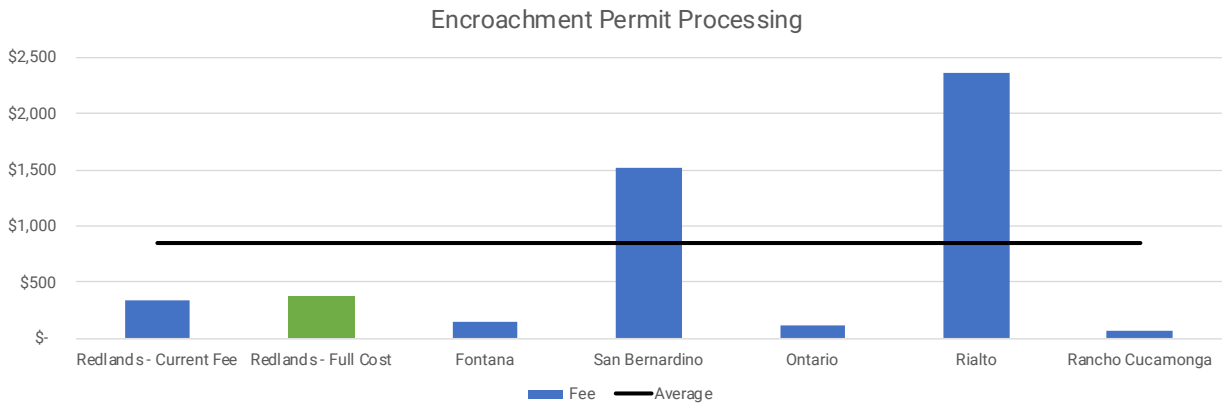
Currently, Redlands charges $1,477 for a hydrology study. Through this study, the project team calculated the full cost of this service to be $1,431. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are below the jurisdictional average of $1,940 and are closest to Fontana's fee of $1,200.

15 Encroachment Permit Processing

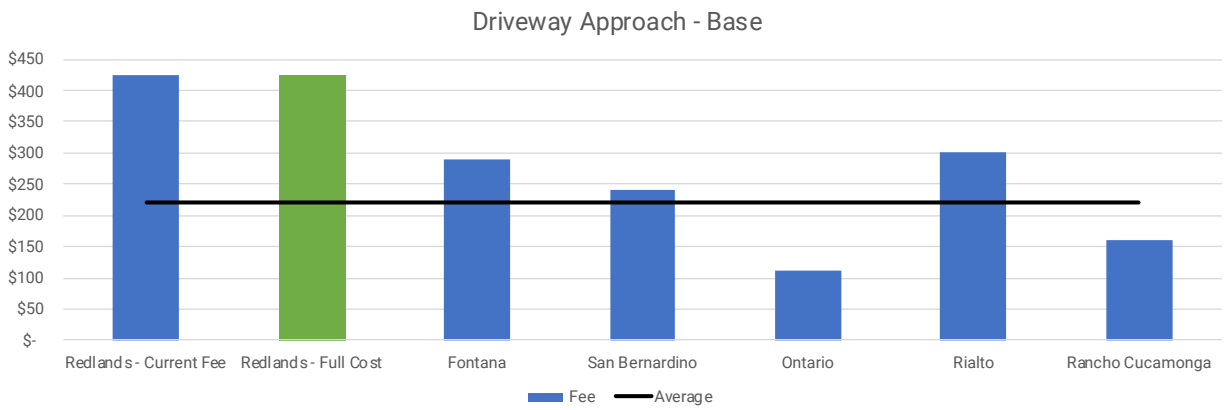
Currently, Redlands charges $339 to process an encroachment permit. Through this study, the project team calculated the full cost of this service to be $366. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are below the jurisdictional average of $842. The closest fee of $145 is charged by Fontana. The City of Rialto charges the highest fee at $2,368.

16 Driveway Approach - Base

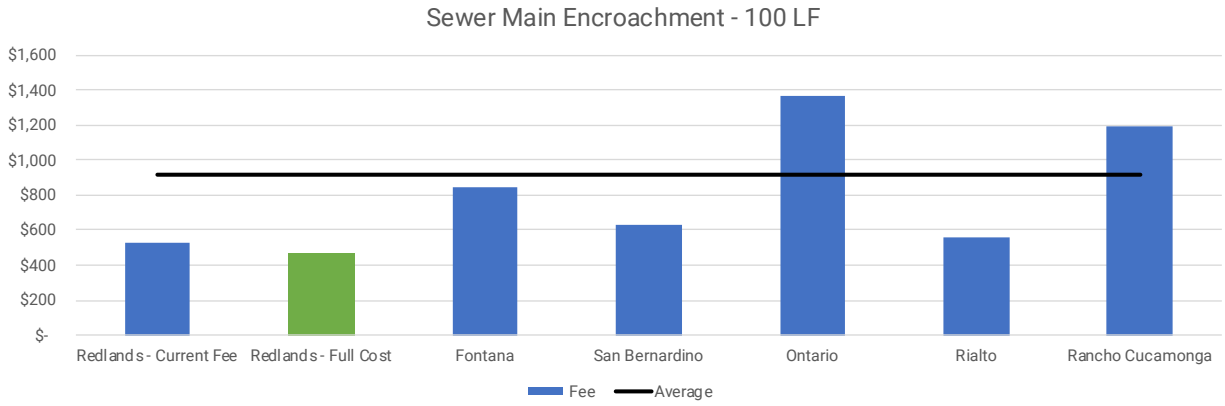
Currently, Redlands charges a $425 base fee for driveway approaches. Through this study, the project team calculated the full cost of this service to be $424. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost exceed fees charged by all comparable jurisdictions and are closest to Rialto's fee of $300.

17 Sewer Main Encroachment – 100 Linear Feet

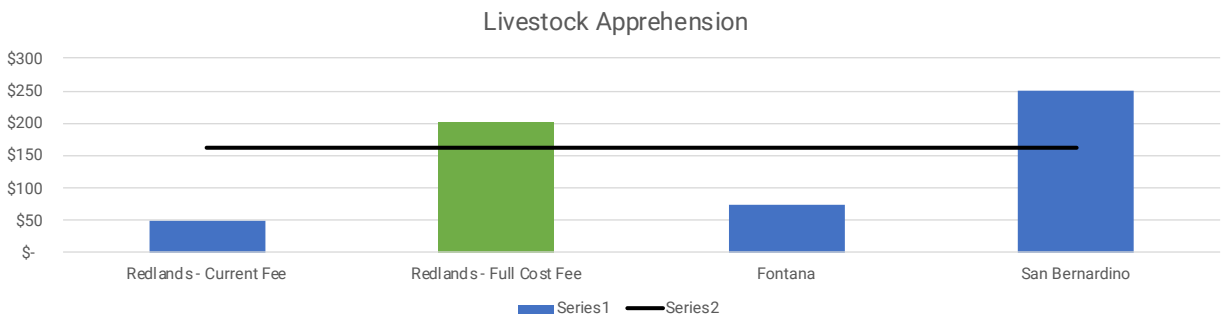
Currently, Redlands charges a $525 fee for a sewer main encroachment of 100 linear feet. Through this study, the project team calculated the full cost of this service to be $468. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is below the jurisdictional average of $917 and is closest to San Bernardino's fee of $630. Redland's full cost is also below the jurisdictional average and is closest to Rialto's fee of $558.

18 Livestock Apprehension

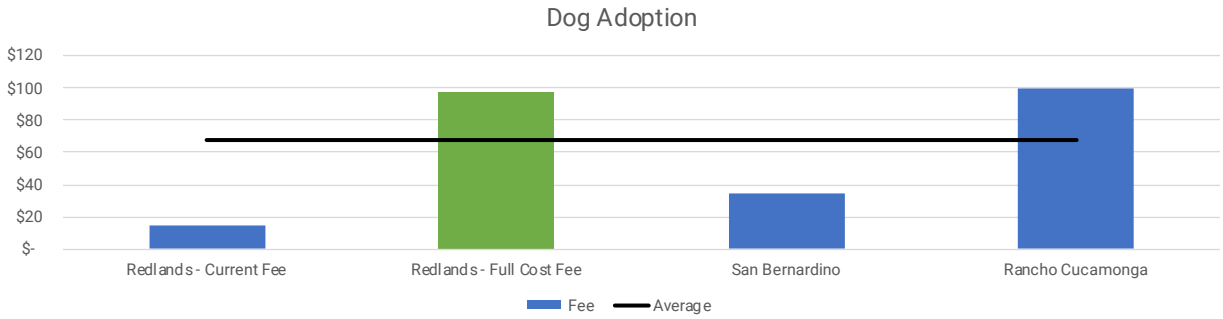
Currently, Redlands charges $50 for livestock apprehension. Through this study, the project team calculated the full cost of this service to be $201. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is the lowest charged among comparable jurisdictions and is closest to Fontana's fee of $75. Redland's full cost is above the jurisdictional average of $163 and is closest to San Bernardino's fee of $250.

19 Dog Adoption

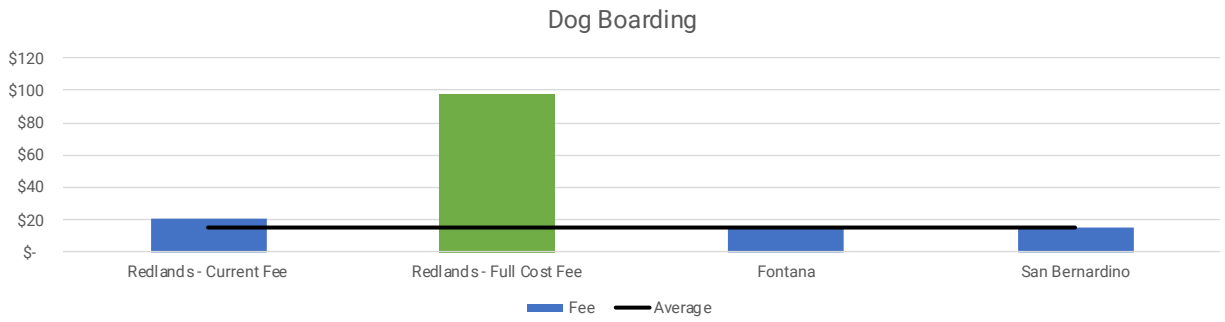
Currently, Redlands charges $15 for dog adoption. Through this study, the project team calculated the full cost of this service to be $97. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is below the jurisdictional average of $67 and is closest to San Bernardino's fee of $35. Redlands's full cost is above the jurisdictional average and is also closest to Rancho Cucamonga's fee of $100.

20 Dog Boarding

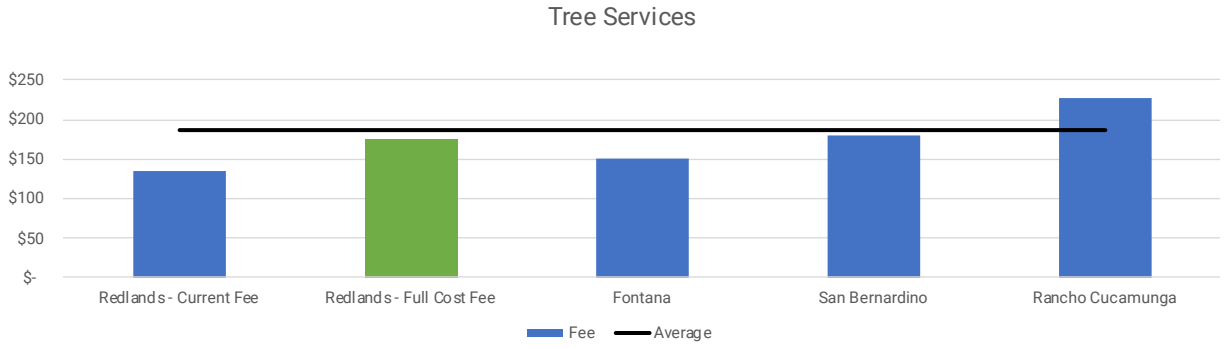
Currently, Redlands charges $20 for dog boarding. Through this study, the project team calculated the full cost of this service to be $97. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is slightly above the jurisdictional average of $15, which is the fee charged by both Fontana and San Bernardino. Redlands's full cost exceeds fees charged by comparable jurisdictions.

21 Tree Services

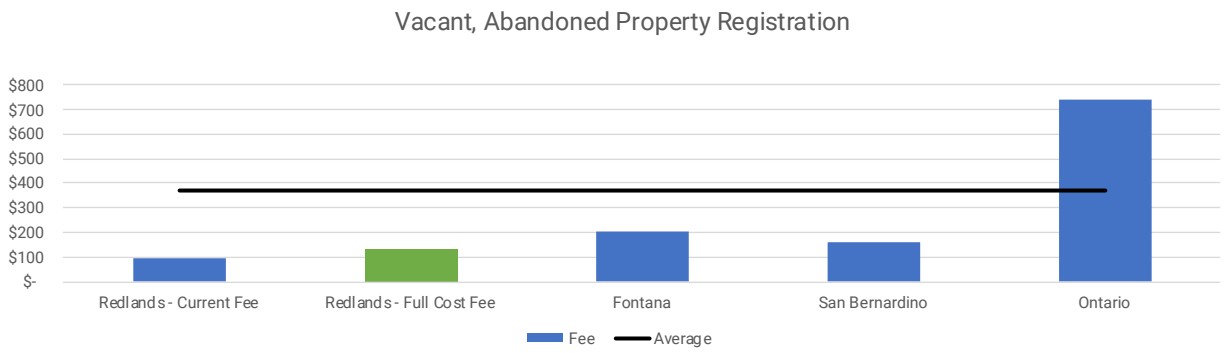
Currently, Redlands charges $134 for tree services. Through this study, the project team calculated the full cost of this service to be $175. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is below the jurisdictional average of $186 and is closest to Fontana's fee of $150. Redland's full cost is also below the jurisdictional average and is closest to San Bernardino's fee of $180.

22 Vacant, Abandoned Property Registration

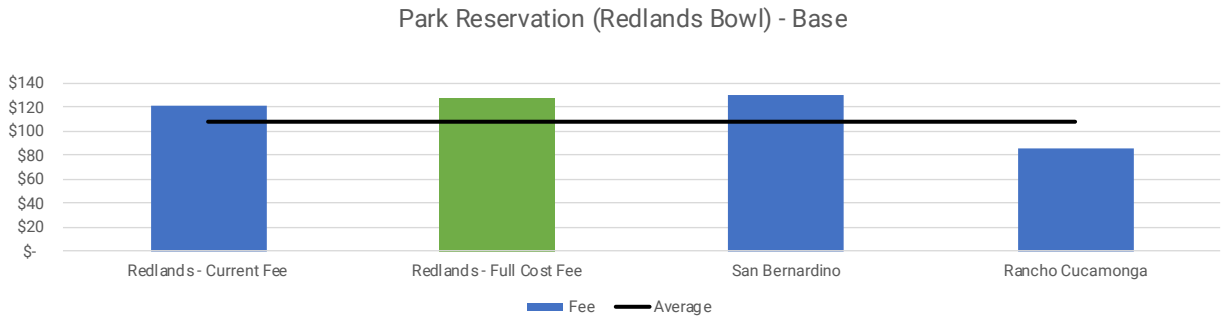
Currently, Redlands charges $93 for vacant, abandoned property registration. Through this study, the project team calculated the full cost of this service to be $130. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are below the jurisdictional average of $370 and are closest to San Bernardino's fee of $165.

23 Park Reservation (Redlands Bowl) - Base

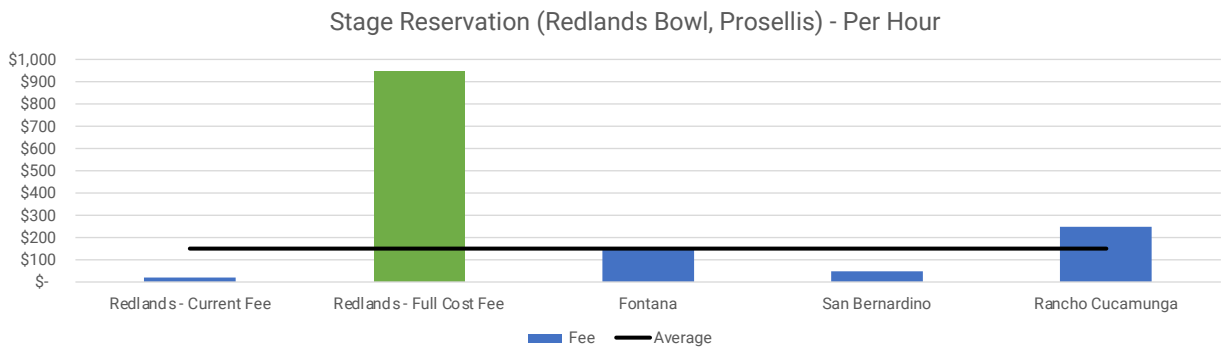
Currently, Redlands charges a base fee of $121 to reserve the Redlands Bowl Park. Through this study, the project team calculated the full cost of this service to be $127. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are above the jurisdictional average of $108 and are closest to San Bernardino's fee of $130.

24 Stage Reservation (Redlands Bowl, Prosellis) – Per Hour

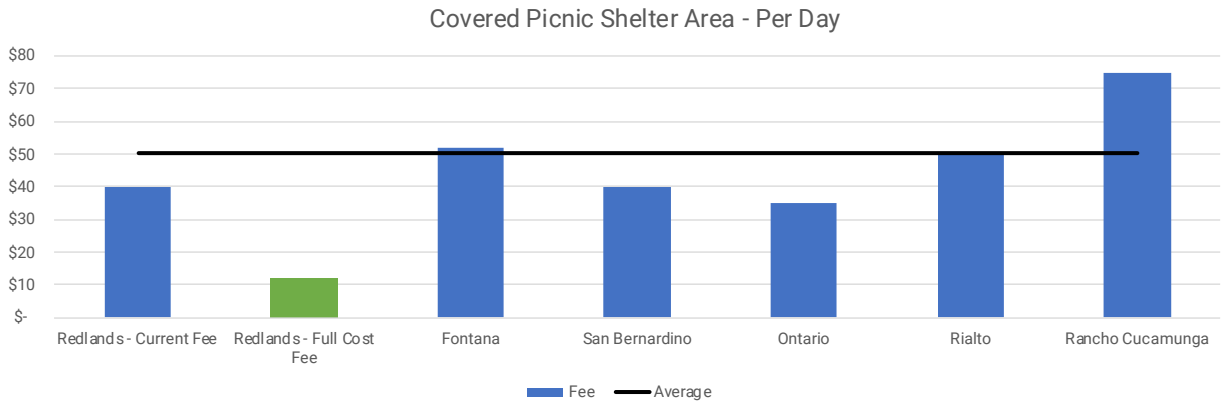
Currently, Redlands charges an hourly fee of $20 to reserve the outdoor area of the Redlands Bowl Prosellis Stage. Through this study, the project team calculated the full cost of this service to be $924. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is the lowest charged among comparable jurisdictions and is closest to San Bernardino's fee of $50. Redland's full cost is higher than all comparable jurisdictions, exceeding the jurisdictional average of $150, and is closest to Rancho Cucamonga's fee of $250.

25 Covered Picnic Shelter Area – Per Day

Currently, Redlands charges an hourly fee of $40 to reserve a covered picnic shelter area per day. Through this study, the project team calculated the full cost of this service to be $12. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.

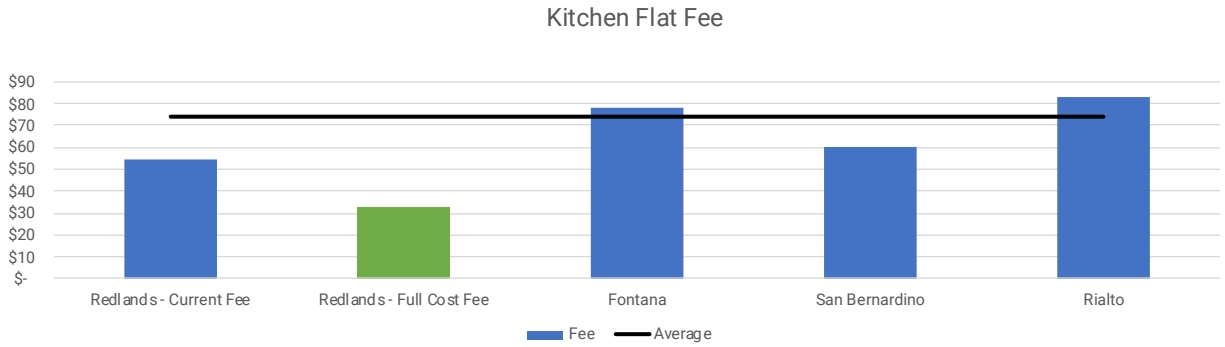


Redlands's current fee is below the average fee of $50 and is the same as San Bernardino's fee. Redland's full cost is lower than all comparable jurisdictions and is closest to Ontario's fee of $35.

26 Kitchen Flat Fee at Facilities

Currently, Redlands charges a flat fee of $54 for kitchen use as part of a facility rental. Through this study, the project team calculated the full cost of this service to be $32. The

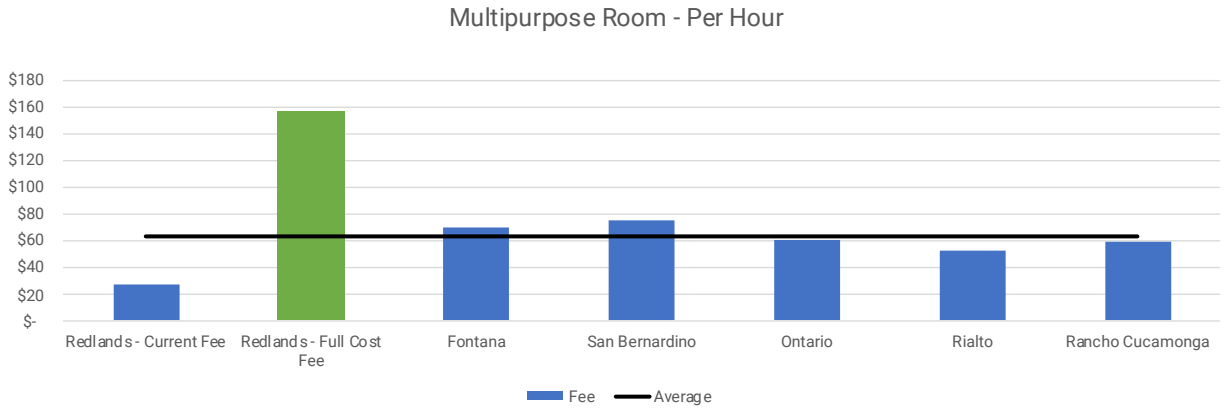
following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are below the jurisdictional average of $74 and are closest to San Bernardino's fee of $60.

27 Multipurpose Room – Per Hour

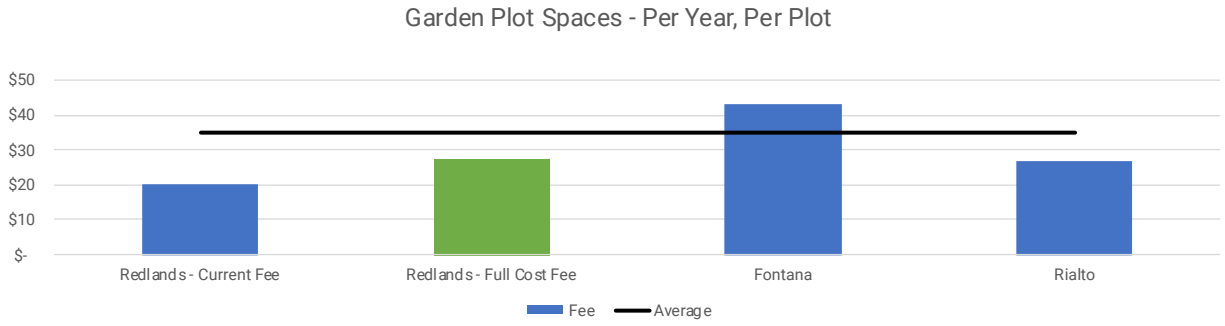
Currently, Redlands charges an hourly fee of $27 for multipurpose room reservations. Through this study, the project team calculated the full cost of this service to be $157. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is below all fees charged by comparable jurisdictions and is closest to Rialto's fee of $52. Redland's full cost is higher than all fees charged by comparable jurisdictions, exceeding the jurisdictional average of $63. The closest comparable fee to Redland's full cost is San Bernardino's fee of $75.

28 Garden Plot Spaces – Per Year, Per Plot

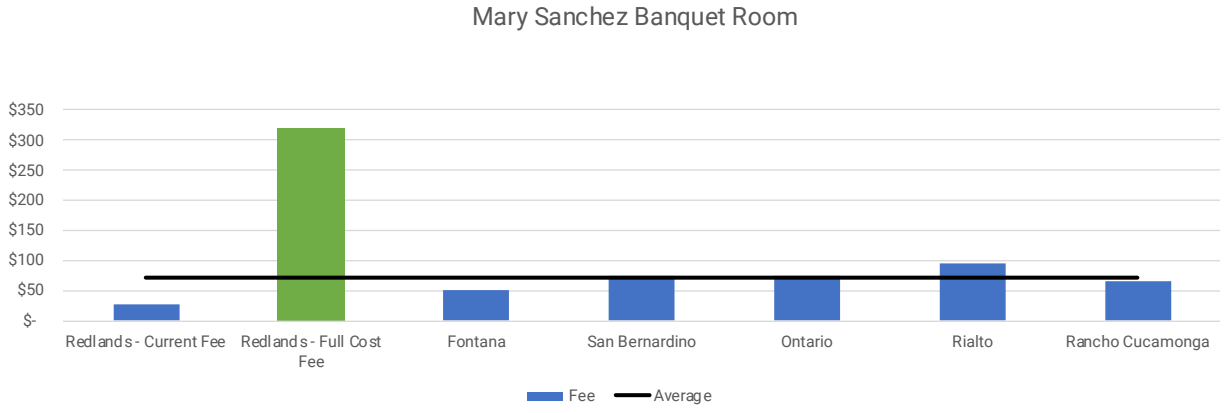
Currently, Redlands charges an annual fee of $20 for one garden plot. Through this study, the project team calculated the full cost of this service to be $27. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are below the jurisdictional average of $35 and are closest to Rialto's fee of $27.

29 Mary Sanchez Banquet Room Reservation

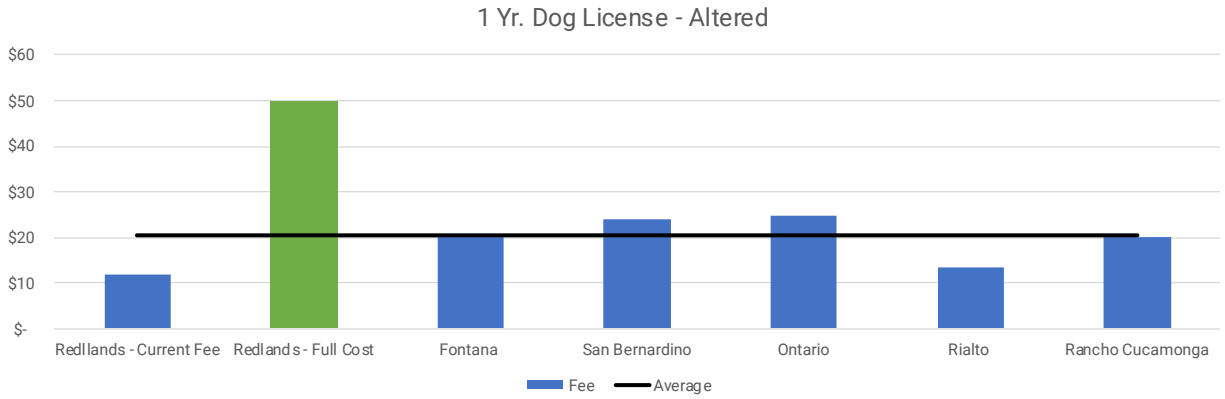
Currently, Redlands charges an hourly rental fee of $27 for the Mary Sanchez banquet room. Through this study, the project team calculated the full cost of this service to be $319. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is below all comparable jurisdictions and is closest to Fontana's fee of $52. Redland's full cost is higher than all fees charged by comparable jurisdictions, exceeding the jurisdictional average of $72. The closest comparable fee to Redland's full cost is Rialto's fee of $94.

30 1 Yr. Dog License – Altered

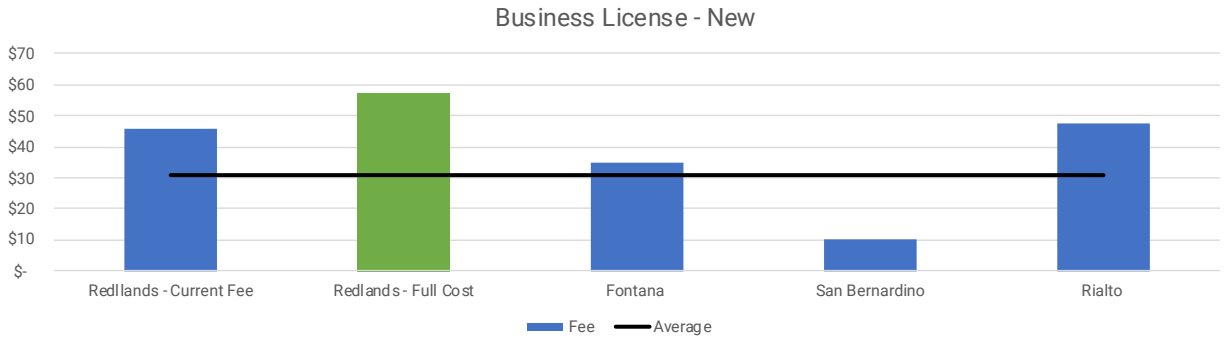
Currently, Redlands charges $12 for a one-year altered dog license. Through this study, the project team calculated the full cost of this service to be $50. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is below all comparable jurisdictions and is closest to Rialto's fee of $13. Redland's full cost is higher than all fees charged by comparable jurisdictions, exceeding the jurisdictional average of $21. The closest comparable fee to Redland's full cost is Ontario's fee of $25.

31 Business License - New

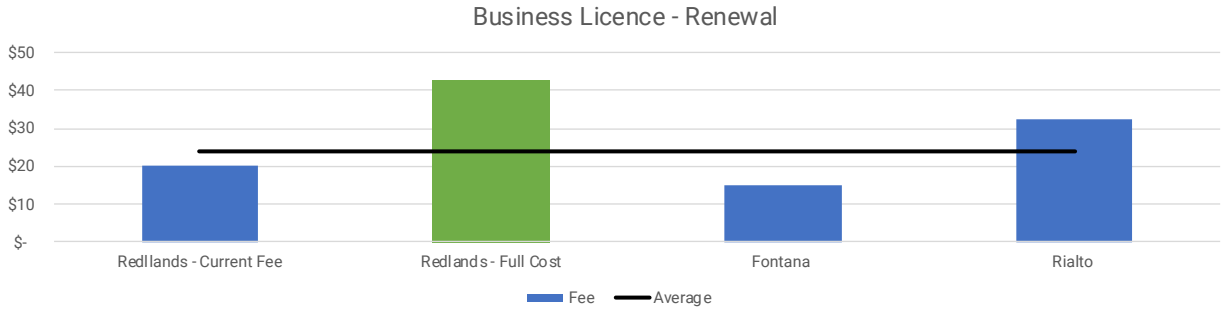
Currently, Redlands charges $46 for a new business license. Through this study, the project team calculated the full cost of this service to be $57. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are above the jurisdictional average of $31 and are closest to Rialto's fee of $47.

32 Business License - Renewal

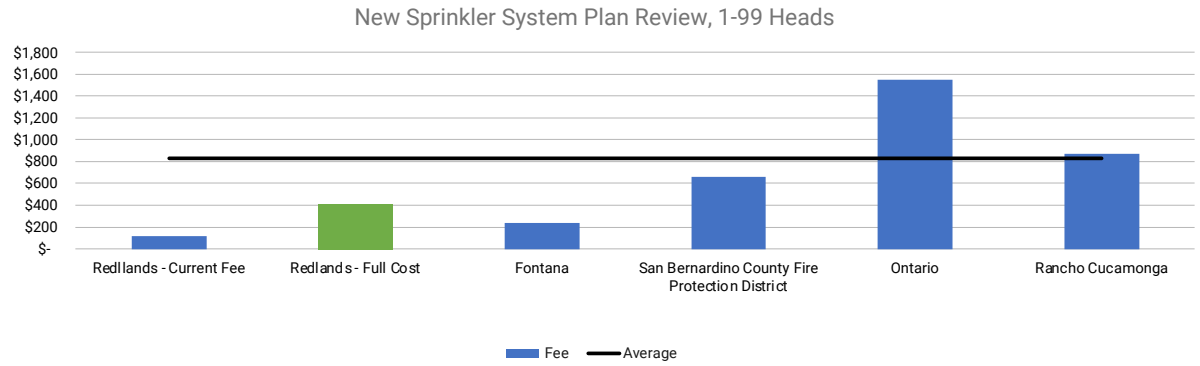
Currently, Redlands charges $20 for a business license renewal. Through this study, the project team calculated the full cost of this service to be $43. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is below the jurisdictional average of $24 and is closest to Fontana's fee of $15. Redland's full cost is above the jurisdictional average and is closest to Rialto's fee of $32.

33 New Sprinkler System Plan Review, 1-99 Heads

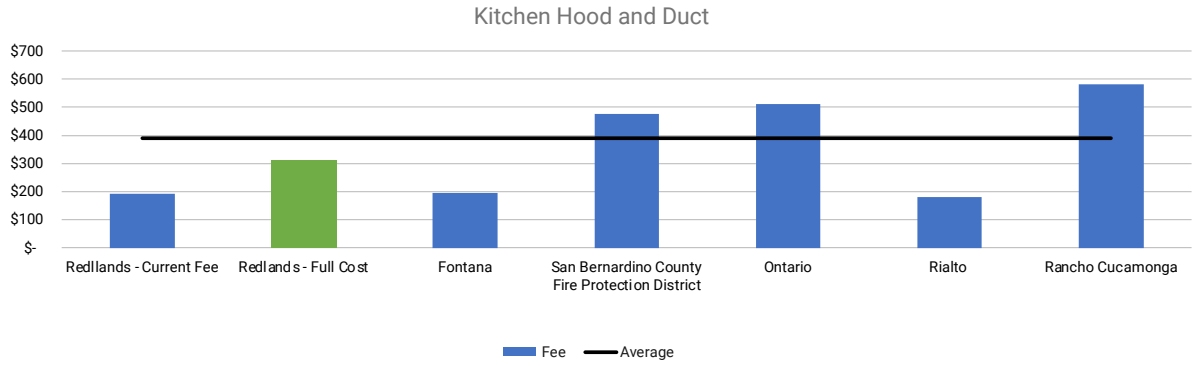
Currently, Redlands charges $120 to review a new sprinkler system plan for 1 to 99 heads. Through this study, the project team calculated the full cost of this service to be $412. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are below the jurisdictional average of $830 and are closest to Fontana's fee of $235. Th City of Ontario charges the highest fee at $1,552, however, their fee is charged per property rather than per head which may account for the large differences in fees.

34 Kitchen Hood and Duct

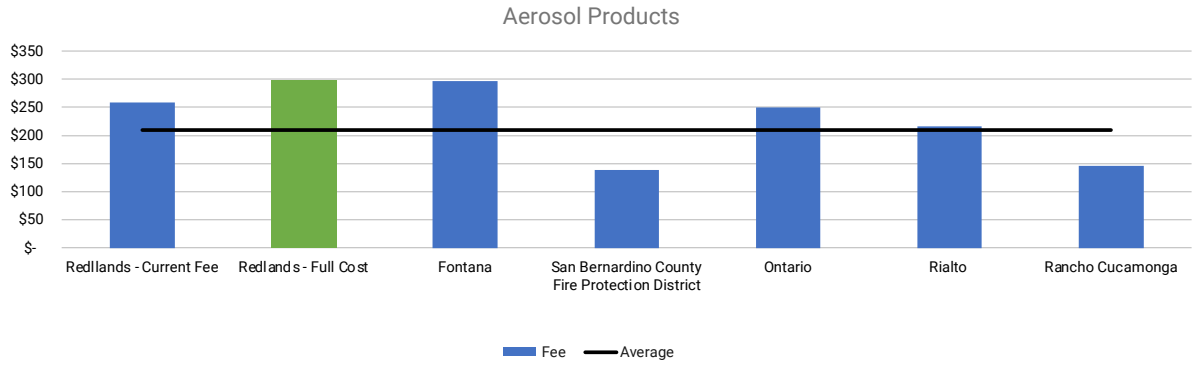
Currently, Redlands charges $191 to review a kitchen hood and duct permit. Through this study, the project team calculated the full cost of this service to be $310. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are below the jurisdictional average of $389 and are closest to Fontana's fee of $195.

35 Aerosol Products

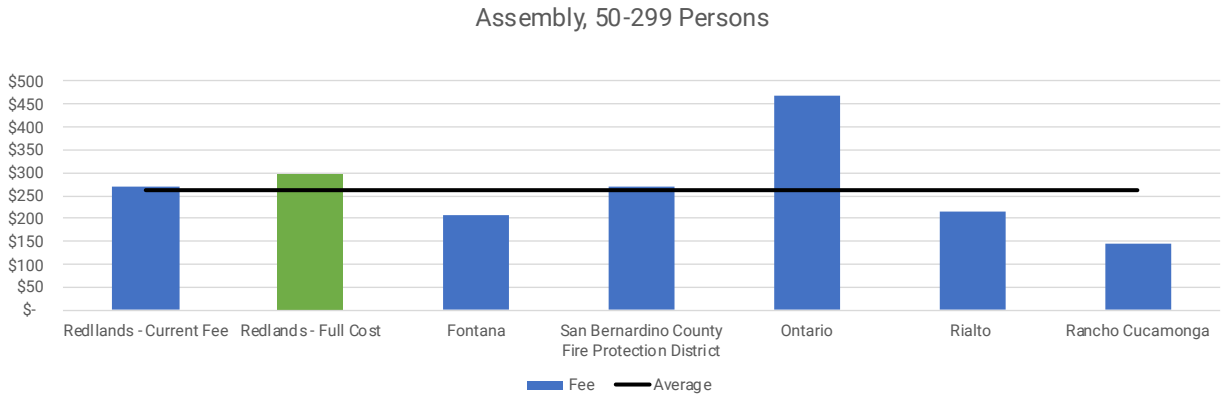
Currently, Redlands charges $258 to permit aerosol products. Through this study, the project team calculated the full cost of this service to be $298. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is above the jurisdictional average of $210 and is closest to Ontario's fee of $250. Redlands full cost is also above the jurisdictional average and is closest to Fontana's fee of $297.

36 Assembly, 50 - 299 Persons

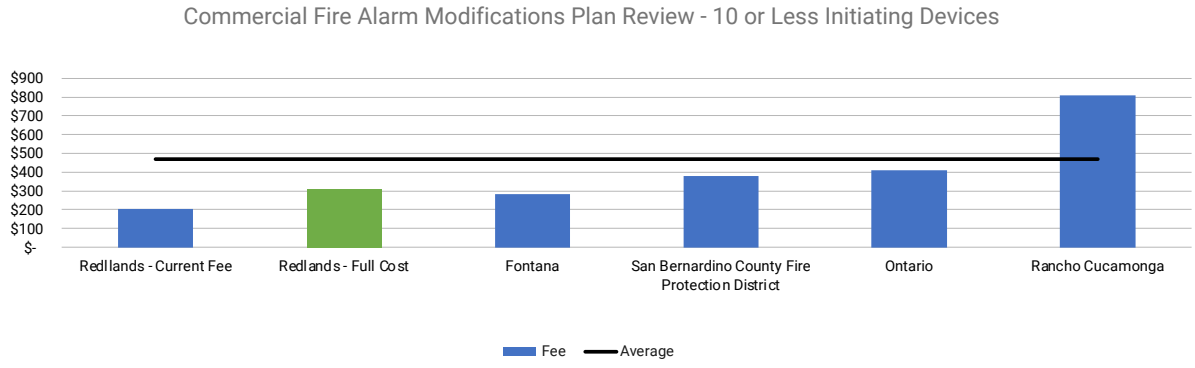
Currently, Redlands charges $271 to permit a place of assembly with a capacity of 50 to 299 persons. Through this study, the project team calculated the full cost of this service to be $298. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are above the jurisdictional average of $261 and are closest to San Bernardino County Fire Protection District's fee of $269.

37 Commercial Fire Alarm Modifications Plan Review – 10 or Less Devices

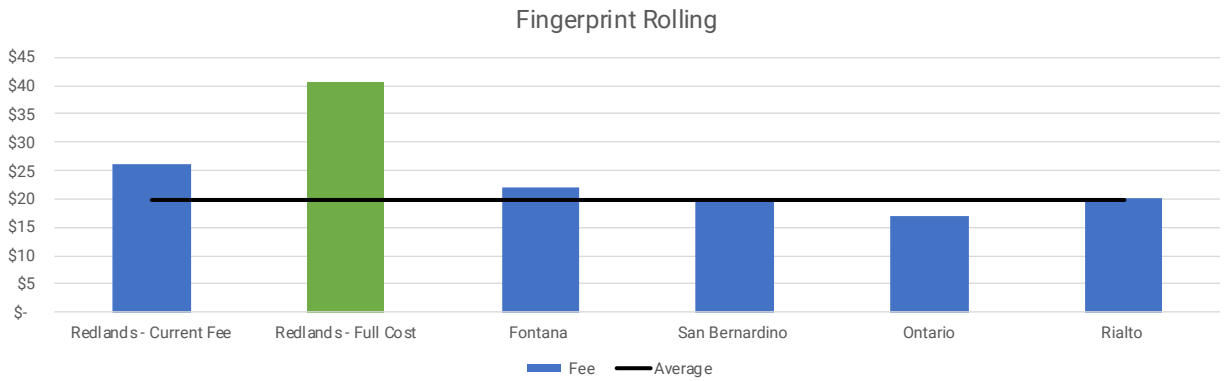
Currently, Redlands charges $203 to for commercial fire alarm modifications plan review for 10 or less initiating devices. Through this study, the project team calculated the full cost of this service to be $309. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee and full cost are below the jurisdictional average of $470 and are closest to Fontana's fee of $284.

38 Fingerprint Rolling

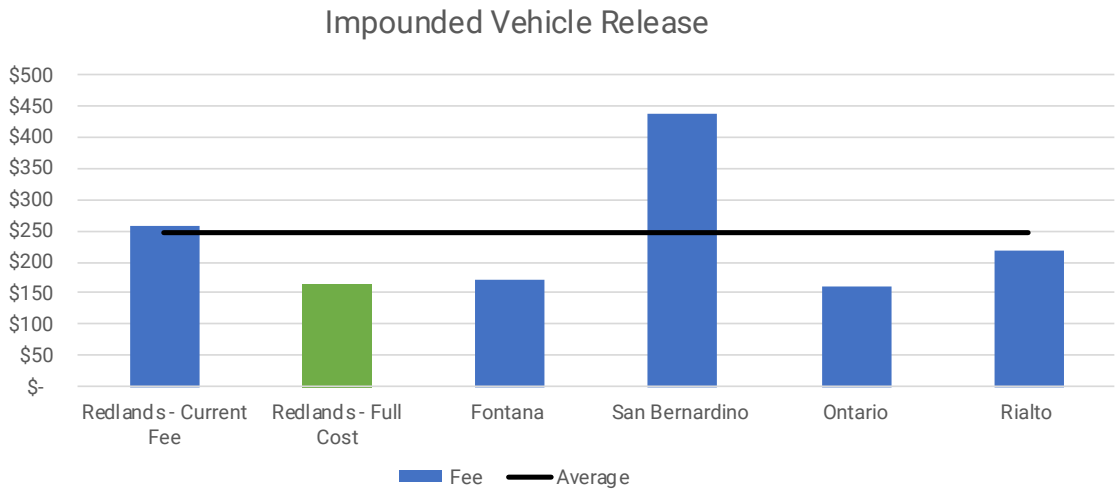
Currently, Redlands charges a $26 fee for fingerprint rolling. Through this study, the project team calculated the full cost of this service to be $41. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee ($26) is above the jurisdictional average of $20 and is closest to Fontana's fee of $22. The full cost fee of $41 is above all other surrounding jurisdictions.

39 Impounded Vehicle Release

Currently, Redlands charges $258 to release an impounded vehicle. Through this study, the project team calculated the full cost of this service to be $164. The following graph shows how the department's current fee and full cost compared to the surveyed jurisdictions.



Redlands's current fee is above the jurisdictional average of $247 and is closest to Rialto's fee of $217. Redland's full cost is below the jurisdictional average and is closest to Ontario's fee of $162.

5 Summary

Based upon the comparative survey, the full cost calculated is generally higher than the current fee charged. The majority of the fees compared in this survey showed full costs that exceeded the average fee charged by comparable jurisdictions. However, as the majority of the jurisdictions have not conducted a fee study in the last ten years, it is not accurate to compare these fees. It is important to note that the results of this survey only show the fees adopted by council, not the cost recovery policy decisions for departments or a jurisdiction. As such, the results of this survey should be used as a secondary decision-making tool.

LIBRARY

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Reservation of library materials	Per Item	$1	$9	$10
Non-resident Library Card fee	Annually	$30	$24	$25
Replacement of Lost Library Card	Per Card	$2	$3	$3
Day Pass for Computer Usage	Per Day	$1	$4	$4
Annual Internet Card - Non-Resident	Annually	New	$19	$20

FINANCE

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Business License				
New	Each	$46	$57	$61
Renewal	Each	$20	$43	$46
Dog Licensing				
Base Fee	Each	$24	$50	$53
Spayed/Neutered	Each	$12	$50	$53
Replacement Tag	Each	$17	$25	$27
Other Fees				
Yard Sale Permit	Each	$4	$13	$14
Parking Permit (New or Replacement)	Deposit	$10	$20	$22
Returned Check				
First Check	Each	$43	$25	$27
Subsequent Check	Each	$43	$35	$37
State CASp Svc Fee*	Each	$4	$4	$4
TEFRA Hearing Fee	Each	Actual Costs	Actual Costs	Actual Costs

POLICE

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Background Checks	Each	$22	$69	$74
False alarm response	Per Response	$212	$182	$194
Bicycle license	Each	$5	$16	$17
Concealed Carry Weapons (CCW)*				
Initial Permit	Each	$100	$1,191	$1,275
Permit Renewal	Each	$25	$841	$900
Modification Fee	Each	$10	$260	$278
Fingerprint - rolling	Each	$26	$41	$43
Miscellaneous				
Photos / Videos	Each	$67	$55	$59
Repossession Received	Each	$20	$31	$33
Vehicle Impound				
All others	Each	$258	$164	$175
DUI	Each	$258	$279	$299
Tow Services Agreement	Each	$80	$157	$168
Visa Clearance	Each	$11	$24	$26
Massage Therapy				
Massage therapist permit	Each	$113	$122	$131
Massage Therapy Business Owner permit - initial	Each	$417	$122	$131
Massage Therapy Business Owner permit - renewal	Each	$214	$92	$98
Solicitor permit	Each	$113	$122	$131
Taxi Driver permit (3 yr. permit)	Each	$316	$122	$131
Tow Truck Driver permit	Each	$80	$122	$131
Adult Oriented Business permit	Each	$372	$210	$225
Adult Entertainer permit	Each	$113	$122	$131
Remote Bingo	Each	$599	$403	$432
Subpeona				
Records	Each	$15	$15	$16
Appearance	Each	$275	$275	$294

*Fee set by statute

FCS - ANIMAL SERVICES

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Animal Boarding				
Cats	Per Animal Per Day	$10	$97	$104
Dogs	Per Animal Per Day	$20	$97	$104
Apprehension				
Livestock	Per Animal	$50	$201	$215
Cat				
Cat adoption	Per Animal	$10	$97	$104
Cat Release Owner	Per Animal	$30	$130	$140
Apprehension, cat	Per Animal	$15	$268	$286
Cat Vaccine	Per Animal	$15	$72	$77
Cat - Spay / Neuter	Per Animal	$50	$169	$181
Dog				
Dog adoption	Per Animal	$15	$97	$104
Dog Release Owner	Per Animal	$50	$130	$140
Apprehension				
Unaltered - 1st	Per Animal	$35	$268	$286
Unaltered - 2nd	Per Animal	$50	$268	$286
Unaltered - 3rd	Per Animal	$100	$268	$286
Dog Vaccine	Per Animal	$25	$37	$39
Dog Spay / Neuter				
Up to 30 lbs	Per Animal	$75	$199	$213
31 - 50 lbs	Per Animal	$75	$209	$223
51 to 75 lbs	Per Animal	$75	$224	$239
76 - 100 lbs	Per Animal	$75	$262	$280
Small-Native-Exotic Animals				
Small animals - Rabbit, Guinea Pig, Hamster	Per Animal	$10	$196	$209
All Other Animals	Per Animal	$10	$196	$209
Other Fees				
Owner Release for Euthanasia	Per Animal	$75	$133	$142
Flea and Tick Treatment	Per Animal	New	$34	$37
Microchipping	Per Animal	$25	$34	$37

FCS - ADMINISTRATION & TREES

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Small Cell Site Applications (pass-through costs)	Each	Contract Cost	Contract Cost	
Annual License Fee for Use of City Facilities	Per Year	$270	$372	$398
Street Tree Division				
Street Tree Permits				
Tree Services	Each	$134	$175	$188
Planting	Each	$81	$350	$375
Processing Fee	Each	$40	$42	$45
Film Permits				
Film Permits	Each	$446	$192	$205
Locally owned / operated video production companies	Each	$223	$192	$103
Administration Division				
Street Banner Permit	Each	$25	$266	$285
Prospect Park Sign	Each	$60	$149	$159

FCS - CODE ENFORCEMENT

Fee Name	Unit	Current Fee	Full Cost	Full cost at 107%
Abandoned Property Inspections	Each	$85	$210	$225
Vacant, abandoned property registration	Each	$93	$130	$139
Rental Dwelling Permit				
< 1 acre	Each	$80	$85	$91
1-3 acres	Each	$94	$102	$109
3.01-5 acres	Each	$106	$128	$137
> 5.01 acres	Each	$116	$155	$165
Reinspection	Each	$40	$157	$168

FCS - PARKS & RECREATION

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
PARKS				
Park Reservation Rates				
Avice Meeker Sewall Theatre	Base Park Reservation	$121	$127	$136
Apron (full stage not available)	Per Hour	$20	$860	$921
Mandatory Park Attendant - for any City Park	Per Hour	$50	$86	$92
Sylvan Park	Base Park Reservation	$121	$127	$136
Section A (Group Picnic):				
Tables 1 through 8 (seats 128)	Per day	$30	$26	$28
Tables 9 through 17 (seats 64)	Per day	$30	$26	$28
Tables 17 through 25 (seats 64)	Per day	$30	$26	$28
Section C (Group Picnic):				
Tables 1 through 7 (seats 65)	Per day	$30	$24	$26
Rose Garden	Per day	$25	$59	$63
Covered Picnic Area (Shelter Area)	Per day	$40	$12	$13
Gazebo	Per day	$40	$15	$16
Skate Park - by application only	Per day	New	$238	$254
All Other Parks				
Park Reservation	Per day	$94	$238	$254
Covered Picnic Area	Per day	$40	$12	$13
Clean-up deposit (refundable)				
up to 50 persons	Deposit	$100	$100	$100
50 to 150 persons	Deposit	$200	$200	$200
150 or more persons	Deposit	$300	$300	$300
RECREATION & SENIOR SERVICES				
Field / Court Rentals				
Miscellaneous: Staff Call-Out fee shall be assessed when city staff is called to a field for any of the following reasons: confirm field reservations, turn lighting on/off, clean garbage /debris left by users, resolve complaints and/make repairs resulting from abuse by user.	Per Hour	$43	$125	$134
Tennis Court:				
Court Rental	Per Hour	New	$36	$39
Tennis Court Lighting	Per Hour	$2.50	$0.00	$0
Pickleball Court:				
Court Rental	Per Hour	New	$27	$29
Recreational Organizations				
Fee per Hour, per Field	Per Hour Per Field	$5	$30	$32
Fee per Season, Non-Resident Fee	Per Season	$25	$30	$32
Fee per Hour for Field Splitting	Per Hour Per Field	$2.50	$0.00	$0
Non-Recreational Organizations (should mimic the structure above)				
Youth - Fee per Hour with NO Lights	Per Hour Per Field	$25	$30	$32
Youth - Fee per Hour with Lights	Per Hour Per Field	$35	$30	$32
Adult - Fee per Hour per Field	Per Hour Per Field	$35	$30	$32
Adult - Fee per Hour for Field Splitting	Per Hour Per Field	$3	$30	$32
Tournament				
Field Use	Per Hour Per Field	$50	$51	$55
Field Deposit	Deposit	$200	$200	$200
Field Preparation				
Field Preparation	Per Hour Per Field	$65	$119	$127
Banner				
Banner	Per Season	$60	$98	$105
On-Site Storage				
Storage Fee	Per Month	$50	$50	$54

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Programs				
Adult Services, Programs and Activities (18 and over)				
Adult Open Gym				
Resident	Per Person Per Day	$1	$9	$10
Non-Resident	Per Person Per Day	$2	$9	$10
Adult Open Racquet ball				
Resident	Per Hour Per Person	$1	$9	$10
Non-Resident	Per Hour Per Person	$2	$9	$10
Adult Open Pickleball				
Resident	Per Hour Per Person	$1	$9	$10
Non-Resident	Per Hour Per Person	$2	$9	$10
Adult Classes	Actual Cost	Actual Cost	Actual Cost	
Adult Family Trips	Actual Cost	Actual Cost	Actual Cost	
Annual Pass: I.D., Game Room, Gym Usage, Racquetball, and Pickleball Courts, and Tennis Courts				
Resident	Per Person	$25	$8	$8
Non-Resident	Per Person	$35	$8	$8
Adult Group Homes	Per Group Home	$50	$8	$8
Senior Services, Programs and Activities				
Bingo	Per Card	$0.50	$4.75	$5
Bingo Tournaments				
Per Person	Per Person Per Tournament	$20	$4	$5
Per Team	Per Person Per Team	$100	$22	$23
Senior Classes	Actual Cost	Actual Cost	Actual Cost	
Trips	Actual Cost	Actual Cost	Actual Cost	
Youth Services, Programs, and Activities				
Youth Annual Pass for use at Community Center	Per Pass	$0	$8	$8
Annual Pass - group homes: I.D., Game Room, Gym Usage, Racquetball and Tennis Courts	Per Group Home	$50	$8	$8
Teen Activities	Per Person	$3	$10	$11
Teen Trips	Per Trip	Actual Cost	Actual Cost	
Miscellaneous				
Contract Classes	Per Class	Actual Cost	Actual Cost	
Special Events	Per Event	Actual Cost	Actual Cost	
Facility Rentals				
Facility / Room Rates - $200 deposit required		$200		$200
Miscellaneous Charges				
Security / Refundable Cleaning Deposit	Deposit	$200	$200	$200
Attendant / Staff Supervision Fee	Per Hour Per Attendant	$20	$108	$116
Attendant & Room Set up Fee	Per Hour Per Attendant	$20	$108	$116
Refunds	Each	$10	$27	$29
Expedited Processing Fee	Each	$10	$27	$29

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Redlands Community Senior Center				
Kitchen Flat Fee	Each	$54	$32	$34
Room Rentals - Hourly				
Mary Sanchez Banquet Room	Per Hour	$27	$86	$92
Grand View Room	Per Hour	$27	$49	$52
Lugonia Room	Per Hour	$27	$143	$153
Entire Building		New	$491	$528
Redlands Community Center				
Kitchen Flat Fee	Each	$54	$32	$34
Room Rentals, Hourly				
Multipurpose Room	Per Hour	$27	$82	$88
Dance Studio	Per Hour	$27	$118	$126
Classroom A	Per Hour	$27	$54	$58
Classroom B	Per Hour	$27	$55	$58
Game Room	Per Hour	$27	$69	$73
Gymnasium - by application only	Per Hour	$65	$316	$338
Racquetball Court	Per Hour	$21	$79	$85
Joslyn Senior Center (temporarily closed)				
Kitchen Flat Fee	Each	$54	$32	$34
Room Rentals, Hourly				
Auditorium	Per Hour	$27	$114	$122
Lounge	Per Hour	$27	$52	$55
Classroom	Per Hour	$27	$62	$66
Dance Studio	Per Hour	New	$62	$66
Carriage House - Prospect Park				
Carriage House, Outside Pavillion, Grassy Area	Per Hour	$200	$1,174	$1,262
Miscellaneous				
Boutique Spaces				
Without Table	Per Day Per Space	$10	$18	$19
With Table	Per Day Per Space	$20	$18	$19
Garden Plot Spaces				
Smiley Gardens	Per Season Per Plot	$20	$27	$29
Clement Gardens	Per Season Per Plot	$30	$81	$87
Lugonia Gardens	Per Season Per Plot	$35	$49	$52
Program Attendant Fee	Per Hour Per Employee	$20	$108	$116
City Parking Lot Facilities				
Parking Lot	Per Space Per Hour	New	$1	$1
Special Events				
Special Events Application	Per Application	New	$1,050	$1,124

MUED - ENGINEERING				
Fee Name	**Unit**	**Current Fee**	**Full Cost**	**Full Cost at 107%**
Easement/Dedication Review	Each	$739	$742	$794
Conditional Use Permit	Each	$1,066	$1,230	$1,316
Commission Review and Approval	Each	$1,066	$1,230	$1,316
Building Moving Permit	Each	$240	$283	$303
Lot Line Adjustment	Each	$690	$723	$774
Certificate of Compliance	Each	$306	$848	$907
Street Vacation	Each	$1,124	$1,133	$1,213
Subordination Agreement/Lien Release	Each	$715	$849	$908
Public Improvement Agreement	Each	$1,049	$996	$1,066
Water Efficient Landscape Plan	Each	$834	$907	$970
Plan research records request	Per Hour	$114	$114	$122
Sign Installation				
Street Name Sign	Each	$592	$177	$190
Stop Sign	Each	$720	$177	$190
Environmental Impact Review				
Environmental Impact Review	Per Review	$392	$934	$1,000
Environmental Impact Report Review	Per Review	$1,858	$1,868	$1,999
Tract Map				
Tentative Tract Map	Each	$1,469	$1,894	$2,027
Revised Tract Map	Each	$1,469	$1,379	$1,475
Final Tract Map	Each	$2,567	$4,669	$4,996
Parcel Map				
Tentative Parcel Map	Each	$1,469	$1,894	$2,027
Revised Parcel Map	Each	$1,887	$1,379	$1,475
Final Parcel Map	Each	$2,308	$4,669	$4,996
Building Permit				
Residential	Each	$736	$412	$441
Commercial/Industrial	Each	$1,066	$541	$578
Room Addition	Each	$137	$126	$135
Commercial TI	Each	$137	$174	$186
Landscape Covenant				
Landscape Covenant	Each	$919	$889	$951
Landscape Covenant w/ Caltrans Agreement	Each	$1,179	$1,143	$1,223

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Plan Check				
Grading				
Base Fee/ 0-500 c.y.	Base	$506	$1,933	$2,068
Each addtl 500 cy or fraction thereof, 501-5,000 c.y.	Each	$70	$70	$74
Each addtl 5,000 cy or fraction thereof, 5,001-50,000 c.y.	Each	$80	$84	$89
Each addtl 10,000 cy or fraction thereof, 50,001-100,000 c.y.	Each	$90	$104	$112
Each addtl 10,000 cy or fraction thereof, 100,001-200,000 c.y.	Each	$10	$10	$11
>200,001 c.y. each addtl 10,000 cy or fraction thereof	Each	$6	$6	$6
Erosion Control				
SFR	Each	$582	$676	$723
Nonresidential	Each	$1,102	$1,226	$1,311
SWPPP				
SFR	Each	$1,076	$882	$943
Nonresidential	Base	$1,422	$1,009	$1,079
Nonresidential Subdivision Lot Fee	Per Lot	$149	$92	$99
Nonresidential Subdivision Acre Fee	Per Acre	$149	$185	$198
WQMP				
Preliminary				
SFR	Each	$1,226	$1,066	$1,141
Nonresidential	Base	$1,795	$1,620	$1,733
Nonresidential Subdivision Lot Fee	Per Lot	New	$92	$99
Nonresidential Subdivision Acre Fee	Per Acre	$65	$185	$198
Final				
SFR	Each	$1,136	$1,066	$1,141
Nonresidential	Base	$1,715	$1,620	$1,733
Nonresidential Subdivision Lot Fee	Per Lot	New	$92	$99
Nonresidential Subdivision Acre Fee	Per Acre	$65	$185	$198
Street Construction				
Base Fee	Base	$1,430	$1,653	$1,768
Per Sheet	Per Sheet	$571	$623	$667
Storm Drains				
Base Fee	Base	$825	$855	$914
Per Sheet	Per Sheet	$330	$395	$422
Hydrology Study				
Hydrology Study	Per Study	$1,477	$1,431	$1,531
Street Lights				
Base Fee	Base	$664	$613	$656
Per Sheet	Per Sheet	$376	$395	$422
Sewer Constrcution				
Base Fee	Base	$825	$997	$1,067
Per Sheet	Per Sheet	$330	$434	$464
Water Construction				
Base Fee	Base	$825	$997	$1,067
Per Sheet	Per Sheet	$330	$434	$464
Traffic Signals				
New Installations	Each	$1,689	$1,525	$1,632
Modifications	Each	$1,152	$940	$1,006
Street Trees				
Base Fee	Base	$551	$697	$746
Per Sheet	Per Sheet	$274	$370	$396
Signs and Striping				
Base Fee	Base	$825	$997	$1,067
Per Sheet	Per Sheet	$330	$434	$464

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Encroachment Permit				
Processing Fee	Each	$339	$366	$392
Driveway Approach				
Base	Base	$86	$58	$62
Each	Each	$43	$29	$31
Sidewalk				
Base	Base	$86	$58	$62
Per sq. ft. up to 300 sq. ft.	Per sq. ft.	$0.44	$0.29	$0.31
Each additonal sq. ft. over 300 sq. ft.	Per sq. ft.	$0.11	$0.07	$0.08
Cross Gutter / Spandrel				
Base	Base	$86	$58	$62
Per sq. ft.	Per sq. ft.	$0.87	$0.29	$0.31
Curb and Gutter				
Base	Base	$86	$58	$62
Per linear foot up to 50 l.f.	Per l.f.	$3	$0.29	$0.31
Each additional linear foot up to 200 l.f.	Per l.f.	$2	$0.15	$0.16
Each additional linear foot over 200 l.f.	Per l.f.	$0.82	$0.04	$0.04
Curb / Berm				
Base	Base	$86	$58	$62
Per linear foot up to 50 l.f.	Per l.f.	$2	$0.29	$0.31
Each additional linear foot up to 200 l.f.	Per l.f.	$1	$0.15	$0.16
Each additional linear foot over 200 l.f.	Per l.f.	$0.55	$0.04	$0.04
Crushed Aggregate Base				
Base	Base	$86	$58	$62
Per sq. ft.	Per sq. ft.	$0.09	$0.29	$0.31
Asphalt Pavement				
Base	Base	$10	$58	$62
Per sq. ft.	Per sq. ft.	$0.09	$0.29	$0.31
Street Light				
Base	Base	$86	$58	$62
Each	Each	$43	$29	$31
Traffic Signal				
New				
Base	Base	$86	$58	$62
Each	Each	$2,568	$29	$31
Modification				
Base	Base	$86	$29	$31
Each	Each	$2,011	$19	$21
Reinforced Concrete				
Base	Base	$86	$58	$62
Per cubic yard	Per c.y.	$130	$29	$31
Storm Drain Pipe				
Base	Base	$86	$58	$62
Per linear foot up to 100 l.f.	Per l.f.	$5	$0.58	$0.62
Each additional linear foot	Per l.f.	$1	$0.29	$0.31
Curb Inlet / Outlet Structures				
Base	Base	$86	$58	$62
Each	Each	$43	$29	$31
Storm Drain Manhole / Junction Box				
Base	Base	$86	$58	$62
Each	Each	$43	$29	$31
Curb Core				
Base	Base	$86	$58	$62
Each	Each	$43	$29	$31

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Sewer Main				
Base	Base	$86	$58	$62
Per linear foot up to 50 l.f.	Per l.f.	$2	$0.58	$0.62
Each additional Linear Foot	Per l.f.	$0.27	$0.29	$0.31
Sewer Manhole				
Base	Base	$86	$58	$62
Each	Each	$43	$29	$31
Sewer Cleanout				
Base	Base	$86	$58	$62
Each	Each	$43	$29	$31
Sewer Lateral				
Base	Base	$86	$116	$124
Each	Each	$43	$58	$62
Water Main				
Potable				
Base	Base	$86	$58	$62
Per linear foot up to 50 l.f.	Per l.f.	$2	$0.58	$1
Each additional Linear Foot	Per l.f.	$0.27	$0.29	$0.31
Non-Potable				
Base	Base	$86	$58	$62
Per linear foot up to 50 l.f.	Per l.f.	$2	$0.58	$1
Each additional Linear Foot	Per l.f.	$0.27	$0.29	$0
Water Service Lateral				
Base	Base	$86	$116	$124
Each	Each	$43	$58	$62
Fire Hydrant Assembly				
Base	Base	$86	$58	$62
Each	Each	$43	$29	$31
Water Shutdown				
Base	Base	$86	$174	$187
Each	Each	$43	$116	$124
Fire Services				
Base	Base	$86	$116	$124
Each	Each	$43	$58	$62
Excavation, Trench, Street Cut				
Base	Base	$86	$58	$62
Per linear foot up to 50 l.f.	Per l.f.	$2	$0.58	$1
Each additional Linear Foot	Per l.f.	$0.27	$0.29	$0.31
Street Patch				
Base	Base	$86	$58	$62
Per sq. ft. up to 200 sq. ft.	Per sq. ft.	$0.18	$0.29	$0.31
Each additional sq. t. over 200 sq. ft.	Per sq. ft.	$0.13	$0.15	$0.16
Grading Permit (Inspection)				
0-500 c.y.	Base	$583	$743	$795
Each add'l 2,000 c.y. or fraction thereof, 501-10,000 c.y.	Each	$70	$48	$51
Each add'l 5,000 c.y. or fraction thereof, 10,001-100,000 c.y.	Each	$84	$63	$68
Each add'l 10,000 c.y. or fraction thereof, 100,001-200,000 c	Each	$10	$16	$17
>200,001 c.y. each add'l 10,000 c.y. or fraction thereof	Each	$7	$16	$17

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Permits				
Truck Route (up to 5 days)	Per Permit	$74	$96	$103
Permit - Parklet	Per Permit	$296	$454	$486
Wide Load				
Single Trip	Per Permit	$16	$16	$17
Annual	Per Permit	$90	$90	$96
NPDES				
Program Fee				
Industrial				
High	Each	$172	$196	$210
Medium	Each	$85	$146	$156
Low	Each	$36	$53	$57
Commercial				
High	Each	$172	$196	$210
Medium	Each	$85	$146	$156
Low	Each	$36	$53	$57
Surcharges				
Technology Fee	% of Permits	2%	4%	$0

FIRE DEPARTMENT				
Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
High Fire Hazard Area Landscaping	Each	$271	$298	$319
False Alarm				$0
Residential	Each	$177	$278	$297
Commercial	Each	$299	$382	$409
Plan Review				
Commercial	Per Review	$404	$515	$551
Multi-family	Per Review	$324	$412	$441
Other (access, grading, house moving)	Per Review	$243	$309	$331
Residential tract	Per Review	$324	$412	$441
Single family	Per Review	$163	$206	$221
Commercial fire pump	Per Review	$208	$412	$441
High-piled storage	Per Review	$324	$412	$441
Consultations (hourly fee)	Per Review	$484	$309	$331
Fuel dispensing	Per Review	$163	$206	$221
Hood & duct	Per Review	$163	$206	$221
Medical gas	Per Review	$243	$309	$331
Portables	Per Review	$163	$206	$221
Spray booths	Per Review	$243	$309	$331
Other Reviews				
Landscape/Vegetation Management	Per Review	$163	$206	$221
Resubmittal/Revision of previously reviewed plan (after 2nd sub)	Per Review	$123	$155	$166
Where no permit or inspection is required, i.e. solar (commercial/residential, TI)	Per Review	$123	$206	$221
Private Underground Fire Line				
1-10 appliances	Per Building	$163	$206	$221
11-20 appliances	Per Building	$203	$258	$276
21-30 appliances	Per Building	$203	$258	$276
31-40 appliances	Per Building	$243	$309	$331
Each additional appliance over 40	Per Building	$123	$51	$55
Aboveground and Underground Storage Tank				
First tank at location	Per Tank	$123	$206	$221
Each tank after first at same location	Per Tank	$163	$51	$55
New Alarm System Plan Review				
Sprinkler monitoring only	Per Review	$123	$309	$331
10 or less initiating devices	Per Review	$203	$309	$331
11-20 initiating device	Per Review	$203	$360	$386
20 or more devices	Per Review	$268	$515	$551
Commercial Fire Alarm Modifications Plan Review				
Sprinkler monitoring only	Per Review	$123	$206	$221
10 or less initiating devices	Per Review	$163	$258	$276
11-20 initiating device	Per Review	$231	$309	$331
20 or more devices	Per Review	$311	$412	$441
New Sprinkler System Plan Review				
1-99 heads	Per Review	$120	$412	$441
100-499 heads	Per Review	$243	$515	$551
500-1,000 heads	Per Review	$292	$617	$661
1,000+ heads	Per Review	New	$720	$770

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Fire Sprinkler System Modification Plan Review				
1-99 heads	Per Modification	$123	$309	$331
100-499 heads	Per Modification	$163	$412	$441
500-1,000 heads	Per Modification	$203	$515	$551
1,000+ heads	Per Review	$243	$720	$770
Smoke Control System Plan Review				
Review of rational analysis	Per Review	$364	$463	$496
Design Testing	Per Test	$444	$566	$606
In-rack Sprinklers (plan review, permit, & 2 inspections)				
1-10,000 square feet	Each	$191	$589	$630
10,001-50,000 square feet	Each	$271	$743	$795
50,001-100,000 square feet	Each	$351	$920	$984
Each additional 1-50,000 square feet over 100,000 square feet	Per 50,000 sq. ft.	$431	$492	$526
State Mandated Fire Marshal Inspections				
High rise	Per Inspection	$632	$619	$662
Facility Pre-Inspection	Per Inspection	$40	$286	$306
Annual Clearance	Per Inspection	$80	$286	$306
Hospital - I	Per Inspection	$912	$619	$662
Schools - E	Per Inspection	$552	$509	$544
Preschools/Day Care	Per Inspection	$271	$286	$306
Commercial home- 24 hour care	Per Inspection	$298	$286	$306
Churches - A	Per Inspection	deleted	deleted	-
Jail, lock up, detention facilities	Per Inspection	$258	$619	$662
Failure to Keep Scheduled Appointment for Inspection	Per Inspection	$160	$160	$171
After hours inspection (OT inspection)	Per Inspection	$160	$160	$171
In-home (to include care facilites)				
6 or less	Per Inspection	$258	$286	$306
7 or more	Per Inspection	$311	$286	$306
Prevention Inspections				
Apartment / Condo				
1-10 units	Per Inspection	$191	$286	$306
11-30 units	Per Inspection	$204	$360	$386
31-50 units	Per Inspection	$218	$435	$465
57-75 units	Per Inspection	$258	$435	$465
76-100 units	Per Inspection	$338	$435	$465
101 + units	Per Inspection	$351	$509	$544
Certificate of Occupancy				
Ordinary hazard	Per Certificate	$218	$569	$608
High hazard	Per Certificate	$231	$569	$608
Hotels / Motels				
1-20 units	Per Inspection	$231	$360	$386
21-40 units	Per Inspection	$231	$360	$386
41-50 units	Per Inspection	$271	$509	$544
51+ units	Per Inspection	$311	$583	$624
Inspections By Group				
F - Fabrication, Finishing, Manufacturing	Per Inspection	$458	$378	$405
L - Laboratory	Per Inspection	$338	$378	$405
S - Storage	Per Inspection	$258	$459	$491
U - Utility	Per Inspection	$191	$286	$306
B, M, F, and S - Large Warehouse inspections	Per Inspection	$632	$459	$491
Miscellaneous Inspections				
Ordinary Hazard	Per Inspection	$80	$286	$306
Commercial high hazard	Per Inspection	$271	$459	$491
Re-Inspection-Ordinary Hazard	Per Inspection	$80	$148	$159
All Other Inspections				
Inspection				
100,000 sq. ft or less	Per Inspection	$391	$378	$405
100,000 - 500,000 sq. ft	Per Inspection	$472	$499	$534
500,001 sq. ft and above	Per Inspection	$552	$579	$619

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Construction Inspections				
Kitchen Hood and Duct	Per Inspection	$191	$310	$332
Clean Agent System	Per Inspection	$191	$396	$424
Battery Systems	Per Inspection	$231	$396	$424
Compressed Gases	Per Inspection	$231	$396	$424
Cryogenic fluids	Per Inspection	$231	$310	$332
Fire pumps and related equipment	Per Inspection	$311	$483	$516
Flammable and combustible liquids	Per Inspection	$231	$310	$332
Hazardous Materials	Per Inspection	$311	$310	$332
Industrial ovens	Per Inspection	$191	$310	$332
LP-gas	Per Inspection	$191	$310	$332
Private fire hydrants	Per Inspection	$191	$396	$424
Spraying or dipping	Per Inspection	$231	$310	$332
Standpipe systems	Per Inspection	$191	$310	$332
Temporary membrane structures and tents	Per Inspection	$183	$298	$319
Gates/Barricades	Per Inspection	$191	$298	$319
Smoke Control/Exhaust	Per Inspection	$391	$483	$516
Solar - Photovoltaic	Per Inspection	$40	$298	$319
Emergency responder radio coverage systems	Per Inspection	$203	$310	$332
Automatic Fire-Extinguishing System				
25 heads or less	Per Inspection	$191	$483	$516
26-99 heads	Per Inspection	$231	$569	$608
Each additional head above 100 heads	Each Addl Head	$1.14	$1.72	$2
Alarm and Detection Systems / Equip				
Sprinklers monitoring only	Per Inspection	$191	$396	$424
10 or less initiating devices	Per Inspection	$191	$396	$424
11-20 initiating devices	Per Inspection	$231	$483	$516
20 or more devices	Per Inspection	$311	$569	$608
Engine Company Inspections				
Ordinary hazard	Per Inspection	$150	$556	$595
Permits				
Aerosol products	Per Permit	$258	$298	$319
Amusement buildings	Per Permit	$258	$298	$319
Bowling pin/Alley refurbish	Per Permit	$40	$218	$233
Carbon Dioxide System (at/over 100 lbs.) - Beverage Systems	Per Permit	$218	$245	$262
Cellulose Nitrate Film/Storage	Per Permit	$218	$298	$319
Cryogenic Fluids	Per Permit	$258	$298	$319
Fire Hydrants & Valves	Per Permit	$218	$218	$233
Floor Finishing	Per Permit	$258	$298	$319
Fumigation or Thermal Insecticidal Fogging	Per Permit	$191	$298	$319
HPM Facilities	Per Permit	$231	$298	$319
Hood and Duct Permit	Per Permit	$271	$258	$276
Hot-work operations	Per Permit	$231	$258	$276
Industrial Ovens	Per Permit	$231	$258	$276
Liquid or gas fueled vehicles or equipment in assembly buildings	Per Permit	$231	$258	$276
Miscellaneous Combustible Storage (over 2500 cubic feet)	Per Permit	$271	$298	$319
Open Burning (bonfire, rubbish, BBQ, recreational or ceremonial Fire,etc.)	Per Permit	$231	$258	$276
Organic Coatings	Per Permit	$231	$258	$276
Private Hydrant Removal	Per Permit	$204	$218	$233
Proxylin Plastics	Per Permit	$218	$258	$276
Rocket launching (model rockets)	Per Permit	$244	$298	$319

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Special Activities (Production Facilities, Live Audience, Tradeshows, Exhibits, Special Events) - seasonal events: haunted houses/mazes, pumpkin patches, christmas tree lots, etc.)	Per Permit	$258	$298	$319
Spraying/Dipping	Per Permit	$218	$245	$263
Tire storage/recapping/rebuilding	Per Permit	$218	$245	$263
Waste handling	Per Permit	$218	$245	$263
Wood Products (over 200 cubic feet)	Per Permit	$218	$258	$276
Compressed gas/LPG permit	Per Permit	$271	$258	$276
Covered mall permit	Per Permit	$552	$1,019	$1,091
Dry cleaning permit	Per Permit	$311	$338	$362
Combustible Fiber Storage or Dust Producing	Per Permit	$258	$298	$319
Explosives permit	Per Permit	$258	$298	$319
Fruit ripening permit	Per Permit	$218	$298	$319
Flammable/combustible liquid permit	Per Permit	$231	$378	$405
Hazardous / toxic / corrosive permit	Per Permit	$231	$378	$405
High piled combustible permit	Per Permit	$512	$539	$576
Junk yard permit	Per Permit	$271	$298	$319
Lumber yard permit	Per Permit	$218	$298	$319
Medical gas system permit	Per Permit	$218	$245	$263
Pesticides permit	Per Permit	$271	$298	$319
Pipeline - excavation / operation permit	Per Permit	$271	$298	$319
Poison gas permit	Per Permit	$271	$298	$319
Radioactive material permit	Per Permit	$271	$298	$319
Refrigeration equipt permit	Per Permit	$351	$378	$405
Repair garage permit	Per Permit	$231	$258	$276
Spray booth permit	Per Permit	$271	$298	$319
Tanks permit	Per Permit	$231	$258	$276
Welding / cutting permit	Per Permit	$231	$258	$276
Carnival / fair permit	Per Permit	$231	$258	$276
Open flame permit	Per Permit	$231	$258	$276
Parade float permit	Per Permit	$271	$298	$319
Tents/Canopy	Per Permit	$231	$258	$276
Pryotechnics Special Effects - Fireworks Permit				
Small show	Per Permit	$321	$459	$491
Large show	Per Permit	$1,218	$619	$662
Standby (Engine Crew)	Per Permit	New	$1,253	$1,341
Aircraft				
Repair hangar permit	Per Permit	$271	$298	$319
Refueling vehicle permit	Per Permit	$271	$298	$319
Assembly				
50-299 persons	Per Permit	$271	$298	$319
300-500 persons	Per Permit	$271	$338	$362
501-999 persons w/ stage	Per Permit	$311	$378	$405
1000+ persons w/ stage	Per Permit	$351	$459	$491
Weed Abatement				
Landscape / Vegetation Management Admin	Each	$416	$276	$296
Landscape/Vegetation Management Inspection	Each	$258	$160	$171
Landscape / Vegetation Management Re-inspection	Each	$190	$120	$129
Hydrant / Hydro Flow Test				
Install				
1 tank	Per Install	$218	$258	$276
2 tanks	Per Install	$231	$298	$319
3 tanks	Per Install	$271	$338	$362
Removal				
1 tank	Per Removal	$218	$258	$276
2 tanks	Per Removal	$231	$298	$319
3 tanks	Per Removal	$271	$338	$362
Flow Test Fire Flow	Per Test	$231	$298	$319
Miscellaneous Inspection/Permit	Per Hour	$351	$298	$319
Fire Miscellaneous Fees				
Admin fee - Cost Recovery	Each	$249	$319	$341

DSD - PLANNING				
Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Concept Plan				
Concept plan	Each	$10,405	$18,650	$19,956
Concept plan amendment	Each	$4,235	$10,553	$11,291
Specific Plan				
Specific plan	Each	$9,725	$19,747	$21,129
Specific plan amendment	Each	$4,427	$11,197	$11,981
Conditional Use Permit				
New construction	Each	$6,712	$12,643	$13,528
No new construction	Each	$2,234	$2,088	$2,234
No new construction w/ alcohol license	Each	New	$3,976	$4,254
Planned Residential Development	Each	New	$4,123	$4,412
Time extension	Each	$369	$2,960	$3,167
Daycare home (13 + clients)	Each	$2,425	$1,719	$1,839
Revised Conditional Use Permit				
Construction	Each	$3,152	$6,978	$7,466
No Construction	Each	$1,590	$2,755	$2,948
Variance				
Minor Fence Exception Permit	Each	$632	$2,116	$2,264
SFR	Each	$2,775	$3,283	$3,513
Commercial / Multi-family	Each	$3,098	$4,419	$4,728
Parking modification	Each	$2,277	$2,235	$2,391
Minor commission review	Each	$1,982	$2,749	$2,941
Building Moving				
Main Structure	Each	$1,845	$1,919	$2,053
Garage / Secondary structure	Each	$1,749	$1,870	$2,001
Commission Review and Approval				
Major >1 acre	Each	$7,564	$10,428	$11,158
Minor 1 acre or less	Each	$5,779	$7,966	$8,524
Time extension	Each	$304	$2,597	$2,779
Revised				
Major	Each	$6,051	$7,266	$7,775
Minor	Each	$5,217	$5,483	$5,867
Maps, Subdivision, & Lot Line Adjustments				
Parcel Map				
Parcel map	Each	$5,045	$9,977	$10,676
Revised parcel map	Each	$3,979	$6,478	$6,931
Administrative parcel map (SB 9)	Each	New	$2,872	$3,074
Tentative tract map				
Tentative tract map	Each	$12,493	$14,242	$15,238
Revised tentative tract map	Each	$8,335	$7,524	$8,051
Reversion to acreage/merger	Each	$2,814	$3,549	$3,797
Subdivision time extension	Each	$395	$4,894	$5,237
Lot line adjustment	Each	$706	$2,053	$2,196
Certificate of compliance	Each	$750	$1,438	$1,539
Environmental				
Environmental Impact Report (by consultant)	Per Report	Contract + 10% admin. fee	Contract + 10% admin. fee	
Legal Noticing Publication (CEQA Notice)	Per Hearing	New	$500	$535
Environmental project assessment	Each	$808	$2,112	$2,260
Mitigation Monitoring Plan Review & Implementation	Actual Cost	Actual Cost	Actual Cost	
Negative Declaration:				
By Staff	Each	$5,700	$9,096	$9,733
By Consultant	Actual Cost	Contract + 10% admin. fee	Contract + 10% admin. fee	

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Residential Development Allocation (RDA)				
Residential Development Allocation (RDA)	Each	$3,857	$5,231	$5,598
Alteration of approved project	Each	$609	$2,036	$2,178
Transfer of development allocation	Each	$595	$2,036	$2,178
Zone Change				
Commission determination	Each	$2,345	$7,012	$7,503
Ordinance text amendment	Each	$2,952	$12,778	$13,673
Zone Change	Each	$3,797	$12,724	$13,615
Signs, Flags, Banners, & Searchlights				
Sign Review				
One sign review	Each	$681	$770	$824
Sign review by staff	Each	$139	$193	$206
Sign Program				
Sign program	Each	$1,542	$2,351	$2,516
Sign program amendment	Each	$830	$1,487	$1,591
Conditional Use Permit - signs >120 SF	Each	$2,667	$2,817	$3,014
Flag test	Each	$1,479	$1,424	$1,524
Annual banner permit	Each	$134	$154	$165
Additional banner display	Each	$68	$67	$72
Searchlights	Each	$134	$135	$144
Demolition > 50 yr. old building				
Single Family Zones	Each	$646	$1,910	$2,044
Multi-Family, Commercial & Industrial	Each	$683	$2,294	$2,455
Accessory Building	Each	$564	$1,680	$1,798
Historic Designated				
SFR	Each	$957	$2,721	$2,911
Multi-Family, Commercial & Industrial	Each	$957	$3,488	$3,732
Accessory Building	Each	$667	$2,375	$2,541
Demolition Permit < 50 yr. old building				
Single Family Zones	Each	$387	$1,108	$1,186
Multi-Family, Commercial & Industrial	Each	$402	$1,492	$1,596
Accessory Building	Each	$430	$993	$1,062
Annexation				
Annexation	Each	$7,070	$9,998	$10,698
Service plan for annexation	Each	$1,371	$3,141	$3,361
Pre annexation agreement	Each	$2,565	$1,668	$1,785
Zoning Verification Letter				
Basic	Each	$384	$506	$541
Research	Each	$682	$736	$787
Preliminary Review				
One acre or less	Each	$332	$982	$1,051
Over one acre	Each	$430	$1,734	$1,855
Certificate of Appropriateness				
Minor Certificate of Appropriateness	Each	$356	$504	$539
Certificate of Appropriateness	Each	$615	$950	$1,016

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Misc. Permits and Fees				
Mills Act Contract Application	Each	$480	$1,084	$1,160
Administrative Use Permit	Each	$795	$2,291	$2,451
Zoning Clearance Form	Each	$46	$171	$183
Agriculture preserve removal	Each	$2,524	$8,307	$8,889
General plan amendment	Each	$6,068	$13,289	$14,220
Legal Noticing (Public Hearing)	Per Hearing	New	$500	$535
Street vacation	Each	$2,602	$3,138	$3,358
Appeal - Various Fees Paid	Each	$2,254	$3,252	$3,479
Addendum to planning commission	Each	$1,188	$2,341	$2,505
Continued item by applicant	Each	$370	$1,030	$1,103
Temporary occupancy	Each	$200	$645	$690
News rack impound fee	Each	$376	$750	$802
Development agreement	Each	$6,108	$15,141	$16,200
Williamson Act contract removal	Each	$2,800	$5,230	$5,596
Socio Economic Study	Each	$3,265	$4,626	$4,950
Home occupation permit - review	Each	$50	$137	$146
Special / Temporary Events	Each	$175	$1,110	$1,188
Temporary Holiday Sales	Each	$37	$1,110	$1,188
Preliminary Housing Application (SB 330)	Each	New	$1,407	$1,505
Mine & Reclamation Plan Review	Each	Actual Cost	Actual Cost	
Mitigation Monitoring Plan Review & Implementation	Each	Actual Cost	Actual Cost	
Measure U Exemption	Each	New	$3,648	$3,903
Technology Fee	% of Permits	2%	4%	$0
Tribal Government Notification (AB52 and / or SB18)	Each	New	$551	$590

DSD - BUILDING & SAFETY (FLAT FEES)

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Miscellaneous Items Permit Fees				
Standard Hourly Rate	Per Hour	$127.70	$137	$147
Balcony addition	Each	$510.80	$548	$586
Change of Occupancy	Each	$574.65	$616	$659
Compliance Inspections/Reinspections	Each	$510.80	$546	$584
Lighting Pole	Each	$255.40	$273	$292
Service Required in Excess of Standard	Per Hour	$127.70	$137	$146
Re-inspection	Per Hour	$127.70	$137	$146
Plan Re-Check	Per Hour	$127.70	$137	$147
Research	Per Hour	$127.70	$137	$147
Residential Building Reports	Each Report	$63.85	$69	$74
Landscaping	Each	$638.50	$685	$733
Skylight (any size)	Each	$255.40	$274	$293
Spa or Hot Tub (in-ground private)	Each	$319.25	$342	$366
Antenna				
Equipment Container, any size	Each	$383.10	$411	$440
Cellular/Mobile Phone, free-standing	Each	$446.95	$617	$660
Cellular/Mobile Phone, co-location	Each	$383.10	$549	$587
New Cellular/Mobile Phone, free-standing	Each	New	$1,783	$1,907
New Cellular/Mobile Phone, co-location	Each	New	$1,302	$1,393
Carport				
Minor (< or = 200 sq ft.)	Each	$319.25	$342	$366
Major (> 200 sq ft.)	Each	$446.95	$479	$513
Close Existing Openings				
Interior wall	Each	$255.40	$274	$293
Exterior wall	Each	$383.10	$339	$363
Deck (wood)				
Up to 200 sq ft.	Each	$319.25	$342	$366
Each additional 100 sq ft.	Each Add'l 100 sq. ft.	$255.40	$274	$293
With Calcs				
Up to 200 sq ft.	Each	$383.10	$411	$439
Over 200 sq ft.	Each	$446.95	$479	$512
Demolition				
Single Family Dwelling	Each	$255.40	$410	$439
Multi Family/ Commercial	Each	$383.10	$410	$439
New Door				
Residential	Each	$319.25	$342	$366
Fence or Freestanding Wall				
Non-Masonary				
Any Size	Each	$319.25	$342	$366
Masonry				
6 - 8 feet high, pre-engineered	Each	$383.10	$411	$439
Each additional 100 linear feet	Each Add'l 100 l.f.	$63.85	$205	$220
Special Design				
6 - 10 feet high	Each	$574.65	$616	$659
Each additional 100 linear feet	Each Add'l 100 l.f.	$191.55	$205	$220
Over 10 feet high	Each	$574.65	$616	$659
Each additional 100 linear feet	Each Add'l 100 l.f.	$191.55	$205	$220
Fireplace				
Pre-Fabricated / Metal	Each	$255.40	$274	$293
Flag pole (over 30 feet in height)	Each	$255.40	$274	$293
Grading (Cut and Fill)				
0 - 100 CY	Each	$191.55	$206	$221
101 - 1,000 CY	Each	$255.40	$275	$294
1,000 - 10,000 CY	Each	$383.10	$412	$441
10,001 - 100,000 CY	Each	$446.95	$481	$515
100,001 - 200,000 CY	Each	$638.50	$687	$735
Each Additional 10,000 CY or portion thereof	Each Add'l 10,000 c.y.	$76.62	$82	$88

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Partition - Commercial				
Interior (up to 30 l.f.)	Each	$255.40	$274	$293
Additional partition	Per 30 l.f.	$127.70	$137	$146
Patio Cover, Awning, Canopy, Trellis and Arbors				
Wood Frame				
City Standard	Each	$255.40	$273	$292
With calcs	Each	$319.25	$342	$366
Other frame	Each	$319.25	$342	$366
Additional Patio	Each	$127.70	$137	$146
Enclosure	Each	$319.25	$342	$366
Solar Energy Systems				
Residential				
0 -10 kW	Each kW	$446.95	$479	$513
Each Additional kW > 10 kW	Each kW	$12.77	$14	$15
Non-Residential				
0-50 kW	Each kW	$1,000.00	$1,094	$1,170
51-250 kW	Each kW	$7.00	$9	$10
Each Additional kW >250kW	Each kW	$5.00	$6	$6
Stucco Applications				
Stucco Applications	Each	$191.55	$205	$220
Additional Stucco Application	Each Add'l 400 sq. ft.	$127.70	$137	$146
Repairs For Fire, Water, Decay & Pests				
<$10,000	Each	$766.20	$821	$879
$10,000 - 25,000	Each	$766.20	$821	$879
$25,001 - 100,000	Each	$1,021.60	$1,095	$1,172
> $100,000	Each	$1,149.30	$1,232	$1,318
Retaining Wall (concrete or masonry)				
First 50 linear feet	Each	$383.10	$411	$439
Additional retaining wall	Each Add'l 50 l.f.	$63.85	$68	$73
Special Design				
3 - 10 feet high (up to 50 linear feet)	Each	$446.95	$479	$512
Additional retaining wall	Each Add'l 50 l.f.	$63.85	$68	$73
Over 10 feet high (up to 50 linear feet)	Each	$702.35	$753	$806
Additional retaining wall	Each Add'l 50 l.f.	$63.85	$68	$73
Remodel - Residential				
500 square foot Single Story	Each	$638.50	$685	$733
501 - 1,000 sq. ft.	Each	$702.35	$1,027	$1,099
Additional remodel	Each Add'l 500 sq. ft.	$255.40	$274	$293
Re-roof				
Single Family Dwelling / Duplex				
Any Size	Per Re-roof	$383.10	$411	$439
Re-roof Multi-Family/Comm./Ind.				
Minor Repair < 500 sq. ft.	Per Re-roof	$191.55	$205	$220
501 - 3,000 sq. ft.	Per Re-roof	$319.25	$342	$366
3,001 - 10,000 sq. ft.	Per Re-roof	$446.95	$478	$512
> 10,001 sq. ft.	Each Add'l1,000 sq ft	$63.85	$68	$73
Roof Structure Replacement				
Roof Structure Replacement	Per Replacement	$638.50	$684	$732
Additional roof structure replacement	Per Replacement	$127.70	$137	$146
Residential Additions (one story)				
Up to 500 sq. ft.	Each	$574.65	$685	$733
501 - 1,000 sq. ft.	Each	$766.20	$1,027	$1,099
> 1,000 sq.ft.	Each Add'l 500 sq. ft.	$95.78	$274	$293
Siding				
Stone and Brick Veneer (interior or exterior)	Each	$255.40	$274	$293
Additional siding	Each Add'l 400 sq. ft.	$95.78	$102	$110
Signs				
Monument	Each	$510.80	$547	$585
Wall-mounted Fixture	Each	$255.40	$274	$293
Free-standing	Each	$319.25	$342	$366

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Storage Racks				
Any Height (up to 100 linear feet)	Each	$383.10	$411	$439
Each additional 100 linear feet	Each Add'l 100 l.f.	$31.93	$34	$37
Swimming Pool / Spa				
Private				
< 800 sq. ft.	Each	$638.50	$684	$732
> 800 sq. ft.	Each	$766.20	$749	$801
Heater	Each	$95.78	$102	$110
Temporary Utility Connection or Occupancy	Each	$127.70	$137	$146
Window or Sliding Glass Door				
Residential Replacement				
Quantity 1-4	Each	$191.55	$205	$220
Quantity 5 or more	Each Add'l	$31.93	$34	$37
New Window (non structural)	Each	$255.40	$274	$293
Off-hours inspection (min 3 hours)				
First Hour	Per Hour	$383.10	$410	$438
Each Additional Hour	Each Add'l Hour	$191.55	$205	$219
Strong-Motion Instrumentation and Seismic Hazards Mapping Fee				
Group R Occupancies: one to three stories excluding hotels/motels	Valuation	Valuation X $0.0001	Valuation X $0.0001	
All other buildings	Valuation	Valuation X $0.00021	Valuation X $0.00021	
California Health & Safety Code Section 18931.6				
Building permit fee	Valuation	Valuation X $0.00004	Valuation X $0.00004	
General Plan Maintenance				
General Plan Maintenance Fee	Per sq.ft. of new construction or additions > 50% of existing floor area	$0.10	$0.15	$0.16
Technology Fee Surcharge				
Technology Fee Surcharge	% of Permit	2%	-	-
Mechanical, Electrical & Plumbing Permit Fees				
Administrative and Misc. Fees				
Permit Issuance	Per Permit	$63.85	$69	$74
Mechanical Permit Fees				
Stand Alone Mechanical Plan Check (hourly rate)	Per Hour	$127.70	$137	$147
Unit Fees				
A/C, Residential	Each	$191.55	$206	$220
Heater (Wall)	Each	$191.55	$206	$220
Appliance Vent / Chimney (only)	Each	$191.55	$206	$220
Boiler	Each	$191.55	$206	$220
Chiller	Each	$510.80	$548	$586
Evaporative Cooler	Each	$191.55	$206	$220
Moisture Exhaust Duct (Clothes Dryer)	Each	$191.55	$206	$220
Vent Fan, Single Duct	Each	$191.55	$206	$220
Vent System	Each	$383.10	$411	$439
Exhaust Hood and Duct (Residential)	Each	$383.10	$411	$439
Non-Residential Incinerator	Each	$255.40	$274	$293
Appliance or piece of equipment not classed in other appliance categories, or for which no other fee is listed	Each	$191.55	$206	$220
Other Fees				
Installation or relocation of any duct system	Each	$191.55	$206	$220
For Each Process Piping System of 1 to 2 Outlets	Each	$127.70	$137	$147
For each additional process piping outlet	Each Add'l Piping Outlet	$63.85	$69	$73
Other Mechanical Inspections	Per Hour	$127.70	$137	$146
Plumbing / Gas Permit Fees				
Permit Issuance	Per Permit	$63.85	$69	$74
Stand Alone Plumbing Plan Check	Per Hour	$127.70	$137	$147

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Unit Fees				
Plumbing fixture or trap or set of fixtures on one trap, including water, drainage piping, and backflow protection	Each	$191.55	$206	$220
Building or trailer park sewer	Each	$191.55	$206	$220
Rainwater system inside building	Per Drain	$191.55	$206	$220
Private sewage disposal system	Each	$191.55	$206	$220
Water Heater	Each	$191.55	$206	$220
Industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	Each	$574.65	$616	$659
Underground utilities (sewer, storm, water) Exception: Single Family Dwellings	Each	$191.55	$206	$220
Other Fees				
Install/Alter/Repair water piping and/or water treating equipment	Each	$191.55	$205	$220
For repair or alteration of drainage or vent piping	Each Fixture	$191.55	$205	$220
For each lawn sprinkler system on any one meter, including backflow protection devices therefor	Each	$191.55	$206	$220
Backflow Protective Devices				
Atmospheric-type vacuum breakers	Each	$191.55	$206	$220
1 to 5	Each	$63.85	$68	$73
over 5 (each)	Each	$38.31	$41	$44
Devices other than atmospheric-type vacuum breakers	Each	$191.55	$206	$220
Gas Piping System				
1 - 4 outlets	Each	$191.55	$206	$220
5 or more outlets	Each	$191.55	$206	$220
Other Plumbing and Gas Inspections	Per Hour	$127.70	$137	$146
Electrical Permit Fees				
Permit Issuance	Per Permit	$63.85	$69	$74
Stand Alone Electrical Plan Check	Each	$127.70	$137	$147
Swimming pools, therapeutic whirlpools, spas and alterations to existing swimming pools. Use unit fee schedule for itemized work.	Each	$191.55	$206	$220
Temporary power; Temporary power to a permanent location; Temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances	Each	$191.55	$206	$220
For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree lots, firework stands, etc.	Each	$191.55	$206	$220

Fee Name	Unit	Current Fee	Full Cost	Full Cost at 107%
Unit Fees				
Receptable, Switch, and Light Outlets				
First 20	Each	$191.55	$206	$220
Each Additional 20 Outlets	Each Add'l 20 Outlets	$63.85	$69	$73
Lighting Fixtures				
First 20	Each	$191.55	$206	$220
Each Additional Outlet	Each Add'l Outlet	$63.85	$69	$73
For pole or platform-mounted lighting fixtures	Each	$63.85	$69	$73
For theatrical-type lighting fixtures or assemblies	Each	$127.70	$137	$147
Residential Appliances				
Appliances or receptacle outlets	Each	$191.55	$206	$220
Non-Residential Appliances				
Appliances	Each	$191.55	$206	$220
Power Apparatus				
Up to and including 1	Each	$191.55	$206	$220
Over 1 and not over 10	Each	$191.55	$206	$220
Over 10 and not over 50	Each	$255.40	$274	$293
Over 50 and not over 100	Each	$383.10	$411	$440
Over 100	Each	$446.95	$479	$513
Panelboards				
Installation or relocation of panelboard	Each	$191.55	$206	$220
Busways				
For trolley and plug-in-type busways	Each 100 feet or fraction thereof	$191.55	$206	$220
Signs, Outline Lighting, and Marquees				
One branch circuit	Each	$191.55	$206	$220
Electrical Services				
600 volts or less; up to 1,000 amperes in rating	Each	$191.55	$206	$220
Over 600 volts or over 1,000 amperes in rating	Each	$510.80	$548	$586
Other Fees				
For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth	Each	$191.55	$206	$220
Other Electrical Inspections	Per Hour	$127.70	$137	$146

FULL COST ALLOCATION PLAN

FY 22-23 Budget Expenditures

CITY OF REDLANDS, CA

November 2022

matrix consulting group

1650 S. Amphlett Blvd, Suite 213
San Mateo, CA 94402
650.858.0507

TABLE OF CONTENTS

		Page Number
1.	EXECUTIVE SUMMARY	1
2.	READING THE PLAN	4
3.	ORGANIZATIONAL CHART	7
4.	SUMMARY OF RESULTING OVERHEAD ALLOCATIONS	9
5.	SUMMARY OF FUNCTIONS AND ALLOCATION BASES	26
6.	CENTRAL SERVICES DEPARTMENTS (PROVIDERS)	28
7.	GRANTEE DEPARTMENTS (RECEIVERS)	30
8	COST ALLOCATION PLAN	33
8.1	-- Building and Equipment Use	34
	COSTS TO BE ALLOCATED	36
	DEPARTMENTAL EXPENSE DETAIL	37
	ALLOCATION DETAIL	38
	Building Use	38
	Equipment Use	40
	ALLOCATION SUMMARY	41
8.2	101-11- 110 - City Clerk	43
	COSTS TO BE ALLOCATED	45
	DEPARTMENTAL EXPENSE DETAIL	46
	ALLOCATION DETAIL	47
	Council & Records Support	47
	ALLOCATION SUMMARY	49

		Page Number
8.3	101-12- 120 - City Manager	51
	COSTS TO BE ALLOCATED	53
	DEPARTMENTAL EXPENSE DETAIL	54
	ALLOCATION DETAIL	55
	Internal City Support	55
	Agenda Support	57
	ALLOCATION SUMMARY	59
8.4	101-12- 121 - Communications & Comm. Relations	62
	COSTS TO BE ALLOCATED	64
	DEPARTMENTAL EXPENSE DETAIL	65
	ALLOCATION DETAIL	66
	Departmental Support	66
	Redlands TV (RTV)	68
	ALLOCATION SUMMARY	69
8.5	101-12- 123 - Purchasing	71
	COSTS TO BE ALLOCATED	73
	DEPARTMENTAL EXPENSE DETAIL	74
	ALLOCATION DETAIL	75
	Purchasing Training	75
	Purchasing Support	77
	Warehouse	79
	Surplus	80
	ALLOCATION SUMMARY	81
8.6	101-12- 125 - Human Resources	84
	COSTS TO BE ALLOCATED	86
	DEPARTMENTAL EXPENSE DETAIL	87
	ALLOCATION DETAIL	88
	Employee Relations	88
	ALLOCATION SUMMARY	90

		Page Number
8.7	101-15- 150 - City Attorney	92
	COSTS TO BE ALLOCATED	94
	DEPARTMENTAL EXPENSE DETAIL	95
	ALLOCATION DETAIL	96
	Legal Counsel	96
	Agenda Support	98
	ALLOCATION SUMMARY	100
8.8	101-30- 301 - Building Maintenance Division	102
	COSTS TO BE ALLOCATED	104
	DEPARTMENTAL EXPENSE DETAIL	105
	ALLOCATION DETAIL	106
	Building Maintenance	106
	ALLOCATION SUMMARY	108
8.9	101-50- 501 - Finance	110
	COSTS TO BE ALLOCATED	112
	DEPARTMENTAL EXPENSE DETAIL	113
	ALLOCATION DETAIL	114
	General Accounting	114
	Payroll	117
	Budget	119
	Accounts Payable	121
	Grants Accounting	123
	ALLOCATION SUMMARY	124
8.10	101-50- 502 - Revenue	128
	COSTS TO BE ALLOCATED	130
	DEPARTMENTAL EXPENSE DETAIL	131
	ALLOCATION DETAIL	132
	Revenue Support	132
	Investments	135
	ALLOCATION SUMMARY	138

1. Executive Summary

The Matrix Consulting Group has prepared this Full Cost Allocation Plan (CAP) for the City of Redlands, CA. The following report presents a summary of the comprehensive analysis undertaken to identify the appropriate distribution of Citywide administrative and support costs to all City operating Departments and programs.

1 Methodology

The primary objective of a Full Cost Allocation Plan is to spread costs from central support Departments, generally called "Central Service Departments" to those Departments, Departments, cost centers, and/or funds that receive services in support of conducting their operations. In doing so, an organization can both better understand its full cost of providing specific services to the community, and also generate organizational awareness regarding indirect (overhead) costs associated with operations. This plan was compiled in accordance with Generally Accepted Accounting Principles, and is also based on many of the methods of indirect cost allocation defined by the federal Department of Management and Budget's (OMB) Title 2 CFR 200. These principles can be summarized in the following points:

- **Necessary and reasonable:** costs included for allocation should be necessary to the purpose of a Department and the services it provides. Expenditures should be in alignment with reasonable costs associated with services, not arbitrarily or intentionally inflated.

- **Determined by allocation "bases" that relate to benefit received:** allocation metrics used to allocate costs should have a nexus to the service being provided, and generally reflect associated service levels.

In addition, OMB guidelines outline a method for allocating indirect costs called the double-step down allocation method, which utilizes two "steps" or "passes" to fully allocate costs. The double-step down procedure is reflected in this plan, and ensures that the benefit of services between Central Service support Departments are recognized first, before final allocations to receivers of services are made. For example:

- **First Step:** Central Service Department expenditures are allocated to other Central Service Departments such as Human Resources, Information Technology, etc., as well as to Receiving Departments.

- **Second Step:** Distributes Central Service Department expenses and first step allocations to Receiving Departments only.

It should be noted that there are two types of cost allocation plans: Full Cost and OMB Compliant. A Full Cost Allocation Plan is generally concerned with determining indirect costs associated with non-general fund sources, as well as funds and Departments that charge fees for service. For example, a Full Cost Allocation Plan could be used to justify transfers from non-general fund sources, or included in a cost of service study to account for indirect overhead. The second form of Cost Allocation Plan is known as an OMB Compliant Plan. An OMB Compliant Plan is generally concerned with the use of the resulting cost allocations to develop, submit, and secure approval for claims. For example, OMB Compliant allocations could be used to reimburse indirect costs associated with the administration of State and/or Federal grants. An OMB Compliant Plan is far more sensitive in terms of recovering administrative costs within the framework of the specific federal requirements outlined by OMB. This plan is a **Full Cost Allocation Plan**.

2 Project Steps

The project team, along with City staff, went through the following steps in order to develop this CAP:

- Meet with the City of Redlands' administrative staff to customize the structure of the plan
- Identify / classify Central Service support Departments
- Determine the major services or "functions" provided by each Central Service support Department
- Establish the optimal allocation basis for each function
- Identify the source, and collect allocation basis data and statistics
- Populate the analytical model, and calculate results
- Employ quality control processes for accurate results
- Review results with the City

- Revise and finalize
- Discuss implementation strategies
- Document and communicate results

The results of this effort are detailed in the following report.

3 Summary

In summary, key project details for the cost plan are as follows:

- Cost figures are based on fiscal year 2022 / 2023 budgeted expenditures
- The allocation methodology is **Full Cost**, not OMB Title 2 CFR 200 Compliant
- The results presented in this plan were derived using a double “step-down” allocation process

The following report provides a well-documented and defensible basis for the City’s indirect overhead costs, including the full detail regarding how cost centers were derived, the allocation bases used to allocate associated costs, and a summary schedule that illustrates the total indirect costs associated with Receiving Departments and funds.

2. Reading the Plan

The final documentation of a CAP can be hundreds of pages in length. The following provides a guide for navigating and reviewing the plan:

- **Table of Contents:** All summary and detail allocation schedules can be referenced here, and appear in the same order as shown.

- **Summary of Overhead Allocations:** Lists Central Service Departments on one axis, and Receiving Departments on the other. Shows how much was allocated from each Central Service Department to each Receiving Department. Summarized with unallocated and direct billed entries and produces a grand total for each axis.

- **Summary of Functions and Allocation Bases:** Recaps the source and basis for each function of each Central Service Department. For example, if the PR function of the Purchasing Department allocated by purchase requests, then the basis for the allocation of that function shown on this schedule would be number and value of purchase requests, and the source would potentially be requests data.

- **Central Service Departments:** Lists all Central Service Departments, including their fund, Department, and or Department number, along with expenditure totals per Department, as well as a subtotal of disallowed costs, and a total of all expenditures being allocated through the plan.

- **Grantee Departments:** Lists all Receiving Departments, including their fund, Department, and or Department number.

- **Detail Reports:** There is one set of reports for each Central Service Department in the plan. The reports show an aggregate picture of the Department's expenses, a function-by-function breCAdown of the expenses, each function's allocation, and an allocation summary. Each set of Detail Reports contains:

  - **Narrative:** This is a summary of the Central Service Department including a brief description of the activities performed, the major functions and services provided, and how costs associated with each function are allocated to Receiving Departments, or those Departments and programs within the City that benefit from services.

- **Costs to Be Allocated:** This is a summary of the costs being allocated for the identified Central Service Department. This worksheet shows the total expenditures for the Central Service Department, along with the incoming allocations from all other Central Service Departments.

- **Departmental Expense Detail:** This worksheet details the Central Service's direct expenditures, provides a recap of the incoming expenses, and arrives at a total this Department encumbers on each pass of allocations. This worksheet also adds in incoming allocations and breaks total costs down by function. It also demonstrates how the G&A (General and Administrative) column is reallocated and subtotals for each pass of allocations. Here, unallocated functions are dropped from the Plan's calculations.

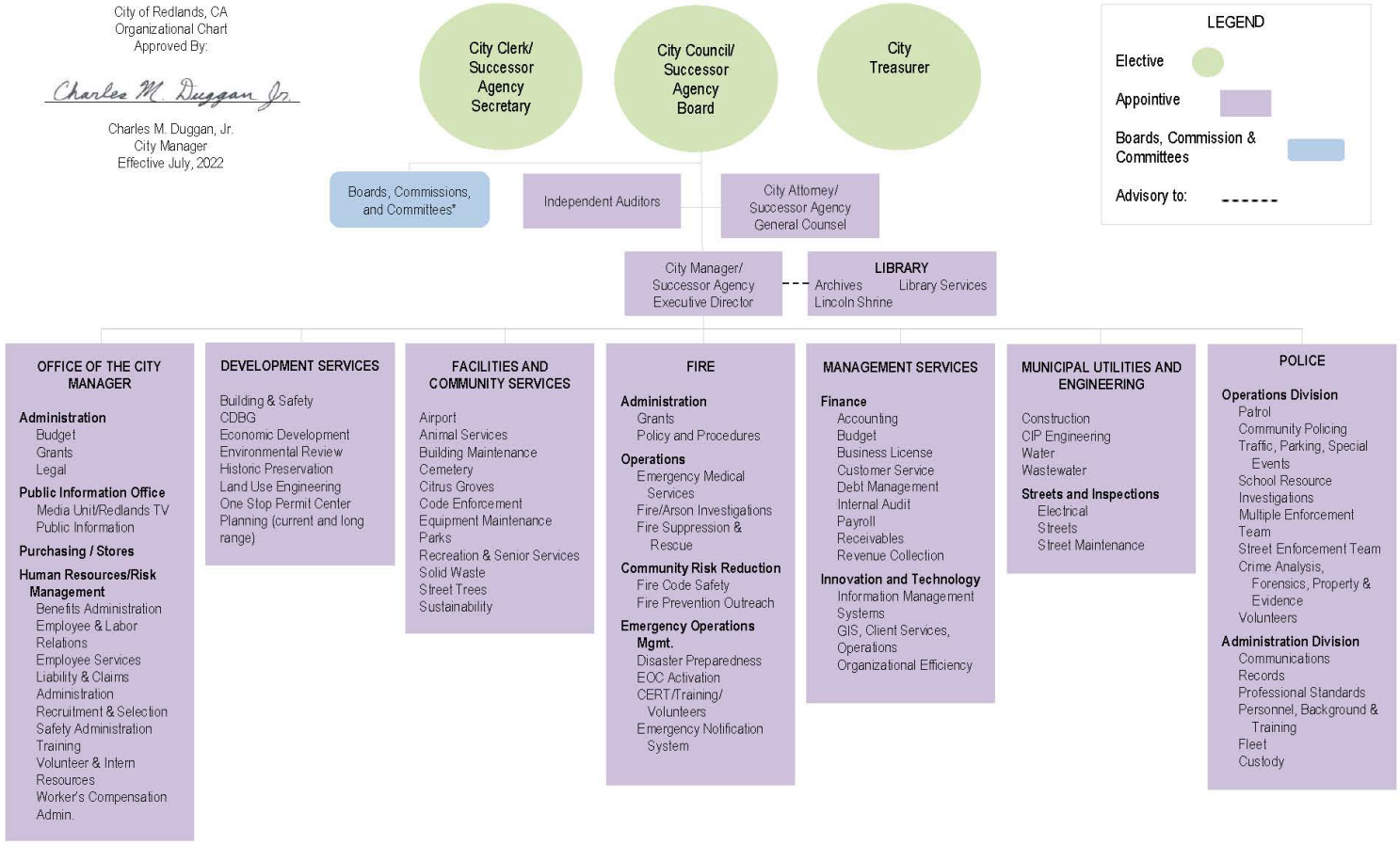
- **Allocation Detail:** For each allocable function, this report shows the Receiving Departments its costs are allocated to, and shows the amount of allocations per pass.

- **Allocation Summary:** This worksheet shows the total costs being allocated to Receiving Departments by function.

The Summary of Resulting Overhead Allocations and the Summary of Functions and Allocation Bases are the optimal documents for beginning review of the Cost Allocation Plan. The Summary of Resulting Overhead Allocations provides a summary of results and "bottom-line" picture of the analysis. The reviewer may then refer to the Detail Reports for more information on how allocations are derived and shown on the Summary of Overhead Allocations. The Summary of Functions and Allocation Bases provides a matrix detailing the allocation methodology applied to each Central Service Department along with the source of the data.

3. Organizational Chart

The organizational chart on the following page shows the overall structure for the City of Redlands, including illustrating how each of the City's Department's Departments are organized.



- There are fourteen advisory Boards/Commissions/Committees as follows: Airport Advisory Board, Citrus Preservation Commission, Cultural Arts Commission, Disaster Council, Historic & Scenic Preservation Commission, Human Relations Commission, Measure T Oversight Committee, Municipal Utilities & Public Works Commission, Parks & Recreation Advisory Board, Planning Commission, Library Board, Street Tree Committee, Traffic & Parking Commission, and the Utilities Advisory Committee.

I:\cmo\City Org Chart 2022-V3.docx

4. Summary of Overhead Allocations

Provided on the following pages are a summary of results and a “bottom-line” picture of the resulting CAP analysis. This summary shows how much was allocated from each Central Service Department to each end Receiving Department. Departmental costs have been summarized with unallocated and direct billed entries and produces a grand total for each Central Service Department, as well as for each Receiving Department. The Central Service Departments are listed down the left-hand side, and Receiving Departments across the top.

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	101-10-100 - City Council	101-12-124 - Print Shop	101-16-161 - Economic Development	101-16-162 - Building & Safety	101-16-163 - Land Use Engineering	101-16-164 - Planning
		Building and Equipment Use	$ 22,436	$ -	$ 695	$ 3,254	$ 1,078	$ 9,933
101	11	110 - City Clerk	$ 15,066	$ -	$ -	$ -	$ 6,138	$ 21,762
101	12	120 - City Manager	$ 8,629	$ 22	$ 2,777	$ 7,605	$ 5,051	$ 17,647
101	12	121 - Communications & Comm. Relations	$ 651	$ -	$ 1,153	$ 4,612	$ 1,528	$ 59,708
101	12	123 - Purchasing	$ 231	$ 97	$ 1,363	$ 1,324	$ 762	$ 6,660
101	12	125 - Human Resources	$ 62,160	$ -	$ 20,720	$ 82,880	$ 31,080	$ 113,960
101	15	150 - City Attorney	$ 29,765	$ -	$ 820	$ 3,282	$ 13,025	$ 46,427
101	30	301 - Building Maintenance Division	$ 107,221	$ -	$ 7,015	$ 33,609	$ 11,133	$ 42,011
101	50	501 - Finance	$ 5,461	$ 2,821	$ 37,441	$ 55,033	$ 4,087	$ 27,355
101	50	502 - Revenue	$ 286	$ 2	$ 312	$ 863	$ 12,202	$ 7,594
		Total Allocated	**$ 251,907**	**$ 2,943**	**$ 72,297**	**$ 192,462**	**$ 86,083**	**$ 353,058**
		Direct Bill Adjustments						
		Proposed Costs	**$ 251,907**	**$ 2,943**	**$ 72,297**	**$ 192,462**	**$ 86,083**	**$ 353,058**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	101-19-190 - Library Administration	101-19-191 - Lincoln Shrine	101-20-200 - Patrol Services	101-20-201 - Communications Unit	101-20-202 - Support Services Bureau
		Building and Equipment Use	$ 33,320	$ 2,013	$ 5,494	$ 888	$ 68,063
101	11	110 - City Clerk	$ 2,232	$ -	$ -	$ -	$ 12,834
101	12	120 - City Manager	$ 13,424	$ 5	$ 109,228	$ 12,171	$ 28,617
101	12	121 - Communications & Comm. Relations	$ 11,529	$ -	$ 87,277	$ 9,223	$ 7,494
101	12	123 - Purchasing	$ 1,071	$ 3	$ 1,839	$ 1,613	$ 6,317
101	12	125 - Human Resources	$ 362,601	$ -	$1,025,644	$ 165,761	$ 196,841
101	15	150 - City Attorney	$ 12,545	$ -	$ 40,609	$ 6,563	$ 30,293
101	30	301 - Building Maintenance Division	$ 186,758	$ -	$ 137,971	$ 22,298	$ 18,117
101	50	501 - Finance	$ 34,186	$ 277	$ 166,309	$ 25,203	$ 44,887
101	50	502 - Revenue	$ 1,521	$ 1	$ 12,186	$ 5,475	$ 3,061
		Total Allocated	**$ 659,187**	**$ 2,298**	**$1,586,556**	**$ 249,195**	**$ 416,525**
		Direct Bill Adjustments					
		Proposed Costs	**$ 659,187**	**$ 2,298**	**$1,586,556**	**$ 249,195**	**$ 416,525**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	101-20-204 - Community Services Bureau	101-20-205 - Special Services Bureau	101-25-250 - Fire Suppression	101-25-251 - Community Risk Reduction	101-25-252 - Training Program
		Building and Equipment Use	$ -	$ 57,932	$ 242,866	$ 384	$ -
101	11	110 - City Clerk	$ 5,022	$ -	$ 12,276	$ -	$ -
101	12	120 - City Manager	$ 2,938	$ 1,955	$ 75,802	$ 4,303	$ 479
101	12	121 - Communications & Comm. Relations	$ -	$ -	$ 21,069	$ 2,882	$ -
101	12	123 - Purchasing	$ 146	$ 3	$ 9,874	$ 522	$ 25
101	12	125 - Human Resources	$ -	$ -	$ 777,003	$ 103,600	$ -
101	15	150 - City Attorney	$ 9,767	$ -	$ 38,868	$ 2,051	$ -
101	30	301 - Building Maintenance Division	$ -	$ -	$ 94,389	$ 12,912	$ -
101	50	501 - Finance	$ 2,815	$ 4,105	$ 89,449	$ 29,134	$ 616
101	50	502 - Revenue	$ 96	$ 1,909	$ 21,259	$ 480	$ 53
		Total Allocated	**$ 20,784**	**$ 65,905**	**$ 1,382,854**	**$ 156,269**	**$ 1,173**
		Direct Bill Adjustments					
		Proposed Costs	**$ 20,784**	**$ 65,905**	**$ 1,382,854**	**$ 156,269**	**$ 1,173**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	101-25-254 - Emergency Preparedness	101-30-300 - FCS - Administration	101-30-302 - Electrical	101-30-303 - Parks	101-30-304 - Streets	101-30-305 - Trees
		Building and Equipment Use	$ 792	$ 359	$ 19,062	$ 937,271	$ 13,855	$ 457
101	11	110 - City Clerk	$ -	$ 6,696	$ -	$ 7,812	$ 8,370	$ 558
101	12	120 - City Manager	$ 682	$ 8,370	$ -	$ 17,491	$ 3,468	$ 7,677
101	12	121 - Communications & Comm. Relations	$ 202	$ 1,908	$ 6	$ 7,425	$ 6	$ 2,433
101	12	123 - Purchasing	$ 397	$ 3,053	$ 8,956	$ 9,038	$ 4,711	$ 6,443
101	12	125 - Human Resources	$ -	$ 31,080	$ -	$ 134,681	$ -	$ 41,440
101	15	150 - City Attorney	$ 144	$ 14,381	$ 4	$ 20,477	$ 16,283	$ 2,816
101	30	301 - Building Maintenance Division	$ 15,735	$ 6,708	$ 20	$ 24,461	$ 20	$ 8,552
101	50	501 - Finance	$ 4,918	$ 18,515	$ 15,868	$ 46,418	$ 15,068	$ 11,301
101	50	502 - Revenue	$ 1,657	$ 651	$ 20	$ 4,397	$ 2,859	$ 900
		Total Allocated	**$ 24,526**	**$ 91,721**	**$ 43,936**	**$1,209,470**	**$ 64,639**	**$ 82,578**
		Direct Bill Adjustments						
		Proposed Costs	**$ 24,526**	**$ 91,721**	**$ 43,936**	**$1,209,470**	**$ 64,639**	**$ 82,578**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	101-30-306 - Code Enforcement	101-30-309 - Recreation and Senior Services	101-30-310 - City Hall - State Street	101-30-311 - Animal Services	101-40-400 - Engineering
		Building and Equipment Use	$ 2,151	$ 23,356	$ 87	$ 8,272	$ 4,206
101	11	110 - City Clerk	$ 558	$ 25,110	$ 1,116	$ -	$ 32,921
101	12	120 - City Manager	$ 2,956	$ 18,886	$ 4,625	$ 3,423	$ 17,807
101	12	121 - Communications & Comm. Relations	$ 2,640	$ 9,527	$ 461	$ 84,300	$ 1,182
101	12	123 - Purchasing	$ 662	$ 25,303	$ 2,774	$ 1,344	$ 13,472
101	12	125 - Human Resources	$ 51,800	$ 145,041	$ 20,720	$ 51,800	$ 31,080
101	15	150 - City Attorney	$ 2,964	$ 52,545	$ 2,499	$ 1,641	$ 64,871
101	30	301 - Building Maintenance Division	$ 9,281	$ 595,852	$ 1,621	$ 14,949	$ 47,545
101	50	501 - Finance	$ 16,468	$ 36,173	$ 13,551	$ 12,379	$ 60,805
101	50	502 - Revenue	$ 31,719	$ 17,752	$ 1,381	$ 5,006	$ 24,774
		Total Allocated	**$ 121,201**	**$ 949,543**	**$ 48,834**	**$ 183,113**	**$ 298,664**
		Direct Bill Adjustments					
		Proposed Costs	**$ 121,201**	**$ 949,543**	**$ 48,834**	**$ 183,113**	**$ 298,664**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	101-40-401 - Streets & Inspections	101-40-402 - Electrical	200 - Grants	205-25 - Emergency Medical Services Fund	206 - Household Hazardous Waste Fund
		Building and Equipment Use	$ 1,435	$ 1,993	$ -	$ 1,690	$ -
101	11	110 - City Clerk	$ 11,160	$ -	$ 4,464	$ -	$ -
101	12	120 - City Manager	$ 16,959	$ 6,273	$ 1,849	$ 24,273	$ 583
101	12	121 - Communications & Comm. Relations	$ 9,108	$ 576	$ -	$ 12,682	$ -
101	12	123 - Purchasing	$ 9,803	$ 518	$ 15,935	$ 2,312	$ 602
101	12	125 - Human Resources	$ 165,761	$ 10,360	$ -	$ 455,842	$ -
101	15	150 - City Attorney	$ 28,186	$ 410	$ 8,682	$ 9,024	$ -
101	30	301 - Building Maintenance Division	$ 28,411	$ 12,524	$ -	$ 56,814	$ -
101	50	501 - Finance	$ 23,079	$ 4,226	$ 69,659	$ 56,242	$ 3,283
101	50	502 - Revenue	$ 1,894	$ 747	$ 3,120	$ 755	$ 4,548
		Total Allocated	**$ 295,795**	**$ 37,627**	**$ 103,710**	**$ 619,635**	**$ 9,016**
		Direct Bill Adjustments					
		Proposed Costs	**$ 295,795**	**$ 37,627**	**$ 103,710**	**$ 619,635**	**$ 9,016**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	207 - Gas Tax	209 - Transportation	210 - Measure I Fund (2010)	211-40 - PARIS	221 - Air Quality Improvement Fund	223 - Traffic Safety
		Building and Equipment Use	$ -	$ -	$ -	$ 5,380	$ -	$ -
101	11	110 - City Clerk	$ -	$ -	$ 1,674	$ -	$ -	$ -
101	12	120 - City Manager	$ -	$ -	$ 694	$ 2,187	$ 2	$ -
101	12	121 - Communications & Comm. Relations	$ -	$ -	$ -	$ 1,556	$ -	$ -
101	12	123 - Purchasing	$ -	$ -	$ -	$ 46,262	$ -	$ -
101	12	125 - Human Resources	$ -	$ -	$ -	$ 31,080	$ -	$ -
101	15	150 - City Attorney	$ -	$ -	$ 3,256	$ 1,108	$ -	$ -
101	30	301 - Building Maintenance Division	$ -	$ -	$ -	$ 33,816	$ -	$ -
101	50	501 - Finance	$ 1,033.38	$ 389	$ 599	$ 9,260	$ 349	$ 3,571
101	50	502 - Revenue	$ 1,893	$ 157	$ 1,975	$ 791	$ 417	$ 4,802
		Total Allocated	**$ 2,926**	**$ 546**	**$ 8,197**	**$ 131,439**	**$ 768**	**$ 8,373**
		Direct Bill Adjustments						
		Proposed Costs	**$ 2,926**	**$ 546**	**$ 8,197**	**$ 131,439**	**$ 768**	**$ 8,373**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	227 - Open Space Fund	236 - Downtown Redlands Business Area Fund	237 - Parking Authority Fund	238 - Public Art Fund	241 - Transportation Development Act Fund
		Building and Equipment Use	$ -	$ -	$ -	$ -	$ -
101	11	110 - City Clerk	$ -	$ -	$ -	$ -	$ -
101	12	120 - City Manager	$ -	$ 470	$ 81	$ -	$ -
101	12	121 - Communications & Comm. Relations	$ -	$ -	$ -	$ -	$ -
101	12	123 - Purchasing	$ -	$ 176	$ -	$ 8	$ 3,805
101	12	125 - Human Resources	$ -	$ -	$ -	$ -	$ -
101	15	150 - City Attorney	$ -	$ -	$ -	$ -	$ -
101	30	301 - Building Maintenance Division	$ -	$ -	$ -	$ -	$ -
101	50	501 - Finance	$ 1,186	$ 11,082	$ 2,979	$ 179	$ 247
101	50	502 - Revenue	$ 3,985	$ 4,060	$ 535	$ 7	$ 38
		Total Allocated	**$ 5,171**	**$ 15,788**	**$ 3,596**	**$ 194**	**$ 4,089**
		Direct Bill Adjustments					
		Proposed Costs	**$ 5,171**	**$ 15,788**	**$ 3,596**	**$ 194**	**$ 4,089**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	246 - Asset Forfeiture Fund	249 - Supplemental Law Enforcement Fund	250 - Park and Open Space Development Fund	251 - Public Facility Development Fund
		Building and Equipment Use	$ -	$ -	$ -	$ -
101	11	110 - City Clerk	$ -	$ -	$ -	$ -
101	12	120 - City Manager	$ 824	$ 1,079	$ 16	$ -
101	12	121 - Communications & Comm. Relations	$ -	$ -	$ -	$ -
101	12	123 - Purchasing	$ 368	$ 342	$ 432	$ 100
101	12	125 - Human Resources	$ -	$ 62,160	$ -	$ -
101	15	150 - City Attorney	$ -	$ -	$ -	$ -
101	30	301 - Building Maintenance Division	$ -	$ -	$ -	$ -
101	50	501 - Finance	$ 3,056	$ 1,396	$ 1,587	$ 4,539
101	50	502 - Revenue	$ 1,238	$ 531	$ 4,338	$ 13,306
		Total Allocated	**$ 5,486**	**$ 65,509**	**$ 6,372**	**$ 17,944**
		Direct Bill Adjustments				
		Proposed Costs	**$ 5,486**	**$ 65,509**	**$ 6,372**	**$ 17,944**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	252 - Arterial Street Construction Fund	253 - Traffic Signals Fund	254 - Freeway Interchange Fund	260-30 - Street Lighting District #1 Fund	261-30 - CFD 2004-1 Assessments Fund
		Building and Equipment Use	$ -	$ -	$ -	$ -	$ -
101	11	110 - City Clerk	$ -	$ -	$ 558	$ -	$ -
101	12	120 - City Manager	$ -	$ 429	$ 231	$ 86	$ 1,929
101	12	121 - Communications & Comm. Relations	$ -	$ -	$ -	$ 52	$ 288
101	12	123 - Purchasing	$ -	$ 2,644	$ -	$ -	$ 355
101	12	125 - Human Resources	$ -	$ -	$ -	$ -	$ 10,360
101	15	150 - City Attorney	$ -	$ -	$ 1,085	$ 37	$ 205
101	30	301 - Building Maintenance Division	$ -	$ -	$ -	$ 182	$ 1,013
101	50	501 - Finance	$ 3,375	$ 2,253	$ 1,751	$ 2,572	$ 11,471
101	50	502 - Revenue	$ 12,076	$ 4,567	$ 5,582	$ 541	$ 779
		Total Allocated	**$ 15,451**	**$ 9,892**	**$ 9,207**	**$ 3,470**	**$ 26,401**
		Direct Bill Adjustments					
		Proposed Costs	**$ 15,451**	**$ 9,892**	**$ 9,207**	**$ 3,470**	**$ 26,401**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	263-30 - Landscape Maintenance District Fund	305 - General Debt Service Fund	405 - Storm Drain Construction Fund	406 - Safety / City Hall Replacement Fund
		Building and Equipment Use	$ -	$ -	$ -	$ -
101	11	110 - City Clerk	$ -	$ -	$ -	$ -
101	12	120 - City Manager	$ 204	$ 14	$ 2,453	$ -
101	12	121 - Communications & Comm. Relations	$ 17	$ -	$ -	$ -
101	12	123 - Purchasing	$ 27	$ -	$ -	$ 426
101	12	125 - Human Resources	$ -	$ -	$ -	$ -
101	15	150 - City Attorney	$ 12	$ -	$ -	$ -
101	30	301 - Building Maintenance Division	$ 61	$ -	$ -	$ -
101	50	501 - Finance	$ 5,075	$ 1,232	$ 2,792	$ 862
101	50	502 - Revenue	$ 558	$ 770	$ 4,451	$ 1,464
		Total Allocated	**$ 5,954**	**$ 2,015**	**$ 9,696**	**$ 2,752**
		Direct Bill Adjustments				
		Proposed Costs	**$ 5,954**	**$ 2,015**	**$ 9,696**	**$ 2,752**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	501-40 - Water Fund	508 - Source Acquisition Fund	509 - Water Capital Improvement	511-30 - Solid Waste	517 - California St. Landfill Closure Fund
		Building and Equipment Use	$ 2,391	$ -	$ -	$ -	$ -
101	11	110 - City Clerk	$ 8,370	$ -	$ -	$ 2,232	$ -
101	12	120 - City Manager	$ 3,468	$ -	$ -	$ 925	$ -
101	12	121 - Communications & Comm. Relations	$ 36,910	$ -	$ -	$ 27,450	$ -
101	12	123 - Purchasing	$ 100,750	$ -	$ -	$ 32,509	$ -
101	12	125 - Human Resources	$ 176,121	$ -	$ -	$ 507,642	$ -
101	15	150 - City Attorney	$ 42,544	$ -	$ -	$ 23,875	$ -
101	30	301 - Building Maintenance Division	$ 41,076	$ -	$ -	$ 29,325	$ -
101	50	501 - Finance	$ 199,042	$ 777	$ 1,657	$ 91,882	$ 116
101	50	502 - Revenue	$ 84,419	$ 2,207	$ 3,725	$ 32,486	$ 4,019
		Total Allocated	**$ 695,090**	**$ 2,983**	**$ 5,382**	**$ 748,326**	**$ 4,136**
		Direct Bill Adjustments					
		Proposed Costs	**$ 695,090**	**$ 2,983**	**$ 5,382**	**$ 748,326**	**$ 4,136**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	519 - Solid Waste Capital Improvement	521-40 - Wastewater Fund	529 - Wastewater Capital Improvement Fund	531-40 - Nonpotable Water Fund	532 - Nonpotable Capital Improvement Fund
		Building and Equipment Use	$ -	$ -	$ -	$ 1,036	$ -
101	11	110 - City Clerk	$ -	$ 5,580	$ -	$ -	$ -
101	12	120 - City Manager	$ -	$ 2,312	$ -	$ 2,367	$ -
101	12	121 - Communications & Comm. Relations	$ -	$ 18,308	$ -	$ 300	$ -
101	12	123 - Purchasing	$ -	$ 27,121	$ 531	$ 4,005	$ 3,574
101	12	125 - Human Resources	$ -	$ 352,241	$ -	$ 10,360	$ -
101	15	150 - City Attorney	$ -	$ 23,880	$ -	$ 213	$ -
101	30	301 - Building Maintenance Division	$ -	$ 96,307	$ -	$ 6,513	$ -
101	50	501 - Finance	$ 1,431	$ 109,377	$ 1,690	$ 8,023	$ 709
101	50	502 - Revenue	$ 6,428	$ 31,660	$ 4,766	$ 2,729	$ 1,005
		Total Allocated	**$ 7,859**	**$ 666,786**	**$ 6,988**	**$ 35,545**	**$ 5,287**
		Direct Bill Adjustments					
		Proposed Costs	**$ 7,859**	**$ 666,786**	**$ 6,988**	**$ 35,545**	**$ 5,287**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	538-30 - Groves Fund	562-30 - Cemetery Fund	564-30 - Aviation Fund	602-12 - Liability Self Insurance Fund	604-50 - Information Technology Services Fund
		Building and Equipment Use	$ -	$ -	$ -	$ 101	$ 1,223
101	11	110 - City Clerk	$ 2,790	$ -	$ 2,790	$ -	$ 4,464
101	12	120 - City Manager	$ 5,761	$ 4,304	$ 2,607	$ 1,477	$ 14,950
101	12	121 - Communications & Comm. Relations	$ 1,153	$ 2,565	$ 726	$ 692	$ 7,373
101	12	123 - Purchasing	$ 1,629	$ 2,077	$ 1,862	$ 450	$ 18,742
101	12	125 - Human Resources	$ 20,720	$ 72,520	$ 10,360	$ 10,360	$ 155,401
101	15	150 - City Attorney	$ 6,247	$ 1,825	$ 5,943	$ 492	$ 13,928
101	30	301 - Building Maintenance Division	$ 4,053	$ 61,504	$ 202,284	$ 5,608	$ 49,674
101	50	501 - Finance	$ 39,223	$ 41,592	$ 42,879	$ 25,802	$ 52,660
101	50	502 - Revenue	$ 572	$ 11,387	$ 7,844	$ 3,074	$ 1,353
		Total Allocated	**$ 82,149**	**$ 197,774**	**$ 277,295**	**$ 48,056**	**$ 319,768**
		Direct Bill Adjustments					
		Proposed Costs	**$ 82,149**	**$ 197,774**	**$ 277,295**	**$ 48,056**	**$ 319,768**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	606-12 - Workers' Compensation Fund	607-30 - Equipment Maintenance Fund	608-50 - Utility Billing Fund	609 - Payroll Clearing	705 - Simonds Endowment
		Building and Equipment Use	$ 353	$ 80,017	$ 833	$ -	$ -
101	11	110 - City Clerk	$ -	$ 3,348	$ 558	$ -	$ -
101	12	120 - City Manager	$ 4,861	$ 9,384	$ 8,019	$ -	$ -
101	12	121 - Communications & Comm. Relations	$ 2,421	$ 4,271	$ 8,128	$ -	$ -
101	12	123 - Purchasing	$ 1,606	$ 27,358	$ 3,091	$ -	$ -
101	12	125 - Human Resources	$ 41,440	$ 72,520	$ 145,041	$ -	$ -
101	15	150 - City Attorney	$ 1,723	$ 9,551	$ 6,869	$ -	$ -
101	30	301 - Building Maintenance Division	$ 19,629	$ 94,023	$ 9,779	$ -	$ -
101	50	501 - Finance	$ 17,495	$ 172,148	$ 39,770	$ 13,992	$ 104
101	50	502 - Revenue	$ 2,184	$ 21,564	$ 20,468	$ 524	$ 20
		Total Allocated	**$ 91,712**	**$ 494,184**	**$ 242,556**	**$ 14,517**	**$ 124**
		Direct Bill Adjustments					
		Proposed Costs	**$ 91,712**	**$ 494,184**	**$ 242,556**	**$ 14,517**	**$ 124**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	706 - Pauline Stancliff Memorial Trust	810 - Community Facilities District Fund	820-16 - Successor to RDA Fund	Other
		Building and Equipment Use	$ -	$ -	$ 14	$ 4,283
101	11	110 - City Clerk	$ -	$ -	$ -	$ -
101	12	120 - City Manager	$ -	$ 206	$ 84	$ -
101	12	121 - Communications & Comm. Relations	$ -	$ -	$ 23	$ 6,473
101	12	123 - Purchasing	$ -	$ -	$ 6	$ -
101	12	125 - Human Resources	$ -	$ -	$ -	$ -
101	15	150 - City Attorney	$ -	$ -	$ 16	$ -
101	30	301 - Building Maintenance Division	$ -	$ -	$ 140	$ 4,228
101	50	501 - Finance	$ 104	$ 1,086	$ 2,185	$ -
101	50	502 - Revenue	$ 12	$ 50	$ 1,258	$ -
		Total Allocated	**$ 116**	**$ 1,342**	**$ 3,727**	**$ 14,985**
		Direct Bill Adjustments				
		Proposed Costs	**$ 116**	**$ 1,342**	**$ 3,727**	**$ 14,985**

SUMMARY OF RESULTING OVERHEAD ALLOCATIONS

FUND	DEPT	NAME	Subtotal	Direct Billed	Unallocated	Total
		Building and Equipment Use	$ 1,558,973	$ -	$ -	$ 1,558,973
101	11	110 - City Clerk	$ 206,456	$ -	$ 331,318	$ 537,774
101	12	120 - City Manager	$ 497,398	$ -	$ 333,087	$ 830,484
101	12	121 - Communications & Comm. Relations	$ 458,287	$ -	$ 197,765	$ 656,052
101	12	123 - Purchasing	$ 417,430	$ -	$ -	$ 417,430
101	12	125 - Human Resources	$ 5,760,182	$ -	$ -	$ 5,760,182
101	15	150 - City Attorney	$ 601,754	$ -	$ 171,407	$ 773,161
101	30	301 - Building Maintenance Division	$ 2,155,145	$ -	$ -	$ 2,155,145
101	50	501 - Finance	$ 1,873,707	$ -	$ -	$ 1,873,707
101	50	502 - Revenue	$ 482,094	$ -	$ 534,447	$ 1,016,541
		Total Allocated	**$ 14,011,425**	**$ -**	**$ 1,568,023**	**$15,579,448**
		Direct Bill Adjustments	**$ -**			
		Proposed Costs	**$ 14,011,425**	**$ -**	**$ 1,568,023**	**$15,579,448**

5. Summary of Functions and Allocation Bases

The Summary of Functions and Allocation Bases provided on the following pages shows a recap of the allocation methodology applied to each Central Service Department. For example, if the PR function of the Purchasing Department allocates by purchase requests, then the basis for the allocation of that function shown on this schedule would be number and value of purchase requests, and the source would potentially be requests data.

SUMMARY OF FUNCTIONS AND ALLOCATION BASES

CS DEPARTMENT	FUNCTION	ALLOCATION BASIS	SOURCE
-- Building and Equipment Use			
	Building Use	Depreciation Amount	FY20-21 Fixed Asset Schedule
	Equipment Use	Depreciation Amount	FY20-21 Fixed Asset Schedule
101-11- 110 - City Clerk			
	Council & Records Support	# of Agenda Items	Agenda Item Report
	Elections	Not Allocated	
101-12- 120 - City Manager			
	Internal City Support	Budgeted Expenditures	FY22-23 Adopted Budget
	Agenda Support	# of Agenda Items	Agenda Item Report
	Legislative Support	Not Allocated	
	Internal Grant Support	Not Allocated	
101-12- 121 - Communications & Comm. Relations			
	Departmental Support	# of FTE	FY22-23 Payroll Staffing
	Redlands TV (RTV)	# of Recorded Meetings & Programs	Multimedia Report
	Community Relations	Not Allocated	
101-12- 123 - Purchasing			
	Purchasing Training	# of Traning Attendees	2022 Purchasing Training Attendees
	Purchasing Support	Value of POs	2022 PO Report
	Warehouse	# of Warehouse Items Checked Out	Transaction Report
	Surplus	# of Surplused Items	Puchasing MFP Report
101-12- 125 - Human Resources			
	Employee Relations	# of Full-Time, Part-Time, & Temporary Employees	FY22-23 Payroll Staffing
101-15- 150 - City Attorney			
	Legal Counsel	# of FTE	Staffing
	Agenda Support	# of Agenda Items	Agenda Item Report
	Litigation	Not Allocated	
101-30- 301 - Building Maintenance Division			
	Building Maintenance	Sq. Ft. of Building Maintained	Building Info 2022
101-50- 501 - Finance			
	General Accounting	# of Journal Entries	Journal Entry Report
	Payroll	# of FTE	FY22-23 Payroll Staffing
	Budget	Budgeted Expenditures	FY22-23 Adopted Budget
	Accounts Payable	# of AP Transactions	Transaction Report
	Grants Accounting	# of Grants	Active Grants
101-50- 502 - Revenue			
	Revenue Support	2 Yr. Avg. # of AR and Cashering Transactions	FY21 & FY22 GCR Report
	Investments	Value of Cash Balance	Cash Balance Report
	Busness Licensing	Not Allocated	

6. Central Service Departments (Providers)

The follow page provides a list of all the Departments included as Central Services, including their fund, Department, and or Department number, along with expenditure totals per Department, a subtotal of disallowed costs, and a total of all expenditures allocated through the plan.

CENTRAL SERVICES DEPARTMENTS (PROVIDERS)

FUND	DEPT	NAME	Expenditures	Cost Adjustments	TOTAL $
		Building and Equipment Use	$ -	$ 1,610,848	$ 1,610,848
101	11	110 - City Clerk	$ 453,870	$ -	$ 453,870
101	12	120 - City Manager	$ 786,973	$ -	$ 786,973
101	12	121 - Communications & Comm. Relations	$ 641,634	$ -	$ 641,634
101	12	123 - Purchasing	$ 356,050	$ -	$ 356,050
101	12	125 - Human Resources	$ 5,876,359	$ -	$ 5,876,359
101	15	150 - City Attorney	$ 809,834	$ -	$ 809,834
101	30	301 - Building Maintenance Division	$ 2,347,152	$ (148,926)	$ 2,198,226
101	50	501 - Finance	$ 1,811,199	$ -	$ 1,811,199
101	50	502 - Revenue	$ 1,034,455	$ -	$ 1,034,455
		Subtotal	$ 14,117,526	$ 1,461,922	$ 15,579,448
		Disallowed Items (All Departments)			$ -
		TOTAL ALLOCATED EXPENDITURES			**$ 15,579,448**

7. Grantee Departments (Receivers)

The following page provides a list of all the Departments included as Receiving Departments, including their fund, Department, and or Department number.

GRANTEE DEPARTMENTS (RECEIVERS)

FUND	DEPT	NAME
101	10	100 - City Council
101	12	124 - Print Shop
101	16	161 - Economic Development
101	16	162 - Building & Safety
101	16	163 - Land Use Engineering
101	16	164 - Planning
101	19	190 - Library Administration
101	19	191 - Lincoln Shrine
101	20	200 - Patrol Services
101	20	201 - Communications Unit
101	20	202 - Support Services Bureau
101	20	204 - Community Services Bureau
101	20	205 - Special Services Bureau
101	25	250 - Fire Suppression
101	25	251 - Community Risk Reduction
101	25	252 - Training Program
101	25	254 - Emergency Preparedness
101	30	300 - FCS - Administration
101	30	302 - Electrical
101	30	303 - Parks
101	30	304 - Streets
101	30	305 - Trees
101	30	306 - Code Enforcement
101	30	309 - Recreation and Senior Services
101	30	310 - City Hall - State Street
101	30	311 - Animal Services
101	40	400 - Engineering
101	40	401 - Streets & Inspections
101	40	402 - Electrical
200	-	Grants
205	25	Emergency Medical Services Fund
206	-	Household Hazardous Waste Fund
207	-	Gas Tax
209	-	Transportation
210	-	Measure I Fund (2010)
211	40	PARIS
221	-	Air Quality Improvement Fund
223	-	Traffic Safety
227	-	Open Space Fund
236	-	Downtown Redlands Business Area Fund
237	-	Parking Authority Fund

GRANTEE DEPARTMENTS (RECEIVERS)

FUND	DEPT	NAME
238	-	Public Art Fund
241	-	Transportation Development Act Fund
246	-	Asset Forfeiture Fund
249	-	Supplemental Law Enforcement Fund
250	-	Park and Open Space Development Fund
251	-	Public Facility Development Fund
252	-	Arterial Street Construction Fund
253	-	Traffic Signals Fund
254	-	Freeway Interchange Fund
260	30	Street Lighting District #1 Fund
261	30	CFD 2004-1 Assessments Fund
263	30	Landscape Maintenance District Fund
305	-	General Debt Service Fund
405	-	Storm Drain Construction Fund
406	-	Safety / City Hall Replacement Fund
501	40	Water Fund
508	-	Source Acquisition Fund
509	-	Water Capital Improvement
511	30	Solid Waste
517	-	California St. Landfill Closure Fund
519	-	Solid Waste Capital Improvement
521	40	Wastewater Fund
529	-	Wastewater Capital Improvement Fund
531	40	Nonpotable Water Fund
532	-	Nonpotable Capital Improvement Fund
538	30	Groves Fund
562	30	Cemetery Fund
564	30	Aviation Fund
602	12	Liability Self Insurance Fund
604	50	Information Technology Services Fund
606	12	Workers' Compensation Fund
607	30	Equipment Maintenance Fund
608	50	Utility Billing Fund
609	-	Payroll Clearing
705	-	Simonds Endowment
706	-	Pauline Stancliff Memorial Trust
810	-	Community Facilities District Fund
820	16	Successor to RDA Fund
-	-	Other

8. Cost Allocation Plan

The following points highlight the information included for each Central Service Department for the Citywide Cost Allocation Plan:

- **Departmental narrative:** This describes the overall services provided by each Central Service Department, the different functions associated with the Department, as well as the allocation bases used to allocate costs to Receiving Departments.

- **Costs to be allocated:** This details the total functional cost associated with a Department as well as any cost adjustments, and incoming costs from other Central Service Department.

- **Departmental expense detail**: This provides a detailed breakout of the expenditures associated with each Central Service Department (including personnel and non-personnel expenses), any cost adjustments, disallowed costs, incoming costs, and any unallocated costs.

- **Allocation detail**: This details the allocation metric(s) used to determine the percentage of support and ultimate cost allocated to Receiving Departments; and accounts for any direct bills for services paid for by Departments to the particular Central Service Department.

- **Allocation summary:** This summarizes the total costs allocated to Departments by Central Service functional areas.

The following pages provide the detailed information outline above for each Central Service Department.

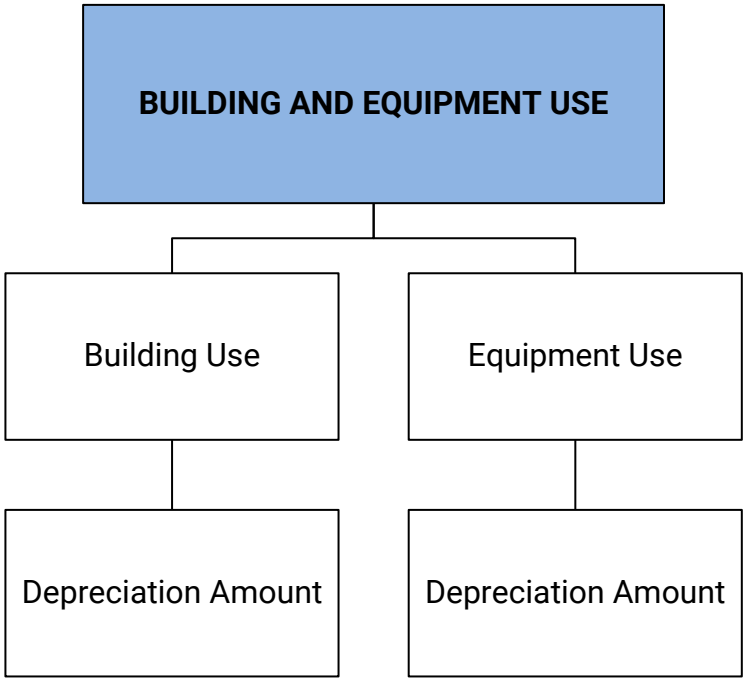
1 Building and Equipment Use

The Building and Equipment Use Department was created to distribute building and equipment depreciation costs for general fund-owned buildings. The Building and Equipment Use allowance used for this plan was created using the City's depreciation schedule. Costs associated with buildings and equipment purchased with non-General Fund monies, and City owned land have not been included in this plan. Building Use costs are allocated to receiving Departments, as follows:

- **Building Use –** represents the general fund depreciation costs of City-owned facilities. This function has been allocated based on building depreciation amount by facility.

- **Equipment Use–** represents the general fund depreciation associated with City-owned equipment. This function has been allocated based on equipment depreciation amount by asset.

The chart on the following page illustrates the functions and measures used to allocate Building and Equipment Use costs. The top tier shows the Central Service Department, the second tier shows the functions developed, and the third tier shows measures used to allocate costs Citywide. The pages following the chart provide an aggregate picture of the Department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.


BUILDING AND EQUIPMENT USE
Building Use
Equipment Use
Depreciation Amount
Depreciation Amount

COSTS TO BE ALLOCATED

-- Building and Equipment Use

	First Allocation	Second Allocation	Total
Departmental Expenditures	$ -		$ -
Total Deductions	$ -		$ -
Incoming Costs			
Total Incoming Costs	**$ -**	**$ -**	**$ -**
Building Depreciation	$ 1,309,583		
Equipment Depreciation	$ 301,265		
Total Cost Adjustments	**$ 1,610,848**		**$ 1,610,848**
Total Costs to be Allocated	**$ 1,610,848**	**$ -**	**$ 1,610,848**

DEPARTMENTAL EXPENSE DETAIL

-- Building and Equipment Use

Expense Type	Expense ($)	Building Use	Equipment Use
Personnel			
Subtotal Personnel Cost	**$ -**	**$ -**	**$ -**
Operating Services & Supplies			
Subtotal Operating Cost	**$ -**	**$ -**	**$ -**
DEPARTMENTAL EXPENDITURES	**$ -**	**$ -**	**$ -**
Disallowed Costs			
Subtotal Disallowed Costs	**$ -**	**$ -**	**$ -**
Cost Adjustments			
Building Depreciation	$ 1,309,583	$ 1,309,583	
Equipment Depreciation	$ 301,265		$ 301,265
Subtotal Cost Adjustments	**$ 1,610,848**	**$ 1,309,583**	**$ 301,265**
FUNCTIONAL COST	**$ 1,610,848**	**$ 1,309,583**	**$ 301,265**
First Allocation			
Incoming - All Others	$ -	$ -	$ -
Reallocate Admin Costs	$ -	$ -	$ -
Unallocated Costs	$ -	$ -	$ -
Subtotal of First Allocation	**$ 1,610,848**	**$ 1,309,583**	**$ 301,265**
Second Allocation			
Incoming - All Others	$ -	$ -	$ -
Reallocate Admin Costs	$ -	$ -	$ -
Unallocated Costs	$ -	$ -	$ -
Subtotal of Second Allocation	**$ -**	**$ -**	**$ -**
TOTAL ALLOCATED	**$ 1,610,848**	**$ 1,309,583**	**$ 301,265**

-- Building and Equipment Use

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Building Use						
101-11- 110 - City Clerk	1,223.49	0.093%	$ 1,223	$ 1,223	$ -	$ 1,223
101-12- 120 - City Manager	5,894.87	0.450%	$ 5,895	$ 5,895	$ -	$ 5,895
101-12- 121 - Communications & Comm. Relations	2,210.52	0.169%	$ 2,211	$ 2,211	$ -	$ 2,211
101-12- 123 - Purchasing	10,578.47	0.808%	$ 10,578	$ 10,578	$ -	$ 10,578
101-12- 125 - Human Resources	2,974.63	0.227%	$ 2,975	$ 2,975	$ -	$ 2,975
101-15- 150 - City Attorney	1,038.45	0.079%	$ 1,038	$ 1,038	$ -	$ 1,038
101-30- 301 - Building Maintenance Division	11,067.86	0.845%	$ 11,068	$ 11,068	$ -	$ 11,068
101-50- 501 - Finance	2,326.54	0.178%	$ 2,327	$ 2,327	$ -	$ 2,327
101-50- 502 - Revenue	6,420.60	0.490%	$ 6,421	$ 6,421	$ -	$ 6,421
101-10-100 - City Council	22,435.61	1.713%	$ 22,436	$ 22,436	$ -	$ 22,436
101-16-161 - Economic Development	695.31	0.053%	$ 695	$ 695	$ -	$ 695
101-16-162 - Building & Safety	3,254.13	0.248%	$ 3,254	$ 3,254	$ -	$ 3,254
101-16-163 - Land Use Engineering	1,077.94	0.082%	$ 1,078	$ 1,078	$ -	$ 1,078
101-16-164 - Planning	9,933.41	0.759%	$ 9,933	$ 9,933	$ -	$ 9,933
101-19-190 - Library Administration	33,319.93	2.544%	$ 33,320	$ 33,320	$ -	$ 33,320
101-19-191 - Lincoln Shrine	2,013.09	0.154%	$ 2,013	$ 2,013	$ -	$ 2,013
101-20-200 - Patrol Services	5,494.37	0.420%	$ 5,494	$ 5,494	$ -	$ 5,494
101-20-201 - Communications Unit	887.98	0.068%	$ 888	$ 888	$ -	$ 888
101-20-202 - Support Services Bureau	721.48	0.055%	$ 721	$ 721	$ -	$ 721
101-20-205 - Special Services Bureau	57,931.78	4.424%	$ 57,932	$ 57,932	$ -	$ 57,932
101-25-250 - Fire Suppression	53,158.07	4.059%	$ 53,158	$ 53,158	$ -	$ 53,158
101-25-251 - Community Risk Reduction	384.04	0.029%	$ 384	$ 384	$ -	$ 384
101-25-254 - Emergency Preparedness	791.56	0.060%	$ 792	$ 792	$ -	$ 792
101-30-300 - FCS - Administration	358.81	0.027%	$ 359	$ 359	$ -	$ 359
101-30-302 - Electrical	1.08	0.000%	$ 1	$ 1	$ -	$ 1
101-30-303 - Parks	927,732.15	70.842%	$ 927,732	$ 927,732	$ -	$ 927,732
101-30-304 - Streets	7,398.53	0.565%	$ 7,399	$ 7,399	$ -	$ 7,399
101-30-305 - Trees	457.45	0.035%	$ 457	$ 457	$ -	$ 457
101-30-306 - Code Enforcement	1,130.77	0.086%	$ 1,131	$ 1,131	$ -	$ 1,131
101-30-309 - Recreation and Senior Services	23,356.42	1.784%	$ 23,356	$ 23,356	$ -	$ 23,356

-- Building and Equipment Use

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
101-30-310 - City Hall - State Street	86.72	0.007%	$ 87	$ 87	$ -	$ 87
101-30-311 - Animal Services	8,271.74	0.632%	$ 8,272	$ 8,272	$ -	$ 8,272
101-40-400 - Engineering	4,205.86	0.321%	$ 4,206	$ 4,206	$ -	$ 4,206
101-40-401 - Streets & Inspections	1,434.68	0.110%	$ 1,435	$ 1,435	$ -	$ 1,435
101-40-402 - Electrical	1,992.53	0.152%	$ 1,993	$ 1,993	$ -	$ 1,993
205-25 - Emergency Medical Services Fund	1,689.78	0.129%	$ 1,690	$ 1,690	$ -	$ 1,690
211-40 - PARIS	5,379.82	0.411%	$ 5,380	$ 5,380	$ -	$ 5,380
501-40 - Water Fund	2,391.13	0.183%	$ 2,391	$ 2,391	$ -	$ 2,391
531-40 - Nonpotable Water Fund	1,036.11	0.079%	$ 1,036	$ 1,036	$ -	$ 1,036
602-12 - Liability Self Insurance Fund	100.89	0.008%	$ 101	$ 101	$ -	$ 101
604-50 - Information Technology Services Fund	1,223.48	0.093%	$ 1,223	$ 1,223	$ -	$ 1,223
606-12 - Workers' Compensation Fund	353.12	0.027%	$ 353	$ 353	$ -	$ 353
607-30 - Equipment Maintenance Fund	80,017.13	6.110%	$ 80,017	$ 80,017	$ -	$ 80,017
608-50 - Utility Billing Fund	833.47	0.064%	$ 833	$ 833	$ -	$ 833
820-16 - Successor to RDA Fund	13.91	0.001%	$ 14	$ 14	$ -	$ 14
Other	4,283.35	0.327%	$ 4,283	$ 4,283	$ -	$ 4,283
Total	**1,309,583.06**	**100.000%**	**$ 1,309,583**	**$ 1,309,583**	**$ -**	**$ 1,309,583**

Allocation Basis: **Depreciation Amount**

Source of Allocation: **FY20-21 Fixed Asset Schedule**

-- Building and Equipment Use

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Equipment Use						
101-50- 502 - Revenue	8,140.00	2.702%	$ 8,140	$ 8,140	$ -	$ 8,140
101-20-202 - Support Services Bureau	67,341.57	22.353%	$ 67,342	$ 67,342	$ -	$ 67,342
101-25-250 - Fire Suppression	189,707.45	62.970%	$ 189,707	$ 189,707	$ -	$ 189,707
101-30-302 - Electrical	19,060.79	6.327%	$ 19,061	$ 19,061	$ -	$ 19,061
101-30-303 - Parks	9,538.49	3.166%	$ 9,538	$ 9,538	$ -	$ 9,538
101-30-304 - Streets	6,456.34	2.143%	$ 6,456	$ 6,456	$ -	$ 6,456
101-30-306 - Code Enforcement	1,020.30	0.339%	$ 1,020	$ 1,020	$ -	$ 1,020
Total	**301,264.94**	**100.000%**	**$ 301,265**	**$ 301,265**	**$ -**	**$ 301,265**

Allocation Basis: **Depreciation Amount**

Source of Allocation: **FY20-21 Fixed Asset Schedule**

ALLOCATION SUMMARY

-- Building and Equipment Use

	Building Use	Equipment Use	Total
101-11- 110 - City Clerk	$ 1,223	$ -	$ 1,223
101-12- 120 - City Manager	$ 5,895	$ -	$ 5,895
101-12- 121 - Communications & Comm. Relations	$ 2,211	$ -	$ 2,211
101-12- 123 - Purchasing	$ 10,578	$ -	$ 10,578
101-12- 125 - Human Resources	$ 2,975	$ -	$ 2,975
101-15- 150 - City Attorney	$ 1,038	$ -	$ 1,038
101-30- 301 - Building Maintenance Division	$ 11,068	$ -	$ 11,068
101-50- 501 - Finance	$ 2,327	$ -	$ 2,327
101-50- 502 - Revenue	$ 6,421	$ 8,140	$ 14,561
101-10-100 - City Council	$ 22,436	$ -	$ 22,436
101-16-161 - Economic Development	$ 695	$ -	$ 695
101-16-162 - Building & Safety	$ 3,254	$ -	$ 3,254
101-16-163 - Land Use Engineering	$ 1,078	$ -	$ 1,078
101-16-164 - Planning	$ 9,933	$ -	$ 9,933
101-19-190 - Library Administration	$ 33,320	$ -	$ 33,320
101-19-191 - Lincoln Shrine	$ 2,013	$ -	$ 2,013
101-20-200 - Patrol Services	$ 5,494	$ -	$ 5,494
101-20-201 - Communications Unit	$ 888	$ -	$ 887.98
101-20-202 - Support Services Bureau	$ 721	$ 67,342	$ 68,063
101-20-205 - Special Services Bureau	$ 57,932	$ -	$ 57,932
101-25-250 - Fire Suppression	$ 53,158	$ 189,707	$ 242,866
101-25-251 - Community Risk Reduction	$ 384	$ -	$ 384.04
101-25-254 - Emergency Preparedness	$ 792	$ -	$ 792
101-30-300 - FCS - Administration	$ 359	$ -	$ 359
101-30-302 - Electrical	$ 1	$ 19,061	$ 19,062
101-30-303 - Parks	$ 927,732	$ 9,538	$ 937,271
101-30-304 - Streets	$ 7,399	$ 6,456	$ 13,855
101-30-305 - Trees	$ 457	$ -	$ 457
101-30-306 - Code Enforcement	$ 1,131	$ 1,020	$ 2,151

ALLOCATION SUMMARY

-- Building and Equipment Use

	Building Use	Equipment Use	Total
101-30-309 - Recreation and Senior Services	$ 23,356	$ -	$ 23,356
101-30-310 - City Hall - State Street	$ 87	$ -	$ 87
101-30-311 - Animal Services	$ 8,272	$ -	$ 8,272
101-40-400 - Engineering	$ 4,206	$ -	$ 4,206
101-40-401 - Streets & Inspections	$ 1,435	$ -	$ 1,435
101-40-402 - Electrical	$ 1,993	$ -	$ 1,992.53
205-25 - Emergency Medical Services Fund	$ 1,690	$ -	$ 1,690
211-40 - PARIS	$ 5,380	$ -	$ 5,380
501-40 - Water Fund	$ 2,391	$ -	$ 2,391
531-40 - Nonpotable Water Fund	$ 1,036	$ -	$ 1,036
602-12 - Liability Self Insurance Fund	$ 101	$ -	$ 101
604-50 - Information Technology Services Fund	$ 1,223	$ -	$ 1,223
606-12 - Workers' Compensation Fund	$ 353	$ -	$ 353
607-30 - Equipment Maintenance Fund	$ 80,017	$ -	$ 80,017
608-50 - Utility Billing Fund	$ 833	$ -	$ 833
820-16 - Successor to RDA Fund	$ 14	$ -	$ 14
Other	$ 4,283	$ -	$ 4,283
Total	**$ 1,309,583**	**$ 301,265**	**$ 1,610,848**

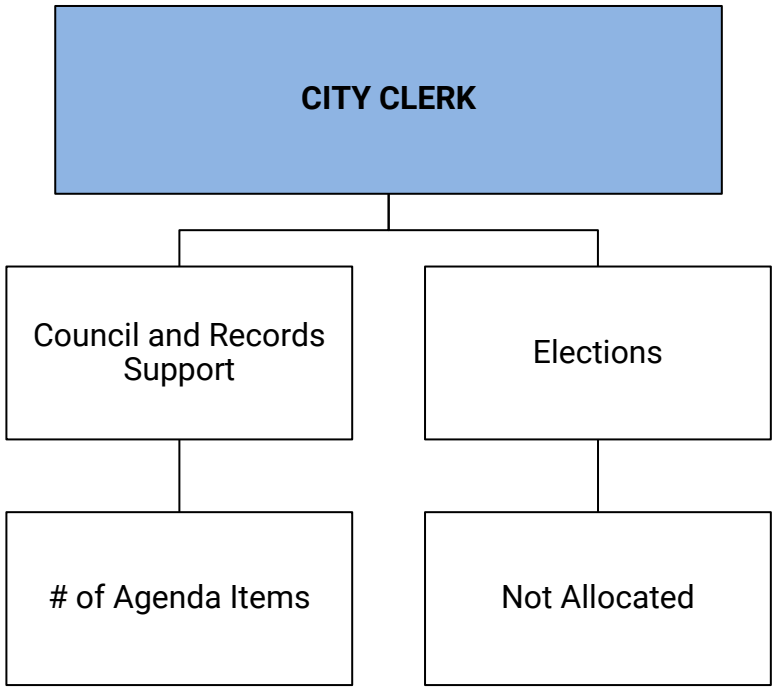
2 City Clerk

The City Clerk Department is responsible for managing public access to City information and administering elections. The City Clerk Department's costs are allocated to receiving Departments as follows:

- **Council and Records Support –** represents the costs associated with developing, distributing, and maintaining public meeting minutes and other records. These costs have been allocated based on number of agenda items by Department/Division/Fund

- **Elections–** represents the costs associated with administering public elections supporting campaign committees, FPPC filings and other election related activities. These costs support the community as a whole and therefore are not allocated to internal Departments.

The chart on the following page illustrates the functions and measures used to allocate City Clerk costs. The top tier shows the Central Service Department, the second tier shows the functions developed, and the third tier shows measures used to allocate costs Citywide. The pages following the chart provide an aggregate picture of the Department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.


CITY CLERK
Council and Records Support
Elections
of Agenda Items
Not Allocated

COSTS TO BE ALLOCATED

101-11- 110 - City Clerk

	First Allocation	Second Allocation	Total
Departmental Expenditures	$ 453,870		$ 453,870
Total Deductions	$ -		$ -
Incoming Costs			
-- Building and Equipment Use	$ 1,223	$ -	$ 1,223
101-11- 110 - City Clerk		$ 4,736	$ 4,736
101-12- 120 - City Manager		$ 4,560	$ 4,560
101-12- 121 - Communications & Comm. Relations		$ 47,585	$ 47,585
101-12- 123 - Purchasing		$ 537	$ 537
101-12- 125 - Human Resources		$ 29,970	$ 29,970
101-15- 150 - City Attorney		$ 12,126	$ 12,126
101-30- 301 - Building Maintenance Division		$ 25,802	$ 25,802
101-50- 501 - Finance		$ 5,884	$ 5,884
101-50- 502 - Revenue		$ 296	$ 296
Total Incoming Costs	**$ 1,223**	**$ 131,497**	**$ 132,721**
Total Cost Adjustments	**$ -**		**$ -**
Total Costs to be Allocated	**$ 455,093**	**$ 131,497**	**$ 586,591**

DEPARTMENTAL EXPENSE DETAIL

101-11- 110 - City Clerk

Expense Type	Expense ($)	Council & Records Support	Elections
Personnel			
Salaries & Wages	$ 230,656	$ 149,926	$ 80,730
Subtotal Personnel Cost	**$ 230,656**	**$ 149,926**	**$ 80,730**
Operating Services & Supplies			
Services	$ 24,724	$ 16,071	$ 8,653
Supplies	$ 1,654	$ 1,075	$ 579
Info Tech Service Charges	$ 31,873	$ 20,717	$ 11,156
Contractual Services	$ 14,963	$ 9,726	$ 5,237
Elections	$ 150,000	$ -	$ 150,000
Subtotal Operating Cost	**$ 223,214**	**$ 47,589**	**$ 175,625**
DEPARTMENTAL EXPENDITURES	**$ 453,870**	**$ 197,516**	**$ 256,355**
Disallowed Costs			
Subtotal Disallowed Costs	**$ -**	**$ -**	**$ -**
Cost Adjustments			
Subtotal Cost Adjustments	**$ -**	**$ -**	**$ -**
FUNCTIONAL COST	**$ 453,870**	**$ 197,516**	**$ 256,355**
First Allocation			
Incoming - All Others	$ 1,223	$ 532	$ 691
Reallocate Admin Costs	$ -	$ -	$ -
Unallocated Costs	$ (257,046)	$ -	$ (257,046)
Subtotal of First Allocation	**$ 198,048**	**$ 198,048**	**$ -**
Second Allocation			
Incoming - All Others	$ 131,497	$ 57,225	$ 74,272
Reallocate Admin Costs	$ -	$ -	$ -
Unallocated Costs	$ (74,272)	$ -	$ (74,272)
Subtotal of Second Allocation	**$ 57,225**	**$ 57,225**	**$ -**
TOTAL ALLOCATED	**$ 255,273**	**$ 255,273**	**$ -**

101-11- 110 - City Clerk

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Council & Records Support						
101-11- 110 - City Clerk	11.00	2.391%	$ 4,736	$ 4,736		$ 4,736
101-12- 120 - City Manager	9.00	1.957%	$ 3,875	$ 3,875	$ 1,147	$ 5,022
101-12- 123 - Purchasing	1.00	0.217%	$ 431	$ 431	$ 127	$ 558
101-12- 125 - Human Resources	11.00	2.391%	$ 4,736	$ 4,736	$ 1,402	$ 6,138
101-15- 150 - City Attorney	10.00	2.174%	$ 4,305	$ 4,305	$ 1,274	$ 5,580
101-30- 301 - Building Maintenance Division	13.00	2.826%	$ 5,597	$ 5,597	$ 1,657	$ 7,254
101-50- 501 - Finance	31.00	6.739%	$ 13,347	$ 13,347	$ 3,951	$ 17,298
101-50- 502 - Revenue	4.00	0.870%	$ 1,722	$ 1,722	$ 510	$ 2,232
101-10-100 - City Council	27.00	5.870%	$ 11,625	$ 11,625	$ 3,441	$ 15,066
101-16-163 - Land Use Engineering	11.00	2.391%	$ 4,736	$ 4,736	$ 1,402	$ 6,138
101-16-164 - Planning	39.00	8.478%	$ 16,791	$ 16,791	$ 4,971	$ 21,762
101-19-190 - Library Administration	4.00	0.870%	$ 1,722	$ 1,722	$ 510	$ 2,232
101-20-202 - Support Services Bureau	23.00	5.000%	$ 9,902	$ 9,902	$ 2,931	$ 12,834
101-20-204 - Community Services Bureau	9.00	1.957%	$ 3,875	$ 3,875	$ 1,147	$ 5,022
101-25-250 - Fire Suppression	22.00	4.783%	$ 9,472	$ 9,472	$ 2,804	$ 12,276
101-30-300 - FCS - Administration	12.00	2.609%	$ 5,166	$ 5,166	$ 1,529	$ 6,696
101-30-303 - Parks	14.00	3.043%	$ 6,028	$ 6,028	$ 1,784	$ 7,812
101-30-304 - Streets	15.00	3.261%	$ 6,458	$ 6,458	$ 1,912	$ 8,370
101-30-305 - Trees	1.00	0.217%	$ 431	$ 431	$ 127	$ 558
101-30-306 - Code Enforcement	1.00	0.217%	$ 431	$ 431	$ 127	$ 558
101-30-309 - Recreation and Senior Services	45.00	9.783%	$ 19,374	$ 19,374	$ 5,735	$ 25,110
101-30-310 - City Hall - State Street	2.00	0.435%	$ 861	$ 861	$ 255	$ 1,116
101-40-400 - Engineering	59.00	12.826%	$ 25,402	$ 25,402	$ 7,520	$ 32,921
101-40-401 - Streets & Inspections	20.00	4.348%	$ 8,611	$ 8,611	$ 2,549	$ 11,160
200 - Grants	8.00	1.739%	$ 3,444	$ 3,444	$ 1,020	$ 4,464
210 - Measure I Fund (2010)	3.00	0.652%	$ 1,292	$ 1,292	$ 382	$ 1,674
254 - Freeway Interchange Fund	1.00	0.217%	$ 431	$ 431	$ 127	$ 558
501-40 - Water Fund	15.00	3.261%	$ 6,458	$ 6,458	$ 1,912	$ 8,370
511-30 - Solid Waste	4.00	0.870%	$ 1,722	$ 1,722	$ 510	$ 2,232
521-40 - Wastewater Fund	10.00	2.174%	$ 4,305	$ 4,305	$ 1,274	$ 5,580

101-11- 110 - City Clerk

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
538-30 - Groves Fund	5.00	1.087%	$ 2,153	$ 2,153	$ 637	$ 2,790
564-30 - Aviation Fund	5.00	1.087%	$ 2,153	$ 2,153	$ 637	$ 2,790
604-50 - Information Technology Services Fund	8.00	1.739%	$ 3,444	$ 3,444	$ 1,020	$ 4,464
607-30 - Equipment Maintenance Fund	6.00	1.304%	$ 2,583	$ 2,583	$ 765	$ 3,348
608-50 - Utility Billing Fund	1.00	0.217%	$ 431	$ 431	$ 127	$ 558
Total	**460.00**	**100.000%**	**$198,048**	**$198,048**	**$ 57,225**	**$255,273**

Allocation Basis: **# of Agenda Items**

Source of Allocation: **Agenda Item Report**

ALLOCATION SUMMARY

101-11- 110 - City Clerk

	Council & Records Support	Total
101-11- 110 - City Clerk	$ 4,736	$ 4,736
101-12- 120 - City Manager	$ 5,022	$ 5,022
101-12- 123 - Purchasing	$ 558	$ 558
101-12- 125 - Human Resources	$ 6,138	$ 6,138
101-15- 150 - City Attorney	$ 5,580	$ 5,580
101-30- 301 - Building Maintenance Division	$ 7,254	$ 7,254
101-50- 501 - Finance	$ 17,298	$ 17,298
101-50- 502 - Revenue	$ 2,232	$ 2,232
101-10-100 - City Council	$ 15,066	$ 15,066
101-16-163 - Land Use Engineering	$ 6,138	$ 6,138
101-16-164 - Planning	$ 21,762	$ 21,762
101-19-190 - Library Administration	$ 2,232	$ 2,232
101-20-202 - Support Services Bureau	$ 12,834	$ 12,834
101-20-204 - Community Services Bureau	$ 5,022	$ 5,022
101-25-250 - Fire Suppression	$ 12,276	$ 12,276
101-30-300 - FCS - Administration	$ 6,696	$ 6,696
101-30-303 - Parks	$ 7,812	$ 7,812
101-30-304 - Streets	$ 8,370	$ 8,370
101-30-305 - Trees	$ 558	$ 558
101-30-306 - Code Enforcement	$ 558	$ 558
101-30-309 - Recreation and Senior Services	$ 25,110	$ 25,110
101-30-310 - City Hall - State Street	$ 1,116	$ 1,116
101-40-400 - Engineering	$ 32,921	$ 32,921
101-40-401 - Streets & Inspections	$ 11,160	$ 11,160
200 - Grants	$ 4,464	$ 4,464
210 - Measure I Fund (2010)	$ 1,674	$ 1,674
254 - Freeway Interchange Fund	$ 558	$ 558
501-40 - Water Fund	$ 8,370	$ 8,370
511-30 - Solid Waste	$ 2,232	$ 2,232
521-40 - Wastewater Fund	$ 5,580	$ 5,580

ALLOCATION SUMMARY

101-11- 110 - City Clerk

	Council & Records Support	Total
538-30 - Groves Fund	$ 2,790	$ 2,790
564-30 - Aviation Fund	$ 2,790	$ 2,790
604-50 - Information Technology Services Fund	$ 4,464	$ 4,464
607-30 - Equipment Maintenance Fund	$ 3,348	$ 3,348
608-50 - Utility Billing Fund	$ 558	$ 558
Total	**$ 255,273**	**$255,273**

3 City Manager

The City Manager Department is responsible for leading the administrative operation of the City and providing direction to all City departments. The Department also facilitates City Council meetings and assists with implementing the policy direction of the City Council. The City Manager Department's costs are allocated to Receiving Departments as follows:

- **Internal City Support –** represents the costs associated with providing management and oversight of City funds and departments. This function is allocated based upon budgeted expenditures by Department/Division/Fund.[1]

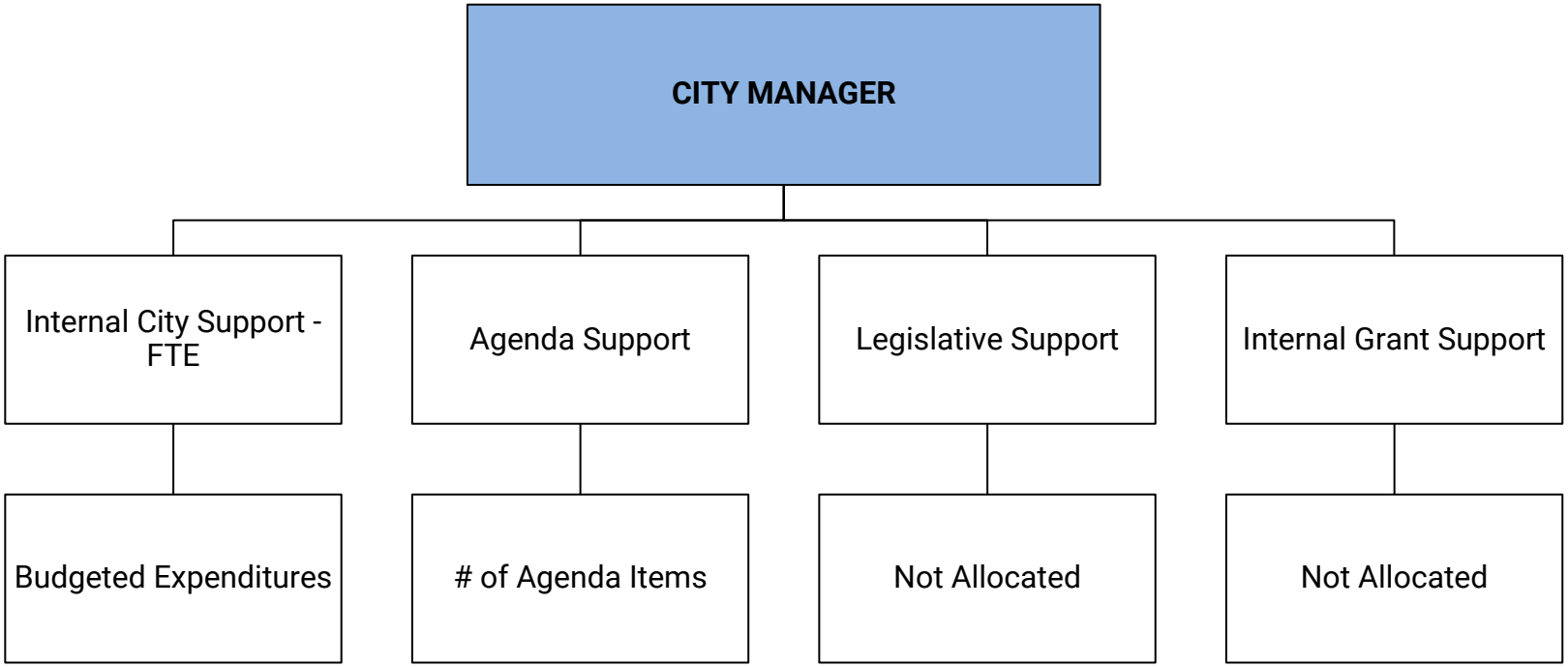
- **Agenda Support –** represents the costs associated with facilitating and overseeing agenda item development. This function is allocated based upon number of agenda items by Department/Division/Fund.

- **Legislative Support –** represents the costs associated with managing the City's legislative agenda on behalf of City Departments. As these services benefit the overall goals of the City and its inhabitants, its costs have not been further allocated to City funds and departments.

- **Internal Grant Support –** represents the costs associated with managing grants on behalf of the City Manager's Department. As these services are internal to the City Manager's Department, it has not been further allocated to any City fund or department.

The chart on the following page illustrates the functions and measures used to allocate City Manager costs. The top tier shows the Central Service Department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs Citywide. The pages following the chart provide an aggregate picture of the Department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.

[1] Since various staff are directly funded out of 501 Water, 511 Solid Waste, and 521 Wastewater the expenditures for these funds were excluded. Additionally, large one-time expenditures were excluded (i.e. Bad Debt Expense, Capital Leases, Depreciation Expense, General Govt. Services Surcharge, Interest, Resale Materials, Retiree Health Insurance, Taxes, Debt Services, and Fixed Assets).


CITY MANAGER
Internal City Support - FTE
Agenda Support
Legislative Support
Internal Grant Support
Budgeted Expenditures
of Agenda Items
Not Allocated
Not Allocated

COSTS TO BE ALLOCATED

101-12- 120 - City Manager

	First Allocation	Second Allocation	Total
Departmental Expenditures	$ 786,973		$ 786,973
Total Deductions	$ -		$ -
Incoming Costs			
-- Building and Equipment Use	$ 5,895	$ -	$ 5,895
101-11- 110 - City Clerk	$ 3,875	$ 1,147	$ 5,022
101-12- 120 - City Manager		$ 4,740.81	$ 4,740.81
101-12- 121 - Communications & Comm. Relations		$ 19,421	$ 19,421
101-12- 123 - Purchasing		$ 2,109	$ 2,109
101-12- 125 - Human Resources		$ 29,970	$ 29,970
101-15- 150 - City Attorney		$ 10,451	$ 10,451
101-30- 301 - Building Maintenance Division		$ 12,721	$ 12,721
101-50- 501 - Finance		$ 11,237	$ 11,237
101-50- 502 - Revenue		$ 434	$ 434
Total Incoming Costs	**$ 9,770**	**$ 92,232**	**$ 102,001**
Total Cost Adjustments	**$ -**		**$ -**
Total Costs to be Allocated	**$ 796,743**	**$ 92,232**	**$ 888,974**

DEPARTMENTAL EXPENSE DETAIL

101-12- 120 - City Manager

Expense Type	Expense ($)	Internal City Support	Agenda Support	Legislative Support	Internal Grant Support
Personnel					
Salaries & Wages	$ 673,119	$ 340,767	$ 80,144	$ 125,556	$ 126,653
Subtotal Personnel Cost	**$ 673,119**	**$ 340,767**	**$ 80,144**	**$ 125,556**	**$ 126,653**
Operating Services & Supplies					
Services	$ 38,568	$ 19,525	$ 4,592	$ 7,194	$ 7,257
Supplies	$ 7,414	$ 3,753	$ 883	$ 1,383	$ 1,395
Info Tech Service Charges	$ 57,372	$ 29,045	$ 6,831	$ 10,702	$ 10,795
Professional Services	$ 10,500	$ 5,316	$ 1,250	$ 1,959	$ 1,976
Subtotal Operating Cost	**$ 113,854**	**$ 57,639**	**$ 13,556**	**$ 21,237**	**$ 21,423**
DEPARTMENTAL EXPENDITURES	**$ 786,973**	**$ 398,405**	**$ 93,700**	**$ 146,793**	**$ 148,075**
Disallowed Costs					
Subtotal Disallowed Costs	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Cost Adjustments					
Subtotal Cost Adjustments	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
FUNCTIONAL COST	**$ 786,973**	**$ 398,405**	**$ 93,700**	**$ 146,793**	**$ 148,075**
First Allocation					
Incoming - All Others	$ 9,770	$ 4,946	$ 1,163	$ 1,822	$ 1,838
Reallocate Admin Costs	$ -	$ -	$ -	$ -	$ -
Unallocated Costs	$ (298,529)	$ -	$ -	$ (148,615)	$ (149,913)
Subtotal of First Allocation	**$ 498,214**	**$ 403,351**	**$ 94,863**	**$ -**	**$ -**
Second Allocation					
Incoming - All Others	$ 92,232	$ 46,692	$ 10,981	$ 17,204	$ 17,354
Reallocate Admin Costs	$ -	$ -	$ -	$ -	$ -
Unallocated Costs	$ (34,558)	$ -	$ -	$ (17,204)	$ (17,354)
Subtotal of Second Allocation	**$ 57,674**	**$ 46,692.25**	**$ 10,981.41**	**$ -**	**$ -**
TOTAL ALLOCATED	**$ 555,888**	**$ 450,043**	**$ 105,844**	**$ -**	**$ -**

101-12- 120 - City Manager

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Internal City Support						
101-11- 110 - City Clerk	596,699	0.568%	$ 2,292	$ 2,292		$ 2,292
101-12- 120 - City Manager	751,019	0.715%	$ 2,885	$ 2,885		$ 2,885
101-12- 121 - Communications & Comm. Relations	691,193	0.658%	$ 2,655	$ 2,655	$ 311	$ 2,966
101-12- 123 - Purchasing	350,750	0.334%	$ 1,347	$ 1,347	$ 158	$ 1,505
101-12- 125 - Human Resources	915,501	0.872%	$ 3,517	$ 3,517	$ 412	$ 3,929
101-15- 150 - City Attorney	775,452	0.738%	$ 2,979	$ 2,979	$ 349	$ 3,328
101-30- 301 - Building Maintenance Division	2,205,710	2.101%	$ 8,473	$ 8,473	$ 994	$ 9,466
101-50- 501 - Finance	1,749,192	1.666%	$ 6,719	$ 6,719	$ 788	$ 7,507
101-50- 502 - Revenue	1,003,034	0.955%	$ 3,853	$ 3,853	$ 452	$ 4,305
101-10-100 - City Council	556,249	0.530%	$ 2,137	$ 2,137	$ 251	$ 2,387
101-12-124 - Print Shop	5,175	0.005%	$ 20	$ 20	$ 2	$ 22
101-16-161 - Economic Development	647,084	0.616%	$ 2,486	$ 2,486	$ 291	$ 2,777
101-16-162 - Building & Safety	1,772,111	1.688%	$ 6,807	$ 6,807	$ 798	$ 7,605
101-16-163 - Land Use Engineering	584,298	0.556%	$ 2,244	$ 2,244	$ 263	$ 2,508
101-16-164 - Planning	2,011,198	1.915%	$ 7,725	$ 7,725	$ 906	$ 8,631
101-19-190 - Library Administration	2,912,512	2.774%	$ 11,187	$ 11,187	$ 1,312	$ 12,499
101-19-191 - Lincoln Shrine	1,197	0.001%	$ 5	$ 5	$ 1	$ 5
101-20-200 - Patrol Services	25,451,432	24.238%	$ 97,763	$ 97,763	$ 11,464	$109,228
101-20-201 - Communications Unit	2,835,909	2.701%	$ 10,893	$ 10,893	$ 1,277	$ 12,171
101-20-202 - Support Services Bureau	5,429,198	5.170%	$ 20,855	$ 20,855	$ 2,446	$ 23,300
101-20-204 - Community Services Bureau	199,741	0.190%	$ 767	$ 767	$ 90	$ 857
101-20-205 - Special Services Bureau	455,556	0.434%	$ 1,750	$ 1,750	$ 205	$ 1,955
101-25-250 - Fire Suppression	16,477,696	15.692%	$ 63,294	$ 63,294	$ 7,422	$ 70,716
101-25-251 - Community Risk Reduction	1,002,760	0.955%	$ 3,852	$ 3,852	$ 452	$ 4,303
101-25-252 - Training Program	111,525	0.106%	$ 428	$ 428	$ 50	$ 479
101-25-254 - Emergency Preparedness	158,887	0.151%	$ 610	$ 610	$ 72	$ 682
101-30-300 - FCS - Administration	1,304,003	1.242%	$ 5,009	$ 5,009	$ 587	$ 5,596
101-30-303 - Parks	3,321,399	3.163%	$ 12,758	$ 12,758	$ 1,496	$ 14,254
101-30-305 - Trees	1,735,042	1.652%	$ 6,665	$ 6,665	$ 782	$ 7,446
101-30-306 - Code Enforcement	635,003	0.605%	$ 2,439	$ 2,439	$ 286	$ 2,725
101-30-309 - Recreation and Senior Services	1,976,583	1.882%	$ 7,592	$ 7,592	$ 890	$ 8,483
101-30-310 - City Hall - State Street	969,959	0.924%	$ 3,726	$ 3,726	$ 437	$ 4,163
101-30-311 - Animal Services	797,656	0.760%	$ 3,064	$ 3,064	$ 359	$ 3,423
101-40-400 - Engineering	971,058	0.925%	$ 3,730	$ 3,730	$ 437	$ 4,167
101-40-401 - Streets & Inspections	2,874,327	2.737%	$ 11,041	$ 11,041	$ 1,295	$ 12,336
101-40-402 - Electrical	1,461,713	1.392%	$ 5,615	$ 5,615	$ 658	$ 6,273
205-25 - Emergency Medical Services Fund	5,656,011	5.386%	$ 21,726	$ 21,726	$ 2,548	$ 24,273

101-12- 120 - City Manager

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
206 - Household Hazardous Waste Fund	135,939	0.129%	$ 522	$ 522	$ 61	$ 583
211-40 - PARIS	509,568	0.485%	$ 1,957	$ 1,957	$ 230	$ 2,187
221 - Air Quality Improvement Fund	417	0.000%	$ 2	$ 2	$ 0	$ 2
236 - Downtown Redlands Business Area Fund	109,558	0.104%	$ 421	$ 421	$ 49	$ 470
237 - Parking Authority Fund	18,900	0.018%	$ 73	$ 73	$ 9	$ 81
246 - Asset Forfeiture Fund	191,924	0.183%	$ 737.2	$ 737	$ 86	$ 824
249 - Supplemental Law Enforcement Fund	251,391	0.239%	$ 966	$ 966	$ 113	$ 1,079
250 - Park and Open Space Development Fund	3,658	0.003%	$ 14	$ 14	$ 2	$ 16
253 - Traffic Signals Fund	100,000	0.095%	$ 384	$ 384	$ 45	$ 429
260-30 - Street Lighting District #1 Fund	20,012	0.019%	$ 77	$ 77	$ 9	$ 86
261-30 - CFD 2004-1 Assessments Fund	449,420	0.428%	$ 1,726	$ 1,726	$ 202	$ 1,929
263-30 - Landscape Maintenance District Fund	47,607	0.045%	$ 183	$ 183	$ 21	$ 204
305 - General Debt Service Fund	3,165	0.003%	$ 12	$ 12	$ 1	$ 14
405 - Storm Drain Construction Fund	571,500	0.544%	$ 2,195	$ 2,195	$ 257	$ 2,453
531-40 - Nonpotable Water Fund	551,473	0.525%	$ 2,118	$ 2,118	$ 248	$ 2,367
538-30 - Groves Fund	1,073,142	1.022%	$ 4,122	$ 4,122	$ 483	$ 4,606
562-30 - Cemetery Fund	1,002,818	0.955%	$ 3,852	$ 3,852	$ 452	$ 4,304
564-30 - Aviation Fund	338,091	0.322%	$ 1,299	$ 1,299	$ 152	$ 1,451
602-12 - Liability Self Insurance Fund	344,098	0.328%	$ 1,322	$ 1,322	$ 155	$ 1,477
604-50 - Information Technology Services Fund	3,052,645	2.907%	$ 11,726	$ 11,726	$ 1,375	$ 13,101
606-12 - Workers' Compensation Fund	1,132,651	1.079%	$ 4,351	$ 4,351	$ 510	$ 4,861
607-30 - Equipment Maintenance Fund	1,863,315	1.774%	$ 7,157	$ 7,157	$ 839	$ 7,997
608-50 - Utility Billing Fund	1,814,601	1.728%	$ 6,970	$ 6,970	$ 817	$ 7,788
810 - Community Facilities District Fund	48,000	0.046%	$ 184	$ 184	$ 22	$ 206
820-16 - Successor to RDA Fund	19,468	0.019%	$ 75	$ 75	$ 9	$ 84
Total	**105,007,193.00**	**100.000%**	**$403,351**	**$403,351**	**$ 46,692**	**$450,043**

Allocation Basis: **Budgeted Expenditures**

Source of Allocation: **FY22-23 Adopted Budget**

101-12- 120 - City Manager

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Agenda Support						
101-11- 110 - City Clerk	11	2.391%	$ 2,268	$ 2,268		$ 2,268
101-12- 120 - City Manager	9	1.957%	$ 1,856	$ 1,856		$ 1,856
101-12- 123 - Purchasing	1	0.217%	$ 206	$ 206	$ 25	$ 231
101-12- 125 - Human Resources	11	2.391%	$ 2,268	$ 2,268	$ 275	$ 2,543
101-15- 150 - City Attorney	10	2.174%	$ 2,062	$ 2,062	$ 250	$ 2,312
101-30- 301 - Building Maintenance Division	13	2.826%	$ 2,681	$ 2,681	$ 324	$ 3,005
101-50- 501 - Finance	31	6.739%	$ 6,393	$ 6,393	$ 774	$ 7,167
101-50- 502 - Revenue	4	0.870%	$ 825	$ 825	$ 100	$ 925
101-10-100 - City Council	27	5.870%	$ 5,568	$ 5,568	$ 674	$ 6,242
101-16-163 - Land Use Engineering	11	2.391%	$ 2,268	$ 2,268	$ 275	$ 2,543
101-16-164 - Planning	39	8.478%	$ 8,043	$ 8,043	$ 973	$ 9,016
101-19-190 - Library Administration	4	0.870%	$ 825	$ 825	$ 100	$ 925
101-20-202 - Support Services Bureau	23	5.000%	$ 4,743	$ 4,743	$ 574	$ 5,317
101-20-204 - Community Services Bureau	9	1.957%	$ 1,856	$ 1,856	$ 225	$ 2,081
101-25-250 - Fire Suppression	22	4.783%	$ 4,537	$ 4,537	$ 549	$ 5,086
101-30-300 - FCS - Administration	12	2.609%	$ 2,475	$ 2,475	$ 299	$ 2,774
101-30-303 - Parks	14	3.043%	$ 2,887	$ 2,887	$ 349	$ 3,237
101-30-304 - Streets	15	3.261%	$ 3,093	$ 3,093	$ 374	$ 3,468
101-30-305 - Trees	1	0.217%	$ 206	$ 206	$ 25	$ 231
101-30-306 - Code Enforcement	1	0.217%	$ 206	$ 206	$ 25	$ 231
101-30-309 - Recreation and Senior Services	45	9.783%	$ 9,280	$ 9,280	$ 1,123	$ 10,403
101-30-310 - City Hall - State Street	2	0.435%	$ 412	$ 412	$ 50	$ 462
101-40-400 - Engineering	59	12.826%	$ 12,167	$ 12,167	$ 1,473	$ 13,640
101-40-401 - Streets & Inspections	20	4.348%	$ 4,124	$ 4,124	$ 499	$ 4,624
200 - Grants	8	1.739%	$ 1,650	$ 1,650	$ 200	$ 1,849
210 - Measure I Fund (2010)	3	0.652%	$ 619	$ 619	$ 75	$ 694
254 - Freeway Interchange Fund	1	0.217%	$ 206	$ 206	$ 25	$ 231
501-40 - Water Fund	15	3.261%	$ 3,093	$ 3,093	$ 374	$ 3,468
511-30 - Solid Waste	4	0.870%	$ 825	$ 825	$ 100	$ 925
521-40 - Wastewater Fund	10	2.174%	$ 2,062	$ 2,062	$ 250	$ 2,312

101-12- 120 - City Manager

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
538-30 - Groves Fund	5	1.087%	$ 1,031	$ 1,031	$ 125	$ 1,156
564-30 - Aviation Fund	5	1.087%	$ 1,031	$ 1,031	$ 125	$ 1,156
604-50 - Information Technology Services Fund	8	1.739%	$ 1,650	$ 1,650	$ 200	$ 1,849
607-30 - Equipment Maintenance Fund	6	1.304%	$ 1,237	$ 1,237	$ 150	$ 1,387
608-50 - Utility Billing Fund	1	0.217%	$ 206	$ 206	$ 25	$ 231
Total	**460.00**	**100.000%**	**$ 94,863**	**$ 94,863**	**$ 10,981**	**$105,844**

Allocation Basis: **# of Agenda Items**

Source of Allocation: **Agenda Item Report**

ALLOCATION SUMMARY

101-12- 120 - City Manager

	Internal City Support	Agenda Support	Total
101-11- 110 - City Clerk	$ 2,292	$ 2,268	$ 4,560
101-12- 120 - City Manager	$ 2,885	$ 1,856	$ 4,740.81
101-12- 121 - Communications & Comm. Relations	$ 2,966	$ -	$ 2,966
101-12- 123 - Purchasing	$ 1,505	$ 231	$ 1,736
101-12- 125 - Human Resources	$ 3,929	$ 2,543	$ 6,472
101-15- 150 - City Attorney	$ 3,328	$ 2,312	$ 5,640
101-30- 301 - Building Maintenance Division	$ 9,466	$ 3,005	$ 12,471
101-50- 501 - Finance	$ 7,507	$ 7,167	$ 14,673
101-50- 502 - Revenue	$ 4,305	$ 925	$ 5,229
101-10-100 - City Council	$ 2,387	$ 6,242	$ 8,629
101-12-124 - Print Shop	$ 22	$ -	$ 22
101-16-161 - Economic Development	$ 2,777	$ -	$ 2,777
101-16-162 - Building & Safety	$ 7,605	$ -	$ 7,605.22
101-16-163 - Land Use Engineering	$ 2,508	$ 2,543	$ 5,051
101-16-164 - Planning	$ 8,631	$ 9,016	$ 17,647
101-19-190 - Library Administration	$ 12,499	$ 925	$ 13,424
101-19-191 - Lincoln Shrine	$ 5	$ -	$ 5
101-20-200 - Patrol Services	$ 109,228	$ -	$ 109,227.75
101-20-201 - Communications Unit	$ 12,171	$ -	$ 12,170.63
101-20-202 - Support Services Bureau	$ 23,300	$ 5,317	$ 28,617.20
101-20-204 - Community Services Bureau	$ 857	$ 2,081	$ 2,937.84
101-20-205 - Special Services Bureau	$ 1,955	$ -	$ 1,955
101-25-250 - Fire Suppression	$ 70,716	$ 5,086	$ 75,802
101-25-251 - Community Risk Reduction	$ 4,303	$ -	$ 4,303.46
101-25-252 - Training Program	$ 479	$ -	$ 479
101-25-254 - Emergency Preparedness	$ 682	$ -	$ 682
101-30-300 - FCS - Administration	$ 5,596	$ 2,774	$ 8,370
101-30-303 - Parks	$ 14,254	$ 3,237	$ 17,490.71
101-30-304 - Streets	$ -	$ 3,468	$ 3,467.72

ALLOCATION SUMMARY

101-12- 120 - City Manager

	Internal City Support	Agenda Support	Total
101-30-305 - Trees	$ 7,446	$ 231	$ 7,677
101-30-306 - Code Enforcement	$ 2,725	$ 231	$ 2,956
101-30-309 - Recreation and Senior Services	$ 8,483	$ 10,403	$ 18,885.90
101-30-310 - City Hall - State Street	$ 4,163	$ 462	$ 4,625
101-30-311 - Animal Services	$ 3,423	$ -	$ 3,423
101-40-400 - Engineering	$ 4,167	$ 13,640	$ 17,807.11
101-40-401 - Streets & Inspections	$ 12,336	$ 4,624	$ 16,959.13
101-40-402 - Electrical	$ 6,273	$ -	$ 6,273.11
200 - Grants	$ -	$ 1,849	$ 1,849
205-25 - Emergency Medical Services Fund	$ 24,273	$ -	$ 24,273
206 - Household Hazardous Waste Fund	$ 583	$ -	$ 583.40
210 - Measure I Fund (2010)	$ -	$ 694	$ 693.54
211-40 - PARIS	$ 2,187	$ -	$ 2,186.87
221 - Air Quality Improvement Fund	$ 2	$ -	$ 1.79
236 - Downtown Redlands Business Area Fund	$ 470	$ -	$ 470
237 - Parking Authority Fund	$ 81	$ -	$ 81
246 - Asset Forfeiture Fund	$ 824	$ -	$ 823.66
249 - Supplemental Law Enforcement Fund	$ 1,079	$ -	$ 1,079
250 - Park and Open Space Development Fund	$ 16	$ -	$ 16
253 - Traffic Signals Fund	$ 429	$ -	$ 429
254 - Freeway Interchange Fund	$ -	$ 231	$ 231.18
260-30 - Street Lighting District #1 Fund	$ 86	$ -	$ 85.88
261-30 - CFD 2004-1 Assessments Fund	$ 1,929	$ -	$ 1,929
263-30 - Landscape Maintenance District Fund	$ 204	$ -	$ 204
305 - General Debt Service Fund	$ 14	$ -	$ 14
405 - Storm Drain Construction Fund	$ 2,453	$ -	$ 2,453
501-40 - Water Fund	$ -	$ 3,468	$ 3,468
511-30 - Solid Waste	$ -	$ 925	$ 925
521-40 - Wastewater Fund	$ -	$ 2,312	$ 2,312

ALLOCATION SUMMARY

101-12- 120 - City Manager

	Internal City Support	Agenda Support	Total
531-40 - Nonpotable Water Fund	$ 2,367	$ -	$ 2,367
538-30 - Groves Fund	$ 4,606	$ 1,156	$ 5,761
562-30 - Cemetery Fund	$ 4,304	$ -	$ 4,304
564-30 - Aviation Fund	$ 1,451	$ 1,156	$ 2,607
602-12 - Liability Self Insurance Fund	$ 1,477	$ -	$ 1,477
604-50 - Information Technology Services Fund	$ 13,101	$ 1,849	$ 14,950
606-12 - Workers' Compensation Fund	$ 4,861	$ -	$ 4,861
607-30 - Equipment Maintenance Fund	$ 7,997	$ 1,387	$ 9,384
608-50 - Utility Billing Fund	$ 7,788	$ 231	$ 8,019
810 - Community Facilities District Fund	$ 206	$ -	$ 206
820-16 - Successor to RDA Fund	$ 84	$ -	$ 84
Total	**$ 450,043**	**$ 105,844**	**$ 555,888**

4 Communications and Community Relations

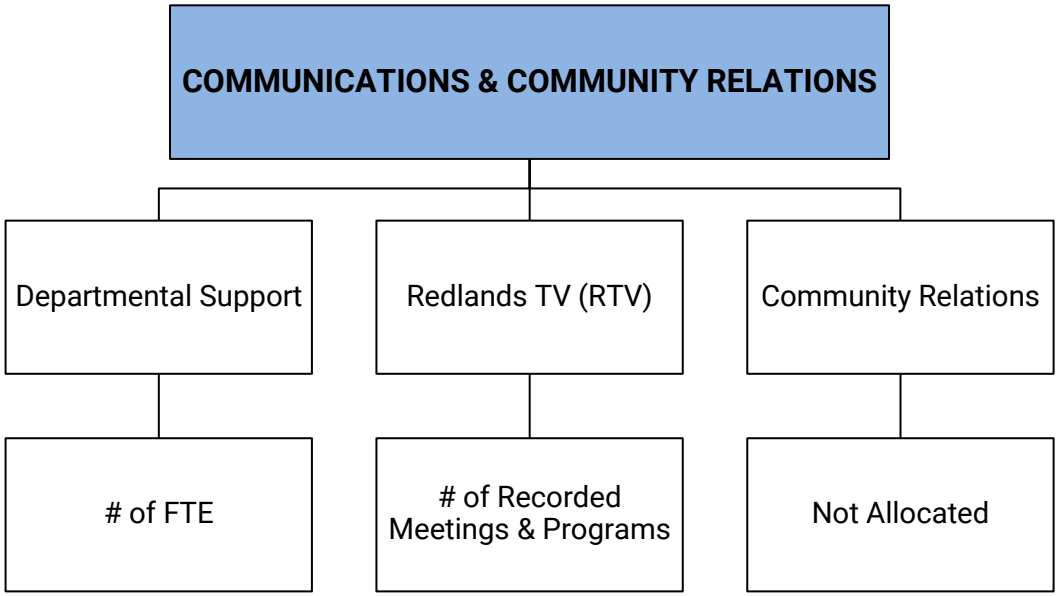
The Communications and Community Relations Division, which is part of the City Manager Department, is responsible overseeing the City's communication initiatives, managing the City's media channels and informing the community of City services and events. The costs associated with the Communications and Community Relations Department are allocated to Receiving Departments as follows:

- **Departmental Support –** represents the costs associated with acting as an intermediary between City Departments and the media, reviewing correspondence, managing interviews, and updating the City's website and social media on behalf of the City and its Departments. This function is allocated by number of full-time employees (FTE) by Department/Division/Fund.

- **Redlands TV (RTV) –** represents the costs associated with operations and development of TV programming. This function is allocated by number of recorded meetings and programs by Department/Division/Fund.

- **Community Relations –** represents the costs associated community engagement and outreach. This function is in relation to the public and does not directly support any City fund or department, hence it is not further allocated.

The chart on the following page illustrates the functions and measures used to allocate Communications and Community Relations costs. The top tier shows the Central Service Department/Division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs Citywide. The pages following the chart provide an aggregate picture of the Division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.


COMMUNICATIONS & COMMUNITY RELATIONS
Departmental Support
Redlands TV (RTV)
Community Relations
of FTE
of Recorded Meetings & Programs
Not Allocated

COSTS TO BE ALLOCATED

101-12- 121 - Communications & Comm. Relations

	First Allocation	Second Allocation	Total
Departmental Expenditures	$ 641,634		$ 641,634
Total Deductions	$ -		$ -
Incoming Costs			
-- Building and Equipment Use	$ 2,211	$ -	$ 2,211
101-12- 120 - City Manager	$ 2,655	$ 311	$ 2,966
101-12- 121 - Communications & Comm. Relations		$ 1,587	$ 1,587
101-12- 123 - Purchasing		$ 47	$ 47
101-12- 125 - Human Resources		$ 29,970	$ 29,970
101-15- 150 - City Attorney		$ 1,232	$ 1,232
101-30- 301 - Building Maintenance Division		$ 51,957	$ 51,957
101-50- 501 - Finance		$ 6,354	$ 6,354
101-50- 502 - Revenue		$ 401	$ 401
Total Incoming Costs	**$ 4,866**	**$ 91,859**	**$ 96,725**
Total Cost Adjustments	**$ -**		**$ -**
Total Costs to be Allocated	**$ 646,500**	**$ 91,859**	**$ 738,359**

DEPARTMENTAL EXPENSE DETAIL

101-12- 121 - Communications & Comm. Relations

Expense Type	Expense ($)	General Admin	Departmental Support	Redlands TV (RTV)	Community Relations
Personnel					
Salaries & Wages	$ 534,452	$ 51,491	$ 195,685	$ 157,918	$ 129,359
Subtotal Personnel Cost	**$ 534,452**	**$ 51,491**	**$ 195,685**	**$ 157,918**	**$ 129,359**
Operating Services & Supplies					
Services	$ 15,537	$ 1,497	$ 5,689	$ 4,591	$ 3,761
Supplies	$ 4,650	$ 448	$ 1,703	$ 1,374	$ 1,125
Info Tech Service Charges	$ 25,499	$ 2,457	$ 9,336	$ 7,534	$ 6,172
Professional Services	$ 30,707	$ 2,958	$ 11,243	$ 9,073	$ 7,432
City Garage Charges	$ 789	$ 76	$ 289	$ 233	$ 191
All Other Equipment	$ 30,000	$ 2,890	$ 10,984	$ 8,864	$ 7,261
Subtotal Operating Cost	**$ 107,182**	**$ 10,326**	**$ 39,244**	**$ 31,670**	**$ 25,942**
DEPARTMENTAL EXPENDITURES	**$ 641,634**	**$ 61,817**	**$ 234,929**	**$ 189,587**	**$ 155,301**
Disallowed Costs					
Subtotal Disallowed Costs	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Cost Adjustments					
Subtotal Cost Adjustments	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
FUNCTIONAL COST	**$ 641,634**	**$ 61,817**	**$ 234,929**	**$ 189,587**	**$ 155,301**
First Allocation					
Incoming - All Others	$ 4,866	$ 469	$ 1,781	$ 1,438	$ 1,178
Reallocate Admin Costs	$ (0)	$ (62,286)	$ 25,237	$ 20,366	$ 16,683
Unallocated Costs	$ (173,161)		$ -	$ -	$ (173,161)
Subtotal of First Allocation	**$ 473,338**		**$ 261,947**	**$ 211,391**	**$ -**
Second Allocation					
Incoming - All Others	$ 91,859	$ 8,850	$ 33,633	$ 27,142	$ 22,234
Reallocate Admin Costs	$ -	$ (8,850)	$ 3,586	$ 2,894	$ 2,370
Unallocated Costs	$ (24,604)		$ -	$ -	$ (24,604)
Subtotal of Second Allocation	**$ 67,255**		**$ 37,219.24**	**$ 30,035.89**	**$ -**
TOTAL ALLOCATED	**$ 540,593**		**$ 299,166**	**$ 241,427**	**$ -**

101-12- 121 - Communications & Comm. Relations

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Departmental Support						
101-11- 110 - City Clerk	2.00	0.385%	$ 1,007	$ 1,007		$ 1,007
101-12- 120 - City Manager	2.99	0.575%	$ 1,506	$ 1,506		$ 1,506
101-12- 121 - Communications & Comm. Relations	3.15	0.606%	$ 1,587	$ 1,587		$ 1,587
101-12- 123 - Purchasing	2.10	0.404%	$ 1,058	$ 1,058	$ 153	$ 1,211
101-12- 125 - Human Resources	4.55	0.875%	$ 2,292	$ 2,292	$ 331	$ 2,623
101-15- 150 - City Attorney	2.20	0.423%	$ 1,108	$ 1,108	$ 160	$ 1,268
101-30- 301 - Building Maintenance Division	2.55	0.490%	$ 1,285	$ 1,285	$ 185	$ 1,470
101-50- 501 - Finance	9.29	1.787%	$ 4,680	$ 4,680	$ 675	$ 5,355
101-50- 502 - Revenue	3.10	0.596%	$ 1,562	$ 1,562	$ 225	$ 1,787
101-10-100 - City Council	1.13	0.217%	$ 569	$ 569	$ 82	$ 651
101-16-161 - Economic Development	2.00	0.385%	$ 1,007	$ 1,007	$ 145	$ 1,153
101-16-162 - Building & Safety	8.00	1.538%	$ 4,030	$ 4,030	$ 582	$ 4,612
101-16-163 - Land Use Engineering	2.65	0.510%	$ 1,335	$ 1,335	$ 193	$ 1,528
101-16-164 - Planning	10.00	1.923%	$ 5,037	$ 5,037	$ 727	$ 5,764
101-19-190 - Library Administration	20.00	3.846%	$ 10,075	$ 10,075	$ 1,454	$ 11,529
101-20-200 - Patrol Services	99.00	19.038%	$ 49,870	$ 49,870	$ 7,199	$ 57,068
101-20-201 - Communications Unit	16.00	3.077%	$ 8,060	$ 8,060	$ 1,163	$ 9,223
101-20-202 - Support Services Bureau	13.00	2.500%	$ 6,549	$ 6,549	$ 945	$ 7,494
101-25-250 - Fire Suppression	36.55	7.029%	$ 18,412	$ 18,412	$ 2,658	$ 21,069
101-25-251 - Community Risk Reduction	5.00	0.962%	$ 2,519	$ 2,519	$ 364	$ 2,882
101-25-254 - Emergency Preparedness	0.35	0.067%	$ 176	$ 176	$ 25	$ 202
101-30-300 - FCS - Administration	3.31	0.637%	$ 1,667	$ 1,667	$ 241	$ 1,908
101-30-302 - Electrical	0.01	0.002%	$ 5	$ 5	$ 1	$ 6
101-30-303 - Parks	12.88	2.477%	$ 6,488	$ 6,488	$ 937	$ 7,425
101-30-304 - Streets	0.01	0.002%	$ 5	$ 5	$ 1	$ 6
101-30-305 - Trees	4.22	0.812%	$ 2,126	$ 2,126	$ 307	$ 2,433
101-30-306 - Code Enforcement	4.58	0.881%	$ 2,307	$ 2,307	$ 333	$ 2,640
101-30-309 - Recreation and Senior Services	9.04	1.738%	$ 4,554	$ 4,554	$ 657	$ 5,211
101-30-310 - City Hall - State Street	0.80	0.154%	$ 403	$ 403	$ 58	$ 461
101-30-311 - Animal Services	4.00	0.769%	$ 2,015	$ 2,015	$ 291	$ 2,306

101-12- 121 - Communications & Comm. Relations

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
101-40-400 - Engineering	2.05	0.394%	$ 1,033	$ 1,033	$ 149	$ 1,182
101-40-401 - Streets & Inspections	15.80	3.038%	$ 7,959	$ 7,959	$ 1,149	$ 9,108
101-40-402 - Electrical	1.00	0.192%	$ 504	$ 504	$ 73	$ 576
205-25 - Emergency Medical Services Fund	22.00	4.231%	$ 11,082	$ 11,082	$ 1,600	$ 12,682
211-40 - PARIS	2.70	0.519%	$ 1,360	$ 1,360	$ 196	$ 1,556
260-30 - Street Lighting District #1 Fund	0.09	0.017%	$ 45	$ 45	$ 7	$ 52
261-30 - CFD 2004-1 Assessments Fund	0.50	0.096%	$ 252	$ 252	$ 36	$ 288
263-30 - Landscape Maintenance District Fund	0.03	0.006%	$ 15	$ 15	$ 2	$ 17
501-40 - Water Fund	64.03	12.313%	$ 32,254	$ 32,254	$ 4,656	$ 36,910
511-30 - Solid Waste	47.62	9.158%	$ 23,988	$ 23,988	$ 3,463	$ 27,450
521-40 - Wastewater Fund	31.76	6.108%	$ 15,999	$ 15,999	$ 2,309	$ 18,308
531-40 - Nonpotable Water Fund	0.52	0.100%	$ 262	$ 262	$ 38	$ 300
538-30 - Groves Fund	2.00	0.385%	$ 1,007	$ 1,007	$ 145	$ 1,153
562-30 - Cemetery Fund	4.45	0.856%	$ 2,242	$ 2,242	$ 324	$ 2,565
564-30 - Aviation Fund	1.26	0.242%	$ 635	$ 635	$ 92	$ 726
602-12 - Liability Self Insurance Fund	1.20	0.231%	$ 604	$ 604	$ 87	$ 692
604-50 - Information Technology Services Fund	12.79	2.460%	$ 6,443	$ 6,443	$ 930	$ 7,373
606-12 - Workers' Compensation Fund	4.20	0.808%	$ 2,116	$ 2,116	$ 305	$ 2,421
607-30 - Equipment Maintenance Fund	7.41	1.425%	$ 3,733	$ 3,733	$ 539	$ 4,271
608-50 - Utility Billing Fund	14.10	2.711%	$ 7,103	$ 7,103	$ 1,025	$ 8,128
820-16 - Successor to RDA Fund	0.04	0.008%	$ 20	$ 20	$ 3	$ 23
Total	**520.01**	**100.000%**	**$261,947**	**$261,947**	**$ 37,219**	**$299,166**

Allocation Basis: **# of FTE**

Source of Allocation: **FY22-23 Payroll Staffing**

101-12- 121 - Communications & Comm. Relations

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Redlands TV (RTV)						
101-11- 110 - City Clerk	26.00	22.034%	$ 46,578	$ 46,578		$ 46,578
101-12- 120 - City Manager	10.00	8.475%	$ 17,914	$ 17,914		$ 17,914
101-16-164 - Planning	25.00	21.186%	$ 44,786	$ 44,786	$ 9,157	$ 53,944
101-20-200 - Patrol Services	14.00	11.864%	$ 25,080	$ 25,080	$ 5,128	$ 30,208
101-30-309 - Recreation and Senior Services	2.00	1.695%	$ 3,583	$ 3,583	$ 733	$ 4,315
101-30-311 - Animal Services	38.00	32.203%	$ 68,075	$ 68,075	$ 13,919	$ 81,994
Other	3.00	2.542%	$ 5,374	$ 5,374	$ 1,099	$ 6,473
Total	**118.00**	**100.000%**	**$211,391**	**$211,391**	**$ 30,036**	**$241,427**

Allocation Basis: **# of Recorded Meetings & Programs**

Source of Allocation: **Multimedia Report**

ALLOCATION SUMMARY

101-12- 121 - Communications & Comm. Relations

	Departmental Support	Redlands TV (RTV)	Total
101-11- 110 - City Clerk	$ 1,007	$ 46,578	$ 47,585
101-12- 120 - City Manager	$ 1,506	$ 17,914	$ 19,421
101-12- 121 - Communications & Comm. Relations	$ 1,587	$ -	$ 1,587
101-12- 123 - Purchasing	$ 1,211	$ -	$ 1,211
101-12- 125 - Human Resources	$ 2,623	$ -	$ 2,623
101-15- 150 - City Attorney	$ 1,268	$ -	$ 1,268
101-30- 301 - Building Maintenance Division	$ 1,470	$ -	$ 1,470
101-50- 501 - Finance	$ 5,355	$ -	$ 5,355
101-50- 502 - Revenue	$ 1,787	$ -	$ 1,787
101-10-100 - City Council	$ 651	$ -	$ 651
101-16-161 - Economic Development	$ 1,153	$ -	$ 1,153
101-16-162 - Building & Safety	$ 4,612	$ -	$ 4,612
101-16-163 - Land Use Engineering	$ 1,528	$ -	$ 1,528
101-16-164 - Planning	$ 5,764	$ 53,944	$ 59,708
101-19-190 - Library Administration	$ 11,529	$ -	$ 11,529
101-20-200 - Patrol Services	$ 57,068	$ 30,208	$ 87,277
101-20-201 - Communications Unit	$ 9,223	$ -	$ 9,223
101-20-202 - Support Services Bureau	$ 7,494	$ -	$ 7,494
101-25-250 - Fire Suppression	$ 21,069	$ -	$ 21,069
101-25-251 - Community Risk Reduction	$ 2,882	$ -	$ 2,882
101-25-254 - Emergency Preparedness	$ 202	$ -	$ 202
101-30-300 - FCS - Administration	$ 1,908	$ -	$ 1,908
101-30-302 - Electrical	$ 6	$ -	$ 6
101-30-303 - Parks	$ 7,425	$ -	$ 7,425
101-30-304 - Streets	$ 6	$ -	$ 6
101-30-305 - Trees	$ 2,433	$ -	$ 2,433
101-30-306 - Code Enforcement	$ 2,640	$ -	$ 2,640
101-30-309 - Recreation and Senior Services	$ 5,211	$ 4,315	$ 9,527
101-30-310 - City Hall - State Street	$ 461	$ -	$ 461

ALLOCATION SUMMARY

101-12- 121 - Communications & Comm. Relations

	Departmental Support	Redlands TV (RTV)	Total
101-30-311 - Animal Services	$ 2,306	$ 81,994	$ 84,300
101-40-400 - Engineering	$ 1,182	$ -	$ 1,182
101-40-401 - Streets & Inspections	$ 9,108	$ -	$ 9,108
101-40-402 - Electrical	$ 576	$ -	$ 576
205-25 - Emergency Medical Services Fund	$ 12,682	$ -	$ 12,682
211-40 - PARIS	$ 1,556	$ -	$ 1,556
260-30 - Street Lighting District #1 Fund	$ 52	$ -	$ 52
261-30 - CFD 2004-1 Assessments Fund	$ 288	$ -	$ 288
263-30 - Landscape Maintenance District Fund	$ 17	$ -	$ 17
501-40 - Water Fund	$ 36,910	$ -	$ 36,910
511-30 - Solid Waste	$ 27,450	$ -	$ 27,450
521-40 - Wastewater Fund	$ 18,308	$ -	$ 18,308
531-40 - Nonpotable Water Fund	$ 300	$ -	$ 300
538-30 - Groves Fund	$ 1,153	$ -	$ 1,153
562-30 - Cemetery Fund	$ 2,565	$ -	$ 2,565
564-30 - Aviation Fund	$ 726	$ -	$ 726
602-12 - Liability Self Insurance Fund	$ 692	$ -	$ 692
604-50 - Information Technology Services Fund	$ 7,373	$ -	$ 7,373
606-12 - Workers' Compensation Fund	$ 2,421	$ -	$ 2,421
607-30 - Equipment Maintenance Fund	$ 4,271	$ -	$ 4,271
608-50 - Utility Billing Fund	$ 8,128	$ -	$ 8,128
820-16 - Successor to RDA Fund	$ 23	$ -	$ 23
Other	$ -	$ 6,473	$ 6,473
Total	**$ 299,166**	**$241,427**	**$540,593**

5 Purchasing

The Purchasing Division, which is part of the City Manager Department, is responsible for managing the City's procurement and inventory functions on behalf of other City Departments. Costs associated with the Purchasing Division are allocated to receiving departments through the following functions:

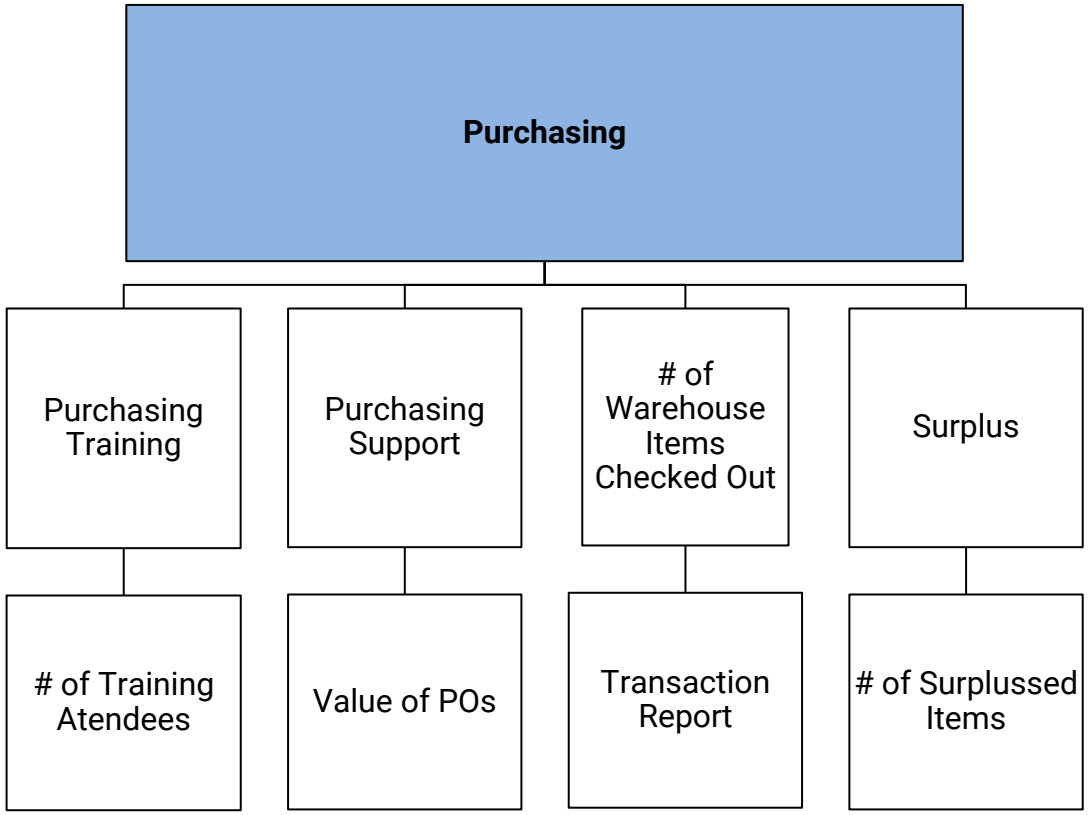
- **Purchasing Training –** represents the costs associated with training City staff that perform purchasing functions on creating and managing Bids, RFPs, RFQs, and requisitions within their departments. This function is allocated based upon the number of training attendees by Department/Division/Fund.

- **Purchasing and Support –** represents the costs associated with converting RFPs, Bids, and requisitions to purchase orders to maintain compliance with City purchasing guidelines. This function is allocated based on the value of purchase orders by Department/Division/Fund.

- **Warehouse –** represents the costs associated with managing the warehouse automated system, adding users and removing users, reviewing contracts with vendors who supply the warehouse, and running monthly reports. This function is allocated based on number of warehouse items checked out by Department/Division/Fund.

- **Surplus –** represents the costs associated with redistributing or disposing of City equipment and vehicles. This function is allocated based on number of surplussed items by Department/Division/Fund.

The chart on the following page illustrates the functions and measures used to allocate Purchasing costs. The top tier shows the Central Service Department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs Citywide. The pages following the chart provide an aggregate picture of the Division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.


Purchasing
Purchasing Training
Purchasing Support
of Warehouse Items Checked Out
Surplus
of Training Atendees
Value of POs
Transaction Report
of Surplussed Items

COSTS TO BE ALLOCATED

101-12- 123 - Purchasing

	First Allocation	Second Allocation	Total
Departmental Expenditures	$ 356,050		$ 356,050
Total Deductions	$ -		$ -
Incoming Costs			
-- Building and Equipment Use	$ 10,578	$ -	$ 10,578
101-11- 110 - City Clerk	$ 431	$ 127	$ 558
101-12- 120 - City Manager	$ 1,554	$ 183	$ 1,736
101-12- 121 - Communications & Comm. Relations	$ 1,058	$ 153	$ 1,211
101-12- 123 - Purchasing		$ 599	$ 599
101-12- 125 - Human Resources		$ 19,980	$ 19,980
101-15- 150 - City Attorney		$ 1,852	$ 1,852
101-30- 301 - Building Maintenance Division		$ 34,210	$ 34,210
101-50- 501 - Finance		$ 5,731	$ 5,731
101-50- 502 - Revenue		$ 162	$ 162
Total Incoming Costs	**$ 13,620**	**$ 62,997**	**$ 76,618**
Total Cost Adjustments	**$ -**		**$ -**
Total Costs to be Allocated	**$ 369,670**	**$ 62,997**	**$ 432,668**

DEPARTMENTAL EXPENSE DETAIL

101-12- 123 - Purchasing

Expense Type	Expense ($)	Purchasing Training	Purchasing Support	Warehouse	Surplus
Personnel					
Salaries & Wages	$ 296,680	$ 29,668	$ 225,477	$ 20,768	$ 20,768
Subtotal Personnel Cost	**$ 296,680**	**$ 29,668**	**$ 225,477**	**$ 20,768**	**$ 20,768**
Operating Services & Supplies					
Services	$ 13,176	$ 1,318	$ 10,014	$ 922	$ 922
Supplies	$ 14,373	$ 1,437	$ 10,923	$ 1,006	$ 1,006
Info Tech Service Charges	$ 25,499	$ 2,550	$ 19,379	$ 1,785	$ 1,785
Contractual Services	$ 330	$ 33	$ 251	$ 23	$ 23
Professional Services	$ 5,000	$ 500	$ 3,800	$ 350	$ 350
Non-Capital Expenditures	$ 992	$ 99	$ 754	$ 69	$ 69
Subtotal Operating Cost	**$ 59,370**	**$ 5,937**	**$ 45,121**	**$ 4,156**	**$ 4,156**
DEPARTMENTAL EXPENDITURES	**$ 356,050**	**$ 35,605**	**$ 270,598**	**$ 24,924**	**$ 24,924**
Disallowed Costs					
Subtotal Disallowed Costs	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Cost Adjustments					
Subtotal Cost Adjustments	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
FUNCTIONAL COST	**$ 356,050**	**$ 35,605**	**$ 270,598**	**$ 24,924**	**$ 24,924**
First Allocation					
Incoming - All Others	$ 13,620	$ 1,362	$ 10,351	$ 953	$ 953
Reallocate Admin Costs	$ -	$ -	$ -	$ -	$ -
Unallocated Costs	$ -	$ -	$ -	$ -	$ -
Subtotal of First Allocation	**$ 369,670**	**$ 36,967**	**$ 280,949**	**$ 25,877**	**$ 25,877**
Second Allocation					
Incoming - All Others	$ 62,997	$ 6,300	$ 47,878	$ 4,410	$ 4,410
Reallocate Admin Costs	$ -	$ -	$ -	$ -	$ -
Unallocated Costs	$ -	$ -	$ -	$ -	$ -
Subtotal of Second Allocation	**$ 62,997**	**$ 6,299.74**	**$ 47,878.01**	**$ 4,409.82**	**$ 4,409.82**
TOTAL ALLOCATED	**$ 432,668**	**$ 43,267**	**$ 328,827**	**$ 30,287**	**$ 30,287**

101-12- 123 - Purchasing

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Purchasing Training						
101-11- 110 - City Clerk	1.00	1.452%	$ 537	$ 537		$ 537
101-12- 120 - City Manager	3.00	4.355%	$ 1,610	$ 1,610		$ 1,610
101-12- 123 - Purchasing	1.00	1.452%	$ 537	$ 537		$ 537
101-12- 125 - Human Resources	1.20	1.742%	$ 644	$ 644	$ 118	$ 762
101-30- 301 - Building Maintenance Division	0.40	0.581%	$ 215	$ 215	$ 39	$ 254
101-50- 501 - Finance	3.50	5.081%	$ 1,878	$ 1,878	$ 345	$ 2,223
101-50- 502 - Revenue	0.85	1.234%	$ 456	$ 456	$ 84	$ 540
101-16-161 - Economic Development	2.10	3.048%	$ 1,127	$ 1,127	$ 207	$ 1,334
101-16-162 - Building & Safety	1.10	1.597%	$ 590	$ 590	$ 108	$ 699
101-16-163 - Land Use Engineering	1.20	1.742%	$ 644	$ 644	$ 118	$ 762
101-16-164 - Planning	3.55	5.153%	$ 1,905	$ 1,905	$ 350	$ 2,255
101-25-250 - Fire Suppression	1.00	1.452%	$ 537	$ 537	$ 99	$ 635
101-30-300 - FCS - Administration	1.14	1.655%	$ 612	$ 612	$ 112	$ 724
101-30-303 - Parks	0.95	1.379%	$ 510	$ 510	$ 94	$ 603
101-30-305 - Trees	0.15	0.218%	$ 80	$ 80	$ 15	$ 95
101-30-306 - Code Enforcement	1.00	1.452%	$ 537	$ 537	$ 99	$ 635
101-30-309 - Recreation and Senior Services	1.00	1.452%	$ 537	$ 537	$ 99	$ 635
101-30-310 - City Hall - State Street	0.30	0.435%	$ 161	$ 161	$ 30	$ 191
101-40-400 - Engineering	1.23	1.785%	$ 660	$ 660	$ 121	$ 781
101-40-401 - Streets & Inspections	2.43	3.527%	$ 1,304	$ 1,304	$ 240	$ 1,544
101-40-402 - Electrical	0.33	0.479%	$ 177	$ 177	$ 33	$ 210
211-40 - PARIS	1.40	2.032%	$ 751	$ 751	$ 138	$ 889
261-30 - CFD 2004-1 Assessments Fund	0.21	0.305%	$ 113	$ 113	$ 21	$ 133
501-40 - Water Fund	11.11	16.127%	$ 5,962	$ 5,962	$ 1,095	$ 7,057
511-30 - Solid Waste	3.40	4.935%	$ 1,824	$ 1,824	$ 335	$ 2,160
521-40 - Wastewater Fund	9.97	14.472%	$ 5,350	$ 5,350	$ 983	$ 6,333
531-40 - Nonpotable Water Fund	0.46	0.668%	$ 247	$ 247	$ 45	$ 292
562-30 - Cemetery Fund	1.09	1.582%	$ 585	$ 585	$ 107	$ 692
564-30 - Aviation Fund	0.11	0.160%	$ 59	$ 59	$ 11	$ 70
602-12 - Liability Self Insurance Fund	0.30	0.435%	$ 161	$ 161	$ 30	$ 191
604-50 - Information Technology Services Fund	7.79	11.308%	$ 4,180	$ 4,180	$ 768	$ 4,948
606-12 - Workers' Compensation Fund	1.50	2.177%	$ 805	$ 805	$ 148	$ 953

101-12- 123 - Purchasing

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
607-30 - Equipment Maintenance Fund	0.26	0.377%	$ 140	$ 140	$ 26	$ 165
608-50 - Utility Billing Fund	2.85	4.137%	$ 1,529	$ 1,529	$ 281	$ 1,810
820-16 - Successor to RDA Fund	0.01	0.015%	$ 5	$ 5	$ 1	$ 6
Total	**68.89**	**100.000%**	**$ 36,967**	**$ 36,967**	**$ 6,300**	**$ 43,267**

Allocation Basis: **# of Traning Attendees**

Source of Allocation: **2022 Purchasing Training Attendees**

101-12- 123 - Purchasing

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Purchasing Support						
101-12- 120 - City Manager	94,666.84	0.140%	$ 393	$ 393		$ 393
101-12- 121 - Communications & Comm. Relations	11,319.35	0.017%	$ 47	$ 47		$ 47
101-12- 123 - Purchasing	3,853.61	0.006%	$ 16	$ 16		$ 16
101-12- 125 - Human Resources	337,933.78	0.500%	$ 1,404	$ 1,404	$ 240	$ 1,643
101-15- 150 - City Attorney	6,753.92	0.010%	$ 28	$ 28	$ 5	$ 33
101-30- 301 - Building Maintenance Division	956,291.52	1.414%	$ 3,972	$ 3,972	$ 678	$ 4,650
101-50- 501 - Finance	340,281.06	0.503%	$ 1,414	$ 1,414	$ 241	$ 1,655
101-50- 502 - Revenue	38,133.58	0.056%	$ 158	$ 158	$ 27	$ 185
101-10-100 - City Council	47,600.34	0.070%	$ 198	$ 198	$ 34	$ 231
101-12-124 - Print Shop	19,871.86	0.029%	$ 83	$ 83	$ 14	$ 97
101-16-161 - Economic Development	5,947.88	0.009%	$ 25	$ 25	$ 4	$ 29
101-16-162 - Building & Safety	128,663.92	0.190%	$ 534	$ 534	$ 91	$ 626
101-16-164 - Planning	905,799.80	1.339%	$ 3,763	$ 3,763	$ 642	$ 4,405
101-19-190 - Library Administration	15,850.11	0.023%	$ 66	$ 66	$ 11	$ 77
101-19-191 - Lincoln Shrine	600.00	0.001%	$ 2	$ 2	$ 0	$ 3
101-20-200 - Patrol Services	276,825.20	0.409%	$ 1,150	$ 1,150	$ 196	$ 1,346
101-20-201 - Communications Unit	331,603.80	0.490%	$ 1,377	$ 1,377	$ 235	$ 1,613
101-20-202 - Support Services Bureau	1,299,080.32	1.921%	$ 5,396	$ 5,396	$ 921	$ 6,317
101-20-204 - Community Services Bureau	30,125.13	0.045%	$ 125	$ 125	$ 21	$ 146
101-20-205 - Special Services Bureau	688.27	0.001%	$ 3	$ 3	$ 0	$ 3
101-25-250 - Fire Suppression	1,433,602.65	2.120%	$ 5,955	$ 5,955	$ 1,017	$ 6,972
101-25-251 - Community Risk Reduction	107,249.14	0.159%	$ 446	$ 446	$ 76	$ 522
101-25-252 - Training Program	5,096.13	0.008%	$ 21	$ 21	$ 4	$ 25
101-25-254 - Emergency Preparedness	81,721.69	0.121%	$ 339	$ 339	$ 58	$ 397
101-30-300 - FCS - Administration	398,073.37	0.589%	$ 1,654	$ 1,654	$ 282	$ 1,936
101-30-302 - Electrical	1,841,726.35	2.723%	$ 7,651	$ 7,651	$ 1,306	$ 8,956
101-30-303 - Parks	1,281,396.37	1.895%	$ 5,323	$ 5,323	$ 909	$ 6,231
101-30-304 - Streets	968,684.04	1.432%	$ 4,024	$ 4,024	$ 687	$ 4,711
101-30-305 - Trees	1,272,127.50	1.881%	$ 5,284	$ 5,284	$ 902	$ 6,186
101-30-306 - Code Enforcement	2,425.47	0.004%	$ 10	$ 10	$ 2	$ 12
101-30-309 - Recreation and Senior Services	729,135.82	1.078%	$ 3,029	$ 3,029	$ 517	$ 3,546
101-30-310 - City Hall - State Street	531,312.83	0.786%	$ 2,207	$ 2,207	$ 377	$ 2,584
101-30-311 - Animal Services	247,771.30	0.366%	$ 1,029	$ 1,029	$ 176	$ 1,205

101-12- 123 - Purchasing

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
101-40-400 - Engineering	2,511,465.51	3.713%	$ 10,433	$ 10,433	$ 1,781	$ 12,213
200 - Grants	3,276,653.05	4.845%	$ 13,611	$ 13,611	$ 2,323	$ 15,935
205-25 - Emergency Medical Services Fund	470,760.26	0.696%	$ 1,956	$ 1,956	$ 334	$ 2,289
206 - Household Hazardous Waste Fund	123,887.10	0.183%	$ 515	$ 515	$ 88	$ 602
211-40 - PARIS	9,330,016.00	13.795%	$ 38,757	$ 38,757	$ 6,615	$ 45,372
236 - Downtown Redlands Business Area Fund	36,158.50	0.053%	$ 150	$ 150	$ 26	$ 176
238 - Public Art Fund	1,600.00	0.002%	$ 7	$ 7	$ 1	$ 8
241 - Transportation Development Act Fund	782,396.00	1.157%	$ 3,250	$ 3,250	$ 555	$ 3,805
246 - Asset Forfeiture Fund	75,734.86	0.112%	$ 315	$ 315	$ 54	$ 368
249 - Supplemental Law Enforcement Fund	70,264.90	0.104%	$ 292	$ 292	$ 50	$ 342
250 - Park and Open Space Development Fund	88,773.00	0.131%	$ 369	$ 369	$ 63	$ 432
251 - Public Facility Development Fund	20,500.00	0.030%	$ 85	$ 85	$ 15	$ 100
253 - Traffic Signals Fund	543,620.00	0.804%	$ 2,258	$ 2,258	$ 385	$ 2,644
261-30 - CFD 2004-1 Assessments Fund	45,546.00	0.067%	$ 189	$ 189	$ 32	$ 221
263-30 - Landscape Maintenance District Fund	5,611.63	0.008%	$ 23	$ 23	$ 4	$ 27
406 - Safety / City Hall Replacement Fund	87,700.00	0.130%	$ 364	$ 364	$ 62	$ 426
501-40 - Water Fund	17,355,001.31	25.660%	$ 72,092	$ 72,092	$ 12,306	$ 84,398
511-30 - Solid Waste	5,558,034.70	8.218%	$ 23,088	$ 23,088	$ 3,941	$ 27,029
521-40 - Wastewater Fund	3,724,831.18	5.507%	$ 15,473	$ 15,473	$ 2,641	$ 18,114
529 - Wastewater Capital Improvement Fund	109,172.00	0.161%	$ 453	$ 453	$ 77	$ 531
531-40 - Nonpotable Water Fund	763,467.00	1.129%	$ 3,171	$ 3,171	$ 541	$ 3,713
532 - Nonpotable Capital Improvement Fund	734,839.00	1.086%	$ 3,053	$ 3,053	$ 521	$ 3,574
538-30 - Groves Fund	200,330.47	0.296%	$ 832	$ 832	$ 142	$ 974
562-30 - Cemetery Fund	272,128.70	0.402%	$ 1,130	$ 1,130	$ 193	$ 1,323
564-30 - Aviation Fund	368,503.58	0.545%	$ 1,531	$ 1,531	$ 261	$ 1,792
602-12 - Liability Self Insurance Fund	53,300.00	0.079%	$ 221	$ 221	$ 38	$ 259
604-50 - Information Technology Services Fund	2,070,156.88	3.061%	$ 8,599	$ 8,599	$ 1,468	$ 10,067
606-12 - Workers' Compensation Fund	134,401.41	0.199%	$ 558	$ 558	$ 95	$ 654
607-30 - Equipment Maintenance Fund	4,890,375.82	7.231%	$ 20,315	$ 20,315	$ 3,468	$ 23,782
608-50 - Utility Billing Fund	176,229.49	0.261%	$ 732	$ 732	$ 125	$ 857
Total	**67,633,671.30**	**100.000%**	**$280,949**	**$280,949**	**$ 47,878**	**$328,827**

Allocation Basis: **Value of POs**

Source of Allocation: **2022 PO Report**

101-12- 123 - Purchasing

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Warehouse						
101-12- 123 - Purchasing	7.00	0.178%	$ 46	$ 46		$ 46
101-20-200 - Patrol Services	64.00	1.628%	$ 421	$ 421	$ 72	$ 493
101-25-250 - Fire Suppression	133.00	3.383%	$ 875	$ 875	$ 149	$ 1,025
101-30-300 - FCS - Administration	51.00	1.297%	$ 336	$ 336	$ 57	$ 393
101-30-303 - Parks	286.00	7.274%	$ 1,882	$ 1,882	$ 321	$ 2,204
101-30-305 - Trees	21.00	0.534%	$ 138	$ 138	$ 24	$ 162
101-30-306 - Code Enforcement	2.00	0.051%	$ 13	$ 13	$ 2	$ 15
101-30-309 - Recreation and Senior Services	1.00	0.025%	$ 7	$ 7	$ 1	$ 8
101-30-311 - Animal Services	18.00	0.458%	$ 118	$ 118	$ 20	$ 139
101-40-400 - Engineering	62.00	1.577%	$ 408	$ 408	$ 70	$ 478
101-40-401 - Streets & Inspections	1,072.00	27.263%	$ 7,055	$ 7,055	$ 1,204	$ 8,259
101-40-402 - Electrical	40.00	1.017%	$ 263	$ 263	$ 45	$ 308
205-25 - Emergency Medical Services Fund	3.00	0.076%	$ 20	$ 20	$ 3	$ 23
501-40 - Water Fund	1,158.00	29.451%	$ 7,621	$ 7,621	$ 1,301	$ 8,922
511-30 - Solid Waste	431.00	10.961%	$ 2,836	$ 2,836	$ 484	$ 3,321
521-40 - Wastewater Fund	347.00	8.825%	$ 2,284	$ 2,284	$ 390	$ 2,674
538-30 - Groves Fund	85.00	2.162%	$ 559	$ 559	$ 95	$ 655
562-30 - Cemetery Fund	8.00	0.203%	$ 53	$ 53	$ 9	$ 62
607-30 - Equipment Maintenance Fund	88.00	2.238%	$ 579	$ 579	$ 99	$ 678
608-50 - Utility Billing Fund	55.00	1.399%	$ 362	$ 362	$ 62	$ 424
Total	**3,932.00**	**100.000%**	**$ 25,877**	**$ 25,877**	**$ 4,410**	**$ 30,287**

Allocation Basis: **# of Warehouse Items Checked Out**

Source of Allocation: **Transaction Report**

101-12- 123 - Purchasing

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Surplus						
101-12- 120 - City Manager	1.00	0.410%	$ 106	$ 106		$ 106
101-19-190 - Library Administration	8.00	3.279%	$ 848	$ 848	$ 145	$ 994
101-25-250 - Fire Suppression	10.00	4.098%	$ 1,061	$ 1,061	$ 181	$ 1,242
101-30-309 - Recreation and Senior Services	170.00	69.672%	$ 18,029	$ 18,029	$ 3,085	$ 21,114
501-40 - Water Fund	3.00	1.230%	$ 318	$ 318	$ 54	$ 373
604-50 - Information Technology Services Fund	30.00	12.295%	$ 3,182	$ 3,182	$ 544	$ 3,726
607-30 - Equipment Maintenance Fund	22.00	9.016%	$ 2,333	$ 2,333	$ 399	$ 2,732
Total	**244.00**	**100.000%**	**$ 25,877**	**$ 25,877**	**$ 4,410**	**$ 30,287**

Allocation Basis: **# of Surplused Items**

Source of Allocation: **Puchasing MFP Report**

ALLOCATION SUMMARY

101-12- 123 - Purchasing

	Purchasing Training	Purchasing Support	Warehouse	Surplus	Total
101-11- 110 - City Clerk	$ 537	$ -	$ -	$ -	$ 537
101-12- 120 - City Manager	$ 1,610	$ 393	$ -	$ 106	$ 2,109
101-12- 121 - Communications & Comm. Relations	$ -	$ 47	$ -	$ -	$ 47
101-12- 123 - Purchasing	$ 537	$ 16	$ 46	$ -	$ 599
101-12- 125 - Human Resources	$ 762	$ 1,643	$ -	$ -	$ 2,406
101-15- 150 - City Attorney	$ -	$ 33	$ -	$ -	$ 33
101-30- 301 - Building Maintenance Division	$ 254	$ 4,650	$ -	$ -	$ 4,905
101-50- 501 - Finance	$ 2,223	$ 1,655	$ -	$ -	$ 3,878
101-50- 502 - Revenue	$ 540	$ 185	$ -	$ -	$ 725
101-10-100 - City Council	$ -	$ 231	$ -	$ -	$ 231
101-12-124 - Print Shop	$ -	$ 97	$ -	$ -	$ 97
101-16-161 - Economic Development	$ 1,334	$ 29	$ -	$ -	$ 1,363
101-16-162 - Building & Safety	$ 699	$ 626	$ -	$ -	$ 1,324
101-16-163 - Land Use Engineering	$ 762	$ -	$ -	$ -	$ 762
101-16-164 - Planning	$ 2,255	$ 4,405	$ -	$ -	$ 6,660
101-19-190 - Library Administration	$ -	$ 77	$ -	$ 994	$ 1,071
101-19-191 - Lincoln Shrine	$ -	$ 3	$ -	$ -	$ 3
101-20-200 - Patrol Services	$ -	$ 1,346	$ 493	$ -	$ 1,839
101-20-201 - Communications Unit	$ -	$ 1,613	$ -	$ -	$ 1,613
101-20-202 - Support Services Bureau	$ -	$ 6,317	$ -	$ -	$ 6,317
101-20-204 - Community Services Bureau	$ -	$ 146	$ -	$ -	$ 146
101-20-205 - Special Services Bureau	$ -	$ 3	$ -	$ -	$ 3
101-25-250 - Fire Suppression	$ 635	$ 6,972	$ 1,025	$ 1,242	$ 9,874
101-25-251 - Community Risk Reduction	$ -	$ 522	$ -	$ -	$ 522
101-25-252 - Training Program	$ -	$ 25	$ -	$ -	$ 25
101-25-254 - Emergency Preparedness	$ -	$ 397	$ -	$ -	$ 397
101-30-300 - FCS - Administration	$ 724	$ 1,936	$ 393	$ -	$ 3,053
101-30-302 - Electrical	$ -	$ 8,956	$ -	$ -	$ 8,956
101-30-303 - Parks	$ 603	$ 6,231	$ 2,204	$ -	$ 9,038

ALLOCATION SUMMARY

101-12- 123 - Purchasing

	Purchasing Training	Purchasing Support	Warehouse	Surplus	Total
101-30-304 - Streets	$ -	$ 4,711	$ -	$ -	$ 4,711
101-30-305 - Trees	$ 95	$ 6,186	$ 162	$ -	$ 6,443
101-30-306 - Code Enforcement	$ 635	$ 12	$ 15	$ -	$ 662
101-30-309 - Recreation and Senior Services	$ 635	$ 3,546	$ 8	$ 21,114	$ 25,303
101-30-310 - City Hall - State Street	$ 191	$ 2,584	$ -	$ -	$ 2,774
101-30-311 - Animal Services	$ -	$ 1,205	$ 139	$ -	$ 1,344
101-40-400 - Engineering	$ 781	$ 12,213	$ 478	$ -	$ 13,472
101-40-401 - Streets & Inspections	$ 1,544	$ -	$ 8,259	$ -	$ 9,803
101-40-402 - Electrical	$ 210	$ -	$ 308	$ -	$ 518
200 - Grants	$ -	$ 15,935	$ -	$ -	$ 15,935
205-25 - Emergency Medical Services Fund	$ -	$ 2,289	$ 23	$ -	$ 2,312
206 - Household Hazardous Waste Fund	$ -	$ 602	$ -	$ -	$ 602
211-40 - PARIS	$ 889	$ 45,372	$ -	$ -	$ 46,262
236 - Downtown Redlands Business Area Fund	$ -	$ 176	$ -	$ -	$ 176
238 - Public Art Fund	$ -	$ 8	$ -	$ -	$ 8
241 - Transportation Development Act Fund	$ -	$ 3,805	$ -	$ -	$ 3,805
246 - Asset Forfeiture Fund	$ -	$ 368	$ -	$ -	$ 368
249 - Supplemental Law Enforcement Fund	$ -	$ 342	$ -	$ -	$ 342
250 - Park and Open Space Development Fund	$ -	$ 432	$ -	$ -	$ 432
251 - Public Facility Development Fund	$ -	$ 100	$ -	$ -	$ 100
253 - Traffic Signals Fund	$ -	$ 2,644	$ -	$ -	$ 2,644
261-30 - CFD 2004-1 Assessments Fund	$ 133	$ 221	$ -	$ -	$ 355
263-30 - Landscape Maintenance District Fund	$ -	$ 27	$ -	$ -	$ 27
406 - Safety / City Hall Replacement Fund	$ -	$ 426	$ -	$ -	$ 426
501-40 - Water Fund	$ 7,057	$ 84,398	$ 8,922	$ 373	$100,750
511-30 - Solid Waste	$ 2,160	$ 27,029	$ 3,321	$ -	$ 32,509
521-40 - Wastewater Fund	$ 6,333	$ 18,114	$ 2,674	$ -	$ 27,121
529 - Wastewater Capital Improvement Fund	$ -	$ 531	$ -	$ -	$ 531
531-40 - Nonpotable Water Fund	$ 292	$ 3,713	$ -	$ -	$ 4,005

ALLOCATION SUMMARY

101-12- 123 - Purchasing

	Purchasing Training	Purchasing Support	Warehouse	Surplus	Total
532 - Nonpotable Capital Improvement Fund	$ -	$ 3,574	$ -	$ -	$ 3,574
538-30 - Groves Fund	$ -	$ 974	$ 655	$ -	$ 1,629
562-30 - Cemetery Fund	$ 692	$ 1,323	$ 62	$ -	$ 2,077
564-30 - Aviation Fund	$ 70	$ 1,792	$ -	$ -	$ 1,862
602-12 - Liability Self Insurance Fund	$ 191	$ 259	$ -	$ -	$ 450
604-50 - Information Technology Services Fund	$ 4,948	$ 10,067	$ -	$ 3,726	$ 18,742
606-12 - Workers' Compensation Fund	$ 953	$ 654	$ -	$ -	$ 1,606
607-30 - Equipment Maintenance Fund	$ 165	$ 23,782	$ 678	$ 2,732	$ 27,358
608-50 - Utility Billing Fund	$ 1,810	$ 857	$ 424	$ -	$ 3,091
820-16 - Successor to RDA Fund	$ 6	$ -	$ -	$ -	$ 6
Total	**$ 43,267**	**$ 328,827**	**$ 30,287**	**$ 30,287**	**$432,668**

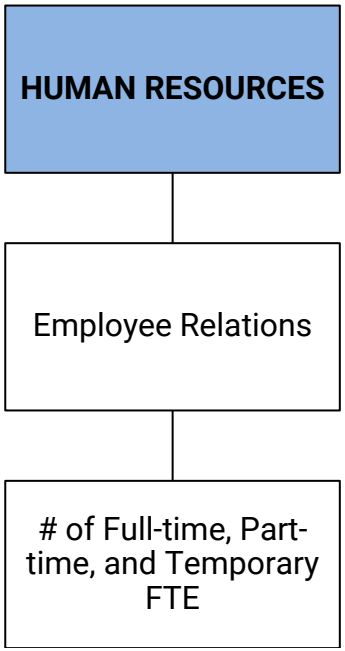
6 Human Resources

The Human Resources Office, which is a division of the City Manager Department, supports City Departments with overseeing employee benefits, training, recruitment, processing grievances, employee assistance, and labor negotiations among other areas of support. Costs associated with Human Resources are allocated to receiving departments through the following function:

- **Employee Relations –** represents the costs associated with managing employee-related issues including supporting labor negotiations, managing staff recruitment and retention, and administering benefits on behalf of the City. This function is allocated based on the number of full-time, part-time, and temporary employees by Department/Division/Fund.[2]

The chart on the following page illustrates the functions and measures used to allocate Human Resources costs. The top tier shows the Central Service Department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs Citywide. The pages following the chart provide an aggregate picture of the Department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.

[2] In order to provide an accurate reflection of Human Resource's support, FTE were weighted for the following receivers: 25% for 501 Water, and doubled for 101-25-250 Fire Suppression, 101-25-251 Community Risk Reduction, 101-25-254Emergency Preparedness, and 205 Emergency Medical Services Fund


HUMAN RESOURCES
Employee Relations
of Full-time, Part-time, and Temporary FTE

COSTS TO BE ALLOCATED

101-12- 125 - Human Resources

	First Allocation	Second Allocation	Total
Departmental Expenditures	$ 5,876,359		$ 5,876,359
Total Deductions	$ -		$ -
Incoming Costs			
-- Building and Equipment Use	$ 2,975	$ -	$ 2,975
101-11- 110 - City Clerk	$ 4,736	$ 1,402	$ 6,138
101-12- 120 - City Manager	$ 5,785	$ 687	$ 6,472
101-12- 121 - Communications & Comm. Relations	$ 2,292	$ 331	$ 2,623
101-12- 123 - Purchasing	$ 2,048	$ 358	$ 2,406
101-12- 125 - Human Resources		$ 49,951	$ 49,951
101-15- 150 - City Attorney		$ 13,123	$ 13,123
101-30- 301 - Building Maintenance Division		$ 75,084	$ 75,084
101-50- 501 - Finance		$ 68,836	$ 68,836
101-50- 502 - Revenue		$ 2,540	$ 2,540
Total Incoming Costs	**$ 17,835**	**$ 212,311**	**$ 230,146**
Total Cost Adjustments	**$ -**		**$ -**
Total Costs to be Allocated	**$ 5,894,194**	**$ 212,311**	**$ 6,106,505**

DEPARTMENTAL EXPENSE DETAIL

101-12- 125 - Human Resources

Expense Type	Expense ($)	Employee Relations
Personnel		
Salaries & Wages	$ 733,943	$ 733,943
Subtotal Personnel Cost	**$ 733,943**	**$ 733,943**
Operating Services & Supplies		
Services	$ 25,750	$ 25,750
Supplies	$ 29,300	$ 29,300
Info Tech Service Charges	$ 101,994	$ 101,994
Contractual Services	$ 1,000	$ 1,000
Legal Services	$ 24,500	$ 24,500
Fingerprinting	$ 8,500	$ 8,500
Medical / Physicals	$ 17,500	$ 17,500
Retiree Health Insurance	$ 4,933,872	$ 4,933,872
Subtotal Operating Cost	**$ 5,142,416**	**$ 5,142,416**
DEPARTMENTAL EXPENDITURES	**$ 5,876,359**	**$ 5,876,359**
Disallowed Costs		
Subtotal Disallowed Costs	**$ -**	**$ -**
Cost Adjustments		
Subtotal Cost Adjustments	**$ -**	**$ -**
FUNCTIONAL COST	**$ 5,876,359**	**$ 5,876,359**
First Allocation		
Incoming - All Others	$ 17,835	$ 17,835
Reallocate Admin Costs	$ -	$ -
Unallocated Costs	$ -	$ -
Subtotal of First Allocation	**$ 5,894,194**	**$ 5,894,194**
Second Allocation		
Incoming - All Others	$ 212,311	$ 212,311
Reallocate Admin Costs	$ -	$ -
Unallocated Costs	$ -	$ -
Subtotal of Second Allocation	**$ 212,311**	**$ 212,310.77**
TOTAL ALLOCATED	**$ 6,106,505**	**$ 6,106,505**

101-12- 125 - Human Resources

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Employee Relations						
101-11- 110 - City Clerk	3.00	0.508%	$ 29,970	$ 29,970		$ 29,970
101-12- 120 - City Manager	3.00	0.508%	$ 29,970	$ 29,970		$ 29,970
101-12- 121 - Communications & Comm. Relations	3.00	0.508%	$ 29,970	$ 29,970		$ 29,970
101-12- 123 - Purchasing	2.00	0.339%	$ 19,980	$ 19,980		$ 19,980
101-12- 125 - Human Resources	5.00	0.847%	$ 49,951	$ 49,951		$ 49,951
101-15- 150 - City Attorney	2.00	0.339%	$ 19,980	$ 19,980	$ 740	$ 20,720
101-30- 301 - Building Maintenance Division	3.00	0.508%	$ 29,970	$ 29,970	$ 1,110	$ 31,080
101-50- 501 - Finance	9.00	1.525%	$ 89,911	$ 89,911	$ 3,329	$ 93,240
101-50- 502 - Revenue	4.00	0.678%	$ 39,961	$ 39,961	$ 1,480	$ 41,440
101-10-100 - City Council	6.00	1.017%	$ 59,941	$ 59,941	$ 2,219	$ 62,160
101-16-161 - Economic Development	2.00	0.339%	$ 19,980	$ 19,980	$ 740	$ 20,720
101-16-162 - Building & Safety	8.00	1.356%	$ 79,921	$ 79,921	$ 2,959	$ 82,880
101-16-163 - Land Use Engineering	3.00	0.508%	$ 29,970	$ 29,970	$ 1,110	$ 31,080
101-16-164 - Planning	11.00	1.864%	$ 109,892	$ 109,892	$ 4,069	$ 113,960
101-19-190 - Library Administration	35.00	5.932%	$ 349,656	$ 349,656	$ 12,946	$ 362,601
101-20-200 - Patrol Services	99.00	16.780%	$ 989,026	$ 989,026	$ 36,618	$ 1,025,644
101-20-201 - Communications Unit	16.00	2.712%	$ 159,843	$ 159,843	$ 5,918	$ 165,761
101-20-202 - Support Services Bureau	19.00	3.220%	$ 189,813	$ 189,813	$ 7,028	$ 196,841
101-25-250 - Fire Suppression	75.00	12.712%	$ 749,262	$ 749,262	$ 27,741	$ 777,003
101-25-251 - Community Risk Reduction	10.00	1.695%	$ 99,902	$ 99,902	$ 3,699	$ 103,600
101-30-300 - FCS - Administration	3.00	0.508%	$ 29,970	$ 29,970	$ 1,110	$ 31,080
101-30-303 - Parks	13.00	2.203%	$ 129,872	$ 129,872	$ 4,808	$ 134,681
101-30-305 - Trees	4.00	0.678%	$ 39,961	$ 39,961	$ 1,480	$ 41,440
101-30-306 - Code Enforcement	5.00	0.847%	$ 49,951	$ 49,951	$ 1,849	$ 51,800
101-30-309 - Recreation and Senior Services	14.00	2.373%	$ 139,862	$ 139,862	$ 5,178	$ 145,041
101-30-310 - City Hall - State Street	2.00	0.339%	$ 19,980	$ 19,980	$ 740	$ 20,720
101-30-311 - Animal Services	5.00	0.847%	$ 49,951	$ 49,951	$ 1,849	$ 51,800
101-40-400 - Engineering	3.00	0.508%	$ 29,970	$ 29,970	$ 1,110	$ 31,080
101-40-401 - Streets & Inspections	16.00	2.712%	$ 159,843	$ 159,843	$ 5,918	$ 165,761
101-40-402 - Electrical	1.00	0.169%	$ 9,990	$ 9,990	$ 370	$ 10,360

101-12- 125 - Human Resources

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
205-25 - Emergency Medical Services Fund	44.00	7.458%	$ 439,567	$ 439,567	$ 16,275	$ 455,842
211-40 - PARIS	3.00	0.508%	$ 29,970	$ 29,970	$ 1,110	$ 31,080
249 - Supplemental Law Enforcement Fund	6.00	1.017%	$ 59,941	$ 59,941	$ 2,219	$ 62,160
261-30 - CFD 2004-1 Assessments Fund	1.00	0.169%	$ 9,990	$ 9,990	$ 370	$ 10,360
501-40 - Water Fund	17.00	2.881%	$ 169,833	$ 169,833	$ 6,288	$ 176,121
511-30 - Solid Waste	49.00	8.305%	$ 489,518	$ 489,518	$ 18,124	$ 507,642
521-40 - Wastewater Fund	34.00	5.763%	$ 339,665	$ 339,665	$ 12,576	$ 352,241
531-40 - Nonpotable Water Fund	1.00	0.169%	$ 9,990	$ 9,990	$ 370	$ 10,360
538-30 - Groves Fund	2.00	0.339%	$ 19,980	$ 19,980	$ 740	$ 20,720
562-30 - Cemetery Fund	7.00	1.186%	$ 69,931	$ 69,931	$ 2,589	$ 72,520
564-30 - Aviation Fund	1.00	0.169%	$ 9,990	$ 9,990	$ 370	$ 10,360
602-12 - Liability Self Insurance Fund	1.00	0.169%	$ 9,990	$ 9,990	$ 370	$ 10,360
604-50 - Information Technology Services Fund	15.00	2.542%	$ 149,852	$ 149,852	$ 5,548	$ 155,401
606-12 - Workers' Compensation Fund	4.00	0.678%	$ 39,961	$ 39,961	$ 1,480	$ 41,440
607-30 - Equipment Maintenance Fund	7.00	1.186%	$ 69,931	$ 69,931	$ 2,589	$ 72,520
608-50 - Utility Billing Fund	14.00	2.373%	$ 139,862	$ 139,862	$ 5,178	$ 145,041
Total	**590.00**	**100.000%**	**$ 5,894,194**	**$ 5,894,194**	**$212,311**	**$ 6,106,505**

Allocation Basis: **# of Full-Time, Part-Time, & Temporary Employees**

Source of Allocation: **FY22-23 Payroll Staffing**

ALLOCATION SUMMARY

101-12- 125 - Human Resources

	Employee Relations	Total
101-11- 110 - City Clerk	$ 29,970	$ 29,970
101-12- 120 - City Manager	$ 29,970	$ 29,970
101-12- 121 - Communications & Comm. Relations	$ 29,970	$ 29,970
101-12- 123 - Purchasing	$ 19,980	$ 19,980
101-12- 125 - Human Resources	$ 49,951	$ 49,951
101-15- 150 - City Attorney	$ 20,720	$ 20,720
101-30- 301 - Building Maintenance Division	$ 31,080	$ 31,080
101-50- 501 - Finance	$ 93,240	$ 93,240
101-50- 502 - Revenue	$ 41,440	$ 41,440
101-10-100 - City Council	$ 62,160	$ 62,160
101-16-161 - Economic Development	$ 20,720	$ 20,720
101-16-162 - Building & Safety	$ 82,880	$ 82,880
101-16-163 - Land Use Engineering	$ 31,080	$ 31,080
101-16-164 - Planning	$ 113,960	$ 113,960
101-19-190 - Library Administration	$ 362,601	$ 362,601
101-20-200 - Patrol Services	$ 1,025,644	$ 1,025,644
101-20-201 - Communications Unit	$ 165,761	$ 165,761
101-20-202 - Support Services Bureau	$ 196,841	$ 196,841
101-25-250 - Fire Suppression	$ 777,003	$ 777,003
101-25-251 - Community Risk Reduction	$ 103,600	$ 103,600
101-30-300 - FCS - Administration	$ 31,080	$ 31,080
101-30-303 - Parks	$ 134,681	$ 134,681
101-30-305 - Trees	$ 41,440	$ 41,440
101-30-306 - Code Enforcement	$ 51,800	$ 51,800
101-30-309 - Recreation and Senior Services	$ 145,041	$ 145,041
101-30-310 - City Hall - State Street	$ 20,720	$ 20,720
101-30-311 - Animal Services	$ 51,800	$ 51,800
101-40-400 - Engineering	$ 31,080	$ 31,080
101-40-401 - Streets & Inspections	$ 165,761	$ 165,761

ALLOCATION SUMMARY

101-12- 125 - Human Resources

	Employee Relations	Total
101-40-402 - Electrical	$ 10,360	$ 10,360
205-25 - Emergency Medical Services Fund	$ 455,842	$ 455,842
211-40 - PARIS	$ 31,080	$ 31,080
249 - Supplemental Law Enforcement Fund	$ 62,160	$ 62,160
261-30 - CFD 2004-1 Assessments Fund	$ 10,360	$ 10,360
501-40 - Water Fund	$ 176,121	$ 176,121
511-30 - Solid Waste	$ 507,642	$ 507,642
521-40 - Wastewater Fund	$ 352,241	$ 352,241
531-40 - Nonpotable Water Fund	$ 10,360	$ 10,360
538-30 - Groves Fund	$ 20,720	$ 20,720
562-30 - Cemetery Fund	$ 72,520	$ 72,520
564-30 - Aviation Fund	$ 10,360	$ 10,360
602-12 - Liability Self Insurance Fund	$ 10,360	$ 10,360
604-50 - Information Technology Services Fund	$ 155,401	$ 155,401
606-12 - Workers' Compensation Fund	$ 41,440	$ 41,440
607-30 - Equipment Maintenance Fund	$ 72,520	$ 72,520
608-50 - Utility Billing Fund	$ 145,041	$ 145,041
Total	**$ 6,106,505**	**$ 6,106,505**

7 City Attorney

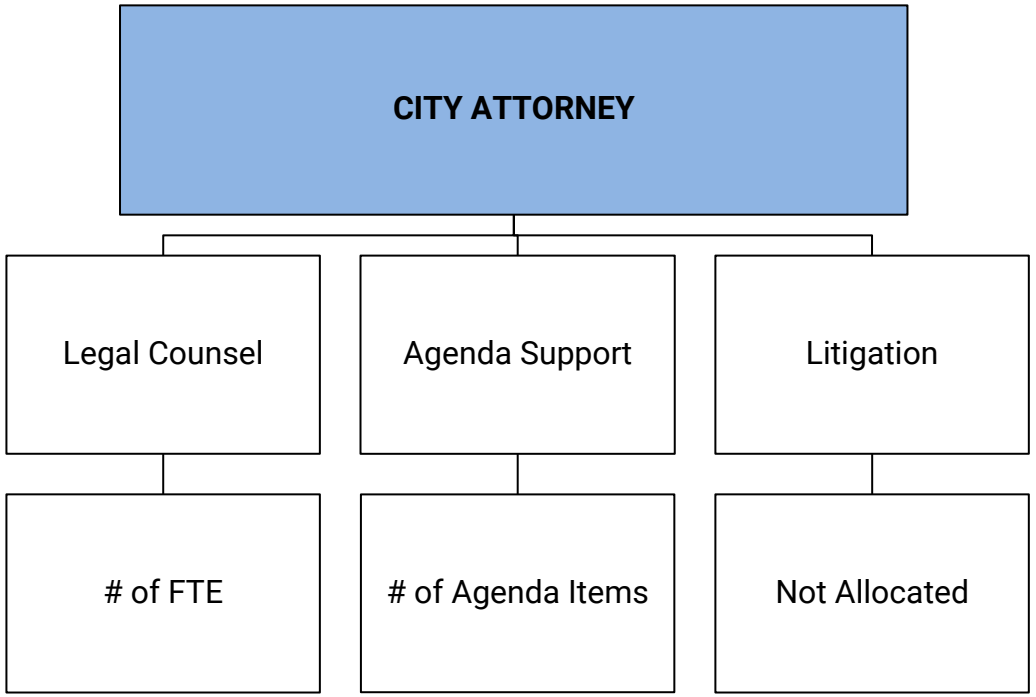
The City Attorney is responsible for providing legal advice to City officials and resolving legal disputes on behalf of the City. Costs associated with City Attorney are allocated to Receiving Departments through the following functions:

- **Legal Counsel –** represents the costs associated with providing legal support to City Departments. This function is allocated based on number of full-time equivalents (FTE) by Department/Division/Fund.

- **Agenda Support –** represents the costs associated with providing legal counsel citywide during Agenda development. This function is allocated based on number of Agenda Items by Department/Division/Fund.

- **Litigation –** represents the costs associated with reviewing contracted lawyers that represent the City in litigious matters. The costs associated with this function have not been further allocated as these costs do not benefit particular funds / departments but provide support to the overall operations of the City.

The chart on the following page illustrates the functions and measures used to allocate City Attorney costs. The top tier shows the Central Service Department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs Citywide. The pages following the chart provide an aggregate picture of the Department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.


CITY ATTORNEY
Legal Counsel
Agenda Support
Litigation
of FTE
of Agenda Items
Not Allocated

COSTS TO BE ALLOCATED

101-15- 150 - City Attorney

	First Allocation	Second Allocation	Total
Departmental Expenditures	$ 809,834		$ 809,834
Total Deductions	$ -		$ -
Incoming Costs			
-- Building and Equipment Use	$ 1,038	$ -	$ 1,038
101-11- 110 - City Clerk	$ 4,305	$ 1,274	$ 5,580
101-12- 120 - City Manager	$ 5,041	$ 599	$ 5,640
101-12- 121 - Communications & Comm. Relations	$ 1,108	$ 160	$ 1,268
101-12- 123 - Purchasing	$ 28	$ 5	$ 33
101-12- 125 - Human Resources	$ 19,980	$ 740	$ 20,720
101-15- 150 - City Attorney		$ 11,173	$ 11,173
101-30- 301 - Building Maintenance Division		$ 18,336	$ 18,336
101-50- 501 - Finance		$ 7,318	$ 7,318
101-50- 502 - Revenue		$ 398	$ 398
Total Incoming Costs	**$ 31,501**	**$ 40,003**	**$ 71,505**
Total Cost Adjustments	**$ -**		**$ -**
Total Costs to be Allocated	**$ 841,335**	**$ 40,003**	**$ 881,339**

DEPARTMENTAL EXPENSE DETAIL

101-15- 150 - City Attorney

Expense Type	Expense ($)	General Admin	Legal Counsel	Agenda Support	Litigation
Personnel					
Salaries & Wages	$ 604,494	$ -	$ 181,348	$ 423,146	$ -
Subtotal Personnel Cost	**$ 604,494**	**$ -**	**$ 181,348**	**$ 423,146**	**$ -**
Operating Services & Supplies					
Services	$ 20,346	$ -	$ 6,104	$ 14,242	$ -
Supplies	$ 1,995	$ -	$ 599	$ 1,397	$ -
Info Tech Service Charges	$ 25,499	$ -	$ 7,650	$ 17,849	$ -
Legal Services	$ 157,500	$ -	$ -	$ -	$ 157,500
Subtotal Operating Cost	**$ 205,340**	**$ -**	**$ 14,352**	**$ 33,488**	**$ 157,500**
DEPARTMENTAL EXPENDITURES	**$ 809,834**	**$ -**	**$ 195,700**	**$ 456,634**	**$ 157,500**
Disallowed Costs					
Subtotal Disallowed Costs	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Cost Adjustments					
Subtotal Cost Adjustments	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
FUNCTIONAL COST	**$ 809,834**	**$ -**	**$ 195,700**	**$ 456,634**	**$ 157,500**
First Allocation					
Incoming - All Others	$ 31,501	$ -	$ 7,612	$ 17,762	$ 6,127
Reallocate Admin Costs	$ -	$ -	$ -	$ -	$ -
Unallocated Costs	$ (163,627)		$ -	$ -	$ (163,627)
Subtotal of First Allocation	**$ 677,709**		**$ 203,313**	**$ 474,396**	**$ -**
Second Allocation					
Incoming - All Others	$ 40,003	$ -	$ 9,667	$ 22,556	$ 7,780
Reallocate Admin Costs	$ -	$ -	$ -	$ -	$ -
Unallocated Costs	$ (7,780)		$ -	$ -	$ (7,780)
Subtotal of Second Allocation	**$ 32,223**		**$ 9,667**	**$ 22,556.26**	**$ -**
TOTAL ALLOCATED	**$ 709,932**		**$ 212,980**	**$ 496,952**	**$ -**

101-15- 150 - City Attorney

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Legal Counsel						
101-11- 110 - City Clerk	2.00	0.385%	$ 782	$ 782		$ 782
101-12- 120 - City Manager	2.99	0.575%	$ 1,169	$ 1,169		$ 1,169
101-12- 121 - Communications & Comm. Relations	3.15	0.606%	$ 1,232	$ 1,232		$ 1,232
101-12- 123 - Purchasing	2.10	0.404%	$ 821	$ 821		$ 821
101-12- 125 - Human Resources	4.55	0.875%	$ 1,779	$ 1,779		$ 1,779
101-15- 150 - City Attorney	2.20	0.423%	$ 860	$ 860		$ 860
101-30- 301 - Building Maintenance Division	2.55	0.490%	$ 997	$ 997	$ 49	$ 1,046
101-50- 501 - Finance	9.29	1.787%	$ 3,632	$ 3,632	$ 179	$ 3,811
101-50- 502 - Revenue	3.10	0.596%	$ 1,212	$ 1,212	$ 60	$ 1,272
101-10-100 - City Council	1.13	0.217%	$ 442	$ 442	$ 22	$ 464
101-16-161 - Economic Development	2.00	0.385%	$ 782	$ 782	$ 38	$ 820
101-16-162 - Building & Safety	8.00	1.538%	$ 3,128	$ 3,128	$ 154	$ 3,282
101-16-163 - Land Use Engineering	2.65	0.510%	$ 1,036	$ 1,036	$ 51	$ 1,087
101-16-164 - Planning	10.00	1.923%	$ 3,910	$ 3,910	$ 192	$ 4,102
101-19-190 - Library Administration	20.00	3.846%	$ 7,820	$ 7,820	$ 384	$ 8,204
101-20-200 - Patrol Services	99.00	19.038%	$ 38,707	$ 38,707	$ 1,903	$ 40,609
101-20-201 - Communications Unit	16.00	3.077%	$ 6,256	$ 6,256	$ 307	$ 6,563
101-20-202 - Support Services Bureau	13.00	2.500%	$ 5,083	$ 5,083	$ 250	$ 5,333
101-25-250 - Fire Suppression	36.55	7.029%	$ 14,290	$ 14,290	$ 702	$ 14,993
101-25-251 - Community Risk Reduction	5.00	0.962%	$ 1,955	$ 1,955	$ 96	$ 2,051
101-25-254 - Emergency Preparedness	0.35	0.067%	$ 137	$ 137	$ 7	$ 144
101-30-300 - FCS - Administration	3.31	0.637%	$ 1,294	$ 1,294	$ 64	$ 1,358
101-30-302 - Electrical	0.01	0.002%	$ 4	$ 4	$ 0	$ 4
101-30-303 - Parks	12.88	2.477%	$ 5,036	$ 5,036	$ 248	$ 5,283
101-30-304 - Streets	0.01	0.002%	$ 4	$ 4	$ 0	$ 4
101-30-305 - Trees	4.22	0.812%	$ 1,650	$ 1,650	$ 81	$ 1,731
101-30-306 - Code Enforcement	4.58	0.881%	$ 1,791	$ 1,791	$ 88	$ 1,879
101-30-309 - Recreation and Senior Services	9.04	1.738%	$ 3,534	$ 3,534	$ 174	$ 3,708
101-30-310 - City Hall - State Street	0.80	0.154%	$ 313	$ 313	$ 15	$ 328
101-30-311 - Animal Services	4.00	0.769%	$ 1,564	$ 1,564	$ 77	$ 1,641

101-15- 150 - City Attorney

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
101-40-400 - Engineering	2.05	0.394%	$ 802	$ 802	$ 39	$ 841
101-40-401 - Streets & Inspections	15.80	3.038%	$ 6,177	$ 6,177	$ 304	$ 6,481
101-40-402 - Electrical	1.00	0.192%	$ 391	$ 391	$ 19	$ 410
205-25 - Emergency Medical Services Fund	22.00	4.231%	$ 8,602	$ 8,602	$ 423	$ 9,024
211-40 - PARIS	2.70	0.519%	$ 1,056	$ 1,056	$ 52	$ 1,108
260-30 - Street Lighting District #1 Fund	0.09	0.017%	$ 35	$ 35	$ 2	$ 37
261-30 - CFD 2004-1 Assessments Fund	0.50	0.096%	$ 195	$ 195	$ 10	$ 205
263-30 - Landscape Maintenance District Fund	0.03	0.006%	$ 12	$ 12	$ 1	$ 12
501-40 - Water Fund	64.03	12.313%	$ 25,034	$ 25,034	$ 1,231	$ 26,265
511-30 - Solid Waste	47.62	9.158%	$ 18,618	$ 18,618	$ 915	$ 19,534
521-40 - Wastewater Fund	31.76	6.108%	$ 12,417	$ 12,417	$ 610	$ 13,028
531-40 - Nonpotable Water Fund	0.52	0.100%	$ 203	$ 203	$ 10	$ 213
538-30 - Groves Fund	2.00	0.385%	$ 782	$ 782	$ 38	$ 820
562-30 - Cemetery Fund	4.45	0.856%	$ 1,740	$ 1,740	$ 86	$ 1,825
564-30 - Aviation Fund	1.26	0.242%	$ 493	$ 493	$ 24	$ 517
602-12 - Liability Self Insurance Fund	1.20	0.231%	$ 469	$ 469	$ 23	$ 492
604-50 - Information Technology Services Fund	12.79	2.460%	$ 5,001	$ 5,001	$ 246	$ 5,246
606-12 - Workers' Compensation Fund	4.20	0.808%	$ 1,642	$ 1,642	$ 81	$ 1,723
607-30 - Equipment Maintenance Fund	7.41	1.425%	$ 2,897	$ 2,897	$ 142	$ 3,040
608-50 - Utility Billing Fund	14.10	2.711%	$ 5,513	$ 5,513	$ 271	$ 5,784
820-16 - Successor to RDA Fund	0.04	0.008%	$ 16	$ 16	$ 1	$ 16
Total	**520.01**	**100.000%**	**$203,313**	**$203,313**	**$ 9,667**	**$212,980**

Allocation Basis: **# of FTE**

Source of Allocation: **Staffing**

101-15- 150 - City Attorney

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Agenda Support						
101-11- 110 - City Clerk	11.00	2.391%	$ 11,344	$ 11,344		$ 11,344
101-12- 120 - City Manager	9.00	1.957%	$ 9,282	$ 9,282		$ 9,282
101-12- 123 - Purchasing	1.00	0.217%	$ 1,031	$ 1,031		$ 1,031
101-12- 125 - Human Resources	11.00	2.391%	$ 11,344	$ 11,344		$ 11,344
101-15- 150 - City Attorney	10.00	2.174%	$ 10,313	$ 10,313		$ 10,313
101-30- 301 - Building Maintenance Division	13.00	2.826%	$ 13,407	$ 13,407	$ 702	$ 14,108
101-50- 501 - Finance	31.00	6.739%	$ 31,970	$ 31,970	$ 1,673	$ 33,643
101-50- 502 - Revenue	4.00	0.870%	$ 4,125	$ 4,125	$ 216	$ 4,341
101-10-100 - City Council	27.00	5.870%	$ 27,845	$ 27,845	$ 1,457	$ 29,302
101-16-163 - Land Use Engineering	11.00	2.391%	$ 11,344	$ 11,344	$ 594	$ 11,938
101-16-164 - Planning	39.00	8.478%	$ 40,221	$ 40,221	$ 2,105	$ 42,325
101-19-190 - Library Administration	4.00	0.870%	$ 4,125	$ 4,125	$ 216	$ 4,341
101-20-202 - Support Services Bureau	23.00	5.000%	$ 23,720	$ 23,720	$ 1,241	$ 24,961
101-20-204 - Community Services Bureau	9.00	1.957%	$ 9,282	$ 9,282	$ 486	$ 9,767
101-25-250 - Fire Suppression	22.00	4.783%	$ 22,689	$ 22,689	$ 1,187	$ 23,876
101-30-300 - FCS - Administration	12.00	2.609%	$ 12,376	$ 12,376	$ 648	$ 13,023
101-30-303 - Parks	14.00	3.043%	$ 14,438	$ 14,438	$ 755	$ 15,194
101-30-304 - Streets	15.00	3.261%	$ 15,469	$ 15,469	$ 809	$ 16,279
101-30-305 - Trees	1.00	0.217%	$ 1,031	$ 1,031	$ 54	$ 1,085
101-30-306 - Code Enforcement	1.00	0.217%	$ 1,031	$ 1,031	$ 54	$ 1,085
101-30-309 - Recreation and Senior Services	45.00	9.783%	$ 46,408	$ 46,408	$ 2,428	$ 48,837
101-30-310 - City Hall - State Street	2.00	0.435%	$ 2,063	$ 2,063	$ 108	$ 2,171
101-40-400 - Engineering	59.00	12.826%	$ 60,846	$ 60,846	$ 3,184	$ 64,030
101-40-401 - Streets & Inspections	20.00	4.348%	$ 20,626	$ 20,626	$ 1,079	$ 21,705
200 - Grants	8.00	1.739%	$ 8,250	$ 8,250	$ 432	$ 8,682
210 - Measure I Fund (2010)	3.00	0.652%	$ 3,094	$ 3,094	$ 162	$ 3,256
254 - Freeway Interchange Fund	1.00	0.217%	$ 1,031	$ 1,031	$ 54	$ 1,085
501-40 - Water Fund	15.00	3.261%	$ 15,469	$ 15,469	$ 809	$ 16,279
511-30 - Solid Waste	4.00	0.870%	$ 4,125	$ 4,125	$ 216	$ 4,341
521-40 - Wastewater Fund	10.00	2.174%	$ 10,313	$ 10,313	$ 540	$ 10,853

101-15- 150 - City Attorney

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
538-30 - Groves Fund	5.00	1.087%	$ 5,156	$ 5,156	$ 270	$ 5,426
564-30 - Aviation Fund	5.00	1.087%	$ 5,156	$ 5,156	$ 270	$ 5,426
604-50 - Information Technology Services Fund	8.00	1.739%	$ 8,250	$ 8,250	$ 432	$ 8,682
607-30 - Equipment Maintenance Fund	6.00	1.304%	$ 6,188	$ 6,188	$ 324	$ 6,512
608-50 - Utility Billing Fund	1.00	0.217%	$ 1,031	$ 1,031	$ 54	$ 1,085
Total	**460.00**	**100.000%**	**$474,396**	**$474,396**	**$ 22,556**	**$496,952**

Allocation Basis: **# of Agenda Items**

Source of Allocation: **Agenda Item Report**

ALLOCATION SUMMARY

101-15- 150 - City Attorney

	Legal Counsel	Agenda Support	Total
101-11- 110 - City Clerk	$ 782	$ 11,344	$ 12,126
101-12- 120 - City Manager	$ 1,169	$ 9,282	$ 10,451
101-12- 121 - Communications & Comm. Relations	$ 1,232	$ -	$ 1,232
101-12- 123 - Purchasing	$ 821	$ 1,031	$ 1,852
101-12- 125 - Human Resources	$ 1,779	$ 11,344	$ 13,123
101-15- 150 - City Attorney	$ 860	$ 10,313	$ 11,173
101-30- 301 - Building Maintenance Division	$ 1,046	$ 14,108	$ 15,154
101-50- 501 - Finance	$ 3,811	$ 33,643	$ 37,454
101-50- 502 - Revenue	$ 1,272	$ 4,341	$ 5,613
101-10-100 - City Council	$ 464	$ 29,302	$ 29,765
101-16-161 - Economic Development	$ 820	$ -	$ 820
101-16-162 - Building & Safety	$ 3,282	$ -	$ 3,282
101-16-163 - Land Use Engineering	$ 1,087	$ 11,938	$ 13,025
101-16-164 - Planning	$ 4,102	$ 42,325	$ 46,427
101-19-190 - Library Administration	$ 8,204	$ 4,341	$ 12,545
101-20-200 - Patrol Services	$ 40,609	$ -	$ 40,609
101-20-201 - Communications Unit	$ 6,563	$ -	$ 6,563
101-20-202 - Support Services Bureau	$ 5,333	$ 24,961	$ 30,293
101-20-204 - Community Services Bureau	$ -	$ 9,767	$ 9,767
101-25-250 - Fire Suppression	$ 14,993	$ 23,876	$ 38,868
101-25-251 - Community Risk Reduction	$ 2,051	$ -	$ 2,051
101-25-254 - Emergency Preparedness	$ 144	$ -	$ 144
101-30-300 - FCS - Administration	$ 1,358	$ 13,023	$ 14,381
101-30-302 - Electrical	$ 4	$ -	$ 4
101-30-303 - Parks	$ 5,283	$ 15,194	$ 20,477
101-30-304 - Streets	$ 4	$ 16,279	$ 16,283
101-30-305 - Trees	$ 1,731	$ 1,085	$ 2,816
101-30-306 - Code Enforcement	$ 1,879	$ 1,085	$ 2,964
101-30-309 - Recreation and Senior Services	$ 3,708	$ 48,837	$ 52,545

ALLOCATION SUMMARY

101-15- 150 - City Attorney

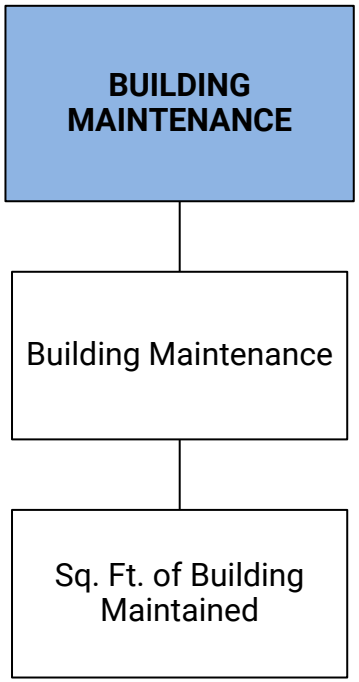
	Legal Counsel	Agenda Support	Total
101-30-310 - City Hall - State Street	$ 328	$ 2,171	$ 2,499
101-30-311 - Animal Services	$ 1,641	$ -	$ 1,641
101-40-400 - Engineering	$ 841	$ 64,030	$ 64,871
101-40-401 - Streets & Inspections	$ 6,481	$ 21,705	$ 28,186
101-40-402 - Electrical	$ 410	$ -	$ 410
200 - Grants	$ -	$ 8,682	$ 8,682
205-25 - Emergency Medical Services Fund	$ 9,024	$ -	$ 9,024
210 - Measure I Fund (2010)	$ -	$ 3,256	$ 3,256
211-40 - PARIS	$ 1,108	$ -	$ 1,108
254 - Freeway Interchange Fund	$ -	$ 1,085	$ 1,085
260-30 - Street Lighting District #1 Fund	$ 37	$ -	$ 37
261-30 - CFD 2004-1 Assessments Fund	$ 205	$ -	$ 205
263-30 - Landscape Maintenance District Fund	$ 12	$ -	$ 12
501-40 - Water Fund	$ 26,265	$ 16,279	$ 42,544
511-30 - Solid Waste	$ 19,534	$ 4,341	$ 23,875
521-40 - Wastewater Fund	$ 13,028	$ 10,853	$ 23,880
531-40 - Nonpotable Water Fund	$ 213	$ -	$ 213
538-30 - Groves Fund	$ 820	$ 5,426	$ 6,247
562-30 - Cemetery Fund	$ 1,825	$ -	$ 1,825
564-30 - Aviation Fund	$ 517	$ 5,426	$ 5,943
602-12 - Liability Self Insurance Fund	$ 492	$ -	$ 492
604-50 - Information Technology Services Fund	$ 5,246	$ 8,682	$ 13,928
606-12 - Workers' Compensation Fund	$ 1,723	$ -	$ 1,723
607-30 - Equipment Maintenance Fund	$ 3,040	$ 6,512	$ 9,551
608-50 - Utility Billing Fund	$ 5,784	$ 1,085	$ 6,869
820-16 - Successor to RDA Fund	$ 16	$ -	$ 16
Total	**$ 212,980**	**$ 496,952**	**$709,932**

8 Building Maintenance

The Building Maintenance Division, which is part of the Facilities and Community Services Department, is responsible for the maintenance and repair of all City owned and operated facilities. Costs associated with the Building Maintenance Department are allocated to Receiving Departments through the following function:

- **Building Maintenance –** represents the costs associated with routine and emergency upkeep of all City-owned facilities including managing contracted custodial services. This function is allocated based on the building square footage occupied by Department/Division/Fund.

The chart on the following page illustrates the functions and measures used to allocate Building Maintenance costs. The top tier shows the Central Service Department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs Citywide. The pages following the chart provide an aggregate picture of the Department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.


BUILDING MAINTENANCE
Building Maintenance
Sq. Ft. of Building Maintained

COSTS TO BE ALLOCATED

101-30- 301 - Building Maintenance Division

	First Allocation	Second Allocation	Total
Departmental Expenditures	$ 2,347,152		$ 2,347,152
Total Deductions	$ -		$ -
Incoming Costs			
-- Building and Equipment Use	$ 11,068	$ -	$ 11,068
101-11- 110 - City Clerk	$ 5,597	$ 1,657	$ 7,254
101-12- 120 - City Manager	$ 11,153	$ 1,318	$ 12,471
101-12- 121 - Communications & Comm. Relations	$ 1,285	$ 185	$ 1,470
101-12- 123 - Purchasing	$ 4,187	$ 718	$ 4,905
101-12- 125 - Human Resources	$ 29,970	$ 1,110	$ 31,080
101-15- 150 - City Attorney	$ 14,404	$ 751	$ 15,154
101-30- 301 - Building Maintenance Division		$ 50,074	$ 50,074
101-50- 501 - Finance		$ 25,050	$ 25,050
101-50- 502 - Revenue		$ 116,780	$ 116,780
Total Incoming Costs	**$ 77,664**	**$ 197,642**	**$ 275,306**
Non-Capital Expenditures	$ (105,000)		
Capital Lease	$ (43,926)		
Total Cost Adjustments	**$ (148,926)**		**$ (148,926)**
Total Costs to be Allocated	**$ 2,275,890**	**$ 197,642**	**$ 2,473,532**

DEPARTMENTAL EXPENSE DETAIL

101-30- 301 - Building Maintenance Division

Expense Type	Expense ($)	Building Maintenance
Personnel		
Salaries & Wages	$ 405,545	$ 405,545
Subtotal Personnel Cost	**$ 405,545**	**$ 405,545**
Operating Services & Supplies		
Services	$ 21,241	$ 21,241
Supplies	$ 191,731	$ 191,731
Info Tech Service Charges	$ 68,247	$ 68,247
Contractual Services	$ 185,306	$ 185,306
Non-Capital Expenditures	$ 105,000	$ 105,000
City Garage Charges	$ 15,776	$ 15,776
Janitorial Services	$ 279,552	$ 279,552
Utilities	$ 1,030,828	$ 1,030,828
Capital Lease	$ 43,926	$ 43,926
Subtotal Operating Cost	**$ 1,941,607**	**$ 1,941,607**
DEPARTMENTAL EXPENDITURES	**$ 2,347,152**	**$ 2,347,152**
Disallowed Costs		
Subtotal Disallowed Costs	**$ -**	**$ -**
Cost Adjustments		
Non-Capital Expenditures	$ (105,000)	$ (105,000)
Capital Lease	$ (43,926)	$ (43,926)
Subtotal Cost Adjustments	**$ (148,926)**	**$ (148,926)**
FUNCTIONAL COST	**$ 2,198,226**	**$ 2,198,226**
First Allocation		
Incoming - All Others	$ 77,664	$ 77,664
Reallocate Admin Costs	$ -	$ -
Unallocated Costs	$ -	$ -
Subtotal of First Allocation	**$ 2,275,890**	**$ 2,275,890**
Second Allocation		
Incoming - All Others	$ 197,642	$ 197,642
Reallocate Admin Costs	$ -	$ -
Unallocated Costs	$ -	$ -
Subtotal of Second Allocation	**$ 197,642**	**$ 197,641.56**
TOTAL ALLOCATED	**$ 2,473,532**	**$ 2,473,532**

101-30- 301 - Building Maintenance Division

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Building Maintenance						
101-11- 110 - City Clerk	6,823.44	1.134%	$ 25,802	$ 25,802		$ 25,802
101-12- 120 - City Manager	3,364.16	0.559%	$ 12,721	$ 12,721		$ 12,721
101-12- 121 - Communications & Comm. Relations	13,739.90	2.283%	$ 51,957	$ 51,957		$ 51,957
101-12- 123 - Purchasing	9,046.79	1.503%	$ 34,210	$ 34,210		$ 34,210
101-12- 125 - Human Resources	19,855.86	3.299%	$ 75,084	$ 75,084		$ 75,084
101-15- 150 - City Attorney	4,849.02	0.806%	$ 18,336	$ 18,336		$ 18,336
101-30- 301 - Building Maintenance Division	13,242.00	2.200%	$ 50,074	$ 50,074		$ 50,074
101-50- 501 - Finance	7,127.05	1.184%	$ 26,950	$ 26,950	$ 2,653	$ 29,604
101-50- 502 - Revenue	4,959.30	0.824%	$ 18,753	$ 18,753	$ 1,846	$ 20,599
101-10-100 - City Council	25,813.40	4.289%	$ 97,612	$ 97,612	$ 9,609	$ 107,221
101-16-161 - Economic Development	1,688.88	0.281%	$ 6,386	$ 6,386	$ 629	$ 7,015
101-16-162 - Building & Safety	8,091.35	1.344%	$ 30,597	$ 30,597	$ 3,012	$ 33,609
101-16-163 - Land Use Engineering	2,680.26	0.445%	$ 10,135	$ 10,135	$ 998	$ 11,133
101-16-164 - Planning	10,114.19	1.680%	$ 38,246	$ 38,246	$ 3,765	$ 42,011
101-19-190 - Library Administration	44,962.00	7.471%	$ 170,021	$ 170,021	$ 16,737	$ 186,758
101-20-200 - Patrol Services	33,216.49	5.519%	$ 125,606	$ 125,606	$ 12,365	$ 137,971
101-20-201 - Communications Unit	5,368.32	0.892%	$ 20,300	$ 20,300	$ 1,998	$ 22,298
101-20-202 - Support Services Bureau	4,361.76	0.725%	$ 16,494	$ 16,494	$ 1,624	$ 18,117
101-25-250 - Fire Suppression	22,724.19	3.776%	$ 85,930	$ 85,930	$ 8,459	$ 94,389
101-25-251 - Community Risk Reduction	3,108.64	0.517%	$ 11,755	$ 11,755	$ 1,157	$ 12,912
101-25-254 - Emergency Preparedness	3,788.25	0.629%	$ 14,325	$ 14,325	$ 1,410	$ 15,735
101-30-300 - FCS - Administration	1,614.89	0.268%	$ 6,107	$ 6,107	$ 601	$ 6,708
101-30-302 - Electrical	4.88	0.001%	$ 18	$ 18	$ 2	$ 20
101-30-303 - Parks	5,889.00	0.978%	$ 22,269	$ 22,269	$ 2,192	$ 24,461
101-30-304 - Streets	4.88	0.001%	$ 18	$ 18	$ 2	$ 20
101-30-305 - Trees	2,058.86	0.342%	$ 7,785	$ 7,785	$ 766	$ 8,552
101-30-306 - Code Enforcement	2,234.50	0.371%	$ 8,450	$ 8,450	$ 832	$ 9,281
101-30-309 - Recreation and Senior Services	143,451.45	23.835%	$ 542,452	$ 542,452	$ 53,400	$ 595,852
101-30-310 - City Hall - State Street	390.31	0.065%	$ 1,476	$ 1,476	$ 145	$ 1,621
101-30-311 - Animal Services	3,599.00	0.598%	$ 13,609	$ 13,609	$ 1,340	$ 14,949

101-30- 301 - Building Maintenance Division

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
101-40-400 - Engineering	11,446.45	1.902%	$ 43,284	$ 43,284	$ 4,261	$ 47,545
101-40-401 - Streets & Inspections	6,840.00	1.136%	$ 25,865	$ 25,865	$ 2,546	$ 28,411
101-40-402 - Electrical	3,015.23	0.501%	$ 11,402	$ 11,402	$ 1,122	$ 12,524
205-25 - Emergency Medical Services Fund	13,678.04	2.273%	$ 51,723	$ 51,723	$ 5,092	$ 56,814
211-40 - PARIS	8,141.13	1.353%	$ 30,785	$ 30,785	$ 3,031	$ 33,816
260-30 - Street Lighting District #1 Fund	43.91	0.007%	$ 166	$ 166	$ 16	$ 182
261-30 - CFD 2004-1 Assessments Fund	243.94	0.041%	$ 922	$ 922	$ 91	$ 1,013
263-30 - Landscape Maintenance District Fund	14.64	0.002%	$ 55	$ 55	$ 5	$ 61
501-40 - Water Fund	9,889.00	1.643%	$ 37,395	$ 37,395	$ 3,681	$ 41,076
511-30 - Solid Waste	7,060.00	1.173%	$ 26,697	$ 26,697	$ 2,628	$ 29,325
521-40 - Wastewater Fund	23,186.00	3.852%	$ 87,676	$ 87,676	$ 8,631	$ 96,307
531-40 - Nonpotable Water Fund	1,567.92	0.261%	$ 5,929	$ 5,929	$ 584	$ 6,513
538-30 - Groves Fund	975.76	0.162%	$ 3,690	$ 3,690	$ 363	$ 4,053
562-30 - Cemetery Fund	14,807.00	2.460%	$ 55,992	$ 55,992	$ 5,512	$ 61,504
564-30 - Aviation Fund	48,700.00	8.092%	$ 184,156	$ 184,156	$ 18,129	$ 202,284
602-12 - Liability Self Insurance Fund	1,350.17	0.224%	$ 5,106	$ 5,106	$ 503	$ 5,608
604-50 - Information Technology Services Fund	11,959.11	1.987%	$ 45,223	$ 45,223	$ 4,452	$ 49,674
606-12 - Workers' Compensation Fund	4,725.58	0.785%	$ 17,869	$ 17,869	$ 1,759	$ 19,629
607-30 - Equipment Maintenance Fund	22,636.00	3.761%	$ 85,597	$ 85,597	$ 8,426	$ 94,023
608-50 - Utility Billing Fund	2,354.41	0.391%	$ 8,903	$ 8,903	$ 876	$ 9,779
820-16 - Successor to RDA Fund	33.78	0.006%	$ 128	$ 128	$ 13	$ 140
Other	1,017.94	0.169%	$ 3,849	$ 3,849	$ 379	$ 4,228
Total	**601,859.03**	**100.000%**	**$ 2,275,890**	**$ 2,275,890**	**$197,642**	**$ 2,473,532**

Allocation Basis: **Sq. Ft. of Building Maintained**

Source of Allocation: **Building Info 2022**

ALLOCATION SUMMARY

101-30- 301 - Building Maintenance Division

	Building Maintenance	Total
101-11- 110 - City Clerk	$ 25,802	$ 25,802
101-12- 120 - City Manager	$ 12,721	$ 12,721
101-12- 121 - Communications & Comm. Relations	$ 51,957	$ 51,957
101-12- 123 - Purchasing	$ 34,210	$ 34,210
101-12- 125 - Human Resources	$ 75,084	$ 75,084
101-15- 150 - City Attorney	$ 18,336	$ 18,336
101-30- 301 - Building Maintenance Division	$ 50,074	$ 50,074
101-50- 501 - Finance	$ 29,604	$ 29,604
101-50- 502 - Revenue	$ 20,599	$ 20,599
101-10-100 - City Council	$ 107,221	$ 107,221
101-16-161 - Economic Development	$ 7,015	$ 7,015
101-16-162 - Building & Safety	$ 33,609	$ 33,609
101-16-163 - Land Use Engineering	$ 11,133	$ 11,133
101-16-164 - Planning	$ 42,011	$ 42,011
101-19-190 - Library Administration	$ 186,758	$ 186,758
101-20-200 - Patrol Services	$ 137,971	$ 137,971
101-20-201 - Communications Unit	$ 22,298	$ 22,298
101-20-202 - Support Services Bureau	$ 18,117	$ 18,117
101-25-250 - Fire Suppression	$ 94,389	$ 94,389
101-25-251 - Community Risk Reduction	$ 12,912	$ 12,912
101-25-254 - Emergency Preparedness	$ 15,735	$ 15,735
101-30-300 - FCS - Administration	$ 6,708	$ 6,708
101-30-302 - Electrical	$ 20	$ 20
101-30-303 - Parks	$ 24,461	$ 24,461
101-30-304 - Streets	$ 20	$ 20
101-30-305 - Trees	$ 8,552	$ 8,552
101-30-306 - Code Enforcement	$ 9,281	$ 9,281
101-30-309 - Recreation and Senior Services	$ 595,852	$ 595,852
101-30-310 - City Hall - State Street	$ 1,621	$ 1,621
101-30-311 - Animal Services	$ 14,949	$ 14,949

ALLOCATION SUMMARY

101-30- 301 - Building Maintenance Division

	Building Maintenance	Total
101-40-400 - Engineering	$ 47,545	$ 47,545
101-40-401 - Streets & Inspections	$ 28,411	$ 28,411
101-40-402 - Electrical	$ 12,524	$ 12,524
205-25 - Emergency Medical Services Fund	$ 56,814	$ 56,814
211-40 - PARIS	$ 33,816	$ 33,816
260-30 - Street Lighting District #1 Fund	$ 182	$ 182
261-30 - CFD 2004-1 Assessments Fund	$ 1,013	$ 1,013
263-30 - Landscape Maintenance District Fund	$ 61	$ 61
501-40 - Water Fund	$ 41,076	$ 41,076
511-30 - Solid Waste	$ 29,325	$ 29,325
521-40 - Wastewater Fund	$ 96,307	$ 96,307
531-40 - Nonpotable Water Fund	$ 6,513	$ 6,513
538-30 - Groves Fund	$ 4,053	$ 4,053
562-30 - Cemetery Fund	$ 61,504	$ 61,504
564-30 - Aviation Fund	$ 202,284	$ 202,284
602-12 - Liability Self Insurance Fund	$ 5,608	$ 5,608
604-50 - Information Technology Services Fund	$ 49,674	$ 49,674
606-12 - Workers' Compensation Fund	$ 19,629	$ 19,629
607-30 - Equipment Maintenance Fund	$ 94,023	$ 94,023
608-50 - Utility Billing Fund	$ 9,779	$ 9,779
820-16 - Successor to RDA Fund	$ 140	$ 140
Other	$ 4,228	$ 4,228
Total	**$ 2,473,532**	**$ 2,473,532**

9 Finance

The Finance Department is responsible for administering City finances by maintaining financial records, providing internal financial analyses, conducting financial audits, and guiding the annual budgeting process. The Finance Department's costs are allocated to Receiving Departments as follows:

- **General Accounting –** represents the costs associated with reconciliation of accounting entries, month end reporting, reviewing general ledger expenses, and other financial reporting functions. This function is allocated based on number of journal entries by Department.

- **Payroll –** represents the costs associated with managing City-wide payroll activities. This function is allocated based on the number of full-time employees (FTE) by Department/Division/Fund.[3]

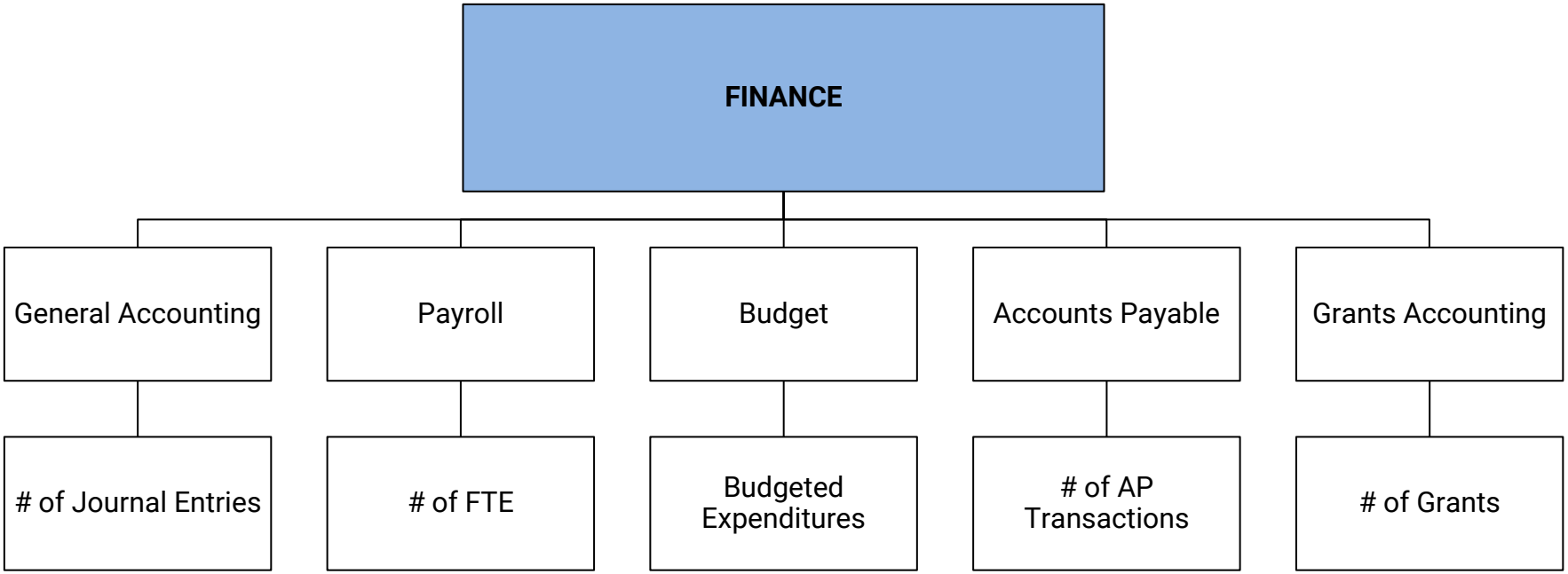
- **Budget –** represents the costs associated with developing and maintaining city budgets for all city Departments, boards, and commissions. This function is allocated based on budgeted expenditures by Department/Division/Fund.[4]

- **Accounts Payable –** represents the costs associated with reviewing invoices, processing payments, and reimbursing employee expenses. This function is allocated based on number of accounts payable (AP) transactions by Department/Division/Fund.

- **Grant Accounting –** represents the costs associated with compiling and reconciling grant funds. This function is allocated based on the number of grants by Department/Division/Fund.

The chart on the following page illustrates the functions and measures used to allocate Finance costs. The top tier shows the Central Service Department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs Citywide. The pages following the chart provide an aggregate picture of the Department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.

[3] Since various staff are directly funded out of 501 Water, 511 Solid Waste, and 521 Wastewater the FTE for these funds were excluded. Additionally, large one-time expenditures were excluded (i.e. Bad Debt Expense, Capital Leases, Depreciation Expense, General Govt. Services Surcharge, Interest, Resale Materials, Retiree Health Insurance, Taxes, Debt Services, and Fixed Assets).
[4] In order to provide an accurate reflection of Finance support, expenditures were weighted for the following receivers: 5% for 501 Water and 75% for 511 Solid Waste and 521 Wastewater.


FINANCE
General Accounting
Payroll
Budget
Accounts Payable
Grants Accounting
of Journal Entries
of FTE
Budgeted Expenditures
of AP Transactions
of Grants

COSTS TO BE ALLOCATED

101-50- 501 - Finance

	First Allocation	Second Allocation	Total
Departmental Expenditures	$ 1,811,199		$ 1,811,199
Total Deductions	$ -		$ -
Incoming Costs			
-- Building and Equipment Use	$ 2,327	$ -	$ 2,327
101-11- 110 - City Clerk	$ 13,347	$ 3,951	$ 17,298
101-12- 120 - City Manager	$ 13,112	$ 1,562	$ 14,673
101-12- 121 - Communications & Comm. Relations	$ 4,680	$ 675	$ 5,355
101-12- 123 - Purchasing	$ 3,292	$ 586	$ 3,878
101-12- 125 - Human Resources	$ 89,911	$ 3,329	$ 93,240
101-15- 150 - City Attorney	$ 35,602	$ 1,851	$ 37,454
101-30- 301 - Building Maintenance Division	$ 26,950	$ 2,653	$ 29,604
101-50- 501 - Finance		$ 23,111	$ 23,111
101-50- 502 - Revenue		$ 11,331	$ 11,331
Total Incoming Costs	**$ 189,221**	**$ 49,049**	**$ 238,270**
Total Cost Adjustments	**$ -**		**$ -**
Total Costs to be Allocated	**$ 2,000,420**	**$ 49,049**	**$ 2,049,469**

DEPARTMENTAL EXPENSE DETAIL

101-50- 501 - Finance

Expense Type	Expense ($)	General Admin	General Accounting	Payroll	Budget	Accounts Payable	Grants Accounting
Personnel							
Salaries & Wages	$ 1,181,335	$ 125,961	$ 383,871	$ 206,184	$ 149,947	$ 234,475	$ 80,896
Subtotal Personnel Cost	**$ 1,181,335**	**$ 125,961**	**$ 383,871**	**$ 206,184**	**$ 149,947**	**$ 234,475**	**$ 80,896**
Operating Services & Supplies							
Services	$ 125,792	$ 13,413	$ 40,876	$ 21,955	$ 15,967	$ 24,968	$ 8,614
Supplies	$ 26,195	$ 2,793	$ 8,512	$ 4,572	$ 3,325	$ 5,199	$ 1,794
Info Tech Service Charges	$ 170,242	$ 18,152	$ 55,320	$ 29,713	$ 21,609	$ 33,790	$ 11,658
Contractual Services	$ 2,750	$ 293	$ 894	$ 480	$ 349	$ 546	$ 188
Professional Services	$ 270,785	$ 28,873	$ 87,991	$ 47,261	$ 34,371	$ 53,746	$ 18,543
Legal Services	$ 1,000	$ 107	$ 325	$ 175	$ 127	$ 198	$ 68
Bank / Collection Agent Fees	$ 33,100	$ 3,529	$ 10,756	$ 5,777	$ 4,201	$ 6,570	$ 2,267
Subtotal Operating Cost	**$ 629,864**	**$ 67,160**	**$ 204,672**	**$ 109,933**	**$ 79,949**	**$ 125,017**	**$ 43,132**
DEPARTMENTAL EXPENDITURES	**$ 1,811,199**	**$ 193,121**	**$ 588,543**	**$ 316,117**	**$ 229,896**	**$ 359,493**	**$ 124,029**
Disallowed Costs							
Subtotal Disallowed Costs	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Cost Adjustments							
Subtotal Cost Adjustments	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
FUNCTIONAL COST	**$ 1,811,199**	**$ 193,121**	**$ 588,543**	**$ 316,117**	**$ 229,896**	**$ 359,493**	**$ 124,029**
First Allocation							
Incoming - All Others	$ 189,221	$ 20,176	$ 61,487	$ 33,026	$ 24,018	$ 37,557	$ 12,958
Reallocate Admin Costs	$ (0)	$ (213,297)	$ 77,583	$ 41,671	$ 30,305	$ 47,389	$ 16,350
Unallocated Costs	$ -		$ -	$ -	$ -	$ -	$ -
Subtotal of First Allocation	**$ 2,000,420**		**$ 727,613**	**$ 390,814**	**$ 284,219**	**$ 444,439**	**$ 153,336**
Second Allocation							
Incoming - All Others	$ 49,049	$ 5,230	$ 15,938	$ 8,561	$ 6,226	$ 9,735	$ 3,359
Reallocate Admin Costs	$ (0)	$ (5,230)	$ 1,902	$ 1,022	$ 743	$ 1,162	$ 401
Unallocated Costs	$ -		$ -	$ -	$ -	$ -	$ -
Subtotal of Second Allocation	**$ 49,049**		**$ 17,840.71**	**$ 9,582.56**	**$ 6,968.91**	**$ 10,897.43**	**$ 3,759.73**
TOTAL ALLOCATED	**$ 2,049,469**		**$ 745,453**	**$ 400,396**	**$ 291,188**	**$ 455,336**	**$ 157,096**

101-50- 501 - Finance

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
General Accounting						
101-11- 110 - City Clerk	303.00	0.248%	$ 1,805	$ 1,805		$ 1,805
101-12- 120 - City Manager	448.00	0.367%	$ 2,669	$ 2,669		$ 2,669
101-12- 121 - Communications & Comm. Relations	233.00	0.191%	$ 1,388	$ 1,388		$ 1,388
101-12- 123 - Purchasing	351.00	0.287%	$ 2,091	$ 2,091		$ 2,091
101-12- 125 - Human Resources	3,646.00	2.986%	$ 21,723	$ 21,723		$ 21,723
101-15- 150 - City Attorney	361.00	0.296%	$ 2,151	$ 2,151		$ 2,151
101-30- 301 - Building Maintenance Division	1,574.00	1.289%	$ 9,378	$ 9,378		$ 9,378
101-50- 501 - Finance	1,325.00	1.085%	$ 7,894	$ 7,894		$ 7,894
101-50- 502 - Revenue	2,509.00	2.054%	$ 14,949	$ 14,949	$ 393	$ 15,342
101-10-100 - City Council	380.00	0.311%	$ 2,264	$ 2,264	$ 60	$ 2,324
101-12-124 - Print Shop	167.00	0.137%	$ 995	$ 995	$ 26	$ 1,021
101-16-161 - Economic Development	350.00	0.287%	$ 2,085	$ 2,085	$ 55	$ 2,140
101-16-162 - Building & Safety	6,658.00	5.452%	$ 39,669	$ 39,669	$ 1,043	$ 40,712
101-16-163 - Land Use Engineering	5.00	0.004%	$ 30	$ 30	$ 1	$ 31
101-16-164 - Planning	1,530.00	1.253%	$ 9,116	$ 9,116	$ 240	$ 9,355
101-19-190 - Library Administration	914.00	0.748%	$ 5,446	$ 5,446	$ 143	$ 5,589
101-19-191 - Lincoln Shrine	28.00	0.023%	$ 167	$ 167	$ 4	$ 171
101-20-200 - Patrol Services	835.00	0.684%	$ 4,975	$ 4,975	$ 131	$ 5,106
101-20-201 - Communications Unit	324.00	0.265%	$ 1,930	$ 1,930	$ 51	$ 1,981
101-20-202 - Support Services Bureau	1,632.00	1.336%	$ 9,724	$ 9,724	$ 256	$ 9,979
101-20-204 - Community Services Bureau	362.00	0.296%	$ 2,157	$ 2,157	$ 57	$ 2,214
101-20-205 - Special Services Bureau	512.00	0.419%	$ 3,051	$ 3,051	$ 80	$ 3,131
101-25-250 - Fire Suppression	1,600.00	1.310%	$ 9,533	$ 9,533	$ 251	$ 9,784
101-25-251 - Community Risk Reduction	1,233.00	1.010%	$ 7,346	$ 7,346	$ 193	$ 7,539
101-25-252 - Training Program	37.00	0.030%	$ 220	$ 220	$ 6	$ 226
101-25-254 - Emergency Preparedness	518.00	0.424%	$ 3,086	$ 3,086	$ 81	$ 3,167
101-30-300 - FCS - Administration	774.00	0.634%	$ 4,612	$ 4,612	$ 121	$ 4,733
101-30-302 - Electrical	1,067.00	0.874%	$ 6,357	$ 6,357	$ 167	$ 6,524
101-30-303 - Parks	2,117.00	1.733%	$ 12,613	$ 12,613	$ 332	$ 12,945
101-30-304 - Streets	1,353.00	1.108%	$ 8,061	$ 8,061	$ 212	$ 8,273
101-30-305 - Trees	390.00	0.319%	$ 2,324	$ 2,324	$ 61	$ 2,385
101-30-306 - Code Enforcement	1,592.00	1.304%	$ 9,485	$ 9,485	$ 249	$ 9,735
101-30-309 - Recreation and Senior Services	2,064.00	1.690%	$ 12,297	$ 12,297	$ 323	$ 12,621
101-30-310 - City Hall - State Street	1,182.00	0.968%	$ 7,042	$ 7,042	$ 185	$ 7,228
101-30-311 - Animal Services	787.00	0.644%	$ 4,689	$ 4,689	$ 123	$ 4,812
101-40-400 - Engineering	2,519.00	2.063%	$ 15,008	$ 15,008	$ 395	$ 15,403
101-40-401 - Streets & Inspections	15.00	0.012%	$ 89	$ 89	$ 2	$ 92
101-40-402 - Electrical	4.00	0.003%	$ 24	$ 24	$ 1	$ 24

101-50- 501 - Finance

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
200 - Grants	2,930.00	2.399%	$ 17,457	$ 17,457	$ 459	$ 17,916
205-25 - Emergency Medical Services Fund	2,087.00	1.709%	$ 12,434	$ 12,434	$ 327	$ 12,761
206 - Household Hazardous Waste Fund	471.00	0.386%	$ 2,806	$ 2,806	$ 74	$ 2,880
207 - Gas Tax	169.00	0.138%	$ 1,007	$ 1,007	$ 26	$ 1,033
209 - Transportation	51.00	0.042%	$ 304	$ 304	$ 8	$ 312
210 - Measure I Fund (2010)	98.00	0.080%	$ 584	$ 584	$ 15	$ 599
211-40 - PARIS	666.00	0.545%	$ 3,968	$ 3,968	$ 104	$ 4,072
221 - Air Quality Improvement Fund	57.00	0.047%	$ 340	$ 340	$ 9	$ 349
223 - Traffic Safety	445.00	0.364%	$ 2,651	$ 2,651	$ 70	$ 2,721
227 - Open Space Fund	194.00	0.159%	$ 1,156	$ 1,156	$ 30	$ 1,186
236 - Downtown Redlands Business Area Fund	1,042.00	0.853%	$ 6,208	$ 6,208	$ 163	$ 6,372
237 - Parking Authority Fund	346.00	0.283%	$ 2,061	$ 2,061	$ 54	$ 2,116
238 - Public Art Fund	23.00	0.019%	$ 137	$ 137	$ 4	$ 141
241 - Transportation Development Act Fund	34.00	0.028%	$ 203	$ 203	$ 5	$ 208
246 - Asset Forfeiture Fund	301.00	0.246%	$ 1,793	$ 1,793	$ 47	$ 1,841
249 - Supplemental Law Enforcement Fund	129.00	0.106%	$ 769	$ 769	$ 20	$ 789
250 - Park and Open Space Development Fund	252.00	0.206%	$ 1,501	$ 1,501	$ 39	$ 1,541
251 - Public Facility Development Fund	717.00	0.587%	$ 4,272	$ 4,272	$ 112	$ 4,384
252 - Arterial Street Construction Fund	552.00	0.452%	$ 3,289	$ 3,289	$ 86	$ 3,375
253 - Traffic Signals Fund	296.00	0.242%	$ 1,764	$ 1,764	$ 46	$ 1,810
254 - Freeway Interchange Fund	280.00	0.229%	$ 1,668	$ 1,668	$ 44	$ 1,712
260-30 - Street Lighting District #1 Fund	398.00	0.326%	$ 2,371	$ 2,371	$ 62	$ 2,434
261-30 - CFD 2004-1 Assessments Fund	1,017.00	0.833%	$ 6,059	$ 6,059	$ 159	$ 6,219
263-30 - Landscape Maintenance District Fund	623.00	0.510%	$ 3,712	$ 3,712	$ 98	$ 3,809
305 - General Debt Service Fund	194.00	0.159%	$ 1,156	$ 1,156	$ 30	$ 1,186
405 - Storm Drain Construction Fund	253.00	0.207%	$ 1,507	$ 1,507	$ 40	$ 1,547
406 - Safety / City Hall Replacement Fund	103.00	0.084%	$ 614	$ 614	$ 16	$ 630
501-40 - Water Fund	15,672.00	12.833%	$ 93,374	$ 93,374	$ 2,455	$ 95,829
508 - Source Acquisition Fund	127.00	0.104%	$ 757	$ 757	$ 20	$ 777
509 - Water Capital Improvement	271.00	0.222%	$ 1,615	$ 1,615	$ 42	$ 1,657
511-30 - Solid Waste	6,704.00	5.490%	$ 39,943	$ 39,943	$ 1,050	$ 40,993
517 - California St. Landfill Closure Fund	19.00	0.016%	$ 113	$ 113	$ 3	$ 116
519 - Solid Waste Capital Improvement	234.00	0.192%	$ 1,394	$ 1,394	$ 37	$ 1,431
521-40 - Wastewater Fund	8,150.00	6.674%	$ 48,558	$ 48,558	$ 1,277	$ 49,835
529 - Wastewater Capital Improvement Fund	268.00	0.219%	$ 1,597	$ 1,597	$ 42	$ 1,639
531-40 - Nonpotable Water Fund	808.00	0.662%	$ 4,814	$ 4,814	$ 127	$ 4,941
532 - Nonpotable Capital Improvement Fund	78.00	0.064%	$ 465	$ 465	$ 12	$ 477
538-30 - Groves Fund	2,797.00	2.290%	$ 16,665	$ 16,665	$ 438	$ 17,103
562-30 - Cemetery Fund	3,828.00	3.135%	$ 22,807	$ 22,807	$ 600	$ 23,407
564-30 - Aviation Fund	3,686.00	3.018%	$ 21,961	$ 21,961	$ 577	$ 22,539
602-12 - Liability Self Insurance Fund	1,732.00	1.418%	$ 10,319	$ 10,319	$ 271	$ 10,591

101-50- 501 - Finance

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
604-50 - Information Technology Services Fund	2,943.00	2.410%	$ 17,534	$ 17,534	$ 461	$ 17,996
606-12 - Workers' Compensation Fund	1,448.00	1.186%	$ 8,627	$ 8,627	$ 227	$ 8,854
607-30 - Equipment Maintenance Fund	13,148.00	10.766%	$ 78,336	$ 78,336	$ 2,060	$ 80,396
608-50 - Utility Billing Fund	2,415.00	1.978%	$ 14,389	$ 14,389	$ 378	$ 14,767
609 - Payroll Clearing	1,842.00	1.508%	$ 10,975	$ 10,975	$ 289	$ 11,263
705 - Simonds Endowment	17.00	0.014%	$ 101	$ 101	$ 3	$ 104
706 - Pauline Stancliff Memorial Trust	17.00	0.014%	$ 101	$ 101	$ 3	$ 104
810 - Community Facilities District Fund	161.00	0.132%	$ 959	$ 959	$ 25	$ 984
820-16 - Successor to RDA Fund	331.00	0.271%	$ 1,972	$ 1,972	$ 52	$ 2,024
Total	**122,123.00**	**100.000%**	**$ 727,613**	**$ 727,613**	**$ 17,841**	**$ 745,453**

Allocation Basis: **# of Journal Entries**

Source of Allocation: **Journal Entry Report**

101-50- 501 - Finance

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Payroll						
101-11- 110 - City Clerk	2.00	0.531%	$ 2,075	$ 2,075		$ 2,075
101-12- 120 - City Manager	2.99	0.794%	$ 3,103	$ 3,103		$ 3,103
101-12- 121 - Communications & Comm. Relations	3.15	0.836%	$ 3,269	$ 3,269		$ 3,269
101-12- 123 - Purchasing	2.10	0.558%	$ 2,179	$ 2,179		$ 2,179
101-12- 125 - Human Resources	4.55	1.208%	$ 4,722	$ 4,722		$ 4,722
101-15- 150 - City Attorney	2.20	0.584%	$ 2,283	$ 2,283		$ 2,283
101-30- 301 - Building Maintenance Division	2.55	0.677%	$ 2,646	$ 2,646		$ 2,646
101-50- 501 - Finance	9.29	2.467%	$ 9,641	$ 9,641		$ 9,641
101-50- 502 - Revenue	3.10	0.823%	$ 3,217	$ 3,217	$ 85	$ 3,302
101-10-100 - City Council	1.13	0.300%	$ 1,173	$ 1,173	$ 31	$ 1,204
101-16-161 - Economic Development	2.00	0.531%	$ 2,075	$ 2,075	$ 55	$ 2,131
101-16-162 - Building & Safety	8.00	2.124%	$ 8,302	$ 8,302	$ 220	$ 8,522
101-16-163 - Land Use Engineering	2.65	0.704%	$ 2,750	$ 2,750	$ 73	$ 2,823
101-16-164 - Planning	10.00	2.655%	$ 10,377	$ 10,377	$ 276	$ 10,653
101-19-190 - Library Administration	20.00	5.311%	$ 20,755	$ 20,755	$ 551	$ 21,306
101-20-200 - Patrol Services	99.00	26.288%	$ 102,736	$ 102,736	$ 2,728	$ 105,464
101-20-201 - Communications Unit	16.00	4.249%	$ 16,604	$ 16,604	$ 441	$ 17,045
101-20-202 - Support Services Bureau	13.00	3.452%	$ 13,491	$ 13,491	$ 358	$ 13,849
101-25-250 - Fire Suppression	36.55	9.705%	$ 37,929	$ 37,929	$ 1,007	$ 38,937
101-25-251 - Community Risk Reduction	5.00	1.328%	$ 5,189	$ 5,189	$ 138	$ 5,326
101-25-254 - Emergency Preparedness	0.35	0.093%	$ 363	$ 363	$ 10	$ 373
101-30-300 - FCS - Administration	3.31	0.879%	$ 3,435	$ 3,435	$ 91	$ 3,526
101-30-302 - Electrical	0.01	0.003%	$ 10	$ 10	$ 0	$ 11
101-30-303 - Parks	12.88	3.420%	$ 13,366	$ 13,366	$ 355	$ 13,721
101-30-304 - Streets	0.01	0.003%	$ 10	$ 10	$ 0	$ 11
101-30-305 - Trees	4.22	1.121%	$ 4,379	$ 4,379	$ 116	$ 4,496
101-30-306 - Code Enforcement	4.58	1.216%	$ 4,753	$ 4,753	$ 126	$ 4,879
101-30-309 - Recreation and Senior Services	9.04	2.400%	$ 9,381	$ 9,381	$ 249	$ 9,630
101-30-310 - City Hall - State Street	0.80	0.212%	$ 830	$ 830	$ 22	$ 852
101-30-311 - Animal Services	4.00	1.062%	$ 4,151	$ 4,151	$ 110	$ 4,261
101-40-400 - Engineering	2.05	0.544%	$ 2,127	$ 2,127	$ 56	$ 2,184
101-40-401 - Streets & Inspections	15.80	4.195%	$ 16,396	$ 16,396	$ 435	$ 16,832
101-40-402 - Electrical	1.00	0.266%	$ 1,038	$ 1,038	$ 28	$ 1,065
205-25 - Emergency Medical Services Fund	22.00	5.842%	$ 22,830	$ 22,830	$ 606	$ 23,437
211-40 - PARIS	2.70	0.717%	$ 2,802	$ 2,802	$ 74	$ 2,876
260-30 - Street Lighting District #1 Fund	0.09	0.024%	$ 93	$ 93	$ 2	$ 96
261-30 - CFD 2004-1 Assessments Fund	0.50	0.133%	$ 519	$ 519	$ 14	$ 533
263-30 - Landscape Maintenance District Fund	0.03	0.008%	$ 31	$ 31	$ 1	$ 32

101-50- 501 - Finance

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
531-40 - Nonpotable Water Fund	0.52	0.138%	$ 540	$ 540	$ 14	$ 554
538-30 - Groves Fund	2.00	0.531%	$ 2,075	$ 2,075	$ 55	$ 2,131
562-30 - Cemetery Fund	4.45	1.182%	$ 4,618	$ 4,618	$ 123	$ 4,741
564-30 - Aviation Fund	1.26	0.335%	$ 1,308	$ 1,308	$ 35	$ 1,342
602-12 - Liability Self Insurance Fund	1.20	0.319%	$ 1,245	$ 1,245	$ 33	$ 1,278
604-50 - Information Technology Services Fund	12.79	3.396%	$ 13,273	$ 13,273	$ 352	$ 13,625
606-12 - Workers' Compensation Fund	4.20	1.115%	$ 4,359	$ 4,359	$ 116	$ 4,474
607-30 - Equipment Maintenance Fund	7.41	1.968%	$ 7,690	$ 7,690	$ 204	$ 7,894
608-50 - Utility Billing Fund	14.10	3.744%	$ 14,632	$ 14,632	$ 389	$ 15,021
820-16 - Successor to RDA Fund	0.04	0.011%	$ 42	$ 42	$ 1	$ 43
Total	**376.60**	**100.000%**	**$ 390,814**	**$ 390,814**	**$ 9,583**	**$ 400,396**

Allocation Basis: **# of FTE**

Source of Allocation: **FY22-23 Payroll Staffing**

101-50- 501 - Finance

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Budget						
101-11- 110 - City Clerk	596,699.00	0.432%	$ 1,227	$ 1,227		$ 1,227
101-12- 120 - City Manager	751,019.00	0.543%	$ 1,545	$ 1,545		$ 1,545
101-12- 121 - Communications & Comm. Relations	691,193.00	0.500%	$ 1,421	$ 1,421		$ 1,421
101-12- 123 - Purchasing	350,750.00	0.254%	$ 721	$ 721		$ 721
101-12- 125 - Human Resources	915,501.00	0.662%	$ 1,883	$ 1,883		$ 1,883
101-15- 150 - City Attorney	775,452.00	0.561%	$ 1,595	$ 1,595		$ 1,595
101-30- 301 - Building Maintenance Division	2,205,710.00	1.596%	$ 4,536	$ 4,536		$ 4,536
101-50- 501 - Finance	1,749,192.00	1.266%	$ 3,597	$ 3,597		$ 3,597
101-50- 502 - Revenue	1,003,034.00	0.726%	$ 2,063	$ 2,063	$ 54	$ 2,116
101-10-100 - City Council	556,249.00	0.402%	$ 1,144	$ 1,144	$ 30	$ 1,174
101-12-124 - Print Shop	5,175.00	0.004%	$ 11	$ 11	$ 0	$ 11
101-16-161 - Economic Development	647,084.00	0.468%	$ 1,331	$ 1,331	$ 35	$ 1,365
101-16-162 - Building & Safety	1,772,111.00	1.282%	$ 3,644	$ 3,644	$ 95	$ 3,739
101-16-163 - Land Use Engineering	584,298.00	0.423%	$ 1,202	$ 1,202	$ 31	$ 1,233
101-16-164 - Planning	2,011,198.00	1.455%	$ 4,136	$ 4,136	$ 108	$ 4,244
101-19-190 - Library Administration	2,912,512.00	2.107%	$ 5,990	$ 5,990	$ 156	$ 6,146
101-19-191 - Lincoln Shrine	1,197.00	0.001%	$ 2	$ 2	$ 0	$ 3
101-20-200 - Patrol Services	25,451,432.00	18.416%	$ 52,342	$ 52,342	$ 1,363	$ 53,705
101-20-201 - Communications Unit	2,835,909.00	2.052%	$ 5,832	$ 5,832	$ 152	$ 5,984
101-20-202 - Support Services Bureau	5,429,198.00	3.928%	$ 11,165	$ 11,165	$ 291	$ 11,456
101-20-204 - Community Services Bureau	199,741.00	0.145%	$ 411	$ 411	$ 11	$ 421
101-20-205 - Special Services Bureau	455,556.00	0.330%	$ 937	$ 937	$ 24	$ 961
101-25-250 - Fire Suppression	16,477,696.00	11.923%	$ 33,887	$ 33,887	$ 882	$ 34,769
101-25-251 - Community Risk Reduction	1,002,760.00	0.726%	$ 2,062	$ 2,062	$ 54	$ 2,116
101-25-252 - Training Program	111,525.00	0.081%	$ 229	$ 229	$ 6	$ 235
101-25-254 - Emergency Preparedness	158,887.00	0.115%	$ 327	$ 327	$ 9	$ 335
101-30-300 - FCS - Administration	1,304,003.00	0.944%	$ 2,682	$ 2,682	$ 70	$ 2,752
101-30-303 - Parks	3,321,399.00	2.403%	$ 6,831	$ 6,831	$ 178	$ 7,008
101-30-305 - Trees	1,735,042.00	1.255%	$ 3,568	$ 3,568	$ 93	$ 3,661
101-30-306 - Code Enforcement	635,003.00	0.459%	$ 1,306	$ 1,306	$ 34	$ 1,340
101-30-309 - Recreation and Senior Services	1,976,583.00	1.430%	$ 4,065	$ 4,065	$ 106	$ 4,171
101-30-310 - City Hall - State Street	969,959.00	0.702%	$ 1,995	$ 1,995	$ 52	$ 2,047
101-30-311 - Animal Services	797,656.00	0.577%	$ 1,640	$ 1,640	$ 43	$ 1,683
101-40-400 - Engineering	971,058.00	0.703%	$ 1,997	$ 1,997	$ 52	$ 2,049
101-40-401 - Streets & Inspections	2,874,327.00	2.080%	$ 5,911	$ 5,911	$ 154	$ 6,065
101-40-402 - Electrical	1,461,713.00	1.058%	$ 3,006	$ 3,006	$ 78	$ 3,084
205-25 - Emergency Medical Services Fund	5,656,011.00	4.093%	$ 11,632	$ 11,632	$ 303	$ 11,935
206 - Household Hazardous Waste Fund	135,939.00	0.098%	$ 280	$ 280	$ 7	$ 287

101-50- 501 - Finance

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
211-40 - PARIS	509,568.00	0.369%	$ 1,048	$ 1,048	$ 27	$ 1,075
221 - Air Quality Improvement Fund	417.00	0.000%	$ 1	$ 1	$ 0	$ 1
236 - Downtown Redlands Business Area Fund	109,558.00	0.079%	$ 225	$ 225	$ 6	$ 231
237 - Parking Authority Fund	18,900.00	0.014%	$ 39	$ 39	$ 1	$ 40
246 - Asset Forfeiture Fund	191,924.00	0.139%	$ 395	$ 395	$ 10	$ 405
249 - Supplemental Law Enforcement Fund	251,391.00	0.182%	$ 517	$ 517	$ 13	$ 530
250 - Park and Open Space Development Fund	3,658.00	0.003%	$ 8	$ 8	$ 0	$ 8
253 - Traffic Signals Fund	100,000.00	0.072%	$ 206	$ 206	$ 5	$ 211
260-30 - Street Lighting District #1 Fund	20,012.00	0.014%	$ 41	$ 41	$ 1	$ 42
261-30 - CFD 2004-1 Assessments Fund	449,420.00	0.325%	$ 924	$ 924	$ 24	$ 948
263-30 - Landscape Maintenance District Fund	47,607.00	0.034%	$ 98	$ 98	$ 3	$ 100
305 - General Debt Service Fund	3,165.00	0.002%	$ 7	$ 7	$ 0	$ 7
405 - Storm Drain Construction Fund	571,500.00	0.414%	$ 1,175	$ 1,175	$ 31	$ 1,206
501-40 - Water Fund	13,103,888.00	9.482%	$ 26,949	$ 26,949	$ 702	$ 27,650
511-30 - Solid Waste	10,680,811.50	7.728%	$ 21,966	$ 21,966	$ 572	$ 22,537
521-40 - Wastewater Fund	9,410,158.50	6.809%	$ 19,352	$ 19,352	$ 504	$ 19,856
531-40 - Nonpotable Water Fund	551,473.00	0.399%	$ 1,134	$ 1,134	$ 30	$ 1,164
538-30 - Groves Fund	1,073,142.00	0.777%	$ 2,207	$ 2,207	$ 57	$ 2,264
562-30 - Cemetery Fund	1,002,818.00	0.726%	$ 2,062	$ 2,062	$ 54	$ 2,116
564-30 - Aviation Fund	338,091.00	0.245%	$ 695	$ 695	$ 18	$ 713
602-12 - Liability Self Insurance Fund	344,098.00	0.249%	$ 708	$ 708	$ 18	$ 726
604-50 - Information Technology Services Fund	3,052,645.00	2.209%	$ 6,278	$ 6,278	$ 163	$ 6,441
606-12 - Workers' Compensation Fund	1,132,651.00	0.820%	$ 2,329	$ 2,329	$ 61	$ 2,390
607-30 - Equipment Maintenance Fund	1,863,315.00	1.348%	$ 3,832	$ 3,832	$ 100	$ 3,932
608-50 - Utility Billing Fund	1,814,601.00	1.313%	$ 3,732	$ 3,732	$ 97	$ 3,829
810 - Community Facilities District Fund	48,000.00	0.035%	$ 99	$ 99	$ 3	$ 101
820-16 - Successor to RDA Fund	19,468.00	0.014%	$ 40	$ 40	$ 1	$ 41
Total	**138,202,051.00**	**100.000%**	**$ 284,219**	**$ 284,219**	**$ 6,969**	**$ 291,188**

Allocation Basis: **Budgeted Expenditures**

Source of Allocation: **FY22-23 Adopted Budget**

101-50- 501 - Finance

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Accounts Payable						
101-11- 110 - City Clerk	62.00	0.175%	$ 776	$ 776		$ 776
101-12- 120 - City Manager	109.00	0.307%	$ 1,365	$ 1,365		$ 1,365
101-12- 121 - Communications & Comm. Relations	22.00	0.062%	$ 275	$ 275		$ 275
101-12- 123 - Purchasing	59.00	0.166%	$ 739	$ 739		$ 739
101-12- 125 - Human Resources	3,235.00	9.114%	$ 40,508	$ 40,508		$ 40,508
101-15- 150 - City Attorney	103.00	0.290%	$ 1,290	$ 1,290		$ 1,290
101-30- 301 - Building Maintenance Division	678.00	1.910%	$ 8,490	$ 8,490		$ 8,490
101-50- 501 - Finance	158.00	0.445%	$ 1,978	$ 1,978		$ 1,978
101-50- 502 - Revenue	115.00	0.324%	$ 1,440	$ 1,440	$ 40	$ 1,480
101-10-100 - City Council	59.00	0.166%	$ 739	$ 739	$ 21	$ 759
101-12-124 - Print Shop	139.00	0.392%	$ 1,741	$ 1,741	$ 49	$ 1,789
101-16-161 - Economic Development	29.00	0.082%	$ 363	$ 363	$ 10	$ 373
101-16-162 - Building & Safety	160.00	0.451%	$ 2,003	$ 2,003	$ 56	$ 2,060
101-16-164 - Planning	241.00	0.679%	$ 3,018	$ 3,018	$ 85	$ 3,102
101-19-190 - Library Administration	89.00	0.251%	$ 1,114	$ 1,114	$ 31	$ 1,146
101-19-191 - Lincoln Shrine	8.00	0.023%	$ 100	$ 100	$ 3	$ 103
101-20-200 - Patrol Services	158.00	0.445%	$ 1,978	$ 1,978	$ 55	$ 2,034
101-20-201 - Communications Unit	15.00	0.042%	$ 188	$ 188	$ 5	$ 193
101-20-202 - Support Services Bureau	746.00	2.102%	$ 9,341	$ 9,341	$ 262	$ 9,603
101-20-204 - Community Services Bureau	14.00	0.039%	$ 175	$ 175	$ 5	$ 180
101-20-205 - Special Services Bureau	1.00	0.003%	$ 13	$ 13	$ 0	$ 13
101-25-250 - Fire Suppression	463.00	1.304%	$ 5,798	$ 5,798	$ 162	$ 5,960
101-25-251 - Community Risk Reduction	82.00	0.231%	$ 1,027	$ 1,027	$ 29	$ 1,056
101-25-252 - Training Program	12.00	0.034%	$ 150	$ 150	$ 4	$ 154
101-25-254 - Emergency Preparedness	81.00	0.228%	$ 1,014	$ 1,014	$ 28	$ 1,043
101-30-300 - FCS - Administration	176.00	0.496%	$ 2,204	$ 2,204	$ 62	$ 2,266
101-30-302 - Electrical	725.00	2.043%	$ 9,078	$ 9,078	$ 254	$ 9,333
101-30-303 - Parks	990.00	2.789%	$ 12,397	$ 12,397	$ 347	$ 12,744
101-30-304 - Streets	527.00	1.485%	$ 6,599	$ 6,599	$ 185	$ 6,784
101-30-305 - Trees	59.00	0.166%	$ 739	$ 739	$ 21	$ 759
101-30-306 - Code Enforcement	40.00	0.113%	$ 501	$ 501	$ 14	$ 515
101-30-309 - Recreation and Senior Services	554.00	1.561%	$ 6,937	$ 6,937	$ 194	$ 7,131
101-30-310 - City Hall - State Street	266.00	0.749%	$ 3,331	$ 3,331	$ 93	$ 3,424
101-30-311 - Animal Services	126.00	0.355%	$ 1,578	$ 1,578	$ 44	$ 1,622
101-40-400 - Engineering	146.00	0.411%	$ 1,828	$ 1,828	$ 51	$ 1,879
101-40-401 - Streets & Inspections	7.00	0.020%	$ 88	$ 88	$ 2	$ 90
101-40-402 - Electrical	4.00	0.011%	$ 50	$ 50	$ 1	$ 51
200 - Grants	357.00	1.006%	$ 4,470	$ 4,470	$ 125	$ 4,596

101-50- 501 - Finance

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
205-25 - Emergency Medical Services Fund	630.00	1.775%	$ 7,889	$ 7,889	$ 221	$ 8,110
206 - Household Hazardous Waste Fund	9.00	0.025%	$ 113	$ 113	$ 3	$ 116
209 - Transportation	6.00	0.017%	$ 75	$ 75	$ 2	$ 77
211-40 - PARIS	96.00	0.270%	$ 1,202	$ 1,202	$ 34	$ 1,236
223 - Traffic Safety	66.00	0.186%	$ 826	$ 826	$ 23	$ 850
236 - Downtown Redlands Business Area Fund	348.00	0.980%	$ 4,358	$ 4,358	$ 122	$ 4,480
237 - Parking Authority Fund	64.00	0.180%	$ 801	$ 801	$ 22	$ 824
238 - Public Art Fund	3.00	0.008%	$ 38	$ 38	$ 1	$ 39
241 - Transportation Development Act Fund	3.00	0.008%	$ 38	$ 38	$ 1	$ 39
246 - Asset Forfeiture Fund	63.00	0.177%	$ 789	$ 789	$ 22	$ 811
249 - Supplemental Law Enforcement Fund	6.00	0.017%	$ 75	$ 75	$ 2	$ 77
250 - Park and Open Space Development Fund	3.00	0.008%	$ 38	$ 38	$ 1	$ 39
251 - Public Facility Development Fund	12.00	0.034%	$ 150	$ 150	$ 4	$ 154
253 - Traffic Signals Fund	18.00	0.051%	$ 225	$ 225	$ 6	$ 232
254 - Freeway Interchange Fund	3.00	0.008%	$ 38	$ 38	$ 1	$ 39
261-30 - CFD 2004-1 Assessments Fund	293.00	0.826%	$ 3,669	$ 3,669	$ 103	$ 3,772
263-30 - Landscape Maintenance District Fund	88.00	0.248%	$ 1,102	$ 1,102	$ 31	$ 1,133
305 - General Debt Service Fund	3.00	0.008%	$ 38	$ 38	$ 1	$ 39
405 - Storm Drain Construction Fund	3.00	0.008%	$ 38	$ 38	$ 1	$ 39
406 - Safety / City Hall Replacement Fund	18.00	0.051%	$ 225	$ 225	$ 6	$ 232
501-40 - Water Fund	5,870.00	16.538%	$ 73,503	$ 73,503	$ 2,059	$ 75,562
511-30 - Solid Waste	1,999.00	5.632%	$ 25,031	$ 25,031	$ 701	$ 25,732
521-40 - Wastewater Fund	3,083.00	8.686%	$ 38,605	$ 38,605	$ 1,081	$ 39,686
529 - Wastewater Capital Improvement Fund	4.00	0.011%	$ 50	$ 50	$ 1	$ 51
531-40 - Nonpotable Water Fund	106.00	0.299%	$ 1,327	$ 1,327	$ 37	$ 1,365
532 - Nonpotable Capital Improvement Fund	18.00	0.051%	$ 225	$ 225	$ 6	$ 232
538-30 - Groves Fund	1,377.00	3.880%	$ 17,243	$ 17,243	$ 483	$ 17,726
562-30 - Cemetery Fund	880.00	2.479%	$ 11,019	$ 11,019	$ 309	$ 11,328
564-30 - Aviation Fund	403.00	1.135%	$ 5,046	$ 5,046	$ 141	$ 5,188
602-12 - Liability Self Insurance Fund	1,026.00	2.891%	$ 12,847	$ 12,847	$ 360	$ 13,207
604-50 - Information Technology Services Fund	1,134.00	3.195%	$ 14,200	$ 14,200	$ 398	$ 14,598
606-12 - Workers' Compensation Fund	138.00	0.389%	$ 1,728	$ 1,728	$ 48	$ 1,776
607-30 - Equipment Maintenance Fund	6,209.00	17.494%	$ 77,748	$ 77,748	$ 2,178	$ 79,926
608-50 - Utility Billing Fund	478.00	1.347%	$ 5,985	$ 5,985	$ 168	$ 6,153
609 - Payroll Clearing	212.00	0.597%	$ 2,655	$ 2,655	$ 74	$ 2,729
820-16 - Successor to RDA Fund	6.00	0.017%	$ 75	$ 75	$ 2	$ 77
Total	**35,493.00**	**100.000%**	**$ 444,439**	**$ 444,439**	**$ 10,897**	**$ 455,336**

Allocation Basis: **# of AP Transactions**

Source of Allocation: **Transaction Report**

101-50- 501 - Finance

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Grants Accounting						
101-12- 120 - City Manager	1.00	1.667%	$ 2,556	$ 2,556		$ 2,556
101-16-161 - Economic Development	12.00	20.000%	$ 30,667	$ 30,667	$ 765	$ 31,432
101-25-251 - Community Risk Reduction	5.00	8.333%	$ 12,778	$ 12,778	$ 319	$ 13,097
101-30-300 - FCS - Administration	2.00	3.333%	$ 5,111	$ 5,111	$ 127	$ 5,239
101-30-309 - Recreation and Senior Services	1.00	1.667%	$ 2,556	$ 2,556	$ 64	$ 2,619
101-40-400 - Engineering	15.00	25.000%	$ 38,334	$ 38,334	$ 956	$ 39,290
200 - Grants	18.00	30.000%	$ 46,001	$ 46,001	$ 1,147	$ 47,148
511-30 - Solid Waste	1.00	1.667%	$ 2,556	$ 2,556	$ 64	$ 2,619
564-30 - Aviation Fund	5.00	8.333%	$ 12,778	$ 12,778	$ 319	$ 13,097
Total	**60.00**	**100.000%**	**$ 153,336**	**$ 153,336**	**$ 3,760**	**$ 157,096**

Allocation Basis: **# of Grants**

Source of Allocation: **Active Grants**

ALLOCATION SUMMARY

101-50- 501 - Finance

	General Accounting	Payroll	Budget	Accounts Payable	Grants Accounting	Total
101-11- 110 - City Clerk	$ 1,805	$ 2,075	$ 1,227	$ 776	$ -	$ 5,884
101-12- 120 - City Manager	$ 2,669	$ 3,103	$ 1,545	$ 1,365	$ 2,556	$ 11,237
101-12- 121 - Communications & Comm. Relations	$ 1,388	$ 3,269	$ 1,421	$ 275	$ -	$ 6,354
101-12- 123 - Purchasing	$ 2,091	$ 2,179	$ 721	$ 739	$ -	$ 5,731
101-12- 125 - Human Resources	$ 21,723	$ 4,722	$ 1,883	$ 40,508	$ -	$ 68,836
101-15- 150 - City Attorney	$ 2,151	$ 2,283	$ 1,595	$ 1,290	$ -	$ 7,318
101-30- 301 - Building Maintenance Division	$ 9,378	$ 2,646	$ 4,536	$ 8,490	$ -	$ 25,050
101-50- 501 - Finance	$ 7,894	$ 9,641	$ 3,597	$ 1,978	$ -	$ 23,111
101-50- 502 - Revenue	$ 15,342	$ 3,302	$ 2,116	$ 1,480	$ -	$ 22,241
101-10-100 - City Council	$ 2,324	$ 1,204	$ 1,174	$ 759	$ -	$ 5,461
101-12-124 - Print Shop	$ 1,021	$ -	$ 11	$ 1,789	$ -	$ 2,821
101-16-161 - Economic Development	$ 2,140	$ 2,131	$ 1,365	$ 373	$ 31,432	$ 37,441
101-16-162 - Building & Safety	$ 40,712	$ 8,522	$ 3,739	$ 2,060	$ -	$ 55,033
101-16-163 - Land Use Engineering	$ 31	$ 2,823	$ 1,233	$ -	$ -	$ 4,087
101-16-164 - Planning	$ 9,355	$ 10,653	$ 4,244	$ 3,102	$ -	$ 27,355
101-19-190 - Library Administration	$ 5,589	$ 21,306	$ 6,146	$ 1,146	$ -	$ 34,186
101-19-191 - Lincoln Shrine	$ 171	$ -	$ 3	$ 103	$ -	$ 277
101-20-200 - Patrol Services	$ 5,106	$105,464	$ 53,705	$ 2,034	$ -	$ 166,309
101-20-201 - Communications Unit	$ 1,981	$ 17,045	$ 5,984	$ 193	$ -	$ 25,203
101-20-202 - Support Services Bureau	$ 9,979	$ 13,849	$ 11,456	$ 9,603	$ -	$ 44,887
101-20-204 - Community Services Bureau	$ 2,214	$ -	$ 421	$ 180	$ -	$ 2,815
101-20-205 - Special Services Bureau	$ 3,131	$ -	$ 961	$ 13	$ -	$ 4,105
101-25-250 - Fire Suppression	$ 9,784	$ 38,937	$ 34,769	$ 5,960	$ -	$ 89,449
101-25-251 - Community Risk Reduction	$ 7,539	$ 5,326	$ 2,116	$ 1,056	$ 13,097	$ 29,134
101-25-252 - Training Program	$ 226	$ -	$ 235	$ 154	$ -	$ 616
101-25-254 - Emergency Preparedness	$ 3,167	$ 373	$ 335	$ 1,043	$ -	$ 4,918
101-30-300 - FCS - Administration	$ 4,733	$ 3,526	$ 2,752	$ 2,266	$ 5,239	$ 18,515
101-30-302 - Electrical	$ 6,524	$ 11	$ -	$ 9,333	$ -	$ 15,868

ALLOCATION SUMMARY

101-50- 501 - Finance

	General Accounting	Payroll	Budget	Accounts Payable	Grants Accounting	Total
101-30-303 - Parks	$ 12,945	$ 13,721	$ 7,008	$ 12,744	$ -	$ 46,418
101-30-304 - Streets	$ 8,273	$ 11	$ -	$ 6,784	$ -	$ 15,068
101-30-305 - Trees	$ 2,385	$ 4,496	$ 3,661	$ 759	$ -	$ 11,301
101-30-306 - Code Enforcement	$ 9,735	$ 4,879	$ 1,340	$ 515	$ -	$ 16,468
101-30-309 - Recreation and Senior Services	$ 12,621	$ 9,630	$ 4,171	$ 7,131	$ 2,619	$ 36,173
101-30-310 - City Hall - State Street	$ 7,228	$ 852	$ 2,047	$ 3,424	$ -	$ 13,551
101-30-311 - Animal Services	$ 4,812	$ 4,261	$ 1,683	$ 1,622	$ -	$ 12,379
101-40-400 - Engineering	$ 15,403	$ 2,184	$ 2,049	$ 1,879	$ 39,290	$ 60,805
101-40-401 - Streets & Inspections	$ 92	$ 16,832	$ 6,065	$ 90	$ -	$ 23,079
101-40-402 - Electrical	$ 24	$ 1,065	$ 3,084	$ 51	$ -	$ 4,226
200 - Grants	$ 17,916	$ -	$ -	$ 4,596	$ 47,148	$ 69,659
205-25 - Emergency Medical Services Fund	$ 12,761	$ 23,437	$ 11,935	$ 8,110	$ -	$ 56,242
206 - Household Hazardous Waste Fund	$ 2,880	$ -	$ 287	$ 116	$ -	$ 3,283
207 - Gas Tax	$ 1,033	$ -	$ -	$ -	$ -	$ 1,033
209 - Transportation	$ 312	$ -	$ -	$ 77	$ -	$ 389
210 - Measure I Fund (2010)	$ 599	$ -	$ -	$ -	$ -	$ 599
211-40 - PARIS	$ 4,072	$ 2,876	$ 1,075	$ 1,236	$ -	$ 9,260
221 - Air Quality Improvement Fund	$ 349	$ -	$ 1	$ -	$ -	$ 349
223 - Traffic Safety	$ 2,721	$ -	$ -	$ 850	$ -	$ 3,571
227 - Open Space Fund	$ 1,186	$ -	$ -	$ -	$ -	$ 1,186
236 - Downtown Redlands Business Area Fund	$ 6,372	$ -	$ 231	$ 4,480	$ -	$ 11,082
237 - Parking Authority Fund	$ 2,116	$ -	$ 40	$ 824	$ -	$ 2,979
238 - Public Art Fund	$ 141	$ -	$ -	$ 39	$ -	$ 179
241 - Transportation Development Act Fund	$ 208	$ -	$ -	$ 39	$ -	$ 247
246 - Asset Forfeiture Fund	$ 1,841	$ -	$ 405	$ 811	$ -	$ 3,056
249 - Supplemental Law Enforcement Fund	$ 789	$ -	$ 530	$ 77	$ -	$ 1,396
250 - Park and Open Space Development Fund	$ 1,541	$ -	$ 8	$ 39	$ -	$ 1,587
251 - Public Facility Development Fund	$ 4,384	$ -	$ -	$ 154	$ -	$ 4,539

ALLOCATION SUMMARY

101-50- 501 - Finance

	General Accounting	Payroll	Budget	Accounts Payable	Grants Accounting	Total
252 - Arterial Street Construction Fund	$ 3,375	$ -	$ -	$ -	$ -	$ 3,375
253 - Traffic Signals Fund	$ 1,810	$ -	$ 211	$ 232	$ -	$ 2,253
254 - Freeway Interchange Fund	$ 1,712	$ -	$ -	$ 39	$ -	$ 1,751
260-30 - Street Lighting District #1 Fund	$ 2,434	$ 96	$ 42	$ -	$ -	$ 2,572
261-30 - CFD 2004-1 Assessments Fund	$ 6,219	$ 533	$ 948	$ 3,772	$ -	$ 11,471
263-30 - Landscape Maintenance District Fund	$ 3,809	$ 32	$ 100	$ 1,133	$ -	$ 5,075
305 - General Debt Service Fund	$ 1,186	$ -	$ 7	$ 39	$ -	$ 1,232
405 - Storm Drain Construction Fund	$ 1,547	$ -	$ 1,206	$ 39	$ -	$ 2,792
406 - Safety / City Hall Replacement Fund	$ 630	$ -	$ -	$ 232	$ -	$ 862
501-40 - Water Fund	$ 95,829	$ -	$ 27,650	$ 75,562	$ -	$ 199,042
508 - Source Acquisition Fund	$ 777	$ -	$ -	$ -	$ -	$ 777
509 - Water Capital Improvement	$ 1,657	$ -	$ -	$ -	$ -	$ 1,657
511-30 - Solid Waste	$ 40,993	$ -	$ 22,537	$ 25,732	$ 2,619	$ 91,882
517 - California St. Landfill Closure Fund	$ 116	$ -	$ -	$ -	$ -	$ 116
519 - Solid Waste Capital Improvement	$ 1,431	$ -	$ -	$ -	$ -	$ 1,431
521-40 - Wastewater Fund	$ 49,835	$ -	$ 19,856	$ 39,686	$ -	$ 109,377
529 - Wastewater Capital Improvement Fund	$ 1,639	$ -	$ -	$ 51	$ -	$ 1,690
531-40 - Nonpotable Water Fund	$ 4,941	$ 554	$ 1,164	$ 1,365	$ -	$ 8,023
532 - Nonpotable Capital Improvement Fund	$ 477	$ -	$ -	$ 232	$ -	$ 709
538-30 - Groves Fund	$ 17,103	$ 2,131	$ 2,264	$ 17,726	$ -	$ 39,223
562-30 - Cemetery Fund	$ 23,407	$ 4,741	$ 2,116	$ 11,328	$ -	$ 41,592
564-30 - Aviation Fund	$ 22,539	$ 1,342	$ 713	$ 5,188	$ 13,097	$ 42,879
602-12 - Liability Self Insurance Fund	$ 10,591	$ 1,278	$ 726	$ 13,207	$ -	$ 25,802
604-50 - Information Technology Services Fund	$ 17,996	$ 13,625	$ 6,441	$ 14,598	$ -	$ 52,660
606-12 - Workers' Compensation Fund	$ 8,854	$ 4,474	$ 2,390	$ 1,776	$ -	$ 17,495
607-30 - Equipment Maintenance Fund	$ 80,396	$ 7,894	$ 3,932	$ 79,926	$ -	$ 172,148
608-50 - Utility Billing Fund	$ 14,767	$ 15,021	$ 3,829	$ 6,153	$ -	$ 39,770
609 - Payroll Clearing	$ 11,263	$ -	$ -	$ 2,729	$ -	$ 13,992

ALLOCATION SUMMARY

101-50- 501 - Finance

	General Accounting	Payroll	Budget	Accounts Payable	Grants Accounting	Total
705 - Simonds Endowment	$ 104	$ -	$ -	$ -	$ -	$ 104
706 - Pauline Stancliff Memorial Trust	$ 104	$ -	$ -	$ -	$ -	$ 104
810 - Community Facilities District Fund	$ 984	$ -	$ 101	$ -	$ -	$ 1,086
820-16 - Successor to RDA Fund	$ 2,024	$ 43	$ 41	$ 77	$ -	$ 2,185
Total	**$ 745,453**	**$400,396**	**$291,188**	**$455,336**	**$ 157,096**	**$2,049,469**

COSTS TO BE ALLOCATED

101-50- 502 - Revenue

	First Allocation	Second Allocation	Total
Departmental Expenditures	$ 1,034,455		$ 1,034,455
Total Deductions	$ -		$ -
Incoming Costs			
-- Building and Equipment Use	$ 14,561	$ -	$ 14,561
101-11- 110 - City Clerk	$ 1,722	$ 510	$ 2,232
101-12- 120 - City Manager	$ 4,678	$ 552	$ 5,229
101-12- 121 - Communications & Comm. Relations	$ 1,562	$ 225	$ 1,787
101-12- 123 - Purchasing	$ 615	$ 111	$ 725
101-12- 125 - Human Resources	$ 39,961	$ 1,480	$ 41,440
101-15- 150 - City Attorney	$ 5,337	$ 275	$ 5,613
101-30- 301 - Building Maintenance Division	$ 18,753	$ 1,846	$ 20,599
101-50- 501 - Finance	$ 21,668	$ 573	$ 22,241
101-50- 502 - Revenue		$ 31,113	$ 31,113
Total Incoming Costs	**$ 108,856**	**$ 36,685**	**$ 145,541**
Total Cost Adjustments	**$ -**		**$ -**
Total Costs to be Allocated	**$ 1,143,311**	**$ 36,685**	**$ 1,179,996**

DEPARTMENTAL EXPENSE DETAIL

101-50- 502 - Revenue

Expense Type	Expense ($)	General Admin	Revenue Support	Investments	Busness Licensing
Personnel					
Salaries & Wages	$ 605,076	$ -	$ 375,147	$ 96,812	$ 133,117
Subtotal Personnel Cost	**$ 605,076**	**$ -**	**$ 375,147**	**$ 96,812**	**$ 133,117**
Operating Services & Supplies					
Services	$ 28,800	$ -	$ 17,856	$ 4,608	$ 6,336
Supplies	$ 16,750	$ -	$ 10,385	$ 2,680	$ 3,685
Info Tech Service Charges	$ 60,997	$ -	$ 37,818	$ 9,760	$ 13,419
Contractual Services	$ 7,424	$ -	$ 4,603	$ 1,188	$ 1,633
Professional Services	$ 308,908	$ -	$ -	$ -	$ 308,908
Non-Capital Expenditures	$ 5,500	$ -	$ 3,410	$ 880	$ 1,210
City Garage Charges	$ 500	$ -	$ 310	$ 80	$ 110
Debt	$ 500	$ -	$ 310	$ 80	$ 110
Subtotal Operating Cost	**$ 429,379**	**$ -**	**$ 74,692**	**$ 19,275**	**$ 335,412**
DEPARTMENTAL EXPENDITURES	**$ 1,034,455**	**$ -**	**$ 449,839**	**$ 116,088**	**$ 468,528**
Disallowed Costs					
Subtotal Disallowed Costs	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Cost Adjustments					
Subtotal Cost Adjustments	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
FUNCTIONAL COST	**$ 1,034,455**	**$ -**	**$ 449,839**	**$ 116,088**	**$ 468,528**
First Allocation					
Incoming - All Others	$ 108,856	$ -	$ 47,337	$ 12,216	$ 49,303
Reallocate Admin Costs	$ -	$ -	$ -	$ -	$ -
Unallocated Costs	$ (517,832)		$ -	$ -	$ (517,832)
Subtotal of First Allocation	**$ 625,479**		**$ 497,176**	**$ 128,303**	**$ -**
Second Allocation					
Incoming - All Others	$ 36,685	$ -	$ 15,953	$ 4,117	$ 16,615
Reallocate Admin Costs	$ -	$ -	$ -	$ -	$ -
Unallocated Costs	$ (16,615)		$ -	$ -	$ (16,615)
Subtotal of Second Allocation	**$ 20,069**		**$ 15,952.52**	**$ 4,116.78**	**$ -**
TOTAL ALLOCATED	**$ 645,549**		**$ 513,128**	**$ 132,420**	**$ -**

10 Revenue

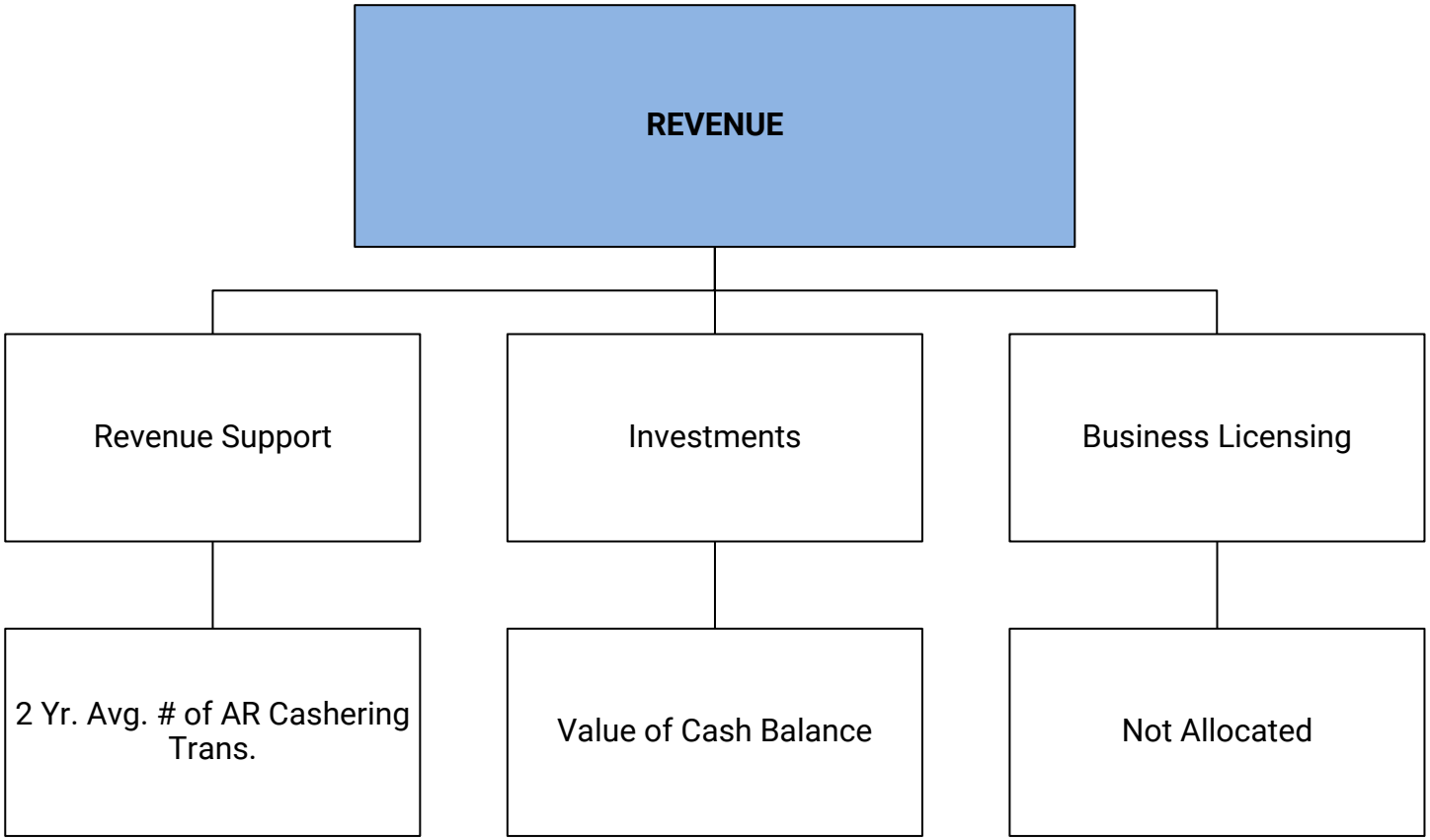
The Revenue Division, which is part of the Finance Department, is responsible for collecting of all City revenue sources (including user fees, taxes, assessments, etc.) and managing its investment efforts. Costs associated with Revenue are allocated to Receiving Departments through the following functions:

- **Revenue Support –** represents the costs associated with collection, processing, and reconciliation of monies collected by the city. This function is allocated based on a two-year average of number of accounts receivable (AR) and cashiering transactions by Department/Division/Fund.

- **Investments –** represents the costs associated with overseeing and managing the City's investment portfolio. This function is allocated based on the value of cash balance by Department/Division/Fund.

- **Business Licensing –** represents the contracted costs associated with managing and processing business licenses. This function supports the business community and is not in relation to any City department, hence it is not further reallocated.

The chart on the following page illustrates the functions and measures used to allocate Revenue costs. The top tier shows the Central Service Department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs Citywide. The pages following the chart provide an aggregate picture of the Department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.


REVENUE
Revenue Support
Investments
Business Licensing
2 Yr. Avg. # of AR Cashering Trans.
Value of Cash Balance
Not Allocated

101-50- 502 - Revenue

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Revenue Support						
101-11- 110 - City Clerk	1.00	0.004%	$ 19	$ 19		$ 19
101-12- 120 - City Manager	4.50	0.017%	$ 87	$ 87		$ 87
101-12- 121 - Communications & Comm. Relations	3.50	0.014%	$ 67	$ 67		$ 67
101-15- 150 - City Attorney	2.00	0.008%	$ 38	$ 38		$ 38
101-30- 301 - Building Maintenance Division	6,011.50	23.256%	$115,622	$115,622		$115,622
101-50- 501 - Finance	547.00	2.116%	$ 10,521	$ 10,521		$ 10,521
101-50- 502 - Revenue	1,593.50	6.165%	$ 30,649	$ 30,649		$ 30,649
101-10-100 - City Council	1.00	0.004%	$ 19	$ 19	$ 1	$ 20
101-16-163 - Land Use Engineering	591.50	2.288%	$ 11,377	$ 11,377	$ 534	$ 11,910
101-16-164 - Planning	328.50	1.271%	$ 6,318	$ 6,318	$ 296	$ 6,614
101-19-190 - Library Administration	1.50	0.006%	$ 29	$ 29	$ 1	$ 30
101-20-201 - Communications Unit	204.50	0.791%	$ 3,933	$ 3,933	$ 184	$ 4,118
101-20-205 - Special Services Bureau	84.00	0.325%	$ 1,616	$ 1,616	$ 76	$ 1,691
101-25-250 - Fire Suppression	616.00	2.383%	$ 11,848	$ 11,848	$ 556	$ 12,403
101-25-254 - Emergency Preparedness	78.50	0.304%	$ 1,510	$ 1,510	$ 71	$ 1,581
101-30-300 - FCS - Administration	1.00	0.004%	$ 19	$ 19	$ 1	$ 20
101-30-302 - Electrical	1.00	0.004%	$ 19	$ 19	$ 1	$ 20
101-30-303 - Parks	107.50	0.416%	$ 2,068	$ 2,068	$ 97	$ 2,165
101-30-304 - Streets	142.00	0.549%	$ 2,731	$ 2,731	$ 128	$ 2,859
101-30-306 - Code Enforcement	1,559.50	6.033%	$ 29,995	$ 29,995	$ 1,407	$ 31,401
101-30-309 - Recreation and Senior Services	823.50	3.186%	$ 15,839	$ 15,839	$ 743	$ 16,582
101-30-310 - City Hall - State Street	45.50	0.176%	$ 875	$ 875	$ 41	$ 916
101-30-311 - Animal Services	229.50	0.888%	$ 4,414	$ 4,414	$ 207	$ 4,621
101-40-400 - Engineering	1,174.00	4.542%	$ 22,580	$ 22,580	$ 1,059	$ 23,639
200 - Grants	99.00	0.383%	$ 1,904	$ 1,904	$ 89	$ 1,993
205-25 - Emergency Medical Services Fund	37.50	0.145%	$ 721	$ 721	$ 34	$ 755
206 - Household Hazardous Waste Fund	218.50	0.845%	$ 4,203	$ 4,203	$ 197	$ 4,400
207 - Gas Tax	94.00	0.364%	$ 1,808	$ 1,808	$ 85	$ 1,893

101-50- 502 - Revenue

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
209 - Transportation	1.50	0.006%	$ 29	$ 29	$ 1	$ 30
210 - Measure I Fund (2010)	25.50	0.099%	$ 490	$ 490	$ 23	$ 513
211-40 - PARIS	1.00	0.004%	$ 19	$ 19	$ 1	$ 20
221 - Air Quality Improvement Fund	10.00	0.039%	$ 192	$ 192	$ 9	$ 201
223 - Traffic Safety	238.50	0.923%	$ 4,587	$ 4,587	$ 215	$ 4,802
227 - Open Space Fund	138.50	0.536%	$ 2,664	$ 2,664	$ 125	$ 2,789
236 - Downtown Redlands Business Area Fund	200.50	0.776%	$ 3,856	$ 3,856	$ 181	$ 4,037
237 - Parking Authority Fund	26.50	0.103%	$ 510	$ 510	$ 24	$ 534
241 - Transportation Development Act Fund	1.50	0.006%	$ 29	$ 29	$ 1	$ 30
246 - Asset Forfeiture Fund	27.50	0.106%	$ 529	$ 529	$ 25	$ 554
249 - Supplemental Law Enforcement Fund	13.00	0.050%	$ 250	$ 250	$ 12	$ 262
250 - Park and Open Space Development Fund	158.50	0.613%	$ 3,049	$ 3,049	$ 143	$ 3,191
251 - Public Facility Development Fund	605.50	2.342%	$ 11,646	$ 11,646	$ 546	$ 12,192
252 - Arterial Street Construction Fund	477.50	1.847%	$ 9,184	$ 9,184	$ 431	$ 9,615
253 - Traffic Signals Fund	187.00	0.723%	$ 3,597	$ 3,597	$ 169	$ 3,765
254 - Freeway Interchange Fund	182.00	0.704%	$ 3,500	$ 3,500	$ 164	$ 3,665
260-30 - Street Lighting District #1 Fund	26.00	0.101%	$ 500	$ 500	$ 23	$ 524
261-30 - CFD 2004-1 Assessments Fund	31.00	0.120%	$ 596	$ 596	$ 28	$ 624
263-30 - Landscape Maintenance District Fund	26.50	0.103%	$ 510	$ 510	$ 24	$ 534
305 - General Debt Service Fund	32.50	0.126%	$ 625	$ 625	$ 29	$ 654
405 - Storm Drain Construction Fund	156.50	0.605%	$ 3,010	$ 3,010	$ 141	$ 3,151
406 - Safety / City Hall Replacement Fund	2.50	0.010%	$ 48	$ 48	$ 2	$ 50
501-40 - Water Fund	2,649.00	10.248%	$ 50,949	$ 50,949	$ 2,389	$ 53,339
508 - Source Acquisition Fund	70.00	0.271%	$ 1,346	$ 1,346	$ 63	$ 1,409
509 - Water Capital Improvement	185.00	0.716%	$ 3,558	$ 3,558	$ 167	$ 3,725
511-30 - Solid Waste	1,382.50	5.348%	$ 26,590	$ 26,590	$ 1,247	$ 27,837
519 - Solid Waste Capital Improvement	170.00	0.658%	$ 3,270	$ 3,270	$ 153	$ 3,423
521-40 - Wastewater Fund	1,029.00	3.981%	$ 19,791	$ 19,791	$ 928	$ 20,719
529 - Wastewater Capital Improvement Fund	193.00	0.747%	$ 3,712	$ 3,712	$ 174	$ 3,886
531-40 - Nonpotable Water Fund	67.50	0.261%	$ 1,298	$ 1,298	$ 61	$ 1,359
532 - Nonpotable Capital Improvement Fund	8.00	0.031%	$ 154	$ 154	$ 7	$ 161

101-50- 502 - Revenue

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
538-30 - Groves Fund	27.00	0.104%	$ 519	$ 519	$ 24	$ 544
562-30 - Cemetery Fund	474.00	1.834%	$ 9,117	$ 9,117	$ 428	$ 9,544
564-30 - Aviation Fund	379.50	1.468%	$ 7,299	$ 7,299	$ 342	$ 7,641
602-12 - Liability Self Insurance Fund	70.00	0.271%	$ 1,346	$ 1,346	$ 63	$ 1,409
604-50 - Information Technology Services Fund	1.50	0.006%	$ 29	$ 29	$ 1	$ 30
606-12 - Workers' Compensation Fund	14.00	0.054%	$ 269	$ 269	$ 13	$ 282
607-30 - Equipment Maintenance Fund	957.00	3.702%	$ 18,406	$ 18,406	$ 863	$ 19,270
608-50 - Utility Billing Fund	988.50	3.824%	$ 19,012	$ 19,012	$ 892	$ 19,904
609 - Payroll Clearing	6.00	0.023%	$ 115	$ 115	$ 5	$ 121
810 - Community Facilities District Fund	2.50	0.010%	$ 48	$ 48	$ 2	$ 50
820-16 - Successor to RDA Fund	5.00	0.019%	$ 96	$ 96	$ 5	$ 101
Total	**25,849.50**	**100.000%**	**$497,176**	**$497,176**	**$ 15,953**	**$513,128**

Allocation Basis: **2 Yr. Avg. # of AR and Cashering Transactions**

Source of Allocation: **FY21 & FY22 GCR Report**

101-50- 502 - Revenue

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
Investments						
101-11- 110 - City Clerk	533,929.00	0.215%	$ 276	$ 276		$ 276
101-12- 120 - City Manager	672,015.00	0.271%	$ 348	$ 348		$ 348
101-12- 121 - Communications & Comm. Relations	645,327.00	0.260%	$ 334	$ 334		$ 334
101-12- 123 - Purchasing	313,853.00	0.127%	$ 162	$ 162		$ 162
101-12- 125 - Human Resources	4,907,018.00	1.980%	$ 2,540	$ 2,540		$ 2,540
101-15- 150 - City Attorney	693,878.00	0.280%	$ 359	$ 359		$ 359
101-30- 301 - Building Maintenance Division	2,236,685.00	0.902%	$ 1,158	$ 1,158		$ 1,158
101-50- 501 - Finance	1,565,185.00	0.631%	$ 810	$ 810		$ 810
101-50- 502 - Revenue	897,967.00	0.362%	$ 465	$ 465		$ 465
101-10-100 - City Council	497,734.00	0.201%	$ 258	$ 258	$ 9	$ 266
101-12-124 - Print Shop	4,631.00	0.002%	$ 2	$ 2	$ 0	$ 2
101-16-161 - Economic Development	583,488.00	0.235%	$ 302	$ 302	$ 10	$ 312
101-16-162 - Building & Safety	1,613,362.00	0.651%	$ 835	$ 835	$ 28	$ 863
101-16-163 - Land Use Engineering	545,202.00	0.220%	$ 282	$ 282	$ 10	$ 292
101-16-164 - Planning	1,831,126.00	0.739%	$ 948	$ 948	$ 32	$ 980
101-19-190 - Library Administration	2,785,638.00	1.124%	$ 1,442	$ 1,442	$ 49	$ 1,491
101-19-191 - Lincoln Shrine	1,071.00	0.000%	$ 1	$ 1	$ 0	$ 1
101-20-200 - Patrol Services	22,774,051.00	9.187%	$ 11,787	$ 11,787	$ 398	$ 12,186
101-20-201 - Communications Unit	2,537,584.00	1.024%	$ 1,313	$ 1,313	$ 44	$ 1,358
101-20-202 - Support Services Bureau	5,720,309.00	2.308%	$ 2,961	$ 2,961	$ 100	$ 3,061
101-20-204 - Community Services Bureau	178,729.00	0.072%	$ 93	$ 93	$ 3	$ 96
101-20-205 - Special Services Bureau	407,633.00	0.164%	$ 211	$ 211	$ 7	$ 218
101-25-250 - Fire Suppression	16,549,864.00	6.676%	$ 8,566	$ 8,566	$ 289	$ 8,855
101-25-251 - Community Risk Reduction	897,274.00	0.362%	$ 464	$ 464	$ 16	$ 480
101-25-252 - Training Program	99,793.00	0.040%	$ 52	$ 52	$ 2	$ 53
101-25-254 - Emergency Preparedness	142,173.00	0.057%	$ 74	$ 74	$ 2	$ 76
101-30-300 - FCS - Administration	1,179,686.00	0.476%	$ 611	$ 611	$ 21	$ 631
101-30-303 - Parks	4,172,342.00	1.683%	$ 2,160	$ 2,160	$ 73	$ 2,232
101-30-305 - Trees	1,681,307.00	0.678%	$ 870	$ 870	$ 29	$ 900

101-50- 502 - Revenue

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
101-30-306 - Code Enforcement	593,059.00	0.239%	$ 307	$ 307	$ 10	$ 317
101-30-309 - Recreation and Senior Services	2,186,595.00	0.882%	$ 1,132	$ 1,132	$ 38	$ 1,170
101-30-310 - City Hall - State Street	867,923.00	0.350%	$ 449	$ 449	$ 15	$ 464
101-30-311 - Animal Services	719,362.00	0.290%	$ 372	$ 372	$ 13	$ 385
101-40-400 - Engineering	2,121,633.00	0.856%	$ 1,098	$ 1,098	$ 37	$ 1,135
101-40-401 - Streets & Inspections	3,539,682.00	1.428%	$ 1,832	$ 1,832	$ 62	$ 1,894
101-40-402 - Electrical	1,396,086.00	0.563%	$ 723	$ 723	$ 24	$ 747
200 - Grants	2,105,785.00	0.849%	$ 1,090	$ 1,090	$ 37	$ 1,127
206 - Household Hazardous Waste Fund	276,535.00	0.112%	$ 143	$ 143	$ 5	$ 148
209 - Transportation	237,719.00	0.096%	$ 123	$ 123	$ 4	$ 127
210 - Measure I Fund (2010)	2,730,927.00	1.102%	$ 1,413	$ 1,413	$ 48	$ 1,461
211-40 - PARIS	1,441,019.00	0.581%	$ 746	$ 746	$ 25	$ 771
221 - Air Quality Improvement Fund	403,136.00	0.163%	$ 209	$ 209	$ 7	$ 216
227 - Open Space Fund	2,234,761.00	0.902%	$ 1,157	$ 1,157	$ 39	$ 1,196
236 - Downtown Redlands Business Area Fund	41,848.00	0.017%	$ 22	$ 22	$ 1	$ 22
237 - Parking Authority Fund	3,380.00	0.001%	$ 2	$ 2	$ 0	$ 2
238 - Public Art Fund	12,402.00	0.005%	$ 6	$ 6	$ 0	$ 7
241 - Transportation Development Act Fund	13,766.00	0.006%	$ 7	$ 7	$ 0	$ 7
246 - Asset Forfeiture Fund	1,277,978.00	0.516%	$ 661	$ 661	$ 22	$ 684
249 - Supplemental Law Enforcement Fund	503,571.00	0.203%	$ 261	$ 261	$ 9	$ 269
250 - Park and Open Space Development Fund	2,141,984.00	0.864%	$ 1,109	$ 1,109	$ 37	$ 1,146
251 - Public Facility Development Fund	2,081,312.00	0.840%	$ 1,077	$ 1,077	$ 36	$ 1,114
252 - Arterial Street Construction Fund	4,599,365.00	1.855%	$ 2,381	$ 2,381	$ 80	$ 2,461
253 - Traffic Signals Fund	1,497,549.00	0.604%	$ 775	$ 775	$ 26	$ 801
254 - Freeway Interchange Fund	3,582,554.00	1.445%	$ 1,854	$ 1,854	$ 63	$ 1,917
260-30 - Street Lighting District #1 Fund	32,538.00	0.013%	$ 17	$ 17	$ 1	$ 17
261-30 - CFD 2004-1 Assessments Fund	289,602.00	0.117%	$ 150	$ 150	$ 5	$ 155
263-30 - Landscape Maintenance District Fund	44,959.00	0.018%	$ 23	$ 23	$ 1	$ 24
305 - General Debt Service Fund	216,504.00	0.087%	$ 112	$ 112	$ 4	$ 116
405 - Storm Drain Construction Fund	2,430,008.00	0.980%	$ 1,258	$ 1,258	$ 42	$ 1,300
406 - Safety / City Hall Replacement Fund	2,642,314.00	1.066%	$ 1,368	$ 1,368	$ 46	$ 1,414

101-50- 502 - Revenue

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	First Allocation	Second Allocation	Total
501-40 - Water Fund	58,086,217.00	23.432%	$ 30,064	$ 30,064	$ 1,016	$ 31,080
508 - Source Acquisition Fund	1,490,119.00	0.601%	$ 771	$ 771	$ 26	$ 797
511-30 - Solid Waste	8,687,976.00	3.505%	$ 4,497	$ 4,497	$ 152	$ 4,649
517 - California St. Landfill Closure Fund	7,512,003.00	3.030%	$ 3,888	$ 3,888	$ 131	$ 4,019
519 - Solid Waste Capital Improvement	5,615,722.00	2.265%	$ 2,907	$ 2,907	$ 98	$ 3,005
521-40 - Wastewater Fund	20,446,519.00	8.248%	$ 10,583	$ 10,583	$ 358	$ 10,940
529 - Wastewater Capital Improvement Fund	1,645,286.00	0.664%	$ 852	$ 852	$ 29	$ 880
531-40 - Nonpotable Water Fund	2,559,433.00	1.032%	$ 1,325	$ 1,325	$ 45	$ 1,369
532 - Nonpotable Capital Improvement Fund	1,577,480.00	0.636%	$ 816	$ 816	$ 28	$ 844
538-30 - Groves Fund	53,223.00	0.021%	$ 28	$ 28	$ 1	$ 28
562-30 - Cemetery Fund	3,443,978.00	1.389%	$ 1,783	$ 1,783	$ 60	$ 1,843
564-30 - Aviation Fund	378,704.00	0.153%	$ 196	$ 196	$ 7	$ 203
602-12 - Liability Self Insurance Fund	3,110,914.00	1.255%	$ 1,610	$ 1,610	$ 54	$ 1,665
604-50 - Information Technology Services Fund	2,471,861.00	0.997%	$ 1,279	$ 1,279	$ 43	$ 1,323
606-12 - Workers' Compensation Fund	3,554,984.00	1.434%	$ 1,840	$ 1,840	$ 62	$ 1,902
607-30 - Equipment Maintenance Fund	4,288,144.00	1.730%	$ 2,219	$ 2,219	$ 75	$ 2,294
608-50 - Utility Billing Fund	1,054,805.00	0.426%	$ 546	$ 546	$ 18	$ 564
609 - Payroll Clearing	754,327.00	0.304%	$ 390	$ 390	$ 13	$ 404
705 - Simonds Endowment	38,279.00	0.015%	$ 20	$ 20	$ 1	$ 20
706 - Pauline Stancliff Memorial Trust	22,626.00	0.009%	$ 12	$ 12	$ 0	$ 12
820-16 - Successor to RDA Fund	2,163,557.00	0.873%	$ 1,120	$ 1,120	$ 38	$ 1,158
Total	**247,890,867.00**	**100.000%**	**$128,303**	**$128,303**	**$ 4,117**	**$132,420**

Allocation Basis: **Value of Cash Balance**

Source of Allocation: **Cash Balance Report**

ALLOCATION SUMMARY

101-50- 502 - Revenue

	Revenue Support	Investments	Total
101-11- 110 - City Clerk	$ 19	$ 276	$ 296
101-12- 120 - City Manager	$ 87	$ 348	$ 434
101-12- 121 - Communications & Comm. Relations	$ 67	$ 334	$ 401
101-12- 123 - Purchasing	$ -	$ 162	$ 162
101-12- 125 - Human Resources	$ -	$ 2,540	$ 2,540
101-15- 150 - City Attorney	$ 38	$ 359	$ 398
101-30- 301 - Building Maintenance Division	$115,622	$ 1,158	$116,780
101-50- 501 - Finance	$ 10,521	$ 810	$ 11,331
101-50- 502 - Revenue	$ 30,649	$ 465	$ 31,113
101-10-100 - City Council	$ 20	$ 266	$ 286
101-12-124 - Print Shop	$ -	$ 2	$ 2
101-16-161 - Economic Development	$ -	$ 312	$ 312
101-16-162 - Building & Safety	$ -	$ 863	$ 863
101-16-163 - Land Use Engineering	$ 11,910	$ 292	$ 12,202
101-16-164 - Planning	$ 6,614	$ 980	$ 7,594
101-19-190 - Library Administration	$ 30	$ 1,491	$ 1,521
101-19-191 - Lincoln Shrine	$ -	$ 1	$ 1
101-20-200 - Patrol Services	$ -	$ 12,186	$ 12,186
101-20-201 - Communications Unit	$ 4,118	$ 1,358	$ 5,475
101-20-202 - Support Services Bureau	$ -	$ 3,061	$ 3,061
101-20-204 - Community Services Bureau	$ -	$ 96	$ 96
101-20-205 - Special Services Bureau	$ 1,691	$ 218	$ 1,909
101-25-250 - Fire Suppression	$ 12,403	$ 8,855	$ 21,259
101-25-251 - Community Risk Reduction	$ -	$ 480	$ 480
101-25-252 - Training Program	$ -	$ 53	$ 53
101-25-254 - Emergency Preparedness	$ 1,581	$ 76	$ 1,657
101-30-300 - FCS - Administration	$ 20	$ 631	$ 651
101-30-302 - Electrical	$ 20	$ -	$ 20
101-30-303 - Parks	$ 2,165	$ 2,232	$ 4,397
101-30-304 - Streets	$ 2,859	$ -	$ 2,859

ALLOCATION SUMMARY

101-50- 502 - Revenue

	Revenue Support	Investments	Total
101-30-305 - Trees	$ -	$ 900	$ 900
101-30-306 - Code Enforcement	$ 31,401	$ 317	$ 31,719
101-30-309 - Recreation and Senior Services	$ 16,582	$ 1,170	$ 17,752
101-30-310 - City Hall - State Street	$ 916	$ 464	$ 1,381
101-30-311 - Animal Services	$ 4,621	$ 385	$ 5,006
101-40-400 - Engineering	$ 23,639	$ 1,135	$ 24,774
101-40-401 - Streets & Inspections	$ -	$ 1,894	$ 1,894
101-40-402 - Electrical	$ -	$ 747	$ 747
200 - Grants	$ 1,993	$ 1,127	$ 3,120
205-25 - Emergency Medical Services Fund	$ 755	$ -	$ 755
206 - Household Hazardous Waste Fund	$ 4,400	$ 148	$ 4,548
207 - Gas Tax	$ 1,893	$ -	$ 1,893
209 - Transportation	$ 30	$ 127	$ 157
210 - Measure I Fund (2010)	$ 513	$ 1,461	$ 1,975
211-40 - PARIS	$ 20	$ 771	$ 791
221 - Air Quality Improvement Fund	$ 201	$ 216	$ 417
223 - Traffic Safety	$ 4,802	$ -	$ 4,802
227 - Open Space Fund	$ 2,789	$ 1,196	$ 3,985
236 - Downtown Redlands Business Area Fund	$ 4,037	$ 22	$ 4,060
237 - Parking Authority Fund	$ 534	$ 2	$ 535
238 - Public Art Fund	$ -	$ 7	$ 7
241 - Transportation Development Act Fund	$ 30	$ 7	$ 38
246 - Asset Forfeiture Fund	$ 554	$ 684	$ 1,238
249 - Supplemental Law Enforcement Fund	$ 262	$ 269	$ 531
250 - Park and Open Space Development Fund	$ 3,191	$ 1,146	$ 4,338
251 - Public Facility Development Fund	$ 12,192	$ 1,114	$ 13,306
252 - Arterial Street Construction Fund	$ 9,615	$ 2,461	$ 12,076
253 - Traffic Signals Fund	$ 3,765	$ 801	$ 4,567
254 - Freeway Interchange Fund	$ 3,665	$ 1,917	$ 5,582
260-30 - Street Lighting District #1 Fund	$ 524	$ 17	$ 541

ALLOCATION SUMMARY

101-50- 502 - Revenue

	Revenue Support	Investments	Total
261-30 - CFD 2004-1 Assessments Fund	$ 624	$ 155	$ 779
263-30 - Landscape Maintenance District Fund	$ 534	$ 24	$ 558
305 - General Debt Service Fund	$ 654	$ 116	$ 770
405 - Storm Drain Construction Fund	$ 3,151	$ 1,300	$ 4,451
406 - Safety / City Hall Replacement Fund	$ 50	$ 1,414	$ 1,464
501-40 - Water Fund	$ 53,339	$ 31,080	$ 84,419
508 - Source Acquisition Fund	$ 1,409	$ 797	$ 2,207
509 - Water Capital Improvement	$ 3,725	$ -	$ 3,725
511-30 - Solid Waste	$ 27,837	$ 4,649	$ 32,486
517 - California St. Landfill Closure Fund	$ -	$ 4,019	$ 4,019
519 - Solid Waste Capital Improvement	$ 3,423	$ 3,005	$ 6,428
521-40 - Wastewater Fund	$ 20,719	$ 10,940	$ 31,660
529 - Wastewater Capital Improvement Fund	$ 3,886	$ 880	$ 4,766
531-40 - Nonpotable Water Fund	$ 1,359	$ 1,369	$ 2,729
532 - Nonpotable Capital Improvement Fund	$ 161	$ 844	$ 1,005
538-30 - Groves Fund	$ 544	$ 28	$ 572
562-30 - Cemetery Fund	$ 9,544	$ 1,843	$ 11,387
564-30 - Aviation Fund	$ 7,641	$ 203	$ 7,844
602-12 - Liability Self Insurance Fund	$ 1,409	$ 1,665	$ 3,074
604-50 - Information Technology Services Fund	$ 30	$ 1,323	$ 1,353
606-12 - Workers' Compensation Fund	$ 282	$ 1,902	$ 2,184
607-30 - Equipment Maintenance Fund	$ 19,270	$ 2,294	$ 21,564
608-50 - Utility Billing Fund	$ 19,904	$ 564	$ 20,468
609 - Payroll Clearing	$ 121	$ 404	$ 524
705 - Simonds Endowment	$ -	$ 20	$ 20
706 - Pauline Stancliff Memorial Trust	$ -	$ 12	$ 12
810 - Community Facilities District Fund	$ 50	$ -	$ 50
820-16 - Successor to RDA Fund	$ 101	$ 1,158	$ 1,258
Total	**$513,128**	**$ 132,420**	**$645,549**

RESOLUTION NO. 8045

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS ESTABLISHING A FEE AND SERVICE CHARGE REVENUE/COST COMPARISON SYSTEM AND THE AMOUNTS OF FEES LEVIED IN CONNECTION WITH THE CITY'S PROVISION OF SERVICES, AND RESCINDING RESOLUTION NO. 7892

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

Section 1. Intent. Pursuant to article XIIIB of the California Constitution, it is the intent of the City Council of the City of Redlands to require the ascertainment of recovery of costs reasonably borne from fees levied therefor in providing the services hereinafter enumerated in the exhibits to this Resolution. The fee and service charge revenue/cost comparison system established within this Resolution provides a mechanism to ensure that, pursuant to this Resolution, the fees adopted by the City for services rendered do not exceed the reasonable estimated costs for providing the services for which the fees are charged. Accordingly, the City Council, by adoption of this Resolution, adopts the fees described in the attached Exhibit "A" which have been adjusted by CPI in accordance with Section 2, except where the fee has been set by statute or where otherwise determined that no CPI increase is in the best interests of the City for the efficient payment and collection of fees, or in case of recreation fees, participation in the programs.

Section 2. CPI Adjustment. The fees referenced within this Resolution shall be increased annually by the City's Finance Director, in July of each fiscal year, by an amount reasonably equal to the percent change in the Consumer Price Index – All Urban Users (Riverside – San Bernardino – Ontario) over the prior year. In making such adjustments, the Finance Director may round the amount of the increased fee to the nearest dollar for purposes of facilitating efficient payment and collection. Further, the City Manager, or his or her designee, shall undertake periodic reviews of the fees established by this Resolution and provide a written report to the City Council recommending whether such fees should be adjusted to reflect increased costs or efficiencies in the City's provision of services.

Section 3. Authority for Administrative Orders. The City Manager is hereby delegated the authority to issue administrative orders establishing fee collection and financial procedures for implementation of this Resolution. All such administrative orders shall be signed by any affected department directors and the Finance Director.

Section 4. Costs Reasonably Borne. The phrase "costs reasonably borne," as used in this Resolution, consists of:

A. All applicable direct costs including, but not limited to, salaries, wages, fringe benefits, services and supplies, operation expenses, contracted services, special supplies and any other direct expense incurred.

B. All applicable indirect costs including, but not limited to, building maintenance and operations, equipment maintenance, communication, printing and reproduction, and like expenses, when distributed on a rational proration system.

C. Fixed asset recovery expenses, consisting of depreciation of fixed assets and additional fixed asset expense recovery charges calculated on the current estimated cost of replacement, divided by the approximate life expectancy of the fixed asset. A further additional charge to make up the depreciation not previously recovered and reserved in cash also shall be calculated and considered a cost so as to recover such unrecovered depreciation over the remaining life of the asset.

D. General overhead, expressed as a percentage, distributing and charging the expenses of the City Council, City Manager, Finance Department, City Clerk, City Treasurer, City Attorney, Human Resources Department and all other staff and support service provided to the entire City organization.

E. Departmental overhead, expressed as a percentage, distributing and charging the cost of each department director and his or her supporting expenses as enumerated in the above subsections of this section.

F. Debt service costs, consisting of repayment of principal, payment of interest, and trustee fees and administrative expenses for all applicable bonds, certificates of participation, securities issues or loans. Any required coverage factors of added reserves beyond basic debt service costs shall also be considered a cost if required by covenant within any securities, ordinance, resolution, indenture or general law applicable to the City.

Section 5. Public Hearing. Pursuant to California Government Code sections 66016 and 66018, and other applicable statutory requirements, the City Clerk has caused public notice to be provided as set out in Government Code sections 66016, 66018 and 6062a, and the City Council has received, at a regularly scheduled meeting, oral and written testimony from staff and members of the public concerning the new or increased fees proposed to be established by this Resolution. The notice, oral and written presentations and public meeting were provided prior to the City Council taking any action on the new or increased fees established by this Resolution.

Section 6. Public Data. At least ten (10) days prior to the required public hearing described herein, the City Clerk made available to the public data indicating the cost or estimated cost required to support the fee for which the charge is proposed to be made. The data demonstrates that the new or increased fees established by this Resolution is not a tax; that the amount of the fee is necessary to cover the reasonable costs of the City for the Service for which it is imposed; and the manner in which the costs are allocated to a payor bear a fair and reasonable relationship to the payor's burden on, or benefit received from, the City's governmental activities.

Section 7. Public Notice. Notice of the time and place of the public hearing, including a general explanation of the matter to be considered, has been mailed by the City Clerk at least

fourteen (14) days prior to the public hearing to all interested parties who have filed written requests with the City for mailed notice of meetings relating to new or increased fees.

Section 8. Actual Costs/Deposits. The actual cost for a service or project is determined by the affected City department directors. Initial deposits are determined by the amount of time historically spent by City staff on similar projects. Whenever seventy five percent (75%) of a deposit has been expended and the department director determines that the estimated actual cost of the project or service will exceed the amount deposited, an additional deposit of such estimated excess amounts may be required. When an additional deposit has been requested, work may be suspended on the project or service when eighty percent (80%) of the deposit previously received has been expended.

Section 9. Proposition 26 Determination. The City Council hereby finds and determines that the fees referenced within this Resolution are not taxes as defined in Article XIII C Section 1(e) of the California Constitution because the fees are either:

A. Imposed for a specific benefit conferred or privilege granted directly to the payors, that is not provided to those not charged, and which do not exceed the reasonable costs in the City of conferring the benefit or granting the privilege;

B. Imposed for a specific government service or product provided directly to the payor that is not provided to those charged, and which do not exceed the reasonable costs to the City of providing the service or product;

C. Imposed for the reasonable regulatory costs to the City for issuing licenses and permits, performing investigations, inspections, or audits, and the administrative enforcement and adjudication thereof;

D. Imposed for entrance to, or use of, City property; or the purchase, rental or lease of City property; or

E. Charges imposed as a condition of property development.

Section 10. Prior Resolutions Rescinded. Resolution No. 7892 of the City Council of the City of Redlands relating to fees is hereby rescinded on the effective date of this Resolution, except for the fees referenced therein and which are identified in this Resolution as becoming effective sixty (60) days after December 3, 2019. For the fees identified in this Resolution No. 8045 as becoming effective sixty (60) days after December 3, 2019, such portions of Resolution No. 7892 shall not be rescinded until sixty (60) days after December 3, 2019.

Section 11. CEQA Exemption. The City Council hereby finds and determines that the adoption of this Resolution is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to Public Resources Code Section 21080(b)(8)(1) and CEQA Guidelines Section 15273 because this Resolution relates to fees and charges for the purpose of meeting the operating expenses of the City.

Section 12. Severability. Should any part or portion of this Resolution be rendered or declared invalid by a court of competent jurisdiction, including any of the fees identified in the Exhibit to this Resolution, such invalidation of such part or portion of this Resolution, or of any fee, shall not invalidate the remaining portions hereof, of the remaining fees, and they shall remain in full force and effect.

Section 13. Effective Date. This Resolution and the fees established by this Resolution shall become effective on December 3, 2019 except for new or modified fees which apply to the "filing, accepting, reviewing, approving, or issuance of an application, permit or entitlement to use" for a development project, as defined in Government Code section 66000, which shall become effective sixty (60) days after December 3, 2019.

ADOPTED, SIGNED AND APPROVED this 3rd day of December 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 3rd day of December, 2019, by the following vote:

AYES:	Councilmembers Barich, Tejeda, Momberger, Davis; Mayor Foster
NOES:	None
ABSTAIN:	None
ABSENT:	None

Jeanne Donaldson, City Clerk

EXHIBIT "A"

[Attached]

				Fees as of 7/17/2018 adjusted for 1.9% CPI increase Resolution No. 7892	Fees as of 7/16/2019 adjusted for 2.8% CPI increase Resolution No. 8045		LEGEND:
	Service Name	% Recovery		Fee Year 6	Fee Year 7		Fee Added
							No Change in Fee
							Fee Deleted
PLANNING DIVISION							
1	Concept plan	100%		10,122	10,405		
2	Concept plan amendment	100%		4,120	4,235		
3	Specific plan	100%		9,460	9,725		
4	Specific plan amendment	100%		4,306	4,427		
5	CUP - new construction	100%		6,529	6,712		
6	CUP - no new construction	100%		2,173	2,234		
7	CUP - time extension	100%		359	369		
8	Revised CUP - construction	100%		3,066	3,152		
9	Revised CUP - no construction	100%		1,547	1,590		
10	CUP - daycare home (13 + clients)	100%		2,359	2,425		
11	Variance - fence committee	100%		615	632		
12	Variance - SFR	100%		2,699	2,775		
13	Variance - comm, multi family	100%		3,014	3,098		
14	Variance - parking modification	100%		2,215	2,277		
15	Building moving - main structure	100%		1,795	1,845		
16	Building moving - garage/secondary structure	100%		1,701	1,749		
17	CRA - major >1 acre	100%		7,358	7,564		
18	CRA - minor 1 acre or less	100%		5,622	5,779		
19	CRA - time extension	100%		296	304		
20	Minor commission review	100%		1,928	1,982		
21	CRA - revised major	100%		5,886	6,051		
22	CRA - revised minor	100%		5,075	5,217		
23	Parcel map	100%		4,908	5,045		
24	Revised parcel map	100%		3,871	3,979		
25	Reversion to acreage/merger	100%		2,737	2,814		
26	Tentative tract map	100%		12,153	12,493		
27	Revised tentative tract map	100%		8,108	8,335		
28	Subdivision time extension	100%		384	395		
29	Lot line adjustment	100%		687	706		
30	Certificate of compliance	100%		730	750		
31	Negative declaration **(by staff)**	100%		5,545	5,700		
32	Negative declaration **(by consultant)**	100%		Contract plus 10% administrative fee	Contract plus 10% administrative fee		
33	Environmental Impact Report **(by consultant)**	100%		Contract plus 10% administrative fee	Contract plus 10% administrative fee		
34	Environmental project assessment	100%		786	808		
35	Residential Development Allocation (RDA)	100%		3,752	3,857		
36	Residential Development Allocation (RDA) - alteration of approved project	100%		592	609		
37	Residential Development Allocation (RDA) - transfer of development allocation	100%		579	595		
38	Home occupation permit - review	100%		49	50		
39	Temporary Events	100%		170	175		
40	Zone Change - commission determination	100%		2,281	2,345		
41	Zone Change - ordinance text amendment	100%		2,872	2,952		
42	Zone Change	100%		3,694	3,797		
43	One sign review	100%		662	681		
44	Sign program	100%		1,500	1,542		

				Fees as of 7/17/2018	Fees as of 7/16/2019		LEGEND:
				adjusted for 1.9% CPI increase	adjusted for 2.8% CPI increase		Fee Added
				Resolution No. 7892	Resolution No. 8045		No Change in Fee
	Service Name	**% Recovery**		**Fee Year 6**	**Fee Year 7**		Fee Deleted
PLANNING DIVISION Continued							
45	Flag test	100%		1,439	1,479		
46	Sign review by staff	100%		135	139		
47	Sign program amendment	100%		807	830		
48	Annual banner permit	100%		130	134		
49	Additional banner display	100%		66	68		
50	Searchlights	100%		130	134		
51	CUP - signs >120 SF	100%		2,594	2,667		
52	Demolition > 50 yr. old - Historic Designated SFR	100%		931	957		
53	Demolition - > 50 yr. old Historic Designated MF, Comm, Indstrl	100%		931	957		
54	Demolition > 50 yr. old Historic Designated Accessory Building	100%		649	667		
55	Demolition > 50 yr. old - Single Family Zones	100%		628	646		
56	Demolition > 50 yr. old - Multi-Family, Commercial & Industrial	100%		664	683		
57	Demolition > 50 yr. old - Accessory Building	100%		549	564		
58	Annexation	100%		6,877	7,070		
59	Service plan for annexation	100%		1,334	1,371		
60	Pre annexation agreement	100%		2,495	2,565		
61	Agriculture preserve removal	100%		2,455	2,524		
62	General plan amendment	100%		5,903	6,068		
63	Street vacation	100%		2,531	2,602		
64	Appeal - Various Fees Paid	100%		2,193	2,254		
65	Addendum to planning commission	100%		1,156	1,188		
66	Continued item by applicant	100%		360	370		
67	Verification letter - basic	100%		374	384		
68	Verification letter - research	100%		663	682		
69	Temporary occupancy	100%		195	200		
70	News rack impound fee	100%		366	376		
71	Development agreement	100%		5,942	6,108		
72	Williamson Act contract removal	100%		2,724	2,800		
73	Socio Economic Study	100%		3,176	3,265		
74	Preliminary Review -over one acre	100%		418	430		
75	Preliminary Review -one acre or less	100%		323	332		
76	Minor Certificate of Appropriateness	100%		346	356		
77	Certificate of Appropriateness	100%		598	615		
78	Demolition Permit < 50 yr. old - Single Family Zones	100%		376	387		
79	Demolition Permit < 50 yr. old - Multi-Family, Commercial & Industrial	100%		391	402		
80	Demolition Permit < 50 yr. old - Accessory Building	100%		418	430		
81	Mills Act	100%		467	480		
82	Administrative Use Permit	100%		773	795		
83	Zoning Clearance Form	100%		45	46		

	Service Name	% Recovery	Fees as of 7/17/2018 adjusted for 1.9% CPI increase Resolution No. 7892 Fee Year 6	Fees as of 7/16/2019 adjusted for 2.8% CPI increase Resolution No. 8045 Fee Year 7		LEGEND:
						Fee Added
						No Change in Fee
						Fee Deleted
	MUNICIPAL UTILITIES AND ENGINEERING DEPARTMENT					
84	Environmental Impact Review	100%	381	392		
85	Environmental Impact Report Review	100%	1,807	1,858		
86	Tentative Tract Map	100%	1,429	1,469		
87	Revised Tract Map	100%	1,429	1,469		
88	Final Tract Map	100%	2,497	2,567		
89	Tentative Parcel Map	100%	1,429	1,469		
90	Revised Parcel Map	100%	1,836	1,887		
91	Final Parcel Map	100%	2,245	2,308		
92	Easement/Dedication Review	100%	719	739		
93	Conditional Use Permit	100%	1,037	1,066		
94	Commission Review and Approval	100%	1,037	1,066		
95	Building Moving Permit	100%	233	240		
96	Lot Line Adjustment	100%	671	690		
97	Certificate of Compliance	100%	298	306		
98	Street Vacation	100%	1,093	1,124		
99	Subordination Agreement/Lien Release	100%	696	715		
100	Building Permit - Residential	100%	716	736		
101	Building Permit - Commercial/Industrial	100%	1,037	1,066		
102	Building Permit - Room Addition	100%	133	137		
103	Building Permit - Commercial TI	100%	133	137		
104	Plan Check - Grading Base Fee/ 0-500 c.y.	100%	492	506		
105	Plan Check - Grading, each addtl 500 cy or fraction thereof, 501-5,000 c.y.	100%	68	70		
106	Plan Check - Grading, each addtl 5,000 cy or fraction thereof, 5,001-50,000 c.y.	100%	78	80		
107	Plan Check - Grading, each addtl 10,000 cy or fraction thereof, 50,001-100,000 c.y.	100%	88	90		
108	Plan Check - Grading, each addtl 10,000 cy or fraction thereof, 100,001-200,000 c.y.	100%	10	10		
109	Plan Check - Grading, >200,001 c.y. each addtl 10,000 cy or fraction thereof	100%	6	6		
110	Plan Check - Erosion Control - SFR	100%	566	582		
111	Plan Check - Erosion Control - Project Base Fee	100%	1,072	1,102		
112	Plan Check - SWPPP - SFR	100%	1,047	1,076		
113	Plan Check - SWPPP - Project Base Fee	100%	1,383	1,422		
114	Plan Check - SWPPP - Subdivision Lot Fee	100%	145	149	/lot	
115	Plan Check - SWPPP - Subdivision Acre Fee	100%	145	149	/acre	
116	WQMP BMP Inspection - Complex Projects	100%	743	764		
117	WQMP BMP Inspection - Standard Projects	100%	575	591		
118	WQMP BMP Inspection - Basic Project	100%	406	417		
119	Plan Check - Preliminary WQMP - SFR	100%	722	1,226		
120	Plan Check - Preliminary WQMP - Project Base Fee	100%	806	1,795		
121	Plan Check - Preliminary WQMP - Subdivision Lot Fee	100%	199	205	/lot	
122	Plan Check - Preliminary WQMP - Subdivision Acre Fee	100%	199	65	/acre	
123	Plan Check - Final WQMP - SFR	100%	1,047	1,136		
124	Plan Check - Final WQMP - Project Base Fee	100%	1,383	1,715		
125	Plan Check - Final WQMP - Subdivision Lot Fee	100%	145	149	/lot	
126	Plan Check - Final WQMP - Subdivision Acre Fee	100%	145	65	/acre	

	Service Name	% Recovery	Fees as of 7/17/2018 adjusted for 1.9% CPI increase Resolution No. 7892 Fee Year 6	Fees as of 7/16/2019 adjusted for 2.8% CPI increase Resolution No. 8045 Fee Year 7		LEGEND:
						Fee Added
						No Change in Fee
						Fee Deleted
	MUNICIPAL UTILITIES AND ENGINEERING DEPARTMENT Continued					
127	Plan Check - Parcel Map - Base Fee	100%	3,478	3,575		
128	Plan Check - Parcel Map - Lot Fee	100%	167	172	/lot	
129	Plan Check - Parcel Map - Acre Fee	100%	29	30	/acre	
130	Plan Check - Tract Map - Base Fee	100%	3,982	4,093		
131	Plan Check - Tract Map - Lot Fee	100%	100	103	/lot	
132	Plan Check - Tract Map - Acre Fee	100%	29	30	/acre	
133	Plan Check - Street Construction - Base fee	100%	1,391	1,430		
134	Plan Check - Street Construction - per sheet	100%	555	571	/sheet	
135	Plan Check - Storm Drains - Base fee	100%	803	825		
136	Plan Check - Storm Drains - per sheet	100%	321	330	/sheet	
137	Plan Check - Hydrology Study	100%	1,437	1,477		
138	Plan Check - Street Lights - Base fee	100%	646	664		
139	Plan Check - Street Lights - per sheet	100%	366	376	/sheet	
140	Plan Check - Sewer Construction - Base fee	100%	803	825		
141	Plan Check - Sewer Construction - per sheet	100%	321	330	/sheet	
142	Plan Check - Water Construction - Base fee	100%	803	825		
143	Plan Check - Water Construction - per sheet	100%	321	330	/sheet	
144	Plan Check - Traffic Signals - New Installations	100%	1,643	1,689		
145	Plan Check - Traffic Signals - Modifications	100%	1,121	1,152		
146	Plan Check - Street Trees - Base fee	100%	536	551		
147	Plan Check - Street Trees - per sheet	100%	267	274	/sheet	
148	Plan Check - Signs and Striping - Base fee	100%	803	825		
149	Plan Check - Signs and Striping - per sheet	100%	321	330	/sheet	
150	Encroachment Permit - Driveway Approach - base	100%	84	86		
151	Encroachment Permit - Driveway Approach - each	100%	42	43	/each	
152	Encroachment Permit - Sidewalk -base	100%	84	86		
153	Encroachment Permit - Sidewalk - per sq. foot up to 300 SF	100%	0.43	0.44	/sq. ft.	
154	Encroachment Permit - Sidewalk -each additonal sq. foot over 300 SF	100%	0.10	0.11	/sq. ft.	
155	Encroachment Permit - Cross Gutter/Spandrel - base	100%	84	86	/each	
156	Encroachment Permit - Cross Gutter/Spandrel - per sq. foot	100%	0.84	0.87	/sq. ft.	
157	Encroachment Permit - Curb and Gutter - base	100%	84	86		
158	Encroachment Permit - Curb and Gutter - per linear foot up to 50 LF	100%	3.19	3.28	/lin. ft.	
159	Encroachment Permit - Curb and Gutter - each additional LF up to 200 LF	100%	1.60	1.64	/lin. ft.	
160	Encroachment Permit - Curb and Gutter - each additional LF over 200 LF	100%	0.80	0.82	/lin. ft.	
161	Encroachment Permit - Curb / Berm - base	100%	84	86		
163	Encroachment Permit - Curb / Berm - per linear foot up to 50 LF	100%	2.13	2.19	/lin. ft.	
164	Encroachment Permit - Curb / Berm - each additional LF up to 200 LF	100%	1.06	1.09	/lin. ft.	
165	Encroachment Permit - Curb / Berm - each additional LF over 200 LF	100%	0.53	0.55	/lin. ft.	
166	Encroachment Permit - Crushed Aggregate Base - base	100%	84	86		
167	Encroachment Permit - Crushed Aggregate Base - per sq. foot	100%	0.09	0.09	/sq. ft.	
168	Encroachment Permit - Asphalt Pavement - base	100%	10	10		
169	Encroachment Permit - Asphalt Pavement persq. Foot	100%	0.08	0.09	/sq. ft.	
170	Encroachment Permit - Street Light - base	100%	84	86		

				Fees as of 7/17/2018	Fees as of 7/16/2019			LEGEND:
				adjusted for 1.9% CPI increase	adjusted for 2.8% CPI increase			Fee Added
				Resolution No. 7892	Resolution No. 8045			No Change in Fee
	Service Name	% Recovery		Fee Year 6	Fee Year 7			Fee Deleted
MUNICIPAL UTILITIES AND ENGINEERING DEPARTMENT Continued								
171	Encroachment Permit - Street Light -each	100%		42	43	/each		
172	Encroachment Permit - Traffic Signal - New - base	100%		84	86			
173	Encroachment Permit - Traffic Signal - New -each	100%		2,498	2,568	/each		
174	Encroachment Permit - Traffic Signal - Modification - base	100%		84	86			
175	Encroachment Permit - Traffic Signal - Modification - each	100%		1,956	2,011	/each		
176	Encroachment Permit - Reinforced Concrete base	100%		84	86			
177	Encroachment Permit - Reinforced Concrete - per cubic yd.	100%		126	130	/cubic yd.		
178	Encroachment Permit - Storm Drain Pipe - base	100%		84	86			
179	Encroachment Permit - Storm Drain Pipe - per linear foot up to 100 LF	100%		5.07	5.21	/lin. ft.		
180	Encroachment Permit - Storm Drain Pipe - each additional LF	100%		0.80	0.82	/lin. ft.		
181	Encroachment Permit - Curb Inlet/Outlet Structures - base	100%		84	86			
182	Encroachment Permit - Curb Inlet/Outlet Structures -each	100%		42	43	/each		
183	Encroachment Permit - Storm Drain Manhole/Junction Box- base	100%		84	86			
184	Encroachment Permit - Storm Drain Manhole/Junction Box - each	100%		42	43	/each		
185	Encroachment Permit - Curb Core - base	100%		84	86			
186	Encroachment Permit - Curb Core - each	100%		42	43	/each		
187	Encroachment Permit - Sewer Main - base	100%		84	86			
188	Encroachment Permit - Sewer Main - per linear foot up to 50 LF	100%		1.68	1.73	/lin. ft.		
189	Encroachment Permit - Sewer Main - each additional LF	100%		0.26	0.27	/lin. ft.		
190	Encroachment Permit - Sewer Manhole base	100%		84	86			
191	Encroachment Permit - Sewer Manhole each	100%		42	43	/each		
192	Encroachment Permit - Sewer Cleanout - base	100%		84	86			
193	Encroachment Permit - Sewer Cleanout - each	100%		42	43	/each		
194	Encroachment Permit - Sewer Lateral - base	100%		84	86			
195	Encroachment Permit - Sewer Lateral - each	100%		42	43	/each		
196	Encroachment Permit - Water Main - Potable- base	100%		84	86			
197	Encroachment Permit - Water Main - Potable -per linear foot up to 50 LF	100%		1.68	1.73	/lin. ft.		
198	Encroachment Permit - Water Main - Potable -each additional LF over 50 LF	100%		0.26	0.27	/lin. ft.		
199	Encroachment Permit - Water Main - Non-Potable - base	100%		84	86			
200	Encroachment Permit - Water Main - Non-Potable -per linear foot up to 50 LF	100%		1.68	1.73	/lin. ft.		
201	Encroachment Permit - Water Main - Non-Potable -each additional LF over 50 LF	100%		0.26	0.27	/lin. ft.		
202	Encroachment Permit - Water Service Lateral - base	100%		84	86			
203	Encroachment Permit - Water Service Lateral - each	100%		42	43	/each		
204	Encroachment Permit - Fire Hydrant Assembly - base	100%		84	86			
205	Encroachment Permit - Fire Hydrant Assembly - each	100%		42	43	/each		
206	Encroachment Permit - Water Shutdown -base	100%		84	86			
207	Encroachment Permit - Water Shutdown - each	100%		42	43	/each		
208	Encroachment Permit - Fire Service - base	100%		84	86			
209	Encroachment Permit - Fire Service - each	100%		42	43	/each		
210	Encroachment Permit - Excavation, Trench, Street Cut - base	100%		84	86			
211	Encroachment Permit - Excavation, Trench, Street Cut - per linear foot up to 50 LF	100%		1.68	1.73	/lin. ft.		
212	Encroachment Permit - Excavation, Trench, Street Cut - each additional LF over 50 LF	100%		0.26	0.27	/lin. ft.		
213	Encroachment Permit - Street Patch - base	100%		84	86			

	Service Name	% Recovery	Fees as of 7/17/2018 adjusted for 1.9% CPI increase Resolution No. 7892 Fee Year 6	Fees as of 7/16/2019 adjusted for 2.8% CPI increase Resolution No. 8045 Fee Year 7		LEGEND:
						Fee Added
						No Change in Fee
						Fee Deleted
	MUNICIPAL UTILITIES AND ENGINEERING DEPARTMENT Continued					
214	Encroachment Permit - Street Patch - per sq. ft. up to 200 SF	100%	0.17	0.18	/sq. ft.	
215	Encroachment Permit - Street Patch - each additional SF over 200 SF	100%	0.12	0.13	/sq. ft.	
216	Encroachment Permit - Processing Fee	100%	330	339		
217	Encroachment Permit - SIA/PIA Projects	100%	1% of bond amount	1% of bond amount		
218	Grading Permit, Base Fee/ 0-500 c.y.	100%	567	583		
219	Grading Permit, each addtl 2,000 cy or fraction thereof, 501-10,000 c.y.	100%	68	70		
220	Grading Permit, each addtl 5,000 cy or fraction thereof, 10,001-100,000 c.y.	100%	82	84		
221	Grading Permit, each addtl 10,000 cy or fraction thereof, 100,001-200,000 c.y.	100%	10	10		
222	Grading Permit, >200,001 c.y. each addtl 10,000 c.y. or fraction thereof	100%	7	7		
223	Permit - Truck Route (up to 5 days)	100%	72	74		
224	Permit - Wide Load	100%	72	-		
225	Permit - Wide Load - Single Trip	Statute	-	16		
226	Permit - Wide Load - Annual	Statute	-	90		
227	Permit - Outdoor Dining - New	100%	297	305		
228	Permit - Outdoor Dining - Annual Renewal	100%	161	166		
229	Permit - Outdoor Display - New	100%	297	305		
230	Permit - Outdoor Display - Annual Renewal	100%	161	166		
231	Permit - Parklet	100%	288	296		
232	NPDES Program Fee, Industrial - High	100%	167	172		
233	NPDES Program Fee, Industrial - Medium	100%	83	85		
234	NPDES Program Fee, Industrial - Low	100%	35	36		
235	NPDES Program Fee, Commercial - High	100%	167	172		
236	NPDES Program Fee, Commercial - Medium	100%	83	85		
237	NPDES Program Fee, Commercial - Low	100%	35	36		
238	SWPPP preliminary check	100%	2,415	2,483		
239	SWPPP final check erosion control plan	100%	2,415	2,483		
240	WQMP preliminary check	100%	2,415	2,483		
241	WQMP final check erosion plan	100%	2,415	2,483		
242	NPDES Inspection, Construction - High - Non-rainy season, priority once	100%	515	529		
243	NPDES Inspection, Construction - High- Rainy season, priority monthly	100%	515	529		
244	NPDES Inspection, Construction - Medium - Non-rainy season, priority once	100%	257	264		
245	NPDES Inspection, Construction - Medium- Rainy season, priority monthly	100%	257	264		
246	NPDES Inspection, Construction - Low - Non-rainy season, priority once	100%	257	264		
247	NPDES Inspection, Construction - Low- Rainy season, priority monthly	100%	257	264		
248	NPDES Inspection, Construction - Out of Compliance Site, weekly	100%	515	529		
249	NPDES Testing - Chlorination Removal Discharge Testing, per pipeline	100%	129	133		
250	NPDES Testing - pH testing per discharge, per pipeline	100%	130	134		
251	Public Improvement Agreement	100%	1,020	1,049		
252	Landscape Covenant	100%	894	919		
253	Landscape Covenant w/ Caltrans Agreement	100%	1,147	1,179		
254	Water Efficient Landscape Plan	100%	811	834		
255	Plan research records request, per hour	100%	111	114		
256	Street Name Sign Installation	100%	576	592		
257	Stop Sign Installation	100%	700	720		

				Fees as of 7/17/2018 adjusted for 1.9% CPI increase Resolution No. 7892	Fees as of 7/16/2019 adjusted for 2.8% CPI increase Resolution No. 8045		LEGEND:
							Fee Added
							No Change in Fee
	Service Name	**% Recovery**		**Fee Year 6**	**Fee Year 7**		Fee Deleted
POLICE DEPARTMENT							
258	Background Checks	100%		21	22		
259	False alarm response	100%		206	212		
260	Bicycle license	47%		5	5		
261	CCW permit	Statute		100	100		NO CPI
262	CCW permit renewal	Statute		25	25		NO CPI
263	CCW Modification Fee	Statute		10	10		NO CPI
264	Fingerprint - rolling	100%		25	26		
265	Miscellaneous -permits	100%		110	113		
266	Miscellaneous - photos	100%		65	67		
267	Repossession	100%		19	20		
268	Vehicle impound - all others	100%		251	258		
269	Vehicle impound - DUI	100%		251	258		
270	Tow Services Agreement	100%		78	80		
271	Visa Clearance	100%		11	11		
272	Film Permits	100%		434	446		
273	Film Permits -locally owned and operated video production companies	50%		217	223		
274	Massage therapist permit	100%		110	113		
275	Massage Therapy Business Owner permit - initial	100%		406	417		
276	Massage Therapy Business Owner permit - renewal	100%		208	214		
277	Solicitor permit	100%		110	113		
278	Taxi Driver permit (3 yr. permit)	100%		307	316		
279	Tow Truck Driver permit	100%		78	80		
280	Adult Oriented Business permit	100%		362	372		
281	Adult Entertainer permit	100%		110	113		
282	Remote Bingo	100%		583	599		
283	Cost Recovery - Delinquent Parking Citations	100%		15% of citation + $5.00	15% of citation + $5.00		
	Animal Shelter						
284	Animal boarding	16%		10	10		
285	Trap rentals	100%		60	-		
286	Shelter apprehension, livestock - large	76%		43	50		
287	Shelter apprehension, livestock - medium	57%		33	50		
288	Shelter apprehension, livestock - small	38%		20	50		
	Cat:						
289	Cat adoption	6%		7	10		
290	Cat release - owner	50%		20	30		
291	Cat release - owner, < 4 months	16%		10	-		
POLICE DEPARTMENT Continued							
292	Shelter apprehension, cat	19%		10	15		
293	Cat Vaccine	65%		15	15		
294	Cat - Spay	57%		28	50		
295	Cat - Neuter	85%		28	50		
	Dog:						
296	Dog adoption	10%		12	15		
297	Dog release - owner	50%		33	50		

	Service Name	% Recovery	Fees as of 7/17/2018 adjusted for 1.9% CPI increase Resolution No. 7892 Fee Year 6	Fees as of 7/16/2019 adjusted for 2.8% CPI increase Resolution No. 8045 Fee Year 7
298	Dog release - owner, < 4 months	32%	20	-
299	Shelter apprehension, unaltered - 1st	Statute	35	35
300	Shelter apprehension, unaltered - 2nd	Statute	50	50
301	Shelter apprehension, unaltered - 3rd	Statute	100	100
302	Dog Vaccine	100%	23	25
303	Dog - Spay (up to 30 lbs)	78%	54	75
304	Dog - Spay (31 - 50 lbs)	56%	54	75
305	Dog - Spay (51 to 75 lbs)	51%	54	75
306	Dog - Spay (76 - 100 lbs)	37%	54	75
307	Dog - Neuter (up to 30 lbs)	93%	54	75
308	Dog - Neuter (31 - 50 lbs)	63%	54	75
309	Dog - Neuter (51 to 75 lbs)	56%	54	75
310	Dog - Neuter (76 - 100 lbs)	44%	54	75
	Small-Native-Exotic Animals:			
311	Small animals - Rabbit, Guinea Pig, Hamster	50%	-	10
312	Native birds - parakeets, finch, lovebirds, canaries, etc.	50%	-	10
313	Exotic birds - parrots, macaws, toucans, etc.	50%	-	75
314	Turtle - red razor	50%	-	10
315	Turtle - snapping	50%	-	30
316	Tortoise	50%	-	50
317	Snakes	100%	-	Market Rate
FIRE DEPARTMENT				
318	False alarm - residential	100%	154	177
319	False alarm - commercial	100%	275	299
320	Plan review - commercial	100%	-	404
321	Plan review - multi-family	100%	-	324
322	Plan review - other (access, grading, house moving)	100%	-	243
323	Plan review - residential tract	100%	-	324
324	Plan review - single family	100%	-	163
325	Plan review - commercial fire pump	100%	-	208
326	Plan review - high-piled storage	100%	-	324
327	Plan review - consultations **(hourly fee)**	100%	175	484
328	Plan review - prevention engineering	100%	293	-
329	Plan review - fuel dispensing	100%	318	163
330	Plan review - hood & duct	100%	279	163
331	Plan review - medical gas	100%	279	243
332	Plan review - portables	100%	318	163
333	Plan review - spray booths	100%	279	243
	STATE MANDATED FIRE MARSHAL INSPS			
334	Insp - care facilities / churches	100%	246	-
335	Insp - pre school / school / day care	100%	208	-
FIRE DEPARTMENT continued		100%		
336	Insp - high rise	100%	423	632
337	Insp - daycare / foster care (6 or less)	100%	170	-
338	Inspection - In-home, 6 or less to include care facilities	100%	-	258
339	Inspections - In-home, 7 or more to include care facilities	100%	-	311

LEGEND:
Fee Added
No Change in Fee
Fee Deleted

			Fees as of 7/17/2018	Fees as of 7/16/2019	LEGEND:
			adjusted for 1.9% CPI increase	adjusted for 2.8% CPI increase	Fee Added
			Resolution No. 7892	Resolution No. 8045	No Change in Fee
	Service Name	% Recovery	Fee Year 6	Fee Year 7	Fee Deleted
340	Inspection - Facility Pre-Inspection	100%	-	40	
341	Inspection - Annual Clearance	100%	-	80	
342	Inspection - Hospital - I	100%	-	912	
343	Inspection - Schools - E	100%	-	552	
344	Inspection - Preschools/Day Care	100%	-	271	
345	Inspection - Commercial home- 24 hour care	100%	-	298	
346	Inspection - Churches - A	100%	-	80	
347	Inspection - Jail, lock up, detention facilities	100%	-	258	
348	Failure to Keep Scheduled Appointment for Inspection	100%	-	160	
349	Inspection - After hours inspection	100%	-	160	
	PREVENTION INSPECTIONS				
350	Insp - aprtmnt/condo 1-10 units	100%	196	191	
351	Insp - aprtmnt/condo 11-30 units	100%	234	204	
352	Insp - aprtmnt/condo 31-50 units	100%	242	218	
353	Insp - aprtmnt/condo 57-75 units	100%	318	258	
354	Insp - aprtmnt/condo 76-100 units	100%	318	338	
355	Insp - aprtmnt/condo 101 + units	100%	396	351	
356	Insp - cert of occupancy ordinary hazard	100%	178	218	
357	Insp - cert of occupancy high hazard	100%	216	231	
358	Insp - commercial B-2	100%	156	-	
359	Insp - commercial Xmas tree	100%	156	-	
360	Insp - commercial high hazard	100%	216	271	
361	Insp - motels 1-20 units	100%	165	231	
362	Insp - motels 21-40 units	100%	203	231	
363	Insp - motels 41-50 units	100%	203	271	
364	Insp - motels 51+ units	100%	242	311	
365	Insp- commercial occupancy re-inspection	100%	47	-	
366	Group F - Fabrication, Finishing, Manufacturing)	100%	-	458	
367	Group L - Labortory	100%	-	338	
368	Group S - Storage	100%	-	258	
369	Group U - Utility	100%	-	191	
370	Large Warehouse inspections (B, M, F, and S)	100%	-	632	
371	Fire Prevention Inspector Inspection-Ordinary Hazard	100%	-	80	
372	Fire Prevention Inspector Re-Inspection-Ordinary Hazard	100%	-	80	
	ENGINE COMPANY INSPECTIONS				
373	Engine company insp - ordinary hazard	75%	144	150	
374	Engine company insp - high hazard	100%	180	-	
	PERMITS	100%			
375	Aircraft repair hangar permit	100%	242	271	
376	Aircraft refueling vehicle permit	100%	255	271	
377	Aerosol products	100%	-	258	
378	Amusement buildings	100%	-	258	
379	Bowling pin/Alley refurbish	100%	-	40	
380	Carbon Dioxide System (at/over 100 lbs.) - Beverage Systems	100%	-	218	
381	Cellulose Nitrate Film/Storage	100%	-	218	
382	Cryogenic Fluids	100%	-	258	
383	Fire Hydrants & Valves	100%	-	218	

			Fees as of 7/17/2018	Fees as of 7/16/2019	LEGEND:
			adjusted for 1.9% CPI increase	adjusted for 2.8% CPI increase	Fee Added
			Resolution No. 7892	Resolution No. 8045	No Change in Fee
	Service Name	**% Recovery**	**Fee Year 6**	**Fee Year 7**	Fee Deleted
384	Floor Finishing	100%	-	258	
385	Fumigation or Thermal Insecticidal Fogging	100%	-	191	
386	HPM Facilities	100%	-	231	
387	Hood and Duct Permit	100%	-	271	
388	Hot-work operations	100%	-	231	
389	Industrial Ovens	100%	-	231	
390	Liquid or gas fueled vehicles or equipment in assembly buildings	100%	-	231	
391	Miscellaneous Combustible Storage (over 2500 cubic feet)	100%	-	271	
392	Open Burning (bonfire, rubbish, BBQ, recreational or ceremonial Fire,etc.)	100%	-	231	
393	Organic Coatings	100%	-	231	
394	Private Hydrant Removal	100%	-	204	
395	Prytechnics special effects - Fireworks permit-small show	100%	-	321	
396	Prytechnics special effects - Fireworks permit- large show (can include engine crew)	100%	-	1,218	
397	Proxylin Plastics	100%	-	218	
398	Rocket launching (model rockets)	100%	-	244	
399	Special Activities (Production Facilities, Live Audience, Tradeshows, Exhibits, Special Events) - seasonal events: haunted houses/mazes, pumpkin patches, christmas tree lots, etc.)	100%	-	258	
400	Spraying/Dipping	100%	-	218	
401	Tire storage/recapping/rebuilding	100%	-	218	
402	Waste handling	100%	-	218	
403	Wood Products (over 200 cubic feet)	100%	-	218	
404	Compressed gas/LPG permit	100%	255	271	
405	Covered mall permit	100%	318	552	
406	Dry cleaning permit	100%	242	311	
407	Combustible Fiber Storage or Dust Producing	100%	279	258	
408	Explosives permit	100%	345	258	
409	Fruit ripening permit	100%	318	218	
410	Flammable/combustible liquid permit	100%	267	231	
411	Hazardous / toxic / corrosive permit	100%	267	231	
412	High piled combustible permit	100%	306	512	
413	Junk yard permit	100%	423	271	
414	Lumber yard permit	100%	345	218	
415	Medical gas system permit	100%	279	218	
416	Pesticides permit	100%	191	271	
417	Pipeline - excavation / operation permit	100%	267	271	
418	Poison gas permit	100%	267	271	
419	Radioactive material permit	100%	267	271	
420	Refrigeration equipt permit	100%	267	351	
421	Repair garage permit	100%	267	231	
FIRE DEPARTMENT continued		100%			

			Fees as of 7/17/2018	Fees as of 7/16/2019	LEGEND:
			adjusted for 1.9% CPI increase	adjusted for 2.8% CPI increase	Fee Added
			Resolution No. 7892	Resolution No. 8045	No Change in Fee
	Service Name	**% Recovery**	**Fee Year 6**	**Fee Year 7**	Fee Deleted
422	Spray booth permit	100%	267	271	
423	Tanks permit	100%	267	231	
424	Welding / cutting permit	100%	267	231	
425	Bonfire permit	100%	191	-	
426	Carnival / fair permit	100%	267	231	
427	Fireworks permit*	100%	796	-	
428	Open flame permit	100%	242	231	
429	Parade float permit	100%	165	271	
430	Assembly 1000+ persons w/ stage	100%	345	351	
431	Assembly 501-999 persons w/ stage	100%	345	311	
432	Assembly 300-500 persons	100%	345	271	
433	Assembly 50-299 persons	100%	242	271	
434	Tents/Canopy	100%	242	231	
	WEED ABATEMENT	100%			
435	Weed abatement admin	100%	239	416	
436	Weed abatement disking- **(Admin Fee Only)**	100%	21	83	
437	Weed abatement mowing - lot **(Admin Fee Only)**	100%	21	83	
438	Weed abatement hand work **(Admin Fee Only)**	100%	21	83	
439	Weed abatement re-inspection	100%	43	190	
440	Landscape/Vegetation Management	100%	-	258	
	HYDRANT/HYDRO FLOW TEST	100%			
441	Hydrant/Hydro Flow Test - Install, 1 tank	100%	332	218	
442	Hydrant/Hydro Flow Test - Install, 2 tanks	100%	411	231	
443	Hydrant/Hydro Flow Test - Install, 3 tanks	100%	487	271	
444	Hydrant/Hydro Flow Test -Removal, 1 tanks	100%	332	218	
445	Hydrant/Hydro Flow Test -Removal, 2 tanks	100%	411	231	
446	Hydrant/Hydro Flow Test -Removal, 3 tanks	100%	487	271	
447	Admin fee - cost recovery (Community Risk Reduction)	100%	101	249	
448	Flow Test Fire Flow	100%	255	231	
449	Miscellaneous Inspection/Permit - Hourly	100%	146	351	
	Permit fees includes 2 inspections. For businesses with multiple permits, the highest permitted fee will be charged first and then each additional permit fee will be reduced by 50%	100%			
450	Alarm System Plan Review,Sprinkler monitoring only	100%	154	123	
451	Alarm System Plan Review, 10 or less initiating devices	100%	309	203	
452	Alarm System Plan Review, 11-20 initiating device	100%	463	203	
453	Alarm System Plan Review, 20 or more devices	100%	619	268	
454	Sprinkler System Plan Review, 25 heads or less	100%	309	-	
455	Sprinkler System Plan Review, 26 - 99 heads	100%	463	-	
456	Sprinkler System Plan Review, 100 heads or more	100%	619	-	

				Fees as of 7/17/2018	Fees as of 7/16/2019		LEGEND:
				adjusted for 1.9% CPI increase	adjusted for 2.8% CPI increase		Fee Added
				Resolution No. 7892	Resolution No. 8045		No Change in Fee
	Service Name	**% Recovery**		**Fee Year 6**	**Fee Year 7**		Fee Deleted
457	Sprinkler System Plan Review, 1-99 heads	100%		-	120		
458	Sprinkler System Plan Review, 100-499 heads	100%		-	243		
459	Sprinkler System Plan Review, 500 or more heads	100%		-	292		
460	Fire Sprinkler Modification- 1-100 heads	100%		-	123		
461	Fire Sprinkler Modification- 101-700 heads	100%		-	163		
462	Fire Sprinkler modification- 701-1250 heads	100%		-	203		
463	Fire Sprinkler modification- 1251 heads and over	100%		-	243		
464	In-rack sprinklers (plan review, permit, & 2 inspections) 1-10,000 square feet	100%		-	191		
465	In-rack sprinklers (plan review, permit, & 2 inspections) 10,001-50,000 square feet	100%		-	271		
466	In-rack sprinklers (plan review, permit, & 2 inspections) 50,001-100,000 square feet	100%		-	351		
467	In-rack sprinklers (plan review, permit, & 2 inspections) each additional 1-50,000 square feet over 100,000 square feet	100%		-	431		
468	Plan Review-Private underground Fire Line 1-10 appliances per building	100%		-	163		
469	Plan Review-Private Underground Fire Line 11-20 appliances per building	100%		-	203		
470	Plan Review-Private Underground Fire Line 21-30 appliances per building	100%		-	203		
471	Plan Review-Private Underground Fire Line 31-40 appliances per building	100%		-	243		
472	Plan Review- each additional appliance over 40	100%		-	123		
473	Plan Review- Aboveground and Underground Storage tank-first tank at location	100%		-	123		
474	Plan Review- Aboveground and Underground storage tank-each tank after first	100%		-	163		
475	Plan Review-Landscape/Vegetation Management	100%		-	163		
476	Plan Review-Resubmittal/Revision of previously reviewed plan (after 2nd sub)	100%		-	123		
477	Plan Review-where no permit or inspection is required, i.e. solar (commercial/residential, TI)	100%		-	123		
FIRE DEPARTMENT continued							
478	Commercial Fire Alarm Modification- 1-50 devices	100%		-	123		
479	Commercial Fire Alarm Modification- 51 devices and over	100%		-	163		
480	Smoke Control System Plan Review, review of rational analysis	100%		1,236	364		
481	Smoke Control System Plan Review, Design Testing	100%		1,236	444		
482	Inspection 100,000 sq. ft or less	100%		154	391		
483	Inspection 100,000 - 500,000 sq. ft	100%		232	472		
484	Inspection 500,001 sq. ft and above	100%		309	552		
485	Const - Automatic fire-extinguishing system, 25 heads or less	100%		309	191		
486	Const - Automatic fire-extinguishing system, 26-99 heads	100%		463	231		
487	Const - Automatic fire-extinguishing system, 100 heads or more	100%		619	114		
488	Const - Kitchen Hood and Duct	100%		309	191		
489	Const - Clean Agent System	100%		309	191		
490	Const - Battery Systems	100%		309	231		
491	Const - Compressed Gases	100%		309	231		
492	Const - Cryogenic fluids	100%		309	231		
493	Const - Alarm and detection systems/equip, sprinklers monitoring only	100%		154	191		

				Fees as of 7/17/2018	Fees as of 7/16/2019		LEGEND:
				adjusted for 1.9% CPI increase	adjusted for 2.8% CPI increase		Fee Added
				Resolution No. 7892	Resolution No. 8045		No Change in Fee
	Service Name	**% Recovery**		**Fee Year 6**	**Fee Year 7**		Fee Deleted
494	Const - Alarm and detection systems/equip, 10 or less initiating devices	100%		309	191		
495	Const - Alarm and detection systems/equip, 11-20 initiating devices	100%		619	231		
496	Const - Alarm and detection systems/equip, 20 or more devices	100%		927	311		
497	Const - Fire pumps and related equipment	100%		619	311		
498	Const - Flammable and combustible liquids	100%		309	231		
499	Const - Hazardous Materials	100%		619	311		
500	Const - Industrial ovens	100%		309	191		
501	Const - LP-gas	100%		309	191		
502	Const - Private fire hydrants	100%		463	191		
503	Const - Spraying or dipping	100%		463	231		
504	Const - Standpipe systems	100%		463	191		
505	Const - Temporary membrane structures and tents	100%		154	183		
506	High Fire Hazard Area Landscaping	100%		125	271		
507	First Responder Fee (Engine/Truck) (non-residents only)	100%		-	514		
508	First Responder Fee (Paramedic Squad) (non-residents only)	100%		-	380		
509	Const - Emergency responder radio coverage systems	100%		-	203		
510	Const - Gates/Barricades	100%		-	191		
511	Const - Smoke Control/Exhaust	100%		-	391		
512	Const - Solar - Photovoltaic	100%		-	40		
513	Building Occupant Safety Survey (BOSS)	100%		-	111		

	Service Name	% Recovery	Fees as of 7/17/2018 adjusted for 1.9% CPI increase Resolution No. 7892 Fee Year 6	Fees as of 7/16/2019 adjusted for 2.8% CPI increase Resolution No. 8045 Fee Year 7		LEGEND:
						Fee Added
						No Change in Fee
						Fee Deleted
FACILITIES & COMMUNITY SERVICES DEPARTMENT						
514	Small Cell Site Applications (pass-through costs)	100%	-	Contract Cost		
513	Annual License Fee for Use of City Facilities	Statute	-	270	per year	
514	Vacant, abandoned property registration	100%	90	93		
515	Street Tree Permit - Street Tree Removal	50%	83	85		
516	Street Tree Permit - Street Tree Trimming	50%	69	71		
517	Street Tree Permit - Street Tree Planting	50%	79	81		
518	Street Tree Permit - Street Tree Relocation	50%	137	141		
519	Street Tree Permit - Processing Fee	50%	39	40		
520	Rental Dwelling Permit , < 1 acre	100%	82	80		
521	Rental Dwelling Permit , 1 -3 acres	100%	96	94		
522	Rental Dwelling Permit , 3.01 - 5 acres	100%	108	106		
523	Rental Dwelling Permit , > 5.01 acres	100%	118	116		
524	Rental Dwelling Permit - Reinspection	100%	42	40		
525	Street Banner Permit	100%	-	25		
PARKS DIVISION						
	PARK RESERVATION RATES					
526	**Park Reservation Rates**					
	Prospect Park Sign		61	63		
	Redlands Bowl		118	121		
	Stage (outdoor area of Posellis only)		-	20	/hour	
	Prosellis (includes stage area)		-	25	/hour	
	Bowl		-	25	/hour	
	Mandatory Park Attendant		-	50	/hour	
	Avice Meeker Sewall Theatre		118	121		
	Apron (full stage not available)		-	20	/hour	
	Mandatory Park Attendant		-	50	/hour	
	Sylvan Park		118	121		
	Section A (Group Picnic) Tables 1 through 8 (seats 128)		-	30		
	Section A (Group Picnic) Tables 9 through 17 (seats 64)		-	30		
	Section A (Group Picnic) Tables 17 through 25 (seats 64)		-	30		
	Section C (Group Picnic) Tables 1 through 7 (seats 65)		-	30		
	Rose Garden		-	25		
	Covered Picnic Area (Shelter Area)		-	40		
	Gazebo		-	40		
	All Other Parks		91	94		
527	Clean-up deposit (refundable)					
	up to 50 persons		-	100		
	50 to 150 persons		-	200		
	150 or more persons		-	300		
RECREATION DIVISION						
	FIELD RENTAL RATES					
	Rental Fields:					
	Texonia Park (Texas Street and Lugonia Ave.)					
	Community Park (Church Street and San Bernardino Ave.)					
	Brookside Park (Brookside Avenue)					

				Fees as of 7/17/2018	Fees as of 7/16/2019		LEGEND:
				adjusted for 1.9% CPI increase	adjusted for 2.8% CPI increase		Fee Added
				Resolution No. 7892	Resolution No. 8045		No Change in Fee
	Service Name	**% Recovery**		**Fee Year 6**	**Fee Year 7**		Fee Deleted
	Crafton Park (Independence Avenue)						
	Clement School Ball Fields and Tennis Courts *(Pennsylvania Avenue)						
	Orangewood School * (Stuart Avenue)						
	* Joint Use Agreement with Redlands Unified School District						
	~~User Groups:~~						
	~~**Group 1**: City of Redlands – City operated recreation programs and activities. This group receives first priority for field use and allocations. **No rental fee.**~~						
	~~**Group 2:** Organized Youth Sports – Registered non-profit or charitable group with registered non-profit status with the State of California, complete with tax exempt identification number, offering organized youth sports. All participants shall be under 18 years of age. **Fees noted below.**~~						
	~~**Group 3:** Adult Sports, Community/Business Groups and/or individuals – League or organized sports or activities for participants 18 years of age or over; tournaments; and other activities requiring field reservations. **Fees noted below.**~~						
	Rental Rates:						
	GROUP 2						
	Field Use			$ 10 / hour per field	-	/hour per field	
	Field Lighting			$ 15 / hour	-	/hour	
528	~~**GROUP 3**~~ **ALL GROUPS**						
	Field Use			$20 / hour per field	21	/hour per field	
	Field Lighting			$ 30 / hour	32	/hour	
	*** Field Lighting at Crafton Park and Community Park is paid directly to utility provider by user.**						
529	Miscellaneous: Staff Call-Out fee shall be assessed when city staff is called to a field for any of the following reasons: confirm field reservations, turn lighting on/off, clean garbage /debris left by users, resolve complaints and/make repairs resulting from abuse by user.			$ 40 per hour	43	/hour	

				Fees as of 7/17/2018	Fees as of 7/16/2019			LEGEND:
				adjusted for 1.9% CPI increase	adjusted for 2.8% CPI increase			Fee Added
				Resolution No. 7892	Resolution No. 8045			No Change in Fee
	Service Name	**% Recovery**		**Fee Year 6**	**Fee Year 7**			Fee Deleted
RECREATION DIVISION Continued								
	FACILITY RENTAL RATES							
	Facilities:							
	Redlands Community Center (111 W. Lugonia Avenue)							
	Redlands Senior Center (111 W. Lugonia Avenue)							
	Joslyn Senior Center (21 Grant Avenue)							
	~~User Groups:~~							
	~~**Group 1:** City of Redlands/Public Agency - City personnel (for departmental, city and/or regional business), City Sponsored Groups, Council Members, Council appointed commissions, committees, and task forces; public agencies with reciprocal agreements. **No fee. No Deposit Required.**~~							
	~~**Group 2:** Redlands Non-profit Organization and Community Groups - Registered non-profit or charitable group with registered non-profit status with the State of California, complete with tax exempt identification number; offering free membership open to the general public; groups sponsoring activities open to the public free of charge. **Fee noted below. $200 deposit required.**~~							
530	~~**GROUP 2** ALL GROUPS - Facility / Room Rates - $200 deposit requirec~~							
	Gym			$ 61 / hour	65	/hour		
	Racquetball Court			$ 20 / hour	21	/hour		
	Multipurpose Rooms			$ 25 / hour	27	/hour		
	Kitchens			$ 51 flat fee	54			
	Computer Class Room			$ 30 / hour	32	/hour		
	Conference Room			$ 15 hour	16	/hour		
	Game Room (CC)			$ 25 hour	27	/hour		
	Building (1-4 hours)			$ 707 1-4 hours *	752			
	Building (each additional hour)			* $51 each additional hr	54	/hour		
531	Tennis Court Lighting			2.50	2.50	/hour		
532	Tennis Machine Rental			10	10	/hour		
533	***Miscellaneous Charges for All Groups***							
	Refundable Cleaning Deposit			200	200			
	Attendant / Staff Supervision Fee			20	20	/hour per attendant		
	Fees shall be prepaid to guarantee reservation.							
	Refunds will be issued less a 10% administrative fee.							
	A processing fee of $10 shall be assessed when applicants and/or participants request deviation from the standard processing time of five business days.							
	All user groups shall comply with the City's established field and facility rental policies.							
	Rental agreements may be negotiated for continuous use of the fields and/or facilities. The rates contained in these agreements may vary from the structure presented above, and shall be approved by City Council.							

	Service Name	% Recovery	Fees as of 7/17/2018 adjusted for 1.9% CPI increase Resolution No. 7892 Fee Year 6	Fees as of 7/16/2019 adjusted for 2.8% CPI increase Resolution No. 8045 Fee Year 7		LEGEND:
						Fee Added
						No Change in Fee
						Fee Deleted
RECREATION DIVISION continued						
	ADULT SERVICES, PROGRAMS AND ACTIVITIES (18 and over)					
534	Adult Open gym - resident		1	1	/person per day	
	Adult Open gym - non-resident		2	2	/person per day	
535	Adult Open Racquetball - resident		1	1	/ hour per person	
	Adult Open Racquetball - non-resident		2	2	/ hour per person	
	Adult Open Racquetball - Annual Pass - resident		25	25		
	Adult Open Racquetball - Annual Pass - non-resident		35	35		
536	Adult Classes		Fee Set By Independent Contractor	Fee Set By Independent Contractor		
537	Adult Family Trips		100% Cost of Trip	100% Cost of Trip		
538	Annual Pass - resdident I.D., Game Room, Gym Usage, Racquetball and Tennis Courts		25	25	/person	
	Annual Pass - non-resdident I.D., Game Room, Gym Usage, Racquetball and Tennis Courts		35	35	/person	
	Annual Pass - adult group homes I.D., Game Room, Gym Usage, Racquetball and Tennis Courts		50	50	/group home	
	SENIOR SERVICES, PROGRAMS AND ACTIVITIES					
539	Bingo		0.50	0.50	/card	
540	Bingo Tournaments					
	Per Person		20	20	/person per tournament	
	Per Team		100	100	/person per team	
541	Senior Classes		Fee Set By Independent Contractor	Fee Set By Independent Contractor		
542	Trips		100% cost of trip	100% cost of trip		
543	Senior Transportation Program Bus Pass		$ 1.75 / person each way $17.50 for 10 one-way trips	$ 1.75 / person each way $17.50 for 10 one-way trips		
	Senior Patron - A Patron is any senior making a voluntary donation in excess of $ 20 per year to either senior center. Patrons shall receive identification cards and shall save $ 5 on senior services, programs and activities.					
	YOUTH SERVICES, PROGRAMS AND ACTIVITIES					
	Scholarships are available for all youth services, programs and activities. To qualify, scholarship recipients shall meet income requirements as established by the Department of Housing and Urban Development for San Bernardino County. Not applicable with any other discounts.					
544	Youth Annual Pass for use at Community Center		No Charge	No Charge		
545	Annual Pass - group homes I.D., Game Room, Gym Usage, Racquetball and Tennis Courts		50	50	/group home	
546	Teen Dances		$ 3 / person	$ 3 / person		
547	Teen Trips		100% cost of trip	100% cost of trip		

			Fees as of 7/17/2018	Fees as of 7/16/2019		LEGEND:
			adjusted for 1.9% CPI increase	adjusted for 2.8% CPI increase		Fee Added
			Resolution No. 7892	Resolution No. 8045		No Change in Fee
	Service Name	**% Recovery**	**Fee Year 6**	**Fee Year 7**		Fee Deleted
RECREATION DIVISION Continued						
	MISCELLANEOUS:					
548	Contract Classes		Fee Set By Independent Contractor	Fee Set By Independent Contractor		
549	Special Events		100% cost of event	100% cost of event		
550	Boutique Spaces		$10 / day per space without table $20/ day per space with table	$10 / day per space without table $20/ day per space with table		
551	Garden Plot Spaces		Smiley Gardens $20/ year per plot Clement Gardens $30/ year per plot Lugonia Gardens $35/ year per plot	Smiley Gardens $20/ year per plot Clement Gardens $30/ year per plot Lugonia Gardens $35/ year per plot		
552	Program Attendant Fee		$20 / hour per employee	$20 / hour per employee		
553	Early Registration*		10% discount for individuals and teams registering a minimum of 30 days prior to the close of registration (applies to all Youth, Adult, or Senior classes or pgrograms requiring registration.)			
554	Multiple Registration*		10% discount for multiple family members registering in the same class or program (applies to all Youth, Adult, or Senior classes or pgrograms requiring registration.)			
FINANCE DEPARTMENT						
555	Business License - new	100%	71	46		
556	Business License - renewal	100%	23	20		
557	Yard Sale Permit	100%	4	4		
558	Returned Check	100%	42	43		
559	Dog licensing	100%	23	24		
560	Dog licensing -spay/neutered	50%	12	12		
561	Dog licensing - replacement tag	100%	17	17		
562	State CASp Svc Fee*	Statute	4	4		
	* Effective 1/1/2018, SB 1186 Disability Access Legislation (Chpt. 383, Statutes of 2012) was revised by AB 1379 (Chpt. 667, Statutes 2017) to increase the $1.00 State fee on applicants for new and renewa					
	business licenses to $4, with 70% retained by the City and 30% remitted to the State					
LIBRARY SERVICES						
563	Reservation of library materials	26%	0.75	0.75	/item	
564	Non-resident fee	96%	30	30	annually	
OFFICE OF THE CITY CLERK						
565	Passport Execution Fee (Set by State Department)	100%	25	25		
566	Passport Photo Fee	100%	15	15		

CITY OF REDLANDS
Building Department
Schedule of New Construction Fees
PLAN CHECK & INSPECTION FEES COMBINED

Resolution No. 8045 2.8% CPI Adjustment

	IBC Class	IBC Occupancy Type	Project Size Threshold	Construction Type IA, IB: Base Cost @ Threshold Size	Construction Type IA, IB: Cost for Each Additional 100 sf *	Construction Type IIA, IIB, IIIA, IIIB, IV: Base Cost @ Threshold Size	Construction Type IIA, IIB, IIIA, IIIB, IV: Cost for Each Additional 100 sf *	Construction Type VA, V: Base Cost @ Threshold Size
567	A-1	Assembly uses, usually with fixed seating,	2,000	$7,433	$5.44	$6,319	$4.97	$5,206
	Greater	intended for the production and	10,000	$7,867	$13.11	$6,717	$11.07	$5,566
	Than 50	viewing of the performing arts or	20,000	$9,179	$4.27	$7,823	$3.63	$6,469
	Occupant	motion pictures	40,000	$10,033	$4.67	$8,548	$3.93	$7,065
	-	-	100,000	$12,832	$1.62	$10,907	$1.38	$8,981
	-	-	200,000	$14,457	$7.03	$12,287	$5.94	$10,117
568	A-2	Assembly uses intended for food and/or	1,000	$10,634	$15.31	$9,012	$14.06	$7,389
	-	drink consumption	5,000	$11,248	$34.70	$9,574	$29.25	$7,901
	-	-	10,000	$12,982	$12.25	$11,037	$10.35	$9,092
	-	Restaurant	20,000	$14,207	$13.06	$12,072	$11.01	$9,937
	-	-	50,000	$18,125	$4.42	$15,373	$3.75	$12,623
	-	-	100,000	$20,336	$19.93	$17,251	$16.84	$14,166
569	A-3, A-4	Assembly uses intended for worship;	1,000	$10,157	$14.50	$8,609	$13.31	$7,061
	-	Assembly uses intended for viewing	5,000	$10,737	$33.19	$9,141	$27.99	$7,546
	-	of outdoor sporting events and activities with	10,000	$12,397	$11.72	$10,541	$9.91	$8,685
	-	spectator seating	20,000	$13,568	$12.45	$11,532	$10.49	$9,495
	-	-	50,000	$17,302	$4.23	$14,677	$3.59	$12,052
	-	-	100,000	$19,416	$19.01	$16,474	$16.07	$13,532
570.1	A-4	See Above	500	$8,206	$23.17	$6,968	$21.25	$5,730
	-	-	2,500	$8,670	$53.16	$7,393	$44.84	$6,117
	-	-	5,000	$9,999	$18.73	$8,514	$15.84	$7,030
	-	-	10,000	$10,936	$19.94	$9,307	$16.80	$7,677
	-	-	25,000	$13,926	$6.75	$11,826	$5.73	$9,728
	-	-	50,000	$15,614	$30.42	$13,261	$25.71	$10,907
570.2	A-5	Assembly—Outdoor Activities	1,500	$10,470	$9.99	$8,870	$9.14	$7,269
	-	Amusement Park, Bleacher, Stadium	7,500	$11,069	$23.79	$9,418	$20.05	$7,766
	-	-	15,000	$12,853	$8.04	$10,922	$6.79	$8,990
	-	-	30,000	$14,059	$8.74	$11,940	$7.36	$9,822
	-	-	75,000	$17,992	$2.92	$15,253	$2.47	$12,514
	-	-	150,000	$20,182	$13.18	$17,109	$11.13	$14,034
570.3	A	A Occupancy Tenant Improvements	1,000	$8,394	$8.79	$7,100	$7.82	$5,807
	-	-	5,000	$8,745	$26.90	$7,413	$22.68	$6,082
	-	-	10,000	$10,090	$9.86	$8,547	$8.35	$7,004
	-	-	20,000	$11,077	$9.99	$9,382	$8.38	$7,688
	-	-	50,000	$14,075	$3.42	$11,895	$2.90	$9,715
	-	-	100,000	$15,785	$15.38	$13,345	$12.94	$10,907
571	B	Business—Professional Office	1,000	$8,999	$13.95	$7,651	$12.93	$6,304
	-	Buildings or spaces for office professional	5,000	$9,558	$28.61	$8,169	$24.21	$6,781
	-	or service type transactions, including	10,000	$10,987	$10.41	$9,379	$8.83	$7,771
	-	storage of records and accounts;	20,000	$12,029	$10.85	$10,262	$9.17	$8,497
	-	Restaurants w/ less than 50 occupants	50,000	$15,285	$3.74	$13,014	$3.20	$10,742
	-	-	100,000	$17,157	$16.75	$14,613	$14.21	$12,068
572	B	B Occupancy Tenant Improvements	1,000	$7,539	$8.17	$6,388	$7.30	$5,238
	-	Buildings or spaces for office professional	5,000	$7,866	$24.29	$6,681	$20.50	$5,495
	-	or service type transactions, including	10,000	$9,080	$8.86	$7,705	$7.51	$6,330
	-	storage of records and accounts;	20,000	$9,966	$8.93	$8,457	$7.49	$6,948
	-	Restaurants w/ less than 50 occupants	50,000	$12,646	$3.11	$10,704	$2.65	$8,763
	-	-	100,000	$14,204	$13.80	$12,028	$11.62	$9,852
573	E	Educational	500	$8,324	$22.87	$7,067	$20.96	$5,809
	-	Buildings or rooms used by more than 6	2,500	$8,782	$52.37	$7,486	$44.09	$6,190
	-	persons for educational purposes up to the	5,000	$10,091	$18.74	$8,588	$15.80	$7,085
	-	12th grade	10,000	$11,027	$20.01	$9,378	$16.86	$7,729
	-	Day care for 6 or more children older than	25,000	$14,029	$6.75	$11,906	$5.73	$9,783
	-	2.5 years of age	50,000	$15,716	$30.58	$13,338	$25.82	$10,960
574	E	E Occupancy Tenant Improvements	1,000	$7,643	$8.02	$6,479	$7.17	$5,313
	-	Buildings or rooms used by more than 6	5,000	$7,964	$23.35	$6,765	$19.72	$5,566
	-	persons for educational purposes up to the	10,000	$9,132	$8.99	$7,751	$7.62	$6,371
	-	12th grade	20,000	$10,030	$8.84	$8,513	$7.41	$6,996
	-	Day care for 6 or more children older than	50,000	$12,682	$3.05	$10,737	$2.59	$8,793
	-	2.5 years of age	100,000	$14,206	$13.78	$12,033	$11.61	$9,860

Resolution No. 8045- 2.8% CPI Adjustment

	IBC Class	IBC Occupancy Type	Project Size Threshold	Construction Type IA, IB: Base Cost @ Threshold Size	Construction Type IA, IB: Cost for Each Additional 100 sf *	Construction Type IIA, IIB, IIIA, IIIB, IV: Base Cost @ Threshold Size	Construction Type IIA, IIB, IIIA, IIIB, IV: Cost for Each Additional 100 sf *	Constructi VA, V: Base Cost @ Threshold Size
575	F-1	Factory Industrial—Moderate Hazard	20,000	$8,407	$3.85	$7,190	$3.32	$5,973
	-	Factory and industrial uses that include the	50,000	$9,562	$3.41	$8,186	$2.91	$6,810
	-	fabrication or manufacturing of Moderate	100,000	$11,266	$1.21	$9,639	$1.02	$8,013
	-	and Low Hazard materials	250,000	$13,080	$1.10	$11,176	$0.93	$9,271
	-	-	500,000	$15,823	$0.93	$13,489	$0.78	$11,154
	-	-	1,000,000	$20,471	$2.01	$17,394	$1.71	$14,317
576	F	F Occupancy Tenant Improvements	2,000	$4,918	$5.34	$4,226	$5.02	$3,535
	-	Factory and industrial uses that include the	10,000	$5,346	$9.86	$4,627	$8.39	$3,910
	-	fabrication or manufacturing of Moderate	20,000	$6,331	$2.89	$5,466	$2.49	$4,601
	-	and Low Hazard materials	40,000	$6,910	$3.26	$5,965	$2.77	$5,020
	-	-	100,000	$8,865	$1.20	$7,625	$1.03	$6,386
	-	-	200,000	$10,065	$4.87	$8,658	$4.16	$7,251
577	H-1, H-2	High Hazard: Detonation Hazard;	1,000	$5,124	$10.00	$4,383	$9.25	$3,641
	H-3, H-4	Deflagration hazard or hazard from	5,000	$5,524	$21.88	$4,753	$18.47	$3,982
	H-5	accelerated burning; Materials that readily	10,000	$6,618	$5.68	$5,676	$4.83	$4,735
	-	support combustion; Materials that are	20,000	$7,186	$7.11	$6,159	$6.01	$5,133
	-	health hazards	50,000	$9,320	$2.57	$7,962	$2.19	$6,606
	-	-	100,000	$10,605	$10.27	$9,059	$8.73	$7,515
578	H	See Above	1,000	$5,231	$11.00	$4,483	$10.27	$3,735
	-	-	5,000	$5,671	$21.61	$4,894	$18.29	$4,116
	-	-	10,000	$6,751	$5.85	$5,808	$4.99	$4,865
	-	-	20,000	$7,336	$7.14	$6,308	$6.05	$5,278
	-	-	50,000	$9,478	$2.59	$8,122	$2.22	$6,767
	-	-	100,000	$10,775	$10.44	$9,235	$8.90	$7,694
579	I-1	Housing of clients on a 24-hour basis in a	1,000	$6,730	$12.25	$5,732	$11.32	$4,735
	-	supervised residential environment providing	5,000	$7,221	$27.18	$6,185	$22.93	$5,150
	-	personal care services	10,000	$8,580	$7.60	$7,332	$6.45	$6,084
	-	-	20,000	$9,339	$9.13	$7,977	$7.71	$6,614
	-	-	50,000	$12,079	$3.25	$10,290	$2.77	$8,501
	-	-	100,000	$13,706	$13.37	$11,677	$11.35	$9,648
580	I-2, I-3	Medical, surgical, psychiatric, nursing or	1,000	$8,330	$15.32	$7,083	$14.15	$5,835
	-	custodial care on a 24-hour basis for more	5,000	$8,943	$33.97	$7,649	$28.66	$6,355
	-	than 6 persons; facilities where persons are	10,000	$10,641	$9.50	$9,082	$8.07	$7,522
	-	restrained	20,000	$11,592	$11.41	$9,888	$9.64	$8,185
	-	-	50,000	$15,016	$4.07	$12,780	$3.47	$10,543
	-	-	100,000	$17,050	$16.72	$14,513	$14.18	$11,977
581	I-4	Day care operations of more than 6 people	1,000	$7,837	$14.63	$6,672	$13.57	$5,507
	-	of any age where the care is for less than	5,000	$8,423	$30.66	$7,214	$25.90	$6,007
	-	24 hours a day	10,000	$9,956	$8.94	$8,510	$7.60	$7,065
	-	-	20,000	$10,850	$10.53	$9,269	$8.90	$7,690
	-	-	50,000	$14,007	$3.73	$11,939	$3.18	$9,871
	-	-	100,000	$15,872	$15.54	$13,532	$13.20	$11,192
582	I	I Occupancy Tenant Improvements	1,000	$4,851	$10.40	$4,166	$9.77	$3,481
	-	-	5,000	$5,266	$18.72	$4,557	$15.88	$3,847
	-	-	10,000	$6,202	$5.45	$5,351	$4.66	$4,499
	-	-	20,000	$6,748	$6.37	$5,817	$5.41	$4,885
	-	-	50,000	$8,658	$2.32	$7,439	$2.00	$6,220
	-	-	100,000	$9,820	$9.49	$8,439	$8.11	$7,057
583	M	Display and sale of merchandise accessible	1,000	$7,214	$14.09	$6,154	$13.12	$5,092
	-	to the public	5,000	$7,778	$28.24	$6,679	$23.89	$5,578
	-	-	10,000	$9,191	$8.23	$7,873	$7.00	$6,555
	-	-	20,000	$10,014	$9.66	$8,573	$8.17	$7,133
	-	-	50,000	$12,910	$3.44	$11,025	$2.94	$9,139
	-	-	100,000	$14,629	$14.30	$12,496	$12.16	$10,363
584	M	M Occupancy Tenant Improvements	1,000	$6,836	$13.79	$5,837	$12.88	$4,839
	-	-	5,000	$7,388	$26.90	$6,353	$22.77	$5,318
	-	-	10,000	$8,732	$7.78	$7,491	$6.63	$6,249
	-	-	20,000	$9,510	$9.18	$8,154	$7.78	$6,797
	-	-	50,000	$12,264	$3.28	$10,487	$2.81	$8,709
	-	-	100,000	$13,903	$13.57	$11,891	$11.56	$9,879
585	R-1, R-2	Transient and nontransient lodging including	2,000	$9,994	$0.64	$8,508	$0.53	$7,021
	-	hotels, motels, apartments and boarding	10,000	$10,046	$15.93	$8,551	$13.27	$7,055
	-	houses	20,000	$11,638	$3.76	$9,878	$3.13	$8,117
	-	-	40,000	$12,390	$3.71	$10,504	$3.09	$8,618
	-	-	100,000	$14,614	$1.92	$12,358	$1.60	$10,101
	-	-	200,000	$16,534	$7.73	$13,958	$6.44	$11,381

Resolution No. 8045- 2.8% CPI Adjustment

	IBC Class	IBC Occupancy Type	Project Size Threshold	Construction Type IA, IB: Base Cost @ Threshold Size	Construction Type IA, IB: Cost for Each Additional 100 sf *	Construction Type IIA, IIB, IIIA, IIIB, IV: Base Cost @ Threshold Size	Construction Type IIA, IIB, IIIA, IIIB, IV: Cost for Each Additional 100 sf *	Constructi VA, Base Cost @ Threshold Size
586	R-3, R-3.1	One and two-family homes; Residentially	1,000	$6,618	$5.10	$5,648	$4.25	$4,679
	R-4	based 24-hour facility for 6 or fewer clients	2,000	$6,669	$71.78	$5,691	$59.82	$4,713
	-	of any age; Residential care/assisted living	3,000	$7,387	$42.09	$6,289	$35.07	$5,192
	-	for more than 6 ambulatory clients	4,000	$7,807	$112.80	$6,640	$94.00	$5,472
	-	-	5,000	$8,936	$16.62	$7,580	$13.85	$6,224
	-	-	10,000	$9,766	$89.66	$8,272	$74.72	$6,778
587	R-3	REPEAT OF MODEL	1,000	$4,906	$3.91	$4,221	$3.25	$3,537
	-	One and two family homes.	2,000	$4,944	$44.67	$4,254	$37.22	$3,563
	-	Repeat plan check set at 50% of initial plan	3,000	$5,391	$28.43	$4,626	$23.69	$3,861
	-	check, per current Master Fee Schedule	4,000	$5,676	$73.54	$4,863	$61.28	$4,050
	-	-	5,000	$6,411	$10.15	$5,476	$8.46	$4,541
	-	-	10,000	$6,919	$61.18	$5,899	$50.98	$4,879
588	S-1	Storage—Moderate Hazard, Repair Garage	500	$4,701	$14.16	$4,011	$12.93	$3,319
	-	Motor Vehicles (not High Hazard)	2,500	$4,985	$35.00	$4,269	$29.49	$3,552
	-	-	5,000	$5,860	$10.42	$5,006	$8.82	$4,152
	-	-	10,000	$6,381	$12.08	$5,447	$10.18	$4,513
	-	-	25,000	$8,193	$4.26	$6,973	$3.63	$5,755
	-	-	50,000	$9,258	$17.85	$7,880	$15.10	$6,502
589	S-2	Storage—Low Hazard Storage	500	$5,770	$17.55	$4,909	$16.04	$4,049
	-	-	2,500	$6,120	$42.93	$5,230	$36.17	$4,340
	-	-	5,000	$7,194	$12.99	$6,134	$11.00	$5,075
	-	-	10,000	$7,843	$14.93	$6,684	$12.58	$5,525
	-	-	25,000	$10,083	$5.24	$8,571	$4.46	$7,060
	-	-	50,000	$11,393	$22.12	$9,687	$18.71	$7,980
590	S	S Occupancy Tenant Improvements	1,000	$4,856	$8.23	$4,148	$7.57	$3,439
	-	-	5,000	$5,185	$19.27	$4,451	$16.26	$3,716
	-	-	10,000	$6,148	$5.44	$5,264	$4.62	$4,379
	-	-	20,000	$6,693	$6.44	$5,725	$5.43	$4,759
	-	-	50,000	$8,626	$2.36	$7,356	$2.02	$6,087
	-	-	100,000	$9,804	$9.47	$8,364	$8.03	$6,926
591	U	Accessory and miscellaneous structure not	1,000	$4,948	$7.89	$4,230	$7.31	$3,511
	-	specifically classified	5,000	$5,264	$17.02	$4,522	$14.47	$3,780
	-	-	10,000	$6,115	$5.84	$5,246	$5.01	$4,376
	-	-	20,000	$6,699	$6.02	$5,746	$5.08	$4,794
	-	-	50,000	$8,504	$2.18	$7,271	$1.87	$6,039
	-	-	100,000	$9,594	$9.26	$8,208	$7.88	$6,824
	SHELL BUILDINGS							
592	B, M, S	All Shell Buildings	5,000	$5,432	$2.20	$4,659	$2.07	$3,887
	-	-	25,000	$5,873	$4.22	$5,072	$3.60	$4,273
	-	-	50,000	$6,928	$1.29	$5,972	$1.11	$5,015
	-	-	100,000	$7,574	$1.41	$6,528	$1.20	$5,482
	-	-	250,000	$9,691	$0.57	$8,325	$0.49	$6,958
	-	-	500,000	$11,111	$2.16	$9,562	$1.85	$8,013

* Each additional 100 square feet, or portion thereof, up to the next highest project size threshold.

CITY OF REDLANDS - Building & Safety

MISCELLANEOUS ITEMS PERMIT FEES

Resolution No. 8045 - 2.8% CPI Adjustment

	Work Item	Unit	Fee Adopted 7/16/2019
	Standard Hourly Rate		$ 127.70
	Antenna		
593	Equipment Container, any size	each	$ 383.10
594	Cellular/Mobile Phone, free-standing	each	$ 446.95
595	Cellular/Mobile Phone, co-location	each	$ 383.10
596	Balcony addition	each	$ 510.80
597	Carport MINOR (< or = 200 sq ft.)	each	$ 319.25
598	Carport MAJOR (> 200 sq ft.)	each	$ 446.95
599	Change of Occupancy	each	$ 574.65
	Close Existing Openings		
600	Interior wall	each	$ 255.40
601	Exterior wall	each	$ 383.10
602	Commercial Coach (per unit)	each unit	$ -
603	Compliance Inspections/Reinspections	each	$ 510.80
604	Deck (wood) - up to 200 sq ft.	each	$ 319.25
605	Each additional 100 sq ft.	each 100 sf	$ 255.40
606	Deck (wood) (with calcs) - up to 200 sq ft.	each	$ 383.10
607	Over 200 sq ft.	each	$ 446.95
608	Demolition - Single Family Dwelling	each	$ 255.40
609	Demolition - Multi Family/ Commercial	each	$ 383.10
	Door		
610	New door (residential)	each	$ 319.25
611	New door (Commercial/ Industrial)	each	$ -
	Fence or Freestanding Wall (non-masonry)		
612	Any Size		$ 319.25
	Fence or Freestanding Wall (masonry)		
613	Masonry, (6-8 feet high), pre-engineered	up to 100 lf	$ 383.10
614	Each additional 100 lf	each 100 lf	$ 63.85
615	Masonry, Special Design (6-10' high)	up to 100 lf	$ 574.65
616	Each additional 100 lf	each 100 lf	$ 191.55
617	Masonry, Special Design (over 10' high)	up to 100 lf	$ 574.65
618	Each additional 100 lf	each 100 lf	$ 191.55
	Fireplace		
619	Pre-Fabricated / Metal	each	$ 255.40
620	Flag pole (over 30 feet in height)	each	$ 255.40
	Grading (Cut and Fill)		
621	0-100 Cubic Yards (Cut and Fill)	each	$ 191.55
622	101-1,000 CY	each	$ 255.40
623	1,000 - 10,000 CY	each	$ 383.10
624	10,001 - 100,000 CY	each	$ 446.95
625	100,001 - 200,000 CY	each	$ 638.50
626	Each Add'l 10,000 CY or portion thereof	each	$ 76.62
627	Lighting Pole	each	$ 255.40
	Partition - Commercial		
628	Interior (up to 30 l.f.)	up to 30 l.f.	$ 255.40
629	Additional partition	each 30 l.f.	$ 127.70
	Patio Cover, Awning, Canopy, Trellis and Arbors		
630	Wood frame (City Standard)	up to 300 s.f.	$ 255.40
631	Wood frame (with calcs)	up to 300 s.f.	$ 319.25

	Work Item	Unit	Fee Adopted 7/16/2019
632	Other frame	up to 300 s.f.	$ 319.25
633	Additional Patio	up to 300 s.f.	$ 127.70
	Enclosure	each	$ 319.25
634	**Solar Energy Systems***		
	Residential 0-10 kW		$ 446.9500
	Residential each additional kW> 10kW		$ 12.7700
	Non-Residential 0-50 kW		$ 1,000.00
	Non-Residential 51-250 kW**	Ea KW	$ 7.00
	Non-Residential >250kW**	Ea KW	$ 5.00
635	Stucco Applications	up to 400 s.f.	$ 191.55
636	Additional Stucco Application	each 400 s.f.	$ 127.70
	Repairs		
637	For Fire, Water, Decay & Pests	<$10,000	$ 766.20
638	For Fire, Water, Decay & Pests	$10,000 - 25,000	$ 766.20
639	For Fire, Water, Decay & Pests	$25,001 - 100,000	$ 1,021.60
640	For Fire, Water, Decay & Pests	> $100,000	$ 1,149.30
	Retaining Wall (concrete or masonry)		
641	First 50 lf	up to 50 l.f.	$ 383.10
642	Additional retaining wall	each 50 l.f.	$ 63.85
643	Special Design, 3-10' high (up to 50 lf)	up to 50 l.f.	$ 446.95
644	Additional retaining wall	each 50 l.f.	$ 63.85
645	Special Design, over 10' high (up to 50 lf)	up to 50 l.f.	$ 702.35
646	Additional retaining wall	each 50 l.f.	$ 63.85
	Remodel - Residential		
647	500 s.f. Single Story	up to 500 s.f.	$ 638.50
648	501 - 1,000 s.f.	501 to 1,000 s.f.	$ 702.35
649	Additional remodel (each add'l 500 sq ft)	each 500 s.f.	$ 255.40
	Re-roof Single Family Dwelling / Duplex		
650	Any Size	up to 200 s.f.	$ 383.10
	Re-roof Multi-Family/Comm./Ind.		
651	Minor Repair < 500 sq ft	up to 500 s.f.	$ 191.55
652	501 - 3,000 sq ft	501 to 3,000 s.f.	$ 319.25
653	3,001 - 10,000 sq ft	3,001 to 10k s.f.	$ 446.95
654	> 10,001 sq ft	Each 1,000 sq ft	$ 63.85
655	Roof Structure Replacement	up to 500 s.f.	$ 638.50
656	Additional roof structure replacement	each 500 s.f.	$ 127.70
	Residential Additions		
657	One Story	up to 500 s.f.	$ 574.65
658	One Story	501 - 1,000 s.f.	$ 766.20
659	One Story	> 1,000 s.f. each 500 sqft	$ 95.78
	Siding		
660	Stone and Brick Veneer (interior or exterior)	up to 400 s.f.	$ 255.40
661	Additional siding	Each add 400 s.f.	$ 95.78
	Signs		
662	Monument	each	$ 510.80
663	Wall-mounted Fixture	each	$ 255.40
664	Free-standing	each	$ 319.25

	Work Item	Unit	Fee Adopted 7/16/2019
	Skylight		
665	Any Size	each	$ 255.40
	Spa or Hot Tub		
666	In-ground Private	each	$ 319.25
	Storage Racks		
667	Any Height (up to 100 lf)	first 100 lf	$ 383.10
668	each additional 100 lf	each 100 lf	$ 31.93
	Swimming Pool / Spa		
669	Private	< 800 s.f.	$ 638.50
670	Private	> 800 s.f.	$ 766.20
671	Heater		$ 95.78
672	Temporary Utility Connection or Occupancy		$ 127.70
	Window or Sliding Glass Door		
673	Residential Replacement	qty. 1-4	$ 191.55
674	Residential Replacement	qty. 5 or more ea add	$ 31.93
675	New Window (non structural)	each	$ 255.40
676	Service Required in Excess of Standard	per hour	$ 127.70
677	Re-inspection	per hour	$ 127.70
678	Plan Re-Check	per hour	$ 127.70
679	Research	per hour	$ 127.70
680	Residential Building Reports	each	$ 63.85
681	Off-hours inspection (min 3 hours)	First hour or portion	$ 383.10
	Off-hours inspection (min 3 hours)	Ea Add Hour	$ 191.55
682	Landscaping		$ 638.50
683	Strong-Motion Instrumentation and Seismic Hazards Mapping Fee[1]		
	Group R Occupancies: one to three stories excluding hotels/motels	valuation^2 X $0.0001	
	All other buildings	$0.00021	
	All occupancies- minimum fee	$0.50	
684	California Health & Safety Code Section 18931.6 building permit fee	valuation^2 X $0.00004	
	Minimum fee	$1	
685	General Plan Maintenance Fee	$0.10/s.f. of new construction or additions > 50% of existing floor area	
686	Microfilm/Scanning	$10 + $2/page	

1 Pursuant to Californa Public Resources Code Section 2705

2 In accordance with the January 1, 1996 Valuation Data

***Effective 1/1/2018, Solar Energy System permit fee maximums were established by AB 1414**

****Indicates these fees have reach maximum threshold as of 1/1/2018**

CITY OF REDLANDS - Building & Safety

MECHANICAL, ELECTRICAL & PLUMBING PERMIT FEES

Resolution No. 8045 - 2.8% CPI Adjustment

	FEE TYPES	FEE DESCRIPTION	Fee Adopted 7/16/2019
	ADMINISTRATIVE AND MISC. FEES		
687	Permit Issuance	Permit Issuance	$ 63.85
	MECHANICAL PERMIT FEES		
688	Stand Alone Mechanical Plan Check (hourly rate)	Stand Alone Mechanical Plan Check (hourly rate)	$ 127.70
		UNIT FEES:	
689	A/C, Residential (each)	Install/Relocate forced air or gravity-type furnace or burner (including attached ducts and vents) up to and including 100,000 Btu/h (each)	$ 191.55
690	Heater (Wall)	Install/Relocate floor furnace, including vent (each)	$ 191.55
691	Appliance Vent/Chimney (only)	Install/Relocate suspended heater, recessed wall heater, or floor-mounted unit heater (each)	$ 191.55
692	Boiler	Repair/Alter/Add heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls (each)	$ 191.55
693	Chiller	Install/Relocate boiler or compressor, up to and including 3HP, or absorption system up to and including 100,000 Btu/h (each)	$ 510.80
694	Evaporative Cooler	Air-handling unit, including attached ducts. (Note: this fee shall not apply to an air-handling unit that is a portion of a factory-assembled appliance, cooling unit, evaporative cooler, or absorption unit for which a permit is required elsewhere) (each)	$ 191.55
695	Moisture Exhaust Duct (Clothes Dryer)	Evaporative cooler other than portable type (each)	$ 191.55
696	Vent Fan, Single Duct (each)	Ventilation fan connected to a single duct (each)	$ 191.55
697	Vent System	Ventilation system that is not a portion of any heating or air-conditioning system authorized by a permit (each)	$ 383.10
698	Exhaust Hood and Duct (Residential)	Hood installation that is served by mechanical exhaust, including the ducts for such hood (each)	$ 383.10
699	Non-Residential Incinerator	Install/Relocate commercial or industrial-type incinerator (each)	$ 255.40
700		Appliance or piece of equipment not classed in other appliance categories, or for which no other fee is listed (each)	$ 191.55
	OTHER FEES:	**OTHER FEES:**	
701		Installation or relocation of any duct system	$ 191.55
702		For Each Process Piping System of 1 to 2 Outlets	$ 127.70
703	Other Mechanical Inspections (per half hour)	For each additional process piping outlet	$ 63.85
704		Other Mechanical Inspections (per hour)	$ 127.70
	PLUMBING/GAS PERMIT FEES		
705		Permit Issuance (one time fee for each plumbing permit issued)	$ 63.85
706	Stand Alone Plumbing Plan Check (hourly rate)	Stand Alone Plumbing Plan Check (hourly rate)	$ 127.70
	UNIT FEES:	**UNIT FEES:**	
707		Plumbing fixture or trap or set of fixtures on one trap, including water, drainage piping, and backflow protection (each)	$ 191.55

	FEE TYPES	FEE DESCRIPTION	Fee Adopted 7/16/2019
	PLUMBING/GAS PERMIT FEES Continued		
708		Building or trailer park sewer (each)	$ 191.55
709		Rainwater system inside building (per drain)	$ 191.55
710		Private sewage disposal system (each)	$ 191.55
711		Water Heater (no issuance fee assessed)	$ 191.55
712		Industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps (each)	$ 574.65
713		Underground utilities (sewer, storm, water) Exception: Single Family Dwellings	$ 191.55
	OTHER FEES:	**OTHER FEES:**	
714		Install/Alter/Repair water piping and/or water treating equipment (each)	$ 191.55
715		For repair or alteration of drainage or vent piping, each fixture	$ 191.55
716		For each lawn sprinkler system on any one meter, including backflow protection devices therefor	$ 191.55
717		For atmospheric-type vacuum breakers	$ 191.55
718		1 to 5	$ 63.85
719		over 5 (each)	$ 38.31
720		For each backflow protective device other than atmospheric-type vacuum breakers:	$ 191.55
721		For each gas piping system of one to four outlets	$ 191.55
722		For each gas piping system of five or more outlets	$ 191.55
723	Other Plumbing and Gas Inspections (per half hour)	Other Plumbing and Gas Inspections (per hour)	$ 127.70
	ELECTRICAL PERMIT FEES		
724	Stand Alone Electrical Plan Check (hourly rate)	Permit Issuance (one time fee for each electrical permit issued)	$ 63.85
725		Stand Alone Electrical Plan Check	$ 127.70
726		Swimming pools, therapeutic whirlpools, spas and alterations to existing swimming pools. Use unit fee schedule for itemized work.	$ 191.55
727		Temporary power (ea); Temporary power to a permanent location (ea); Temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances (ea)	$ 191.55
728		For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree lots, firework stands, etc.	$ 191.55
		UNIT FEES:	
		Receptacle, Switch, and Light Outlets	
729		Receptacle, switch, lighting or other outlets at which current is used or controlled, except services, feeders and meters: First 20	$ 191.55
730		Each Additional 20 Outlets	$ 63.85
		Lighting Fixtures	
731		For lighting fixtures, sockets or other lamp-holding devices First 20	$ 191.55
732		Each Additional Outlet	$ 63.85
733		For pole or platform-mounted lighting fixtures	$ 63.85
734		For theatrical-type lighting fixtures or assemblies	$ 127.70

	FEE TYPES	FEE DESCRIPTION	Fee Adopted 7/16/2019
	ELECTRICAL PERMIT FEES Continued		
		Residential Appliances	
735		For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electrical ranges, self-contained room, console, or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers or other motor-operated appliances not exceeding 1 horsepower (HP) in rating each. For other types of air conditioners and other motor-driven appliances having large electrical rating, see POWER APPARATUS.	$ 191.55
		Non-Residential Appliances	
736		For residential appliances and self-contained factory-wired, non-residential appliances not exceeding 1 horsepower (HP), kilowatt (KW), or kilovolt-ampere (KVA), in rating including medical and dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment, each. For other types of air conditioners and other motor-driven appliances having large electrical rating, see POWER APPARATUS	$ -
		Power Apparatus	
		For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows: Rating in horsepower (HP), kilowatts (KW), kilovolt- amperes (KVA), or kilovolt-amperes-reactive (KVAR):	
737		Up to and including 1	$ 191.55
738		Over 1 and not over 10	$ 191.55
739		Over 10 and not over 50	$ 255.40
740		Over 50 and not over 100	$ 383.10
741		Over 100, each	$ 446.95
		Panelboards	
742		Installation or relocation of panelboard (ea)	$ 191.55
		Busways	
743		For trolley and plug-in-type busways, each 100 feet or fraction thereof. An additional fee will be required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in-type busways. No fee is required for portable tools	$ 191.55
		Signs, Outline Lighting, and Marquees	
744		For signs, outline lighting systems or marquees supplies from one branch circuit, each	$ 191.55
		Electrical Services	
745		For services of 600 volts or less; up to 1,000amperes in rating, each	$ 191.55
746		For services over 600 volts or over 1,000 amperes in rating, each	$ 510.80
		OTHER FEES:	
747		For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth. This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs or other equipment.	$ 191.55
748		Other Electrical Inspections (per hour)	$ 127.70

Note: This table would be used if, for example, someone wants a permit for just a water heater or electrical panel.

City Council/Successor Agency Meeting **K. 1.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of the agreement with Tec Equipment, Inc. for the supply of Original Equipment Manufacturer (OEM) autocar parts for an amount not to exceed $180,000 for the initial term, with the option to extend for two additional one-year terms for a total amount not-to-exceed $540,000 (Facilities and Community Services Director Crocker)

MOTION(S):

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

I move to approve an agreement with Tec Equipment, Inc. for the supply of OEM autocar parts for an amount not to exceed $180,000 for the initial term, with the option to extend for two additional one-year terms for a total amount not-to-exceed $540,000.

RECOMMENDATION:

Staff recommends that the City Council approve an agreement with Tec Equipment, Inc. for the supply of OEM Autocar parts in an amount not to exceed $180,000 for the initial term, with the option to extend for two (2) additional one-year (1) terms for a total amount not-to-exceed $540,000.

DISCUSSION:

The City of Redlands Facilities and Community Services Department's Equipment Maintenance Division oversees the maintenance of approximately 470 vehicles and the City's fuel station. Among the City's vehicles, there are currently 10 front and side loader autocar solid waste vehicles in service and operating in day to day operations. Due to required maintenance and anticipated repairs of solid waste autocar vehicles, staff is requesting an agreement with Tec

Equipment. Inc. for the supply of OEM Autocar parts.

In accordance with the City's procurement guidelines, a formal Request for Bids (RFB) was advertised for the supply of OEM Autocar parts. On October 12, 2023, the City Clerk's office received and opened one bid. Staff evaluated the bid for conformance with the scope of services and qualifications and verified the total price as shown in the table below. Tec Equipment, Inc. met all the bidding requirements and was deemed the only apparent bidder.

Vendor Name	Amount
Tec Equipment, Inc.	$97,475

Therefore, staff is recommending that the City Council approve an agreement with Tec Equipment, Inc. for the supply of OEM Autocar parts in an amount not to exceed $180,000 for the initial term, with the option to extend for two additional one-year terms for a total amount not-to-exceed $540,000.

ALTERNATIVES:

City Council may elect not to approve the agreement and provide alternative direction to staff.

STRATEGIC PLAN:

Not applicable.

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
Dana Abramotvitz-Daniel, Procurement Manager

PREPARED BY:
Larry Alms, Senior Administrative Assistant

Fiscal Impact

Fiscal Year: FY 2023-24
Amount: $180,000
Budgeted Y/N: Y
Account No.: 607900
Discussion:

Sufficient funding for this service is included in the Equipment Maintenance Division's (607900) budget for Fiscal Year 2023-24 as approved by City Council. Costs associated with any future renewal terms of the agreement will be included in subsequent budget requests prepared by the Department.

Attachments

A. Agreement
B. City Clerk's Bid Report

AGREEMENT TO PERFORM NON-PROFESSIONAL SERVICES FOR EQUIPMENT AND SUPPLIES

This agreement for the provision of a supply of Original Equipment Manufacturer (OEM) autocar parts ("Agreement") is made and entered in this 5th day of December, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and Tec Equipment, Inc., an Oregon corporation ("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 of original equipment manufacturer (OEM) autocar parts 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 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 from the Effective Date of this Agreement and will expire on June 30, 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 Compensation: The compensation for Contractor's performance of the Services shall not exceed the amount of One Hundred Eighty Thousand Dollars ($180,000) 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 One Hundred Eighty Thousand Dollars ($180,000) for the first Extended Term; and One Hundred Eighty Thousand Dollars ($180,000) for the second Extended Term, bringing the total possible amount of compensation to a not-to-exceed amount of Five Hundred Forty Thousand Dollars ($540,000). For the Initial Term and each Extended Term, City shall pay Contractor on a time and materials basis up to the not to not-to-exceed amount in accordance with the rates specified in Exhibit "B," titled "Price and Fee Schedule," which is attached hereto and incorporated herein by reference.

5.2 Contractor shall submit monthly invoices to City describing the Services performed during the preceding month. Contractors' 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	Georgia Field, Office Manager
City of Redlands	Tec Equipment, Inc.
35 Cajon Street	1440 Randall Ave.

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

Fontana, CA 92335
gfield@tecequipment.com
909-349-0200

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

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

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

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

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

6.2 Contractor shall defend, indemnify, and hold harmless City and its elected and appointed officials, employees and agents from and against any and all claims, losses and liability, including attorneys' fees, arising from injury or death to persons or damage to property occasioned by any negligent act or omission by, or the willful misconduct of, Contractor, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Contractor covenants and represents that it does not have any investment or interest in any real property that may be the subject of this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by

the performance of Contractor's Services. Contractor further covenants and represents that in the performance of its duties hereunder, no person having any such interest shall perform any Services under this Agreement.

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

A. Does not make a governmental decision whether to:

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

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

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

ARTICLE 8 – GENERAL CONSIDERATIONS

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

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

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

employed by City or engaged by City for the account of, or on behalf of City. Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Contractor have any authority, express or implied, to bind City to any obligation.

8.4 This Agreement may be terminated by City, in its sole discretion, by providing not less than ten (10) days prior written notice to Contractor of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Contractor's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Contractor at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Contractor. Upon receipt of a termination notice, Contractor shall immediately discontinue its provision of the Services and, within five (5) days of the date of the termination notice, deliver or otherwise make available to City, copies (in both hard copy and electronic form, where applicable) of project related data, drawings, specifications, reports, summaries and such other information and materials as may have been accumulated by Contractor in performing the Services. Contractor shall be compensated on a pro-rata basis for Services completed up to the date of termination.

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

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

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

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

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

CITY OF REDLANDS

By: _____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

TEC EQUIPMENT, INC.

By: _____
Georgia Field, Office Manager

EXHIBIT "A"

SCOPE OF SERVICES

All items provided under this Agreement shall be Autocar original equipment manufacturer (OEM) line of replacement parts. All items provided under this Agreement shall be equivalent in function and workmanship to the parts originally supplied on the vehicle(s) unless superseded by the vehicle/equipment manufacturer. No generic parts shall be supplied.

Contractor shall be an established and factory authorized OEM parts dealer and/or service center for Autocar products.

Contractor shall furnish all supplies and materials to the satisfaction of the City.

All items provided under this agreement shall comply with all applicable Federal, State, and local regulations including State of California Vehicle Code, if applicable.

Availability and timely delivery are critical to the award and maintenance of this Agreement. Failure to maintain adequate inventory or provide timely delivery shall be grounds for termination.

Contractor shall accept the return of unused and undamaged items purchased through this Agreement at 100% of the contract price.

The provisions of this Agreement shall in no way prohibit the City from purchasing the same products and/or services listed herein from another supplier.

Warranty:

Any suppliers or manufacturers' standard warranty coverage must be extended to the City.

EXHIBIT "B"

PRICE AND FEE SCHEDULE

It is understood that the specific parts ordered may vary according to the needs of the City. Quantities may be increased or reduced without invalidating any of the unit prices.

Parts Description	Unit Price
Heater Core	$260.51
Regulator Control	$1000.19
Fan Shroud	$1837.99
Fan Blade 28”	$257.61
Steering Wheel 2 Spoke	$326.34
F76 Gear Box	$882.09
F453 Spark Plug	$42.23
Fan Belt	$111.03
Oil Filter	$47.71
Window Regulator	$332.61
Not to Exceed Markup Percent for other Parts	20%

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.

TEC EQUIPMENT, INC.

By:_____ Date: _____

Georgia Field, Office Manager

CITY OF REDLANDS
OFFICE OF THE CITY CLERK
BID OPENING REPORT

The following bids were opened on the **12th day of October 2023 at 11:30 a.m.** on behalf of the Facilities and Community Services Department for **Supply of OEM Autocar Parts Rebid 3 – FCS20231009LA**. 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	TEC Equipment, Fontana CA	Yes	N/A	$97,475.00

Jeanne Donaldson, City Clerk
City of Redlands, California

Emailed: Councilmembers,
City Manager, PIO, Press
Department Head: Tabitha Crocker
Staff: Larry Alms

City Council/Successor Agency Meeting **K. 2.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of the agreement with Bernell Hydraulics Inc. for the supply of Original Equipment Manufactured (OEM) Parker Hannifin Hydraulic Hoses and Accessories for an amount not-to-exceed $150,000 for the initial term, with the option to extend for two additional one-year terms for a total amount not-to-exceed $450,000 (Facilities and Community Services Director Crocker)

MOTION(S):

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

I move to approve an agreement with Bernell Hydraulics Inc. for the supply of OEM Parker Hannifin Hydraulic Hoses and Accessories in an amount not-to-exceed $150,000 for the initial term, with the option to extend for two additional one-year terms for a total amount not-to-exceed $450,000.

RECOMMENDATION:

Staff recommends the City Council approve an agreement with Bernell Hydraulics Inc. for the supply of OEM Parker Hannifin Hydraulic Hoses and Accessories in an amount not-to-exceed $150,000 for the initial term, with the option to extend for two additional one-year terms for a total amount not-to-exceed $450,000.

DISCUSSION:

The City of Redlands Facilities and Community Services Department's Equipment Maintenance Division oversees the maintenance of approximately 470 vehicles and the City's fuel station. Among the City's vehicles, 35 front and side loader solid waste vehicles are in service in day-to-day operations. The most frequent and anticipated repairs of solid waste trucks are related to the

hydraulic system. To perform hydraulic repairs, it is imperative to have a supply of OEM Parker Hannifin Hydraulic Hoses and Accessories. Therefore, staff is requesting an agreement with Bernell Hydraulics, Inc. to supply the OEM Parker Hannifin Hydraulic Hoses and Accessories. Per the purchasing guidelines, this amount requires City Council approval.

In accordance with the City's procurement guidelines, a formal Request for Bids (RFB) was advertised for the supply of OEM Parker Hannifin Hydraulic Hoses and Accessories. On October 2, 2023, the City Clerk's office received and opened one bid. Staff evaluated the bid for conformance with the scope of services and qualifications and verified the total price as shown in the table below. Bernell Hydraulics, Inc. met all the bidding requirements and was deemed the only apparent bidder.

Vendor Name	Amount
Bernell Hydraulics Inc.	$5,975.85

Staff is recommending that the City Council approve an agreement with Bernell Hydraulics, Inc. for the supply of OEM Parker Hannifin Hydraulic Hoses and Accessories in an amount not-to-exceed $150,000 for the initial term through Fiscal Year 2023-24, with the option to extend by two additional one-year terms for a total amount not-to-exceed $450,000.

ALTERNATIVES:

City Council may choose to reject the agreement with Bernell Hydraulics Inc. However, this will impact the repairs and availability of solid waste and heavy duty vehicles to be placed in service.

STRATEGIC PLAN:

Not Applicable.

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
Dana Abramotvitz-Daniel, Procurement Manager

PREPARED BY:
Larry Alms, Senior Administrative Assistant

Fiscal Impact

Fiscal Year: FY 2023-24
Amount: $150,000
Budgeted Y/N: Y
Account No.: 607900
Discussion:

Sufficient funding for this service is included in the Equipment Maintenance Division's (607900) budget for Fiscal Year 2023-24 as approved by City Council. Costs associated with any future renewal terms of the agreement will be included in subsequent budget requests prepared by the Department.

Attachments

A. Agreement with Bernell Hydraulics
B. Bid Report

AGREEMENT TO PERFORM NON-PROFESSIONAL SERVICES
FOR EQUIPMENT AND SUPPLIES

This agreement for the provision of Original Equipment Manufacturer (OEM) Parker Hannifin Hydraulic Hoses and Accessories ("Agreement") is made and entered in this 5th day of December, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and Bernell Hydraulics Inc., a California corporation ("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 supply of OEM Parker Hannifin Hydraulic Hoses and Accessories 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 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 from the Effective Date of this Agreement (the "Initial Term") and will expire on June 30, 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 Compensation: The compensation for Contractor's performance of the Services shall not exceed the amount of One Hundred Fifty Thousand Dollars ($150,000) 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 One Hundred Fifty Thousand Dollars ($150,000) for the first Extended Term; and One Hundred Fifty Thousand Dollars ($150,000) for the second Extended Term, bringing the total possible amount of compensation to a not-to-exceed amount of Four Hundred Fifty Thousand Dollars ($450,000). For the Initial Term and each Extended Term, City shall pay Contractor on a time and materials basis up to the not to not-to-exceed amount in accordance with the rates specified in Exhibit "B," titled "Price and Fee Schedule," which is attached hereto and incorporated herein by reference.

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

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

CITY	CONTRACTOR
City Clerk City of Redlands 35 Cajon Street P.O. Box 3005 (mailing) Redlands, CA 92373 jdonaldson@cityofredlands.org (909) 798-7531	Rob Kinnee Bernell Hydraulics Inc. P.O. Box 417 Rancho Cucamonga, 91739 rancho@bernell-usa.com 909-899-1751

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

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

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

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

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

6.2 Contractor shall defend, indemnify, and hold harmless City and its elected and appointed officials, employees, and agents from and against any and all claims, losses and liability, including attorneys' fees, arising from injury or death to persons or damage to property occasioned by any negligent act or omission by, or the willful misconduct of, Contractor, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

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

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

A. Does not make a governmental decision whether to:

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

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

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

ARTICLE 8 – GENERAL CONSIDERATIONS

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

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

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

8.4 This Agreement may be terminated by City, in its sole discretion, by providing not less than ten (10) days prior written notice to Contractor of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Contractor's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Contractor at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Contractor. Upon receipt of a termination notice, Contractor shall immediately discontinue its provision of the Services and, within five (5) days of the date of the termination notice, deliver or otherwise make available to City, copies (in both hard copy and electronic form, where applicable) of project related data, drawings, specifications, reports, summaries and such other information and materials as may have been accumulated by Contractor in performing the Services. Contractor shall be compensated on a pro-rata basis for Services completed up to the date of termination.

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

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

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

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

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

CITY OF REDLANDS

By: _____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

BERNELL HYDRAULICS INC.

By: _____
Rob Kinnee, Territory Sales Manager

EXHIBIT "A"

SCOPE OF SERVICES

The Contractor will be responsible for the supply and delivery of OEM Parker Hannifin Hydraulic Hoses and Accessories.

All items provided under this agreement shall be OEM Parker Hannifin Hydraulic Hoses and Accessories line of replacement parts. All items provided under this agreement shall be equivalent in function and workmanship to the parts originally supplied on the vehicle(s) unless superseded by the vehicle/equipment manufacturer. No generic parts shall be supplied.

Contractor shall be an established and factory authorized original equipment manufacturer (OEM) parts dealer and/or service center for Parker Hannifin Hydraulic Hoses and Accessories.

Contractor shall furnish all supplies and materials to the satisfaction of the City of Redlands.

All items provided under this agreement shall comply with all applicable Federal, State, and local regulations including State of California Motor Vehicle Code, if applicable.

Contractor shall accept the return of unused and undamaged items purchased through this agreement at 100% of the contract price.

The provisions of this agreement shall in no way prohibit the City from purchasing the same products and/or services listed herein from another supplier.

Items ordered should be delivered as soon as possible, but no later than three (3) business days from the date of each order. Availability and timely delivery are critical to the award and maintenance of this agreement. Failure to maintain adequate inventory or provide timely delivery shall be grounds for termination.

DELIVERY LOCATION: 1270 W. Park Avenue, Building E., Redlands, CA. 92373

Warranty:

Any suppliers or manufacturers' standard warranty coverage must be extended to the City of Redlands.

EXHIBIT "B"

PRICE AND FEE SCHEDULE

Item Description	Item Price
387TC-16 -- GLBL HOSE 3K PSI TC 1"	$13.09
10743-8-8 -- FEMALE NPT SWIVEL 43 SRS	$8.63
13743-8-8 - FJIC SWIVEL 45'43 SRS	$17.48
13943-8-8 - FJIC SWIVEL 90'CRIMP 43 SRS	$20.20
14143-8-8-LONG FJIC-90 CRIMP 43 SRS	$26.74
11143-8-8 -- SAE FLRLSS FERRUL-FIX 43SRS	$15.76
1J043-8-8 -- MALE SEAL LOK 43 SRS	$22.96
1JC43-8-8 --43 SRS FORFS SWIVEL SEAL-LOK	$11.01
1J743-8-8 - FEMALE SEAL LOK 45'43SRS	$22.09
1J943-8-8 - FEM SEAL LOK SWIVEL 90'43 SRS	$23.98
1J143-8-8 FEM LONG 90 SEAL LOK 43 SRS	$31.97
11543-8-8 SAE CD61 FLANGE 43 SRS CRIMP	$39.06
11743-8-8 SAE CD6145'FLANGE 43 SRS	$42.90
919-10 - TFE SS BARID HOSE	$14.09
10691N-1010- FJIC PARFLEX TFE HOSE FTG	$17.78
Not to Exceed Markup Percent for other Parts	20%

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.

BERNELL HYDRAULICS INC.

By:_____ Date: _____

Rob Kinnee, Territory Sales Manager

CITY OF REDLANDS
OFFICE OF THE CITY CLERK
BID OPENING REPORT

The following bids were opened on the **2nd day of October 2023 at 10:00 a.m.** on behalf of the Facilities and Community Services Department for **Supply of OEM Parker Hannifin Hydraulic Hoses and Accessories – FCS20230925LA** . 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	Bernell Hydraulics, Inc., Rancho Cucamonga CA	Yes	2 acknowledged	$5,975.85

Jeanne Donaldson, City Clerk
City of Redlands, California

Emailed: Councilmembers,
City Manager, PIO, Press
Department Head: Tabitha Crocker
Staff: Larry Alms

City Council/Successor Agency Meeting **K. 3.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of Resolution No. 8527 approving ten (10) Homeless Resource Services Agreements with Encampment Resolution Funding Grant totaling $3,498,975 with partners as identified in the grant proposal and award, and determination that the agreements are exempt from environmental review pursuant to Section 15301 of the State's guidelines implementing the California Environmental Quality Act (Homeless Coordinator David Rabindranath)

MOTION(S):

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

1. I move to determine that adoption of Resolution No. 8527 approving the agreements for the Homeless Solutions Division is exempt from environmental review pursuant to Section 15301 of the State's guidelines implementing the California Environmental Quality Act; and

2. I move to adopt Resolution No. 8527 approving ten (10) Homeless Resource Services agreements totaling $3,498,975.00 with partners identified in the Encampment Resolution Funding Grant proposal and award to provide shelter, rapid rehousing, housing, and employment services to the homeless population in Redlands.

RECOMMENDATION:

Staff recommends City Council adopt Resolution No. 8527 approving Homeless Resource Services agreements with partners identified in the Encampment Resolution Funding Grant proposal and award to provide shelter, rapid rehousing, housing, and employment services to the homeless population in Redlands.

Staff further recommends that the City Council determine that the approval of the agreements is exempt from environmental review pursuant to Section 15301 of the State's guidelines implementing the California Environmental Quality Act.

DISCUSSION:

The State of California has established the Encampment Resolution Funding Program ("ERF" or "Program") which is administered by the California Interagency Council on Homelessness ("Cal ICH") in the Business, Consumer Services and Housing Agency ("Agency"). ERF provides one-time, competitive grant funds for Continuum of Care and/or Local Jurisdictions. To date, there have been two rounds of the Encampment Resolution Funding Program.

The City of Redlands has been awarded $4,529,069 in ERF funds to resolve the experience of unsheltered homelessness for people residing in encampments. Resolving these experiences of homelessness has the intent of addressing the safety and wellness of people within encampments, resolving critical encampment concerns, and transitioning individuals into interim shelter with clear pathways to permanent housing or directly into permanent housing, using data-informed, non-punitive, low-barrier, person-centered, Housing First, and coordinated approaches.

The Homeless Solutions Division will be leading the efforts to coordinate outreach teams, emergency shelter placements, rapid rehousing support, and employment services to individuals who meet the criteria of the grant funding.

As part of the City of Redlands grant proposal, the below listed local agencies, organizations, and businesses were identified as partners to perform specific program tasks. Resolution No. 8527 will approve agreements with these partners to perform the tasks required to meet program milestones and goals which include permanent housing placement for a minimum of 200 chronically or literally homeless individuals from the City of Redlands.

- The Redlands Chamber of Commerce will provide employment services to individuals once placed in permanent housing in an effort to ensure sustainability of the placement. The agreement will be in the amount of seventy-five thousand dollars ($75,000).

- Family Service Association of Redlands will provide rapid rehousing services, including placements into permanent housing opportunities, for homeless individuals in Redlands. Rapid re-housing will include payment of deposits and up to six months of rent to help ensure the sustainability of the placement. The agreement will be in the amount of one million nine thousand four hundred eighty-seven dollars and fifty cents ($1,009,487.50).

- Goodwill Southern California will provide employment services to individuals once placed in permanent housing in an effort to ensure sustainability of the placement. The agreement will be in the amount of seventy-five thousand dollars ($75,000).

- The Salvation Army will provide rapid re-housing services, including placements into permanent housing opportunities for homeless individuals in Redlands. Rapid re-housing will include payment of deposits and up to six months of rent to help ensure the sustainability of the placement. The agreement will be in the amount of one million nine thousand four hundred eighty-seven dollars and fifty cents ($1,009,487.50).

- The Salvation Army will provide an outreach team of two staff to work in the community to engage, screen, connect with services, and refer for additional support chronically or literally homeless persons in Redlands. The agreement will be in the amount of two hundred twenty-five thousand dollars ($225,000.00).

- The Salvation Army will provide emergency shelter beds to homeless individuals for up to 30 days while a permanent housing solution can be located. The agreement will be in the amount of one hundred fifteen thousand dollars ($115,000.00).

- Step Up On Second will provide an outreach team of two staff to work in the community to engage, screen, connect with services, and refer for additional support chronically or literally homeless persons in Redlands. The agreement will be in the amount of three hundred thousand dollars ($300,000.00).

- Step Up On Second will provide continued operations and support of those once chronically or literally homeless in Redlands through the Step Up In Redlands facility that was funded by HomeKey 2 Grant funds and currently houses more than 100 individuals. The agreement will be in the amount of three hundred thousand dollars ($300,000.00).

- SB Express One LLC. will provide emergency shelter beds in the form of hotel rooms to homeless individuals for up to 30 days while a permanent housing solution can be located. The agreement will be in the amount of three hundred thousand dollars ($300,000.00).

- The Youth Hope Foundation will provide an outreach team of two staff to work in the community to engage, screen, connect with services, and refer for additional support teen and young adult homeless persons in Redlands. The agreement will be in the amount of ninety thousand dollars ($90,000.00).

The agreements with our local partner agencies and organizations included in this resolution add up to a total of three million four hundred ninety-eight thousand nine hundred seventy-five dollars ($3,498,975.00). The remaining grant funds awarded to the City through the ERF program are allocated to city staff, including two outreach workers and administrative assistant, as well as supplies, equipment, and administrative costs.

ALTERNATIVES:

Approval of these agreements is paramount to the successful implementation and outcome of the ERF grant.

STRATEGIC PLAN:

Priority B.4 Homelessness

SUBMITTED BY:
Christopher Boatman, Assistant City Manager

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

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

PREPARED BY:
Don Craw, Sr. Manager, Facilities and Community Services

Fiscal Impact

Fiscal Year:	2023-24
Revenue Generating:	NO
Appropriation Required Y/N:	NO
Amount:	$3,498,975
Budgeted Y/N:	YES
Account No.:	200120

Discussion:
Grant funds have been budgeted based on award.

Attachments

Resolution 8527
Exhibit A
Exhibit B
Exhibit C
Exhibit D
Exhibit E
Exhibit F
Exhibit G
Exhibit H
Exhibit I
Exhibit J
Associated Grant Agreement
NOFA

RESOLUTION NO. 8527

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS APPROVING HOMELESS RESOURCE SERVICE AGREEMENTS FUNDED THOUGH ENCAMPMENT RESOLUTIONS FUNDING GRANT

WHEREAS, The City of Redlands ("City") was awarded $4,529,069 in grant funds through the Encampment Resolution Funding Program ("ERF") as administered by the California Interagency Council on Homelessness ("Cal ICH") to fund the proposal put forth by the City; and

WHEREAS, The City identified numerous partners in the proposal for EFR funds to provide the resources, staffing, and capacity needed to service the population of unsheltered homeless within the City; and

WHEREAS, The City seeks to enter into agreements with these pre-identified partners to provide outreach, shelter, housing, and employment services to the target population through the use of the ERF grant funds.

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

Section1. The City Council hereby approves the Homeless Resource Service Agreement with The Redlands Chamber of Commerce in the amount of seventy-five thousand dollars ($75,000) to provide employment services.

Section 2. The City Council hereby approves the Homeless Resource Service Agreement with Family Service Association of Redlands in the amount of one million nine thousand four hundred eighty-seven dollars and fifty cents ($1,009,487.50) to provide rapid rehousing services.

Section 3. The City Council hereby approves the Homeless Resource Service Agreement with Goodwill Industries of Southern California in the amount of seventy-five thousand dollars ($75,000) to provide employment services.

Section 4. The City Council hereby approves the Homeless Resource Service Agreement with The Salvation Army in the amount of one million nine thousand four hundred eighty-seven dollars and fifty cents ($1,009,487.50) to provide rapid rehousing services.

Section 5. The City Council hereby approves the Homeless Resource Service Agreement with The Salvation Army in the amount of two hundred twenty-five thousand dollars ($225,000.00) to provide outreach services.

Section 6. The City Council hereby approves the Homeless Resource Service Agreement with The Salvation Army in the amount of one hundred fifteen thousand dollars ($115,000.00) to provide temporary shelter beds.

Section 7. The City Council hereby approves the Homeless Resource Service Agreement with Step Up On Second Street, Inc. in the amount of three hundred thousand dollars ($300,000.00) to provide outreach services.

Section 8. The City Council hereby approves the Homeless Resource Service Agreement with Step Up On Second Street, Inc. in the amount of three hundred thousand dollars ($300,000.00) to provide continued housing and operations at the HomeKey 2 housing facility known as Step Up In Redlands.

Section 9. The City Council hereby approves the Homeless Resource Service Agreement with SB Express One, LLC in the amount of three hundred thousand dollars ($300,000) to provide temporary shelter beds.

Section 10. The City Council hereby approves the Homeless Resource Service Agreement with The Youth Hope Foundation in the amount of ninety thousand dollars ($90,000.00) to provide outreach services.

ADOPTED, SIGNED AND APPROVED this 5th day of December, 2023.

_____
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 5th day of December, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

Exhibit "A"

Homeless Resource Services Agreement

Employment Services

THE REDLANDS CHAMBER OF COMMERCE

Exhibit "B"

Homeless Resource Services Agreement

Rapid Rehousing Services

FAMILY SERVICE ASSOCIATION OF REDLANDS

Exhibit "C"

Homeless Resource Services Agreement

Employment Services

GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA

Exhibit "D"

Homeless Resource Services Agreement

Rapid Rehousing Services

THE SALVATION ARMY

Exhibit "E"

Homeless Resource Services Agreement

Outreach Services

THE SALVATION ARMY

Exhibit "F"

Homeless Resource Services Agreement

Shelter Bed Services

THE SALVATION ARMY

Exhibit "G"

Homeless Resource Services Agreement

Outreach Services

STEP UP ON SECOND STREET, INC

Exhibit "H"

Homeless Resource Services Agreement

Housing Operation Services

STEP UP ON SECOND STREET, INC.

Exhibit "I"

Homeless Resource Services Agreement

Shelter Bed Services

SB EXPRESS ONE, LLC

Exhibit "J"

Homeless Resource Services Agreement

Outreach Services

THE YOUTH HOPE FOUNDATION

HOMELESS RESOURCE SERVICES AGREEMENT

This agreement for the provision of Homeless Resource Services ("Agreement") is made and entered in this 5th day of December 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and The Redlands Chamber of Commerce, a California 501(c)(6) nonprofit public benefit corporation ("Provider"). City and Provider are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Provider agree as follows:

ARTICLE 1 – ENGAGEMENT OF PROVIDER

1.1 This Agreement is being funded by grant funding from the State of California Encampment Resolution Funding Program ("ERF Grant") and administered by the California Interagency Council on Homelessness ("Cal ICH"). City is a grantee of the ERF Grant.

1.2 City hereby engages Provider to provide homeless resources and services for City (the "Services").

1.3 The Services shall be performed by Provider in a professional manner, and Provider 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 Providers in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF PROVIDER

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

2.2 Provider 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. This Agreement is subject to any additional restrictions, limitations, conditions or statutes, regulations, or any other laws whether federal, State of California or any agency, department, or any political subdivision of the federal or State of California which may affect the provisions, terms or funding of the ERF Grant and this Agreement in any manner.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City shall make available to Provider information in its possession that may reasonably assist Provider in providing the Services.

3.2 City designates David Rabindranath, Homeless Solutions Coordinator, 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 Provider 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" ("Services") which is attached hereto and incorporated herein by this reference.

4.2 The term of this Agreement shall be for a period of no more than twenty-nine (29) months commencing as of the Effective Date, until all available ERF Grant funds have been expended, or unless terminated earlier as provided herein.

4.3 Provider shall provide all information required by City to conform to the reporting and auditing requirements of the ERF Grant for which Services are associated as required by this Agreement.

4.4 If Provider'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 Provider to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO PROVIDER

5.1 The total compensation for Provider's Services shall be in the amount of seventy-five thousand dollars ($75,000). City shall pay Provider in full upon execution of this Agreement so that Services can be expedited to the homeless population.

5.2 Provider shall submit monthly reconciliation reports to City describing the Services provided during the preceding month in accordance with Exhibit "B" titled "Rate Sheet," which is attached hereto and incorporated herein by this reference. Provider's reconciliation reports shall include a brief description of the Services performed, client identification, the dates the Services were performed, the value of resources expended, and any other pertinent information related to the Services. Additional ERF Grant auditing and reporting documents requirements are described in Exhibit "C" titled "ERF Grant Reporting" which is attached hereto and incorporated herein by this reference. Any additional required information or reporting will be requested in writing by the City as needed and shall be provided by Provider in a timely manner.

5.3 Upon termination of Agreement, any unexpended funds shall be returned to the City within 15 days. If at any time during the term of the Agreement, Provider determines or anticipates unexpended funds will be present at termination, Provider is to contact the City in writing and coordinate possible reallocation of funds to ensure service goals of the ERF Grant are met.

5.4 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	PROVIDER
City Clerk City of Redlands 35 Cajon Street P.O. Box 3005 (mailing) Redlands, CA 92373 jdonaldson@cityofredlands.org (909) 798-7531	Evan Sanford, Executive Director The Redlands Chamber of Commerce 47 N. First St. Redlands, CA 92373 evan@redlandschamber.org 909-793-2546

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Provider for the duration of its performance of the Services. Provider shall not perform any Services unless and until the required insurance listed below is obtained by Provider. Provider 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 Provider is self-insured or exempt from the workers' compensation laws of the State of California. Provider shall execute and provide City with Exhibit "D," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

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

C. 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 Provider owned vehicles used in

connection with Provider'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 Provider 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 Provider, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Provider 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 Provider's Services. Provider 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 Provider agrees it is not a designated employee within the meaning of the Political Reform Act because Provider:

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 Provider must disclose its financial interests, Provider 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 No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of City to enforce at any time the provisions of this Agreement, or to require at any time, performance by Provider of this Agreement, shall in no way be construed to be a waiver of such provision nor to affect the validity of this Agreement or the right City to enforce the provisions of this Agreement.

8.2 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.

8.3 Provider 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.

8.4 Provider 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 Provider or Provider's employees, except as herein set forth. Provider shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Provider are for its account only, and in no event shall Provider 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. Provider shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Provider have any authority, express or implied, to bind City to any obligation.

8.5 This Agreement may be terminated by City, in its sole discretion, by providing not less than ten (10) days prior written notice to Provider of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Provider's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Provider at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Provider. Upon receipt of a termination notice, Provider 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 Provider in performing the Services. Provider shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.6 This Agreement is valid and enforceable only if sufficient funds are made available from the State of California by legislative appropriation to continue funding the ERF Grant. If the ERF Grant funding is not appropriated by the Legislature or the ERF Grant is terminated or cancelled, the City may terminate this Agreement pursuant to Section 8.4.

8.7 Provider shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of five (5) years, or for any longer period required by law, from the date of final payment to Provider pursuant to this Agreement. City shall have the right to review, obtain and copy all records and supporting documentation pertaining to the performance of Services under the Agreement. Such books shall be available upon reasonable notice and during normal business hours for examination, inspecting and copying of records and documentation related to the Services provided under this Agreement, by City at the office of Provider.

8.8 During the performance of this Agreement, Provider and its employees and subcontractors shall not unlawfully discriminate, harass, or allow harassment against an employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin, pregnancy, physical disability, mental disability, medical condition, age, genetic information, marital status, military and veteran status, denial of medical and family care leave, pregnancy disability leave or any other protected class under state or federal law. Provider shall ensure that the valuation and treatment of its employees and applicants for employment are free from such discrimination and harassment. Provider shall comply with the provisions of California law against discriminatory practices relating to such protected classes.

8.9 Provider agrees to comply with the Drug-Free Workplace Act of 1990 (Government Code Section 8350, et seq.) and have or will provide a drug-free workplace.

8.10 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 Provider.

8.11 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.

8.12 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 Provider have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

THE REDLANDS
CHAMBER OF COMMERCE

By: _____
Evan Sanford, Executive Director

EXHIBIT "A"

SCOPE OF SERVICES

Provide basic employment services to a minimum of 100 clients as referred by City's Homeless Solutions Coordinator or designees to the following resources:

- Employment, education and training targeting particular labor market needs;
- Employment, education and training targeting particular groups or populations;
- Supportive services such as (interview and work clothing, transportation assistance, work items based on need and funding); and
- Intensive career assessment, counseling, and planning.
- Occupational classroom training;
- Skills upgrading and retraining;
- On-the-Job Training;
- Job readiness training;
- Soft skills training;
- Private sector operated training;
- Industry-based, customized training based on employer need with up front agreement to hire based on established conditions.

Employment services shall include but not be limited to the following:

- Outreach, intake and orientation to services available;
- Initial assessment of skills, aptitudes, abilities, and supportive services;
- Job Search and placement assistance including career counseling;
- Employment referral and follow-up services for customers attaining employment for not less than 12 months after the first known day of employment (obligation ends when contract is completed).
- Service hours shall be tracked for each client provided with employment resources.

EXHIBIT "B"

RATE SHEET

Staff Hourly Rate (Fully Burdened) for Employment Services	**$32.00/hr**
Supplies / Services Provided Directly to Client	Actual Cost
Admin Cost	5%

EXHIBIT "C"

ERF GRANT AUDITING AND REPORTING

Provider shall submit to all reporting and auditing requirements of the ERF Grant including but not limited to the following:

Provide monthly reports of expenditures and services provided that include outreach and service path data at the anonymized level;

Maintain housing status data for persons served in the aggregate;

Continued confirmation that projects receiving ERF funds are populated timely into HMIS and use Cal ICH supplied funding codes;

Provider shall maintain and make available, individual, client-level data for persons served by grant funding to the City, in addition to any data reported through local Homeless Management Information System, as required by the ERF Grant for the purposes of research

Provider shall comply with the data entry requirements of AB977, located at Welfare and Institutions Code section 8256(d).

Provider shall participate in a program evaluation regarding implementation of the ERF Grant is requested.

For the purpose of evaluation, Cal ICH, or its designee may visit sites related to the project and film, tape, photograph, interview, and otherwise document Grantee's operations during normal business hours and with reasonable advance notice. Cal ICH will comply with Grantee's site visit terms during any site visits. Provider should maintain active data, documents, and filings in anticipation of this evaluation. Special care should be taken to organize and preserve internal work products that guided implementation of the ERF Grant.

Provider shall coordinate and cooperate with City provided independent certified public accountant for audit purposes if requested.

Record Inspection: Cal ICH or its designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under the ERF Grant and this agreement. The Provider agrees to provide the City, Cal ICH, or its designee, with any relevant information requested. The Provider agrees to give the City, Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the ERF laws, Cal ICH guidance or directives, the ERF Grant, and this Agreement.

Record Retention: The Provider further agrees to retain all records described above for a minimum period of five (5) years after the termination of this Agreement. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

EXHIBIT "D"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

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

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

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

CHECK ONE

_____I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

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

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

PROVIDER,
THE REDLANDS CHAMBER OF COMMERCE

By:_____ Date: _____
Evan Sanford, Executive Director

HOMELESS RESOURCE SERVICES AGREEMENT

This agreement for the provision of Homeless Resource Services ("Agreement") is made and entered in this 5th day of December, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and Family Service Association of Redlands, a California 501 (c)(3) nonprofit public benefit corporation ("Provider"). City and Provider are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Provider agree as follows:

ARTICLE 1 – ENGAGEMENT OF PROVIDER

1.1 This Agreement is being funded by grant funding from the State of California Encampment Resolution Funding Program ("ERF Grant") and administered by the California Interagency Council on Homelessness ("Cal ICH"). City is a grantee of the ERF Grant.

1.2 City hereby engages Provider to provide homeless resources and services for City (the "Services").

1.3 The Services shall be performed by Provider in a professional manner, and Provider 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 Providers in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF PROVIDER

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

2.2 Provider 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. This Agreement is subject to any additional restrictions, limitations, conditions or statutes, regulations, or any other laws whether federal, State of California or any agency, department, or any political subdivision of the federal or State of California which may affect the provisions, terms or funding of the ERF Grant and this Agreement in any manner.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City shall make available to Provider information in its possession that may reasonably assist Provider in providing the Services.

3.2 City designates David Rabindranath, Homeless Solutions Coordinator, 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 Provider 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" ("Services") which is attached hereto and incorporated herein by this reference.

4.2 The term of this Agreement shall be for a period of no more than thirty (30) months commencing as of the Effective Date, until all available ERF Grant funds have been expended, or unless terminated earlier as provided herein.

4.3 Provider shall provide all information required by City to conform to the reporting and auditing requirements of the ERF Grant for which Services are associated as required by this Agreement.

4.4 If Provider'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 Provider to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO PROVIDER

5.1 The total compensation for Provider's Services shall be in the amount of one million nine thousand four hundred eighty-seven dollars and fifty cents ($1,009,487.50). City shall pay Provider in full upon execution of this Agreement so that Services can be expedited to the homeless population.

5.2 Provider shall submit monthly reconciliation reports to City describing the Services provided during the preceding month in accordance with Exhibit "B" titled, "Rate Sheet," which is attached hereto and incorporated herein by this reference. Provider's reconciliation reports shall include a brief description of the Services performed, client identification, the dates the Services were performed, the value of resources expended, and any other pertinent information related to the Services. Additional ERF Grant auditing and reporting documents requirements are described in Exhibit "C" titled "ERF Grant Reporting" which is attached hereto and incorporated herein by this reference. Any additional required information or reporting will be requested in writing by the City as needed and shall be provided by Provider in a timely manner.

5.3 Upon termination of Agreement, any unexpended funds shall be returned to the City within 15 days. If at any time during the term of the Agreement, Provider determines or anticipates unexpended funds will be present at termination, Provider is to contact the City in writing

and coordinate possible reallocation of funds to ensure service goals of the ERF Grant are met.

5.4 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	PROVIDER
City Clerk City of Redlands 35 Cajon Street P.O. Box 3005 (mailing) Redlands, CA 92373 jdonaldson@cityofredlands.org (909) 798-7531	Kyra Stewart, Executive Director Family Service Association of Redlands 612 Lawton St. Redlands, CA 92374 kyra@redlandsfamilyservice.org 909-793-2673

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Provider for the duration of its performance of the Services. Provider shall not perform any Services unless and until the required insurance listed below is obtained by Provider. Provider 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 Provider is self-insured or exempt from the workers' compensation laws of the State of California. Provider shall execute and provide City with Exhibit "D," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

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

C. 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 Provider owned vehicles used in connection with Provider'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 Provider 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 Provider, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Provider 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 Provider's Services. Provider 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 Provider agrees it is not a designated employee within the meaning of the Political Reform Act because Provider:

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 Provider must disclose its financial interests, Provider 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 No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of City to enforce at any time the provisions of this Agreement, or to require at any time, performance by Provider of this Agreement, shall in no way be construed to be a waiver of such provision nor to affect the validity of this Agreement or the right City to enforce the provisions of this Agreement.

8.2 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.

8.3 Provider 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.

8.4 Provider 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 Provider or Provider's employees, except as herein set forth. Provider shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Provider are for its account only, and in no event shall Provider 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. Provider shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Provider have any authority, express or implied, to bind City to any obligation.

8.5 This Agreement may be terminated by City, in its sole discretion, by providing not less than ten (10) days prior written notice to Provider of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Provider's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Provider at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Provider. Upon receipt of a termination notice, Provider 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 Provider in performing the Services. Provider shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.6 This Agreement is valid and enforceable only if sufficient funds are made available from the State of California by legislative appropriation to continue funding the ERF Grant. If the ERF Grant funding is not appropriated by the Legislature or the ERF Grant is terminated or cancelled, the City may terminate this Agreement pursuant to Section 8.4.

8.7 Provider shall maintain books, ledgers, invoices, accounts, and other records and documents evidencing costs and expenses related to the Services for a period of five (5) years, or for any longer period required by law, from the date of final payment to Provider pursuant to this Agreement. City shall have the right to review, obtain and copy all records and supporting documentation pertaining to the performance of Services under the Agreement. Such books shall be available upon reasonable notice and during normal business hours for examination, inspecting and copying of records and documentation related to the Services provided under this Agreement, by City at the office of Provider.

8.8 During the performance of this Agreement, Provider and its employees and subcontractors shall not unlawfully discriminate, harass, or allow harassment against an employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin, pregnancy, physical disability, mental disability, medical condition, age, genetic information, marital status, military and veteran status, denial of medical and family care leave, pregnancy disability leave or any other protected class under state or federal law. Provider shall ensure that the valuation and treatment of its employees and applicants for employment are free from such discrimination and harassment. Provider shall comply with the provisions of California law against discriminatory practices relating to such protected classes.

8.9 Provider agrees to comply with the Drug-Free Workplace Act of 1990 (Government Code Section 8350, et seq.) and have or will provide a drug-free workplace.

8.10 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 Provider.

8.11 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.

8.12 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 Provider have signed in confirmation of this Agreement.

CITY OF REDLANDS	FAMILY SERVICE ASSOCIATION OF REDLANDS
By: _____	By: _____
Eddie Tejeda, Mayor	Kyra Stewart, Executive Director

ATTEST:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

Provide rapid re-housing services for minimum of 100 clients as referred by City Homeless Solutions Coordinator or designees including but not limited to the following:

Housing Navigation:

- Receive referrals from City of Redlands and affiliated outreach teams.
- Seek to move homeless individuals off the streets into shelters, hotels, transitional or bridge housing.
- Develop a housing plan with each homeless individual.
- Identify barriers to housing and plan to address them.
- Help individuals to acquire paperwork and documents needed for housing.
- Arrange for and accompany individual/family through housing process.
- Complete applications to landlords in coordination with City of Redlands team.
- Complete subsidy applications and recertifications.
- Offer assistance to tenants in requesting and obtaining a reasonable accommodation.
- Provide/Arrange for security deposits.
- Assist tenant with move in once housing is obtained.
- Acquire basic necessities.
- Arrange for utility deposits.
- Advocating with Property Management and other services providers.
- Provide up to 6 months rental assistance (case by case).

Tenancy Supports/Housing Retention:

- Providing early identification and intervention for behaviors that may jeopardize housing, such as late rental payment and other lease violations.
- Education and training on the tenant and landlord's roles, rights, and responsibilities; lodger and owner, shelter participation.
- Coaching on developing and maintaining critical relationships with landlords/property managers to foster successful tenancy.
- Assistance in resolving disputes with landlords and/or neighbors to reduce risk of eviction or other adverse action.
- Advocacy and linkage with community resources to prevent eviction when housing is, or may potentially become, jeopardized.
- Coordinating with the individual on a regular basis to reflect current needs and address existing or recurring housing retention barriers; and
- Continuing training in being a good tenant and lease compliance, including ongoing support with activities related to household management.

- Assisting with residents' daily living activities and linking them to other supportive services and physical health care services in order to continue to improve their independent living skills.
- Working to promote lease compliance and successful tenancy.
- Assist tenants in requesting and obtaining reasonable accommodations during the tenancy.
- Working with eligible households in imminent danger of losing their housing including, being evicted to avoid finalization of the eviction process through voluntary departure.
- Ongoing communication with City of Redlands and other ERF grant partners regarding rental subsidy oversight.
- Assist consumers with additional moves if required.
- Maintain ongoing relationship with the Case Manager and housed consumer.

Case Management:

- Individual Service and Support Plan development.
- Coordination with medical, dental, and mental health providers.
- Coaching and Crisis intervention.
- Transportation to appointments.
- Independent living skills coaching.
- Linkages to education, job skills training, and employment or assist with acquiring benefits.
- Maintain the ongoing relationship with the Tenancy Supports staff.
- Case manage client up to 6 months.

EXHIBIT "B"

RATE SHEET

Staff Hourly Rate (Fully Burdened) for Case Management / Housing Navigation	$32.00/hour
Housing Costs (Deposits, Rent) Paid on behalf of Client	Actual Cost
Supplies / Services Provided Directly to Client	Actual Cost
Mileage	Current IRS Rate
Admin Cost	5%

EXHIBIT "C"

ERF GRANT AUDITING AND REPORTING

Provider shall submit to all reporting and auditing requirements of the ERF Grant including, but not limited to the following:

Provide monthly reports of expenditures and services provided that include outreach and service path data at the anonymized level.

Maintain housing status data for persons served in the aggregate.

Continued confirmation that projects receiving ERF funds are populated timely into HMIS and use Cal ICH supplied funding codes.

Provider shall maintain and make available, individual, client-level data for persons served by grant funding to the City, in addition to any data reported through local Homeless Management Information System, as required by the ERF Grant for the purposes of research.

Provider shall comply with the data entry requirements of AB977, located at Welfare and Institutions Code section 8256(d).

Provider shall participate in a program evaluation regarding implementation of the ERF Grant is requested.

For the purpose of evaluation, Cal ICH, or its designee may visit sites related to the project and film, tape, photograph, interview, and otherwise document Grantee's operations during normal business hours and with reasonable advance notice. Cal ICH will comply with Grantee's site visit terms during any site visits. Provider should maintain active data, documents, and filings in anticipation of this evaluation. Special care should be taken to organize and preserve internal work products that guided implementation of the ERF Grant.

Provider shall coordinate and cooperate with City provided independent certified public accountant for audit purposes if requested.

Record Inspection: Cal ICH or its designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under the ERF Grant and this agreement. The Provider agrees to provide the City, Cal ICH, or its designee, with any relevant information requested. The Provider agrees to give the City, Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the ERF laws, Cal ICH guidance or directives, the ERF Grant, and this Agreement.

Record Retention: The Provider further agrees to retain all records described above for a minimum period of five (5) years after the termination of this Agreement. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

EXHIBIT "D"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

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

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

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

CHECK ONE

_____I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

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

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

PROVIDER,
FAMILY SERVICE ASSOCIATION OF REDLANDS

By:_____ Date: _____
Kyra Stewart, Executive Director

HOMELESS RESOURCE SERVICES AGREEMENT

This agreement for the provision of Homeless Resource Services ("Agreement") is made and entered in this 5th day of December, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and Goodwill Industries of Southern California, a California nonprofit public benefit corporation ("Provider"). City and Provider are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Provider agree as follows:

ARTICLE 1 – ENGAGEMENT OF PROVIDER

1.1 This Agreement is being funded by grant funding from the State of California Encampment Resolution Funding Program ("ERF Grant") and administered by the California Interagency Council on Homelessness ("Cal ICH"). City is a grantee of the ERF Grant.

1.2 City hereby engages Provider to provide homeless resources and services for City (the "Services").

1.3 The Services shall be performed by Provider in a professional manner, and Provider 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 Providers in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF PROVIDER

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

2.2 Provider 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. This Agreement is subject to any additional restrictions, limitations, conditions or statutes, regulations, or any other laws whether federal, State of California or any agency, department, or any political subdivision of the federal or State of California which may affect the provisions, terms or funding of the ERF Grant and this Agreement in any manner.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City shall make available to Provider information in its possession that may reasonably assist Provider in providing the Services.

3.2 City designates David Rabindranath, Homeless Solutions Coordinator, 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 Provider 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" ("Services") which is attached hereto and incorporated herein by this reference.

4.2 The term of this Agreement shall be for a period of no more than twenty-four (24) months commencing as of the Effective Date, until all available ERF Grant funds have been expended, or unless terminated earlier as provided herein.

4.3 Provider shall provide all information required by City to conform to the reporting and auditing requirements of the ERF Grant for which Services are associated as required by this Agreement.

4.4 If Provider'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 Provider to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO PROVIDER

5.1 The total compensation for Provider's Services shall be in the amount of seventy-five thousand dollars ($75,000.00). City shall pay Provider in full upon execution of this Agreement so that Services can be expedited to the homeless population.

5.2 Provider shall submit monthly reconciliation reports to City describing the Services provided during the preceding month in accordance with Exhibit "B" titled, "Rate Sheet," which is attached hereto and incorporated herein by this reference. Provider's reconciliation reports shall include a brief description of the Services performed, client identification, the dates the Services were performed, the value of resources expended, and any other pertinent information related to the Services. Additional ERF Grant auditing and reporting documents requirements are described in Exhibit "C" titled "ERF Grant Reporting" which is attached hereto and incorporated herein by this reference. Any additional required information or reporting will be requested in writing by the City as needed and shall be provided by Provider in a timely manner.

5.3 Upon termination of Agreement, any unexpended funds shall be returned to the City within 15 days. If at any time during the term of the Agreement, Provider determines or anticipates unexpended funds will be present at termination, Provider is to contact the City in writing and coordinate possible reallocation of funds to ensure service goals of the ERF Grant are met.

5.4 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	PROVIDER
City Clerk City of Redlands 35 Cajon Street P.O. Box 3005 (mailing) Redlands, CA 92373 jdonaldson@cityofredlands.org (909) 798-7531	Patrick McClenahan, President & CEO Goodwill Industries of Southern California 342 N San Fernando Road, Los Angeles, CA 90031 pmcclenahan@goodwillsocal.org (323) 223- 1211

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Provider for the duration of its performance of the Services. Provider shall not perform any Services unless and until the required insurance listed below is obtained by Provider. Provider 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 Provider is self-insured or exempt from the workers' compensation laws of the State of California. Provider shall execute and provide City with Exhibit "D," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

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

C. 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 Provider owned vehicles used in

connection with Provider'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 Provider 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, Provider, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Provider 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 Provider's Services. Provider 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 Provider agrees it is not a designated employee within the meaning of the Political Reform Act because Provider:

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 Provider must disclose its financial interests, Provider 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 No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of City to enforce at any time the provisions of this Agreement, or to require at any time, performance by Provider of this Agreement, shall in no way be construed to be a waiver of such provision nor to affect the validity of this Agreement or the right City to enforce the provisions of this Agreement.

8.2 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.

8.3 Provider 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.

8.4 Provider 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 Provider or Provider's employees, except as herein set forth. Provider shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Provider are for its account only, and in no event shall Provider 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. Provider shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Provider have any authority, express or implied, to bind City to any obligation.

8.5 This Agreement may be terminated by City, in its sole discretion, by providing not less than ten (10) days prior written notice to Provider of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Provider's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Provider at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Provider. Upon receipt of a termination notice, Provider 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 Provider in performing the Services. Provider shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.6 This Agreement is valid and enforceable only if sufficient funds are made available from the State of California by legislative appropriation to continue funding the ERF Grant. If the ERF Grant funding is not appropriated by the Legislature or the ERF Grant is terminated or cancelled, the City may terminate this Agreement pursuant to Section 8.4.

8.7 Provider shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of five (5) years, or for any longer period required by law, from the date of final payment to Provider pursuant to this Agreement. City shall have the right to review, obtain and copy all records and supporting documentation pertaining to the performance of Services under the Agreement. Such books shall be available upon reasonable notice and during normal business hours for examination, inspecting and copying of records and documentation related to the Services provided under this Agreement, by City at the office of Provider.

8.8 During the performance of this Agreement, Provider and its employees and subcontractors shall not unlawfully discriminate, harass, or allow harassment against an employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin, pregnancy, physical disability, mental disability, medical condition, age, genetic information, marital status, military and veteran status, denial of medical and family care leave, pregnancy disability leave or any other protected class under state or federal law. Provider shall ensure that the valuation and treatment of its employees and applicants for employment are free from such discrimination and harassment. Provider shall comply with the provisions of California law against discriminatory practices relating to such protected classes.

8.9 Provider agrees to comply with the Drug-Free Workplace Act of 1990 (Government Code Section 8350, et seq.) and have or will provide a drug-free workplace.

8.10 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 Provider.

8.11 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.

8.12 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 Provider have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA

By: _____
Patrick McClenahan, President & CEO

EXHIBIT "A"

SCOPE OF SERVICES

Provide basic employment services to clients as referred by City's Homeless Solutions Coordinator and designees.

Employment services shall include, but not be limited to the following:

- Outreach, intake, and orientation to services available;
- Initial assessment of skills, aptitudes, abilities, and supportive services;
- Job Search and placement assistance including career counseling;
- Employment referral and follow up services for customers attaining employment for not less than 12 months after the first known day of employment;
- Employment targeting particular labor market needs;
- Intensive career assessment, counseling and planning;
- Skills upgrading and retraining;
- On-the-Job Training;
- Job readiness training;
- Soft-skills training;
- Private sector operated training;

Service hours shall be tracked for each client provided with employment resources.

EXHIBIT "B"

RATE SHEET

Career Service Specialist Hourly Rate (Fully Burdened) for Employment Services	$33.32/hour
Supplies / Services Provided Directly to Client	Actual Cost
Admin Cost	5%

EXHIBIT "C"

ERF GRANT AUDITING AND REPORTING

Provider shall submit to all reporting and auditing requirements of the ERF Grant including but not limited to the following:

Provide monthly reports of expenditures and services provided that include outreach and service path data at the anonymized level.

Maintain housing status data for persons served in the aggregate.

Continued confirmation that projects receiving ERF funds are populated timely into HMIS and use Cal ICH supplied funding codes.

Provider shall maintain and make available, individual, client-level data for persons served by grant funding to the City, in addition to any data reported through local Homeless Management Information System, as required by the ERF Grant for the purposes of research;

Provider shall comply with the data entry requirements of AB977, located at Welfare and Institutions Code section 8256(d).

Provider shall participate in a program evaluation regarding implementation of the ERF Grant is requested;

For the purpose of evaluation, Cal ICH, or its designee may visit sites related to the project and film, tape, photograph, interview, and otherwise document Grantee's operations during normal business hours and with reasonable advance notice. Cal ICH will comply with Grantee's site visit terms during any site visits. Provider should maintain active data, documents, and filings in anticipation of this evaluation. Special care should be taken to organize and preserve internal work products that guided implementation of the ERF Grant.

Provider shall coordinate and cooperate with City provided independent certified public accountant for audit purposes if requested.

Record Inspection: Cal ICH or its designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under the ERF Grant and this agreement. The Provider agrees to provide the City, Cal ICH, or its designee, with any relevant information requested. The Provider agrees to give the City, Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the ERF laws, Cal ICH guidance or directives, the ERF Grant, and this Agreement.

Record Retention: The Provider further agrees to retain all records described above for a minimum period of five (5) years after the termination of this Agreement. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

EXHIBIT "D"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

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

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

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

CHECK ONE

_____I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

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

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

PROVIDER,
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA

By:_____ Date: _____
Patrick McClenahan, President & CEO

HOMELESS RESOURCE SERVICES AGREEMENT

This agreement for the provision of Homeless Resource Services supporting rapid rehousing ("Agreement") is made and entered in this 5th day of December, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and The Salvation Army, a California nonprofit corporation ("Provider"). City and Provider are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Provider agree as follows:

ARTICLE 1 – ENGAGEMENT OF PROVIDER

1.1 This Agreement is being funded by grant funding from the State of California Encampment Resolution Funding Program ("ERF Grant") and administered by the California Interagency Council on Homelessness ("Cal ICH"). City is a grantee of the ERF Grant.

1.2 City hereby engages Provider to provide homeless resources, supporting rapid rehousing and services for City (the "Services").

1.3 The Services shall be performed by Provider in a professional manner, and Provider 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 Providers in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF PROVIDER

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

2.2 Provider 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. This Agreement is subject to any additional restrictions, limitations, conditions or statutes, regulations, or any other laws whether federal, State of California or any agency, department, or any political subdivision of the federal or State of California which may affect the provisions, terms or funding of the ERF Grant and this Agreement in any manner.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City shall make available to Provider information in its possession that may reasonably assist Provider in providing the Services.

3.2 City designates David Rabindranath, Homeless Solutions Coordinator, 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 Provider 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" ("Services") which is attached hereto and incorporated herein by this reference.

4.2 The term of this Agreement shall be for a period of no more than thirty-one (31) months commencing as of the Effective Date, until all available ERF Grant funds have been expended, or unless terminated earlier as provided herein.

4.3 Provider shall provide all information required by City to conform to the reporting and auditing requirements of the ERF Grant for which Services are associated as required by this Agreement

4.4 If Provider'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 Provider to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO PROVIDER

5.1 The total compensation for Provider's Services shall be in the amount of one million nine thousand four hundred eighty-seven dollars and fifty cents ($1,009,487.50). City shall pay Provider in full upon execution of this Agreement so that Services can be expedited to the homeless population.

5.2 Provider shall submit monthly reconciliation reports to City describing the Services provided during the preceding month in accordance with Exhibit "B" titled "Rate Sheet," which is attached hereto and incorporated herein by this reference. Provider's reconciliation reports shall include a brief description of the Services performed, client identification, the dates the Services were performed, the value of resources expended, and any other pertinent information related to the Services. Additional ERF Grant auditing and reporting documents requirements are described in Exhibit "C" titled "ERF Grant Reporting" which is attached hereto and incorporated herein by this reference. Any additional required information or reporting will be requested in writing by the City as needed and shall be provided by Provider in a timely manner.

5.3 Upon termination of Agreement, any unexpended funds shall be returned to the City within 15 days. If at any time during the term of the Agreement, Provider determines or anticipates unexpended funds will be present at termination, Provider is to contact the City

in writing and coordinate possible reallocation of funds to ensure service goals of the ERF Grant are met.

5.4 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	PROVIDER
City Clerk City of Redlands 35 Cajon Street P.O. Box 3005 (mailing) Redlands, CA 92373 jdonaldson@cityofredlands.org (909) 798-7531	J Koebel, Captain The Salvation Army 16941 Keegan Avenue Carson CA, 90746 j.koebel@usw.salvationarmy.org (562)264-3620

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Provider for the duration of its performance of the Services. Provider shall not perform any Services unless and until the required insurance listed below is obtained by Provider. Provider 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 Provider is self-insured or exempt from the workers' compensation laws of the State of California. Provider shall execute and provide City with Exhibit "D," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

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

C. 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 Provider owned vehicles used in connection with Provider'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 Provider 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 Provider, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Provider 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 Provider's Services. Provider 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 Provider agrees it is not a designated employee within the meaning of the Political Reform Act because Provider:

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 Provider must disclose its financial interests, Provider 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 No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of City to enforce at any time the provisions of this Agreement, or to require at any time, performance by Provider of this Agreement, shall in no way be construed to be a waiver of such provision nor to affect the validity of this Agreement or the right City to enforce the provisions of this Agreement.

8.2 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.

8.3 Provider 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.

8.4 Provider 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 Provider or Provider's employees, except as herein set forth. Provider shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Provider are for its account only, and in no event shall Provider 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. Provider shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Provider have any authority, express or implied, to bind City to any obligation.

8.5 This Agreement may be terminated by City, in its sole discretion, by providing not less than ten (10) days prior written notice to Provider of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Provider's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Provider at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Provider. Upon receipt of a termination notice, Provider 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 Provider in performing the Services. Provider shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.6 This Agreement is valid and enforceable only if sufficient funds are made available from the State of California by legislative appropriation to continue funding the ERF Grant. If the ERF Grant funding is not appropriated by the Legislature or the ERF Grant is terminated or cancelled, the City may terminate this Agreement pursuant to Section 8.4.

8.7 Provider shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of five (5) years, or for any longer period required by law, from the date of final payment to Provider pursuant to this Agreement. City shall have the right to review, obtain and copy all records and supporting documentation pertaining to the performance of Services under the Agreement. Such books shall be available upon reasonable notice and during normal business hours for examination, inspecting and copying of records and documentation related to the Services provided under this Agreement, by City at the office of Provider.

8.8 During the performance of this Agreement, Provider and its employees and subcontractors shall not unlawfully discriminate, harass, or allow harassment against an employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin, pregnancy, physical disability, mental disability, medical condition, age, genetic information, marital status, military and veteran status, denial of medical and family care leave, pregnancy disability leave or any other protected class under state or federal law. Provider shall ensure that the valuation and treatment of its employees and applicants for employment are free from such discrimination and harassment. Provider shall comply with the provisions of California law against discriminatory practices relating to such protected classes.

8.9 Provider agrees to comply with the Drug-Free Workplace Act of 1990 (Government Code Section 8350, et seq.) and have or will provide a drug-free workplace.

8.10 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 Provider.

8.11 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.

8.12 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 Provider have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

THE SALVATION ARMY

By: _____
J. Koebel, Captain

EXHIBIT "A"

SCOPE OF SERVICES

Provide rapid rehousing services for a minimum of 100 clients as referred by City Homeless Solutions team including but not limited to the following:

Housing Navigation:

- Receive referrals from City of Redlands and affiliated outreach teams.
- Seek to move homeless individuals off the streets into shelters, hotels, transitional or bridge housing.
- Develop a housing plan with each homeless individual.
- Identify barriers to housing and plan to address them.
- Help individuals to acquire paperwork and documents needed for housing.
- Arrange for and accompany individual/family through housing process.
- Complete applications to landlords in coordination with City of Redlands team.
- Complete subsidy applications and recertifications.
- Offer assistance to tenants in requesting and obtaining a reasonable accommodation.
- Provide/Arrange for security deposits.
- Assist tenant with move in once housing is obtained.
- Acquire basic necessities.
- Arrange for utility deposits.
- Advocating with Property Management and other services providers.
- Provide up to 6 months rental assistance (case by case).

Tenancy Supports/Housing Retention:

- Providing early identification and intervention for behaviors that may jeopardize housing, such as late rental payment and other lease violations.
- Education and training on the tenant and landlord's roles, rights, and responsibilities; lodger and owner, shelter participation.
- Coaching on developing and maintaining critical relationships with landlords/property managers to foster successful tenancy.
- Assistance in resolving disputes with landlords and/or neighbors to reduce risk of eviction or other adverse action.
- Advocacy and linkage with community resources to prevent eviction when housing is, or may potentially become, jeopardized.
- Coordinating with the individual on a regular basis to reflect current needs and address existing or recurring housing retention barriers, and;
- Continuing training in being a good tenant and lease compliance, including ongoing support with activities related to household management.

- Assisting with residents' daily living activities and linking them to other supportive services and physical health care services in order to continue to improve their independent living skills.
- Working to promote lease compliance and successful tenancy.
- Assist tenants in requesting and obtaining reasonable accommodations during the tenancy.
- Working with eligible households in imminent danger of losing their housing including, being evicted to avoid finalization of the eviction process through voluntary departure.
- Ongoing communication with City of Redlands and other ERF grant partners regarding rental subsidy oversight.
- Assist consumers with additional moves if required.
- Maintain ongoing relationship with the Case Manager and housed consumer.

Case Management:

- Individual Service and Support Plan development.
- Coordination with medical, dental, and mental health providers.
- Coaching and Crisis intervention.
- Transportation to appointments.
- Independent living skills coaching.
- Linkages to education, job skills training, and employment or assist with acquiring benefits.
- Maintain the ongoing relationship with the Tenancy Supports staff.
- Case manage client up to 6 months.

EXHIBIT "B"

RATE SHEET

Staff Hourly Rate (Fully Burdened) for Case Management / Housing Navigation	$35.00
Housing Costs (Deposits, Rent) Paid on behalf of Client	Actual Cost
Supplies / Services Provided Directly to Client	Actual Cost
Mileage	Current IRS Rate
Admin Cost	5%

EXHIBIT "C"

ERF GRANT AUDITING AND REPORTING

Provider shall submit to all reporting and auditing requirements of the ERF Grant including but not limited to the following:

Provide monthly reports of expenditures and services provided that include outreach and service path data at the anonymized level.

Maintain housing status data for persons served in the aggregate.

Continued confirmation that projects receiving ERF funds are populated timely into HMIS and use Cal ICH supplied funding codes.

Provider shall maintain and make available, individual, client-level data for persons served by grant funding to the City, in addition to any data reported through local Homeless Management Information System, as required by the ERF Grant for the purposes of research.

Provider shall comply with the data entry requirements of AB977, located at Welfare and Institutions Code section 8256(d).

Provider shall participate in a program evaluation regarding implementation of the ERF Grant is requested.

For the purpose of evaluation, Cal ICH, or its designee may visit sites related to the project and film, tape, photograph, interview, and otherwise document Grantee's operations during normal business hours and with reasonable advance notice. Cal ICH will comply with Grantee's site visit terms during any site visits. Provider should maintain active data, documents, and filings in anticipation of this evaluation. Special care should be taken to organize and preserve internal work products that guided implementation of the ERF Grant.

Provider shall coordinate and cooperate with City provided independent certified public accountant for audit purposes if requested.

Record Inspection: Cal ICH or its designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under the ERF Grant and this agreement. The Provider agrees to provide the City, Cal ICH, or its designee, with any relevant information requested. The Provider agrees to give the City, Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the ERF laws, Cal ICH guidance or directives, the ERF Grant, and this Agreement.

Record Retention: The Provider further agrees to retain all records described above for a minimum period of five (5) years after the termination of this Agreement. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

EXHIBIT "D"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

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

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

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

CHECK ONE

_____I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

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

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

PROVIDER,
THE SALVATION ARMY

By:_____ Date: _____
J. Koebel, Captain

HOMELESS RESOURCE SERVICES AGREEMENT

This agreement for the provision of Homeless Resource Services supporting program outreach ("Agreement") is made and entered in this 5th day of December, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and The Salvation Army, a California nonprofit corporation ("Provider"). City and Provider are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Provider agree as follows:

ARTICLE 1 – ENGAGEMENT OF PROVIDER

1.1 This Agreement is being funded by grant funding from the State of California Encampment Resolution Funding Program ("ERF Grant") and administered by the California Interagency Council on Homelessness ("Cal ICH"). City is a grantee of the ERF Grant.

1.2 City hereby engages Provider to provide homeless resources program outreach and services for City (the "Services").

1.3 The Services shall be performed by Provider in a professional manner, and Provider 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 Providers in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF PROVIDER

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

2.2 Provider 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. This Agreement is subject to any additional restrictions, limitations, conditions or statutes, regulations, or any other laws whether federal, State of California or any agency, department, or any political subdivision of the federal or State of California which may affect the provisions, terms or funding of the ERF Grant and this Agreement in any manner.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City shall make available to Provider information in its possession that may reasonably assist Provider in providing the Services.

3.2 City designates David Rabindranath, Homeless Solutions Coordinator, 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 Provider 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" ("Services") which is attached hereto and incorporated herein by this reference.

4.2 The term of this Agreement shall be for a period of no more than thirty-one (31) months commencing as of the Effective Date, until all available ERF Grant funds have been expended, or unless terminated earlier as provided herein.

4.3 Provider shall provide all information required by City to conform to the reporting and auditing requirements of the ERF Grant for which Services are associated as required by this Agreement

4.4 If Provider'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 Provider to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO PROVIDER

5.1 The total compensation for Provider's Services shall be in the amount of two hundred twenty-five thousand dollars ($225,000.00). City shall pay Provider in full upon execution of this Agreement so that Services can be expedited to the homeless population.

5.2 Provider shall submit monthly reconciliation reports to City describing the Services provided during the preceding month in accordance with Exhibit "B" titled, "Rate Sheet," which is attached hereto and incorporated herein by this reference. Provider's reconciliation reports shall include a brief description of the Services performed, client identification, the dates the Services were performed, the value of resources expended, and any other pertinent information related to the Services. Additional ERF Grant auditing and reporting documents requirements are described in Exhibit "C" titled, "ERF Grant Reporting" which is attached hereto and incorporated herein by this reference. Any additional required information or reporting will be requested in writing by the City as needed and shall be provided by Provider in a timely manner.

5.3 Upon termination of Agreement, any unexpended funds shall be returned to the City within 15 days. If at any time during the term of the Agreement, Provider determines or anticipates unexpended funds will be present at termination, Provider is to contact the City in writing and coordinate possible reallocation of funds to ensure service goals of the ERF Grant are met.

5.4 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	PROVIDER
City Clerk City of Redlands 35 Cajon Street P.O. Box 3005 (mailing) Redlands, CA 92373 jdonaldson@cityofredlands.org (909) 798-7531	J. Koebel, Captain The Salvation Army 16941 Keegan Avenue Carson CA, 90746 j.koebel@usw.salvationarmy.org (562)264-3620

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Provider for the duration of its performance of the Services. Provider shall not perform any Services unless and until the required insurance listed below is obtained by Provider. Provider 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 Provider is self-insured or exempt from the workers' compensation laws of the State of California. Provider shall execute and provide City with Exhibit "D," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

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

C. 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 Provider owned vehicles used in

connection with Provider'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 Provider 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 Provider, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Provider 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 Provider's Services. Provider 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 Provider agrees it is not a designated employee within the meaning of the Political Reform Act because Provider:

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 Provider must disclose its financial interests, Provider 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 No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of City to enforce at any time the provisions of this Agreement, or to require at any time, performance by Provider of this Agreement, shall in no way be construed to be a waiver of such provision nor to affect the validity of this Agreement or the right City to enforce the provisions of this Agreement.

8.2 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.

8.3 Provider 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.

8.4 Provider 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 Provider or Provider's employees, except as herein set forth. Provider shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Provider are for its account only, and in no event shall Provider 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. Provider shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Provider have any authority, express or implied, to bind City to any obligation.

8.5 This Agreement may be terminated by City, in its sole discretion, by providing not less than ten (10) days prior written notice to Provider of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Provider's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Provider at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Provider. Upon receipt of a termination notice, Provider 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 Provider in performing the Services. Provider shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.6 This Agreement is valid and enforceable only if sufficient funds are made available from the State of California by legislative appropriation to continue funding the ERF Grant. If the ERF Grant funding is not appropriated by the Legislature or the ERF Grant is terminated or cancelled, the City may terminate this Agreement pursuant to Section 8.4.

8.7 Provider shall maintain books, ledgers, invoices, accounts, and other records and documents evidencing costs and expenses related to the Services for a period of five (5) years, or for any longer period required by law, from the date of final payment to Provider pursuant to this Agreement. City shall have the right to review, obtain and copy all records and supporting documentation pertaining to the performance of Services under the Agreement. Such books shall be available upon reasonable notice and during normal business hours for examination, inspecting and copying of records and documentation related to the Services provided under this Agreement, by City at the office of Provider.

8.8 During the performance of this Agreement, Provider and its employees and subcontractors shall not unlawfully discriminate, harass, or allow harassment against an employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin, pregnancy, physical disability, mental disability, medical condition, age, genetic information, marital status, military and veteran status, denial of medical and family care leave, pregnancy disability leave or any other protected class under state or federal law. Provider shall ensure that the valuation and treatment of its employees and applicants for employment are free from such discrimination and harassment. Provider shall comply with the provisions of California law against discriminatory practices relating to such protected classes.

8.9 Provider agrees to comply with the Drug-Free Workplace Act of 1990 (Government Code Section 8350, et seq.) and have or will provide a drug-free workplace.

8.10 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 Provider.

8.11 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.

8.12 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 Provider have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

THE SALVATION ARMY

By: _____
J. Koebel, Captain

EXHIBIT "A"

SCOPE OF SERVICES

Provide a two-person outreach team to engage the targeted population (homeless) in the City of Redlands, and provide the pathway to available healthcare, mental health services, shelter, transitional housing, substance abuse counseling, permanent housing, veteran services, and housing services.

Provider's staff shall be available Monday – Friday (except holidays) during regular business hours for a total of 40 hours per week for a minimum of 104 weeks.

Provider's staff shall be responsible for, but not limited to, the following tasks during outreach:

- Meet and coordinate with City Homeless Solutions Coordinator weekly or as requested.
- Make spontaneous and regularly scheduled drop-ins at local shelters, clubhouses, encampments, etc.
- Engage individuals in the field in coordination with and as directed by the City Homeless Solutions team.
- Complete the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT).
- Enter person's information into CES and the Homeless Management Information System (HMIS).
- Link individuals to Homeless Provider Network to explore housing options.
    - Refer clients to appropriate ERF Grant housing providers for rapid rehousing assistance
- Assist individuals in acquiring paperwork and documents needed for housing and benefits.
- Obtain/complete Verification of Homelessness for individuals.
- Assist individuals with obtaining / applying for entitlements and benefits such as:
    - Medi-Cal
    - General Relief
    - CalFresh
    - Cash Assistance Program for Immigrants (CAPI)
    - Welfare-to-Work
    - Social Security
- Link individuals to resources in the community and provide a warm hand-off to services.
    - Department of Behavioral Health
    - Mental Health Services
    - Substance Use Disorder Treatment
    - Department of Aging and Adult Services
    - In-Home Supportive Services
    - Nutrition Services
    - Age Wise Mental Health Program for high-risk older adults
    - Medical

    - Dental
- Provide or arrange for transportation to service appointments.
- Assist individuals in strategies to increase income.
    - Referrals to employment
    - Linkage to provider to assist in obtaining Social Security Disability Income
    - Connect with employment service providers
- Provide field-based psychoeducation, system navigation training, health navigation training, and other types of individual and community education as needed.
- Support individuals in their interactions with other service providers.
- Maintain adequate records of engagements, status, and outcomes for individuals served under the ERF Grant funding under this Agreement.

EXHIBIT "B"

RATE SHEET

Staff Hourly Rate (Fully Burdened)	$32.00/hour
Supplies / Services Provided Directly to Clients	Actual Cost
Mileage	Current IRS Rate
Admin Cost	5%

EXHIBIT "C"

ERF GRANT AUDITING AND REPORTING

Provider shall submit to all reporting and auditing requirements of the ERF Grant including but not limited to the following:

Provide monthly reports of expenditures and services provided that include outreach and service path data at the anonymized level.

Maintain housing status data for persons served in the aggregate.

Continued confirmation that projects receiving ERF funds are populated timely into HMIS and use Cal ICH supplied funding codes.

Provider shall maintain and make available, individual, client-level data for persons served by grant funding to the City, in addition to any data reported through local Homeless Management Information System, as required by the ERF Grant for the purposes of research.

Provider shall comply with the data entry requirements of AB977, located at Welfare and Institutions Code section 8256(d).

Provider shall participate in a program evaluation regarding implementation of the ERF Grant is requested.

For the purpose of evaluation, Cal ICH, or its designee may visit sites related to the project and film, tape, photograph, interview, and otherwise document Grantee's operations during normal business hours and with reasonable advance notice. Cal ICH will comply with Grantee's site visit terms during any site visits. Provider should maintain active data, documents, and filings in anticipation of this evaluation. Special care should be taken to organize and preserve internal work products that guided implementation of the ERF Grant.

Provider shall coordinate and cooperate with City provided independent certified public accountant for audit purposes if requested.

Record Inspection: Cal ICH or its designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under the ERF Grant and this agreement. The Provider agrees to provide the City, Cal ICH, or its designee, with any relevant information requested. The Provider agrees to give the City, Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the ERF laws, Cal ICH guidance or directives, the ERF Grant, and this Agreement.

Record Retention: The Provider further agrees to retain all records described above for a minimum period of five (5) years after the termination of this Agreement. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

EXHIBIT "D"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

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

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

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

CHECK ONE

_____I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

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

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

PROVIDER,
THE SALVATION ARMY

By:_____ Date: _____
J. Koebel, Captain

HOMELESS RESOURCE SERVICES AGREEMENT

This agreement for the provision of Homeless Resource Services in support of providing temporary shelter beds ("Agreement") is made and entered in this 5th day of December, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and The Salvation Army, a California nonprofit corporation ("Provider"). City and Provider are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Provider agree as follows:

ARTICLE 1 – ENGAGEMENT OF PROVIDER

1.1 This Agreement is being funded by grant funding from the State of California Encampment Resolution Funding Program ("ERF Grant") and administered by the California Interagency Council on Homelessness ("Cal ICH"). City is a grantee of the ERF Grant.

1.2 City hereby engages Provider to provide homeless resources in support of providing temporary shelter beds and services for City (the "Services").

1.3 The Services shall be performed by Provider in a professional manner, and Provider 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 Providers in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF PROVIDER

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

2.2 Provider 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. This Agreement is subject to any additional restrictions, limitations, conditions or statutes, regulations, or any other laws whether federal, State of California or any agency, department, or any political subdivision of the federal or State of California which may affect the provisions, terms or funding of the ERF Grant and this Agreement in any manner.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City shall make available to Provider information in its possession that may reasonably assist Provider in providing the Services.

3.2 City designates David Rabindranath, Homeless Solutions Coordinator, 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 Provider 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" ("Services") which is attached hereto and incorporated herein by this reference.

4.2 The term of this Agreement shall be for a period of no more than twenty-nine (29) months commencing as of the Effective Date, until all available ERF Grant funds have been expended, or unless terminated earlier as provided herein.

4.3 Provider shall provide all information required by City to conform to the reporting and auditing requirements of the ERF Grant for which Services are associated as required by this Agreement

4.4 If Provider'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 Provider to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO PROVIDER

5.1 The total compensation for Provider's Services shall be in the amount of one hundred fifteen thousand dollars ($115,000.00). City shall pay Provider in full upon execution of this Agreement so that Services can be expedited to the homeless population.

5.2 Provider shall submit monthly reconciliation reports to City describing the Services provided during the preceding month in accordance with Exhibit "B" titled, "Rate Sheet," which is attached hereto and incorporated herein by this reference. Provider's reconciliation reports shall include a brief description of the Services performed, client identification, the dates the Services were performed, the value of resources expended, and any other pertinent information related to the Services. Additional ERF Grant auditing and reporting documents requirements are described in Exhibit "C" titled, "ERF Grant Reporting" which is attached hereto and incorporated herein by this reference. Any additional required information or reporting will be requested in writing by the City as needed and shall be provided by Provider in a timely manner.

5.3 Upon termination of Agreement, any unexpended funds shall be returned to the City within 15 days. If at any time during the term of the Agreement, Provider determines or anticipates unexpended funds will be present at termination, Provider is to contact the City in writing and coordinate possible reallocation of funds to ensure service goals of the ERF Grant are met.

5.4 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	PROVIDER
City Clerk City of Redlands 35 Cajon Street P.O. Box 3005 (mailing) Redlands, CA 92373 jdonaldson@cityofredlands.org (909) 798-7531	J. Koebel, Captain The Salvation Army 16941 Keegan Ave Carson, CA 90746 j.koebel@usw.salvationarmy.org (562)264-3620

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Provider for the duration of its performance of the Services. Provider shall not perform any Services unless and until the required insurance listed below is obtained by Provider. Provider 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 Provider is self-insured or exempt from the workers' compensation laws of the State of California. Provider shall execute and provide City with Exhibit "D," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

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

C. 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 Provider owned vehicles used in

connection with Provider'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 Provider 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 Provider, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Provider 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 Provider's Services. Provider 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 Provider agrees it is not a designated employee within the meaning of the Political Reform Act because Provider:

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 Provider must disclose its financial interests, Provider 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 No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of City to enforce at any time the provisions of this Agreement, or to require at any time, performance by Provider of this Agreement, shall in no way be construed to be a waiver of such provision nor to affect the validity of this Agreement or the right City to enforce the provisions of this Agreement.

8.2 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.

8.3 Provider 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.

8.4 Provider 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 Provider or Provider's employees, except as herein set forth. Provider shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Provider are for its account only, and in no event shall Provider 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. Provider shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Provider have any authority, express or implied, to bind City to any obligation.

8.5 This Agreement may be terminated by City, in its sole discretion, by providing not less than ten (10) days prior written notice to Provider of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Provider's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Provider at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Provider. Upon receipt of a termination notice, Provider 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 Provider in performing the Services. Provider shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.6 This Agreement is valid and enforceable only if sufficient funds are made available from the State of California by legislative appropriation to continue funding the ERF Grant. If

the ERF Grant funding is not appropriated by the Legislature or the ERF Grant is terminated or cancelled, the City may terminate this Agreement pursuant to Section 8.4.

8.7 Provider shall maintain books, ledgers, invoices, accounts, and other records and documents evidencing costs and expenses related to the Services for a period of five (5) years, or for any longer period required by law, from the date of final payment to Provider pursuant to this Agreement. City shall have the right to review, obtain and copy all records and supporting documentation pertaining to the performance of Services under the Agreement. Such books shall be available upon reasonable notice and during normal business hours for examination, inspecting and copying of records and documentation related to the Services provided under this Agreement, by City at the office of Provider.

8.8 During the performance of this Agreement, Provider and its employees and subcontractors shall not unlawfully discriminate, harass, or allow harassment against an employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin, pregnancy, physical disability, mental disability, medical condition, age, genetic information, marital status, military and veteran status, denial of medical and family care leave, pregnancy disability leave or any other protected class under state or federal law. Provider shall ensure that the valuation and treatment of its employees and applicants for employment are free from such discrimination and harassment. Provider shall comply with the provisions of California law against discriminatory practices relating to such protected classes.

8.9 Provider agrees to comply with the Drug-Free Workplace Act of 1990 (Government Code Section 8350, et seq.) and have or will provide a drug-free workplace.

8.10 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 Provider.

8.11 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.

8.12 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 Provider have signed in confirmation of this Agreement.

CITY OF REDLANDS	THE SALVATION ARMY
By: _____	By: _____
Eddie Tejeda, Mayor	J. Koebel, Captain

ATTEST:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

Provide temporary shelter beds for City Homeless Solutions-referred clients during transition to permanent housing solutions.

Shelter bed shall include the following:

- Occupation of space minimum of 7 p.m. – 7 a.m. daily
- Bed
- Access to restroom
- Heating/Cooling
- Access to shower
- Access to food resources or meals
- Case management and client support services

Provider to post all rules and guidelines for occupancy and make copy available to clients at time of check-in.

Provider shall maintain onsite staff at all times during occupancy.

Provider to maintain current occupancy report of clients and provide to City weekly.

Provider shall maintain **4 beds/1 room** available for use by City through Homeless Solutions team referrals and placements only.

EXHIBIT "B"

RATE SHEET

Shelter Bed / Room Nightly Cost	$32.00/hour
Staff Hourly Rate (Fully Burdened) for Case Management / Housing Navigation	$32.00/hour
Supplies / Services Provided Directly to Client	Actual Cost
Admin Costs	5%

EXHIBIT "C"

ERF GRANT AUDITING AND REPORTING

Provider shall submit to all reporting and auditing requirements of the ERF Grant including but not limited to the following:

Provide monthly reports of expenditures and services provided that include outreach and service path data at the anonymized level.

Maintain housing status data for persons served in the aggregate.

Continued confirmation that projects receiving ERF funds are populated timely into HMIS and use Cal ICH supplied funding codes.

Provider shall maintain and make available, individual, client-level data for persons served by grant funding to the City, in addition to any data reported through local Homeless Management Information System, as required by the ERF Grant for the purposes of research.

Provider shall comply with the data entry requirements of AB977, located at Welfare and Institutions Code section 8256(d).

Provider shall participate in a program evaluation regarding implementation of the ERF Grant is requested.

For the purpose of evaluation, Cal ICH, or its designee may visit sites related to the project and film, tape, photograph, interview, and otherwise document Grantee's operations during normal business hours and with reasonable advance notice. Cal ICH will comply with Grantee's site visit terms during any site visits. Provider should maintain active data, documents, and filings in anticipation of this evaluation. Special care should be taken to organize and preserve internal work products that guided implementation of the ERF Grant.

Provider shall coordinate and cooperate with City provided independent certified public accountant for audit purposes if requested.

Record Inspection: Cal ICH or its designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under the ERF Grant and this agreement. The Provider agrees to provide the City, Cal ICH, or its designee, with any relevant information requested. The Provider agrees to give the City, Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the ERF laws, Cal ICH guidance or directives, the ERF Grant, and this Agreement.

Record Retention: The Provider further agrees to retain all records described above for a minimum period of five (5) years after the termination of this Agreement. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

EXHIBIT "D"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

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

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

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

CHECK ONE

_____I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

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

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

PROVIDER,
THE SALVATION ARMY

By:_____ Date: _____
J. Koebel, Captain

HOMELESS RESOURCE SERVICES AGREEMENT

This agreement for the provision of Homeless Resource Services supporting program outreach ("Agreement") is made and entered in this 5th day of December, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and Step Up On Second Street, Inc., a California nonprofit public benefit corporation ("Provider"). City and Provider are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Provider agree as follows:

ARTICLE 1 – ENGAGEMENT OF PROVIDER

1.1 This Agreement is being funded by grant funding from the State of California Encampment Resolution Funding Program ("ERF Grant") and administered by the California Interagency Council on Homelessness ("Cal ICH"). City is a grantee of the ERF Grant.

1.2 City hereby engages Provider to provide homeless resources supporting program outreach and services for City (the "Services").

1.3 The Services shall be performed by Provider in a professional manner, and Provider 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 Providers in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF PROVIDER

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

2.2 Provider 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. This Agreement is subject to any additional restrictions, limitations, conditions or statutes, regulations, or any other laws whether federal, State of California or any agency, department, or any political subdivision of the federal or State of California which may affect the provisions, terms or funding of the ERF Grant and this Agreement in any manner.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City shall make available to Provider information in its possession that may reasonably assist Provider in providing the Services.

3.2 City designates David Rabindranath, Homeless Solutions Coordinator, 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 Provider 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" ("Services") which is attached hereto and incorporated herein by this reference.

4.2 The term of this Agreement shall be for a period of no more than thirty (30) months commencing as of the Effective Date, until all available ERF Grant funds have been expended, or unless terminated earlier as provided herein.

4.3 Provider shall provide all information required by City to conform to the reporting and auditing requirements of the ERF Grant for which Services are associated as required by this Agreement.

4.4 If Provider'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 Provider to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO PROVIDER

5.1 Total compensation for Contractor's performance of the Services shall not exceed the amount of three hundred thousand dollars ($300,000). City shall pay Provider on a time and materials basis up to the not to exceed amount in accordance with Exhibit "B" titled, "Rate Sheet," which is attached hereto and incorporated herein by this reference.

5.2 Provider shall submit monthly invoices to City describing the Services provided during the preceding month in accordance with Exhibit "B" titled "Rate Sheet," Provider's invoices shall include a brief description of the Services performed, client identification, the dates the Services were performed, the cost of resources expended, and any other pertinent information related to the Services. Additional ERF Grant auditing and reporting documents requirements are described in Exhibit "C" titled, "ERF Grant Reporting" which is attached hereto and incorporated herein by this reference. Any additional required information or reporting will be requested in writing by the City as needed and shall be provided by Provider in a timely manner. City shall pay Provider no later than thirty (30) days after receipt and approval by City of Provider'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	PROVIDER
City Clerk City of Redlands 35 Cajon Street P.O. Box 3005 (mailing) Redlands, CA 92373 jdonaldson@cityofredlands.org (909) 798-7531	Ivan Garcia, Senior Director of Programs Step Up On Second Street, Inc. 1328 Second Street Santa Monica, CA 90401 IGarcia@stepup.org (909) 963-5335 Ext. 1902

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Provider for the duration of its performance of the Services. Provider shall not perform any Services unless and until the required insurance listed below is obtained by Provider. Provider 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 Provider is self-insured or exempt from the workers' compensation laws of the State of California. Provider shall execute and provide City with Exhibit "D," titled, "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

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

C. 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 Provider owned vehicles used in connection with Provider'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 Provider 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 Provider, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Provider 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 Provider's Services. Provider 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 Provider agrees it is not a designated employee within the meaning of the Political Reform Act because Provider:

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 Provider must disclose its financial interests, Provider 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 No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of City to enforce at any time the provisions of this Agreement, or to require at any time, performance by Provider of this Agreement, shall in no way be construed to be a waiver of such provision nor to affect the validity of this Agreement or the right City to enforce the provisions of this Agreement.

8.2 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.

8.3 Provider 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.

8.4 Provider 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 Provider or Provider's employees, except as herein set forth. Provider shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Provider are for its account only, and in no event shall Provider 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. Provider shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Provider have any authority, express or implied, to bind City to any obligation.

8.5 This Agreement may be terminated by City, in its sole discretion, by providing not less than ten (10) days prior written notice to Provider of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Provider's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Provider at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Provider. Upon receipt of a termination notice, Provider 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 Provider in performing the Services. Provider shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.6 This Agreement is valid and enforceable only if sufficient funds are made available from the State of California by legislative appropriation to continue funding the ERF Grant. If the ERF Grant funding is not appropriated by the Legislature or the ERF Grant is terminated or cancelled, the City may terminate this Agreement pursuant to Section 8.4.

8.7 Provider shall maintain books, ledgers, invoices, accounts, and other records and documents evidencing costs and expenses related to the Services for a period of five (5) years, or for any longer period required by law, from the date of final payment to Provider pursuant to this Agreement. City shall have the right to review, obtain and copy all records and supporting documentation pertaining to the performance of Services under the Agreement. Such books shall be available upon reasonable notice and during normal business hours for examination, inspecting and copying of records and documentation related to the Services provided under this Agreement, by City at the office of Provider.

8.8 During the performance of this Agreement, Provider and its employees and subcontractors shall not unlawfully discriminate, harass, or allow harassment against an employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin, pregnancy, physical disability, mental disability, medical condition, age, genetic information, marital status, military and veteran status, denial of medical and family care leave, pregnancy disability leave or any other protected class under state or federal law. Provider shall ensure that the valuation and treatment of its employees and applicants for employment are free from such discrimination and harassment. Provider shall comply with the provisions of California law against discriminatory practices relating to such protected classes.

8.9 Provider agrees to comply with the Drug-Free Workplace Act of 1990 (Government Code Section 8350, et seq.) and have or will provide a drug-free workplace.

8.10 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 Provider.

8.11 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.

8.12 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 Provider have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

STEP UP ON SECOND STREET, INC.

By: _____
Ivan Garcia, Senior Director of Programs

EXHIBIT "A"

SCOPE OF SERVICES

Provide a two-person outreach team to engage the targeted population (homeless) in the City of Redlands, and provide the pathway to available healthcare, mental health services, shelter, transitional housing, substance abuse counseling, permanent housing, veteran services, and housing services.

Provider's staff shall be available Monday – Friday (except holidays) during regular business hours for a total of 40 hours per week for a minimum of 104 weeks.

Provider's staff shall be responsible for, but not limited to, the following tasks during outreach:

- Meet and coordinate with City Homeless Solutions Coordinator weekly or as requested.
- Make spontaneous and regularly scheduled drop-ins at local shelters, clubhouses, encampments, etc.
- Engage individuals in the field in coordination with and as directed by the City Homeless Solutions team.
- Complete the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT).
- Enter person's information into CES and the Homeless Management Information System (HMIS).
- Link individuals to Homeless Provider Network to explore housing options.
    - Refer clients to appropriate ERF Grant housing providers for rapid rehousing assistance.
- Assist individuals in acquiring paperwork and documents needed for housing and benefits.
- Obtain/complete Verification of Homelessness for individuals.
- Assist individuals with obtaining / applying for entitlements and benefits such as:
    - Medi-Cal
    - General Relief
    - CalFresh
    - Cash Assistance Program for Immigrants (CAPI)
    - Welfare-to-Work
    - Social Security
- Link individuals to resources in the community and provide a warm hand-off to services.
    - Department of Behavioral Health
    - Mental Health Services
    - Substance Use Disorder Treatment
    - Department of Aging and Adult Services
    - In-Home Supportive Services
    - Nutrition Services

    - Age Wise Mental Health Program for high-risk older adults
    - Medical
    - Dental
- Provide or arrange for transportation to service appointments.
- Assist individuals in strategies to increase income.
    - Referrals to employment
    - Linkage to provider to assist in obtaining Social Security Disability Income
    - Connect with employment service providers
- Provide field-based psychoeducation, system navigation training, health navigation training, and other types of individual and community education as needed.
- Support individuals in their interactions with other service providers.
- Maintain adequate records of engagements, status, and outcomes for individuals served under the ERF Grant funding under this Agreement.

EXHIBIT "B"

RATE SHEET

Staff Hourly Rate (Fully Burdened)	$36.00/hour
Supplies / Services Provided Directly to Clients	Actual Cost
Mileage	Current IRS Rate
Admin Cost (Maximum 5%)	5%

EXHIBIT "C"

ERF GRANT AUDITING AND REPORTING

Provider shall submit to all reporting and auditing requirements of the ERF Grant including but not limited to the following:

Provide monthly reports of expenditures and services provided that include outreach and service path data at the anonymized level.

Maintain housing status data for persons served in the aggregate.

Continued confirmation that projects receiving ERF funds are populated timely into HMIS and use Cal ICH supplied funding codes.

Provider shall maintain and make available, individual, client-level data for persons served by grant funding to the City, in addition to any data reported through local Homeless Management Information System, as required by the ERF Grant for the purposes of research.

Provider shall comply with the data entry requirements of AB977, located at Welfare and Institutions Code section 8256(d).

Provider shall participate in a program evaluation regarding implementation of the ERF Grant is requested.

For the purpose of evaluation, Cal ICH, or its designee may visit sites related to the project and film, tape, photograph, interview, and otherwise document Grantee's operations during normal business hours and with reasonable advance notice. Cal ICH will comply with Grantee's site visit terms during any site visits. Provider should maintain active data, documents, and filings in anticipation of this evaluation. Special care should be taken to organize and preserve internal work products that guided implementation of the ERF Grant.

Provider shall coordinate and cooperate with City provided independent certified public accountant for audit purposes if requested.

Record Inspection: Cal ICH or its designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under the ERF Grant and this agreement. The Provider agrees to provide the City, Cal ICH, or its designee, with any relevant information requested. The Provider agrees to give the City, Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the ERF laws, Cal ICH guidance or directives, the ERF Grant, and this Agreement.

Record Retention: The Provider further agrees to retain all records described above for a minimum period of five (5) years after the termination of this Agreement. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

EXHIBIT "D"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

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

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

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

CHECK ONE

_____I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

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

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

PROVIDER,
STEP UP ON SECOND STREET, INC.

By:_____ Date: _____
Ivan Garcia, Senior Director of Programs

HOMELESS RESOURCE SERVICES AGREEMENT

This agreement for the provision of Homeless Resource Services maintaining and operating a Project HomeKey facility in Redlands, California ("Agreement") is made and entered in this 5th day of December, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and Step Up On Second Street, Inc., a California nonprofit public benefit corporation ("Provider"). City and Provider are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Provider agree as follows:

ARTICLE 1 – ENGAGEMENT OF PROVIDER

1.1 This Agreement is being funded by grant funding from the State of California Encampment Resolution Funding Program ("ERF Grant") and administered by the California Interagency Council on Homelessness ("Cal ICH"). City is a grantee of the ERF Grant.

1.2 City hereby engages Provider to provide homeless resources maintaining and operating a Project HomeKey facility in Redlands, California, and services for City (the "Services").

1.3 The Services shall be performed by Provider in a professional manner, and Provider 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 Providers in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF PROVIDER

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

2.2 Provider 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. This Agreement is subject to any additional restrictions, limitations, conditions or statutes, regulations, or any other laws whether federal, State of California or any agency, department, or any political subdivision of the federal or State of California which may affect the provisions, terms or funding of the ERF Grant and this Agreement in any manner.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City shall make available to Provider information in its possession that may reasonably assist Provider in providing the Services.

3.2 City designates David Rabindranath, Homeless Solutions Coordinator, 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 Provider 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" ("Services") which is attached hereto and incorporated herein by this reference.

4.2 The term of this Agreement shall be for a period of no more than thirty (30) months commencing as of the Effective Date, until all available ERF Grant funds have been expended, or unless terminated earlier as provided herein.

4.3 Provider shall provide all information required by City to conform to the reporting and auditing requirements of the ERF Grant for which Services are associated as required by this Agreement

4.4 If Provider'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 Provider to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO PROVIDER

5.1 Total compensation for Contractor's performance of the Services shall not exceed the amount of three hundred thousand dollars ($300,000). City shall pay Provider in the amount of seventy-five thousand dollars ($75,000) upon execution of this Agreement so that Services can be expedited to the homeless population. Three additional disbursements of seventy-five thousand dollars ($75,000) will be made when reconciliation reports have been submitted and approved that show expenditures of ninety percent (90%) of the previous distribution.

5.2 Provider shall submit monthly reconciliation reports to City describing the Services provided during the preceding month in accordance with Exhibit "B" titled, "Rate Sheet," which is attached hereto and incorporated herein by this reference. Provider's reconciliation reports shall include a brief description of the Services performed, client identification, the dates the Services were performed, the value of resources expended, and any other pertinent information related to the Services. Additional ERF Grant auditing and reporting documents requirements are described in Exhibit "C" titled, "ERF Grant Reporting" which is attached hereto and incorporated herein by this reference. Any additional required information or reporting will be requested in writing by the City as needed and shall be provided by Provider in a timely manner.

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	PROVIDER
City Clerk	Ivan Garcia, Senior Director of Programs
City of Redlands	Step Up On Second Street, Inc.
35 Cajon Street	1328 Second Street
P.O. Box 3005 (mailing)	Santa Monica, CA 90401
Redlands, CA 92373	IGarcia@stepup.org
jdonaldson@cityofredlands.org	(909) 963-5335 Ext. 1902
(909) 798-7531	Fax

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Provider for the duration of its performance of the Services. Provider shall not perform any Services unless and until the required insurance listed below is obtained by Provider. Provider 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 Provider is self-insured or exempt from the workers' compensation laws of the State of California. Provider shall execute and provide City with Exhibit "D," titled, "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

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

C. 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 Provider owned vehicles used in connection with Provider'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 Provider 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 Provider, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Provider 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 Provider's Services. Provider 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 Provider agrees it is not a designated employee within the meaning of the Political Reform Act because Provider:

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 Provider must disclose its financial interests, Provider 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 No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of City to enforce at any time the provisions of this Agreement, or to require at any time, performance by Provider of this Agreement, shall in no way be construed to be a waiver of such provision nor to affect the validity of this Agreement or the right City to enforce the provisions of this Agreement.

8.2 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.

8.3 Provider 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.

8.4 Provider 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 Provider or Provider's employees, except as herein set forth. Provider shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Provider are for its account only, and in no event shall Provider 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. Provider shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Provider have any authority, express or implied, to bind City to any obligation.

8.5 This Agreement may be terminated by City, in its sole discretion, by providing not less than ten (10) days prior written notice to Provider of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Provider's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Provider at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Provider. Upon receipt of a termination notice, Provider 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 Provider in performing the Services. Provider shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.6 This Agreement is valid and enforceable only if sufficient funds are made available from the State of California by legislative appropriation to continue funding the ERF Grant. If

the ERF Grant funding is not appropriated by the Legislature or the ERF Grant is terminated or cancelled, the City may terminate this Agreement pursuant to Section 8.4.

8.7 Provider shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of five (5) years, or for any longer period required by law, from the date of final payment to Provider pursuant to this Agreement. City shall have the right to review, obtain and copy all records and supporting documentation pertaining to the performance of Services under the Agreement. Such books shall be available upon reasonable notice and during normal business hours for examination, inspecting and copying of records and documentation related to the Services provided under this Agreement, by City at the office of Provider.

8.8 During the performance of this Agreement, Provider and its employees and subcontractors shall not unlawfully discriminate, harass, or allow harassment against an employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin, pregnancy, physical disability, mental disability, medical condition, age, genetic information, marital status, military and veteran status, denial of medical and family care leave, pregnancy disability leave or any other protected class under state or federal law. Provider shall ensure that the valuation and treatment of its employees and applicants for employment are free from such discrimination and harassment. Provider shall comply with the provisions of California law against discriminatory practices relating to such protected classes.

8.9 Provider agrees to comply with the Drug-Free Workplace Act of 1990 (Government Code Section 8350, et seq.) and have or will provide a drug-free workplace.

8.10 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 Provider.

8.11 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.

8.12 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 Provider have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

STEP UP ON SECOND STREET, INC.

By: _____
Ivan Garcia, Senior Director of Programs

EXHIBIT "A"

SCOPE OF SERVICES

Maintain and operate Project HomeKey facility, Step Up In Redlands, to support and house Redlands homeless referred through outreach teams.

Support costs may include the following:

- Security and utility deposits
- Up to six months rental subsidy

Operating costs may include the following:

- Onsite Security
- Onsite Case management
- Onsite programming

EXHIBIT "B"

RATE SHEET

Staff Hourly Rate (Fully Burdened)	$36.00/hour
Operational Costs for Project HomeKey Facility	Actual Cost
Supplies / Services Provided Directly to Clients	Actual Cost
Housing Costs	Actual Cost
Mileage	Current IRS Rate
Admin Cost (Maximum 5%)	5%

EXHIBIT "C"

ERF GRANT AUDITING AND REPORTING

Provider shall submit to all reporting and auditing requirements of the ERF Grant including but not limited to the following:

Provide monthly reports of expenditures and services provided that include outreach and service path data at the anonymized level.

Maintain housing status data for persons served in the aggregate.

Continued confirmation that projects receiving ERF funds are populated timely into HMIS and use Cal ICH supplied funding codes.

Provider shall maintain and make available, individual, client-level data for persons served by grant funding to the City, in addition to any data reported through local Homeless Management Information System, as required by the ERF Grant for the purposes of research.

Provider shall comply with the data entry requirements of AB977, located at Welfare and Institutions Code section 8256(d).

Provider shall participate in a program evaluation regarding implementation of the ERF Grant is requested.

For the purpose of evaluation, Cal ICH, or its designee may visit sites related to the project and film, tape, photograph, interview, and otherwise document Grantee's operations during normal business hours and with reasonable advance notice. Cal ICH will comply with Grantee's site visit terms during any site visits. Provider should maintain active data, documents, and filings in anticipation of this evaluation. Special care should be taken to organize and preserve internal work products that guided implementation of the ERF Grant.

Provider shall coordinate and cooperate with City provided independent certified public accountant for audit purposes if requested.

Record Inspection: Cal ICH or its designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under the ERF Grant and this agreement. The Provider agrees to provide the City, Cal ICH, or its designee, with any relevant information requested. The Provider agrees to give the City, Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the ERF laws, Cal ICH guidance or directives, the ERF Grant, and this Agreement.

Record Retention: The Provider further agrees to retain all records described above for a minimum period of five (5) years after the termination of this Agreement. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

EXHIBIT "D"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

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

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

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

CHECK ONE

_____I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

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

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

PROVIDER,
STEP UP ON SECOND STREET, INC.

By:_____ Date: _____
Ivan Garcia, Senior Director of Programs

HOMELESS RESOURCE SERVICES AGREEMENT

This agreement for the provision of Homeless Resource Services ("Agreement") is made and entered in this 5th day of December, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and SB Express One, LLC, a California limited liability company, ("Provider"). City and Provider are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Provider agree as follows:

ARTICLE 1 – ENGAGEMENT OF PROVIDER

1.1 This Agreement is being funded by grant funding from the State of California Encampment Resolution Funding Program ("ERF Grant") and administered by the California Interagency Council on Homelessness ("Cal ICH"). City is a grantee of the ERF Grant.

1.2 City hereby engages Provider to provide homeless resources and services for City (the "Services").

1.3 The Services shall be performed by Provider in a professional manner, and Provider 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 Providers in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF PROVIDER

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

2.2 Provider 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. This Agreement is subject to any additional restrictions, limitations, conditions or statutes, regulations, or any other laws whether federal, State of California or any agency, department or any political subdivision of the federal or State of California which may affect the provisions, terms or funding of the ERF Grant and this Agreement in any manner.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City shall make available to Provider information in its possession that may reasonably assist Provider in providing the Services.

3.2 City designates David Rabindranath, Homeless Solutions Coordinator, 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 Provider 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" ("Services") which is attached hereto and incorporated herein by this reference.

4.2 The term of this Agreement shall be for a period of no more than twenty-nine (29) months commencing as of the Effective Date, or until all available ERF Grant funds have been expended, whichever occurs earlier, or unless terminated earlier as provided herein.

4.3 Provider shall provide all information required by City to conform to the reporting and auditing requirements of the ERF Grant for which Services are associated as required by this Agreement

4.4 If Provider'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 Provider to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO PROVIDER

5.1 The total compensation for Provider's Services shall be in the amount of three hundred thousand dollars ($300,000). City shall pay Provider in full upon execution of this Agreement so that Services can be expedited to the homeless population.

5.2 Provider shall submit monthly reconciliation reports to City describing the Services provided during the preceding month in accordance with Exhibit "B" titled, "Rate Sheet," which is attached hereto and incorporated herein by this reference. Provider's reconciliation reports shall include a brief description of the Services performed, client identification, the dates the Services were performed, the value of resources expended, and any other pertinent information related to the Services. Additional ERF Grant auditing and reporting documents requirements are described in Exhibit "C" titled, "ERF Grant Reporting" which is attached hereto and incorporated herein by this reference. Any additional required information or reporting will be requested in writing by the City as needed and shall be provided by Provider in a timely manner.

5.3 Upon termination of Agreement, any unexpended funds shall be returned to the City within 15 days. If at any time during the term of the Agreement, Provider determines or anticipates unexpended funds will be present at termination, Provider is to contact the City in writing and coordinate possible reallocation of funds to ensure service goals of the ERF Grant are met.

5.4 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	PROVIDER
City Clerk City of Redlands 35 Cajon Street P.O. Box 3005 (mailing) Redlands, CA 92373 jdonaldson@cityofredlands.org (909) 798-7531	Dipak Patel, Owner SB Express One, LLC 205 E Hospitality Ln San Bernardino, CA 92408 Di_patel@hotmail.com 909-437-2755

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Provider for the duration of its performance of the Services. Provider shall not perform any Services unless and until the required insurance listed below is obtained by Provider. Provider 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 Provider is self-insured or exempt from the workers' compensation laws of the State of California. Provider shall execute and provide City with Exhibit "D," titled, "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

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

6.2 Provider 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, Provider, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

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

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.

7.2 In the event City determines that Provider must disclose its financial interests, Provider 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 No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of City to enforce at any time the provisions of this Agreement, or to require at any time, performance by Provider of this Agreement, shall in no way be construed to be a waiver of such provision nor to affect the validity of this Agreement or the right City to enforce the provisions of this Agreement.

8.2 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.

8.3 Provider 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.

8.4 Provider 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 Provider or Provider's employees, except as herein set forth. Provider shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Provider are for its account only, and in no event shall Provider 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. Provider shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Provider have any authority, express or implied, to bind City to any obligation.

8.5 This Agreement may be terminated by City, in its sole discretion, by providing not less than ten (10) days prior written notice to Provider of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Provider's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Provider at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Provider. Upon receipt of a termination notice, Provider 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 Provider in performing the Services. Provider shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.6 This Agreement is valid and enforceable only if sufficient funds are made available from the State of California by legislative appropriation to continue funding the ERF Grant. If the ERF Grant funding is not appropriated by the Legislature or the ERF Grant is reduced, terminated or cancelled, the City may terminate this Agreement pursuant to Section 8.4.

8.7 Provider shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of five (5) years, or for any longer period required by law, from the date of final payment to Provider pursuant to this Agreement. City shall have the right to review, obtain and copy all records and supporting documentation pertaining to the performance of Services under the Agreement. Such books shall be available upon reasonable notice and during normal business hours for examination, inspecting and copying of records and documentation related to the Services provided under this Agreement, by City at the office of Provider.

8.8 During the performance of this Agreement, Provider and its employees and subcontractors shall not unlawfully discriminate, harass, or allow harassment against an employee or applicant for employment because of sex (gender), sexual orientation, gender identity,

gender expression, race, color, ancestry, religion, creed, national origin, pregnancy, physical disability, mental disability, medical condition, age, genetic information, marital status, military and veteran status, denial of medical and family care leave, pregnancy disability leave or any other protected class under state or federal law. Provider shall ensure that the valuation and treatment of its employees and applicants for employment are free from such discrimination and harassment. Provider shall comply with the provisions of California law against discriminatory practices relating to such protected classes.

8.9 Provider agrees to comply with the Drug-Free Workplace Act of 1990 (Government Code Section 8350, et seq.) and have or will provide a drug-free workplace.

8.10 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 Provider.

8.11 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.

8.12 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 Provider have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

SB EXPRESS ONE, LLC

By: _____
Dipak Patel, Owner

EXHIBIT "A"

SCOPE OF SERVICES

Provide temporary shelter beds for City Homeless Solutions-referred clients during transition to permanent housing solutions.

Shelter bed shall include the following:

- Occupation of space minimum of 7 p.m. – 7 a.m. daily
- Bed
- Access to restroom
- Heating/Cooling
- Access to shower
- Access to food resources or meals.
- Case management and client support services.

Provider to post all rules and guidelines for occupancy and make copy available to clients at time of check-in.

Provider shall maintain onsite staff at all times during occupancy.

Provider to maintain current occupancy report of clients and provide to City weekly.

Provider shall maintain three (3) hotel rooms available for use by City through Homeless Solutions team referrals and placements only.

EXHIBIT "B"

RATE SHEET

Shelter Bed / Room Nightly Cost	$110.00/night
Supplies / Services Provided Directly to Client	Actual Cost
Admin Cost	5%

EXHIBIT "C"

ERF GRANT AUDITING AND REPORTING

Provider shall submit to all reporting and auditing requirements of the ERF Grant including but not limited to the following:

Provide monthly reports of expenditures and services provided that include outreach and service path data at the anonymized level.

Maintain housing status data for persons served in the aggregate.

Continued confirmation that projects receiving ERF funds are populated timely into HMIS and use Cal ICH supplied funding codes.

Provider shall maintain and make available, individual, client-level data for persons served by grant funding to the City, in addition to any data reported through local Homeless Management Information System, as required by the ERF Grant for the purposes of research.

Provider shall comply with the data entry requirements of AB977, located at Welfare and Institutions Code section 8256(d).

Provider shall participate in a program evaluation regarding implementation of the ERF Grant is requested.

For the purpose of evaluation, Cal ICH, or its designee may visit sites related to the project and film, tape, photograph, interview, and otherwise document Grantee's operations during normal business hours and with reasonable advance notice. Cal ICH will comply with Grantee's site visit terms during any site visits. Provider should maintain active data, documents, and filings in anticipation of this evaluation. Special care should be taken to organize and preserve internal work products that guided implementation of the ERF Grant.

Provider shall coordinate and cooperate with City provided independent certified public accountant for audit purposes if requested.

Record Inspection: Cal ICH or its designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under the ERF Grant and this agreement. The Provider agrees to provide the City, Cal ICH, or its designee, with any relevant information requested. The Provider agrees to give the City, Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the ERF laws, Cal ICH guidance or directives, the ERF Grant, and this Agreement.

Record Retention: The Provider further agrees to retain all records described above for a minimum period of five (5) years after the termination of this Agreement. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

EXHIBIT "D"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

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

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

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

CHECK ONE

_____I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

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

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

PROVIDER,
SB EXPRESS ONE, LLC

By:_____ Date: _____
Dipak Patel, Owner

HOMELESS RESOURCE SERVICES AGREEMENT

This agreement for the provision of Homeless Resource Services ("Agreement") is made and entered in this 5th day of December, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and The Youth Hope Foundation, a California nonprofit public benefit corporation ("Provider"). City and Provider are sometimes individually referred to herein as a "Party" and, together, as the "Parties." In consideration of the mutual promises contained herein, City and Provider agree as follows:

ARTICLE 1 – ENGAGEMENT OF PROVIDER

1.1 This Agreement is being funded by grant funding from the State of California Encampment Resolution Funding Program ("ERF Grant") and administered by the California Interagency Council on Homelessness ("Cal ICH"). City is a grantee of the ERF Grant.

1.2 City hereby engages Provider to provide homeless resources and services for City (the "Services").

1.3 The Services shall be performed by Provider in a professional manner, and Provider 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 Providers in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF PROVIDER

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

2.2 Provider 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. This Agreement is subject to any additional restrictions, limitations, conditions or statutes, regulations, or any other laws whether federal, State of California or any agency, department or any political subdivision of the federal or State of California which may affect the provisions, terms or funding of the ERF Grant and this Agreement in any manner.

ARTICLE 3 – RESPONSIBILITIES OF CITY

3.1 City shall make available to Provider information in its possession that may reasonably assist Provider in providing the Services.

3.2 City designates David Rabindranath, Homeless Solutions Coordinator, 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 Provider 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" ("Services") which is attached hereto and incorporated herein by this reference.

4.2 The term of this Agreement shall be for a period of no more than thirty-one (31) months commencing as of the Effective Date, until all available ERF Grant funds have been expended, or unless terminated earlier as provided herein.

4.3 Provider shall provide all information required by City to conform to the reporting and auditing requirements of the ERF Grant for which Services are associated as required by this Agreement

4.4 If Provider'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 Provider to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO PROVIDER

5.1 Total compensation for Contractor's performance of the Services shall not exceed the amount of ninety thousand dollars ($90,000). City shall pay Provider on a time and materials basis up to the not to exceed amount in accordance with Exhibit "B," titled, "Rate Sheet," which is attached hereto and incorporated herein by this reference.

5.2 Provider shall submit monthly invoices to City describing the Services provided during the preceding month in accordance with Exhibit "B" titled "Rate Sheet," Provider's invoices shall include a brief description of the Services performed, client identification, the dates the Services were performed, the cost of resources expended, and any other pertinent information related to the Services. Additional ERF Grant auditing and reporting documents requirements are described in Exhibit "C" titled, "ERF Grant Reporting" which is attached hereto and incorporated herein by this reference. Any additional required information or reporting will be requested in writing by the City as needed and shall be provided by Provider in a timely manner. City shall pay Provider no later than thirty (30) days after receipt and approval by City of Provider'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	PROVIDER
City Clerk City of Redlands 35 Cajon Street P.O. Box 3005 (mailing) Redlands, CA 92373 jdonaldson@cityofredlands.org (909) 798-7531	Heidi Mayer, Executive Director The Youth Hope Foundation PO Box 7803 Redlands, CA 92375 heidi@youthhope.org 909-793-2345

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1 The following insurance coverage required by this Agreement shall be maintained by Provider for the duration of its performance of the Services. Provider shall not perform any Services unless and until the required insurance listed below is obtained by Provider. Provider 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 Provider is self-insured or exempt from the workers' compensation laws of the State of California. Provider shall execute and provide City with Exhibit "D," titled, "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.

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

C. 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 Provider owned vehicles used in connection with Provider'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 Provider 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 Provider, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

7.1 Provider 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 Provider's Services. Provider 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 Provider agrees it is not a designated employee within the meaning of the Political Reform Act because Provider:

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 Provider must disclose its financial interests, Provider 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 No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of City to enforce at any time the provisions of this Agreement, or to require at any time, performance by Provider of this Agreement, shall in no way be construed to be a waiver of such provision nor to affect the validity of this Agreement or the right City to enforce the provisions of this Agreement.

8.2 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.

8.3 Provider 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.

8.4 Provider 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 Provider or Provider's employees, except as herein set forth. Provider shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Provider are for its account only, and in no event shall Provider 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. Provider shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Provider have any authority, express or implied, to bind City to any obligation.

8.5 This Agreement may be terminated by City, in its sole discretion, by providing not less than ten (10) days prior written notice to Provider of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Provider's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Provider at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Provider. Upon receipt of a termination notice, Provider 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 Provider in performing the Services. Provider shall be compensated on a pro-rata basis for Services completed up to the date of termination.

8.6 This Agreement is valid and enforceable only if sufficient funds are made available from the State of California by legislative appropriation to continue funding the ERF Grant. If the ERF Grant funding is not appropriated by the Legislature or the ERF Grant is terminated or cancelled, the City may terminate this Agreement pursuant to Section 8.4.

8.7 Provider shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of five (5) years, or for any longer period required by law, from the date of final payment to Provider pursuant to this Agreement. City shall have the right to review, obtain and copy all records and supporting documentation pertaining to the performance of Services under the Agreement. Such books shall be available upon reasonable notice and during normal business hours for examination, inspecting and copying of records and documentation related to the Services provided under this Agreement, by City at the office of Provider.

8.8 During the performance of this Agreement, Provider and its employees and subcontractors shall not unlawfully discriminate, harass, or allow harassment against an employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin, pregnancy, physical disability, mental disability, medical condition, age, genetic information, marital status, military and veteran status, denial of medical and family care leave, pregnancy disability leave or any other protected class under state or federal law. Provider shall ensure that the valuation and treatment of its employees and applicants for employment are free from such discrimination and harassment. Provider shall comply with the provisions of California law against discriminatory practices relating to such protected classes.

8.9 Provider agrees to comply with the Drug-Free Workplace Act of 1990 (Government Code Section 8350, et seq.) and have or will provide a drug-free workplace.

8.10 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 Provider.

8.11 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.

8.12 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 Provider have signed in confirmation of this Agreement.

CITY OF REDLANDS

By: _____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

THE YOUTH HOPE FOUNDAION

By: _____
Heidi Mayer, Executive Director

EXHIBIT "A"

SCOPE OF SERVICES

Provide a two-person outreach team to engage the targeted population (homeless) in the City of Redlands, and provide the pathway to available healthcare, mental health services, shelter, transitional housing, substance abuse counseling, permanent housing, veteran services, and housing services.

Staff shall be available Monday – Friday (except holidays) during regular business hours for a total of 40 hours per week.

Provider's staff shall be responsible for, but not limited to, the following tasks during outreach:

- Meet and coordinate with City Homeless Solutions Coordinator weekly or as requested.
- Make spontaneous and regularly scheduled drop-ins at local shelters, clubhouses, encampments, etc.
- Engage individuals in the field in coordination with and as directed by the City Homeless Solutions team.
- Complete the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT).
- Enter person's information into CES and the Homeless Management Information System (HMIS).
- Link individuals to Homeless Provider Network to explore housing options.
    - Refer clients to appropriate ERF Grant housing providers for rapid rehousing assistance
- Assist individuals in acquiring paperwork and documents needed for housing and benefits.
- Obtain/complete Verification of Homelessness for individuals.
- Assist individuals with obtaining / applying for entitlements and benefits such as:
    - Medi-Cal
    - General Relief
    - CalFresh
    - Cash Assistance Program for Immigrants (CAPI)
    - Welfare-to-Work
    - Social Security
- Link individuals to resources in the community and provide a warm hand-off to services.
    - Department of Behavioral Health
    - Mental Health Services
    - Substance Use Disorder Treatment
    - Department of Aging and Adult Services
    - In-Home Supportive Services
    - Nutrition Services
    - Age Wise Mental Health Program for high-risk older adults
    - Medical

    - Dental
- Provide or arrange for transportation to service appointments.
- Assist individuals in strategies to increase income.
    - Referrals to employment
    - Linkage to provider to assist in obtaining Social Security Disability Income
    - Connect with employment service providers
- Provide field-based psychoeducation, system navigation training, health navigation training, and other types of individual and community education as needed.
- Support individuals in their interactions with other service providers.
- Maintain adequate records of engagements, status, and outcomes for individuals served under the ERF Grant funding under this Agreement.

EXHIBIT "B"

RATE SHEET

Staff Hourly Rate (Fully Burdened)	$32.00
Supplies / Services Provided Directly to Clients	Actual Cost
Mileage	Current IRS Rate
Admin Cost	5%

EXHIBIT "C"

ERF GRANT AUDITING AND REPORTING

Provider shall submit to all reporting and auditing requirements of the ERF Grant including but not limited to the following:

Provide monthly reports of expenditures and services provided that include outreach and service path data at the anonymized level.

Maintain housing status data for persons served in the aggregate.

Continued confirmation that projects receiving ERF funds are populated timely into HMIS and use Cal ICH supplied funding codes.

Provider shall maintain and make available, individual, client-level data for persons served by grant funding to the City, in addition to any data reported through local Homeless Management Information System, as required by the ERF Grant for the purposes of research.

Provider shall comply with the data entry requirements of AB977, located at Welfare and Institutions Code section 8256(d).

Provider shall participate in a program evaluation regarding implementation of the ERF Grant is requested.

For the purpose of evaluation, Cal ICH, or its designee may visit sites related to the project and film, tape, photograph, interview, and otherwise document Grantee's operations during normal business hours and with reasonable advance notice. Cal ICH will comply with Grantee's site visit terms during any site visits. Provider should maintain active data, documents, and filings in anticipation of this evaluation. Special care should be taken to organize and preserve internal work products that guided implementation of the ERF Grant.

Provider shall coordinate and cooperate with City provided independent certified public accountant for audit purposes if requested.

Record Inspection: Cal ICH or its designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under the ERF Grant and this agreement. The Provider agrees to provide the City, Cal ICH, or its designee, with any relevant information requested. The Provider agrees to give the City, Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the ERF laws, Cal ICH guidance or directives, the ERF Grant, and this Agreement.

Record Retention: The Provider further agrees to retain all records described above for a minimum period of five (5) years after the termination of this Agreement. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

EXHIBIT "D"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

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

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

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

CHECK ONE

_____I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

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

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

PROVIDER,
THE YOUTH HOPE FOUNDATION

By:_____ Date: _____
Heidi Mayer, Executive Director

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STANDARD AGREEMENT
STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
23-ERF-2-R-10011	010725

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME
Business, Consumer Services and Housing Agency

CONTRACTOR NAME
City of Redlands

2. The term of this Agreement is:

START DATE
8/24/2023

THROUGH END DATE
3/31/2027

3. The maximum amount of this Agreement is:
$4,529,069.00 (Four Million Five Hundred Twenty Nine Thousand Sixty Nine Dollars and No Cents)

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

	Exhibits	Title	Pages
	Exhibit A	Authority, Purpose and Scope of Work	6
	Exhibit B	Budget Detail and Disbursement Provisions	4
	Exhibit C	State of California General Terms and Conditions	1
+ -	Exhibit D	General Terms and Conditions	10
+ -	Exhibit E	Special Terms and Conditions	2

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at https://www.dgs.ca.gov/OLS/Resources

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)
City of Redlands

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
35 Cajon Street, Suite 222	Redlands	CA	92373

PRINTED NAME OF PERSON SIGNING	TITLE
Chris Boatman	Assistant City Manager
CONTRACTOR AUTHORIZED SIGNATURE	**DATE SIGNED**
	7/26/23

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STANDARD AGREEMENT
STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
23-ERF-2-R-10011	010725

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME			
Business, Consumer Services and Housing Agency			
CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP
500 Capitol Mall, Suite 1850	Sacramento	CA	95814
PRINTED NAME OF PERSON SIGNING	TITLE		
Lourdes Castro Ramírez	Secretary		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		
	Aug 24, 2023		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable)		

Encampment Resolution Funding Program
Round 2, Rolling Disbursement (ERF-2-R)
Standard Agreement

EXHIBIT A
AUTHORITY, PURPOSE, AND SCOPE OF WORK

1) Authority

The State of California has established the Encampment Resolution Funding Program ("ERF" or "Program") pursuant to Chapter 7 (commencing with Section 50250) of Part 1 of Division 31 of the Health and Safety Code. Amended by SB 197 (Statutes of 2022, Chapter 70, Sec.3-8, effective June 30, 2022).

The Program is administered by the California Interagency Council on Homelessness ("Cal ICH") in the Business, Consumer Services and Housing Agency ("Agency"). ERF provides one-time, competitive grant funds to Continuums of Care and / or Local Jurisdictions as defined below. To date, there have been two rounds of the Encampment Resolution Funding Program. This Standard Agreement governs the Rolling Disbursement in Round 2 of the ERF Program ("ERF-2-R"). For this Standard Agreement, ERF-2-R is synonymous with "ERF" or "Program"." and refers to programs and grantees under Health and Safety Code 50252.1(c)(1).

This Standard Agreement along with all its exhibits ("Agreement") is entered into by Cal ICH and a Continuum of Care or a Local Jurisdiction ("Grantee") under the authority of, and in furtherance of, the purpose of the Program. In signing this Agreement and thereby accepting this award of funds, the Grantee agrees to comply with the terms and conditions of this Agreement, the Notice of Funding Availability ("NOFA") under which the Grantee applied, the representations contained in the Grantee's application, Cal ICH guidance or directives, and the requirements appearing in the statutory authority for the Program cited above.

2) Purpose

As stated in the NOFA, the Program's objective is to fund actionable, person-centered local proposals that resolve the experience of unsheltered homelessness for people residing in encampments. Resolving these experiences of homelessness will necessarily address the safety and wellness of people within encampments, resolve critical encampment concerns, and transition individuals into interim shelter with clear pathways to permanent housing or directly into permanent housing, using data informed, non-punitive, low-barrier, person-centered, Housing First, and coordinated approaches. These projects must comply with the principles of Housing First as defined in Welfare and Institutions Code Section 8255. Proposals may bolster existing, successful models and/or support new approaches that provide safe stable, and ultimately permanent housing for people experiencing homelessness in

Initial Here CB

encampments. Expenditures shall be consistent with the legislative intent of the authorizing statute to ensure the safety and wellness of people experiencing homelessness in encampments.

3) **Definitions**

The following Encampment Resolution Funding Program terms are defined in accordance with Health and Safety Code Section 50250, Subdivisions (a) – (l);

(a) "Additional funding round moneys" means moneys appropriated for the program in or after fiscal year 2022–23.

(b) "Agency" means the Business, Consumer Services, and Housing Agency.

(c) "Applicant" means a continuum of care or local jurisdiction

(d) "Continuum of Care" has the same meaning as in Section 578.3 of Title 24 of the Code of Federal Regulations.

(e) "Council" means the California Interagency Council on Homelessness, previously known as the Homeless Coordinating and Financing Council created pursuant to Section 8257 of the Welfare and Institutions Code.

(f) "County" includes, but is not limited to, a city and county.

(g) "Funding round 1 moneys" means moneys appropriated for the program in fiscal year 2021–22.

(h) "Homeless" has the same meaning as in Section 578.3 of Title 24 of the Code of Federal Regulations.

(i) "Local Jurisdiction" means a city, including a charter city, a county, including a charter county, or a city and county, including a charter city and county.

(j) "Program" means the Encampment Resolution Funding program established pursuant to this chapter.

(k) "Recipient" means an applicant that receives grant funds from the council for the purposes of the program.

(l) "State right-of-way" means real property held in title by the State of California

Additional definitions for the purposes of ERF program:

"Grantee" is "a Continuum of Care or a Local Jurisdiction that receives grant funds from the Council for the purposes of the program. Grantee is synonymous with "Recipient."

Initial Here CS

"Subrecipients" or "Subgrantees" are entities that receive subawards from "Recipients" or "Grantees" to carry out part of the Program.

"Expended" means all ERF funds obligated under contract or subcontract that have been fully paid and receipted, and no invoices remain outstanding.

"Obligate" means that the Grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment using ERF funding. Grantees must obligate the funds by the statutory deadlines set forth in this Exhibit A.

"Cal ICH" is synonymous with "Council".

4) **Scope of Work**

This Scope of Work identifies the terms and conditions necessary to accomplish the Program's intended objectives.

As detailed in Exhibit A.2, the Program's objective is to fund grantees to implement actionable, person-centered local proposals that resolve the experience of unsheltered homelessness for people residing in encampments.
Grantees will implement their ERF funded local proposals in compliance with the terms and conditions of this Agreement, the NOFA under which the Grantee applied, the representations contained in the Grantee's application, Cal ICH guidance and directives, and the requirements per the authorizing statute.

Expenditures shall be consistent with the legislative intent of the authorizing statute to ensure the safety and wellness of people experiencing homelessness in encampments. Permissible eligible uses and activities are detailed below in Exhibit B, Budget Details and Disbursement Provisions. Prior to fully executing this agreement, Grantees must standardize their budget using a Cal ICH provided budget template.

Grantees are expected to be close partners with Cal ICH. This means timely and accurate reporting, candid communication of successes and challenges, and availability of persons, information, or materials.

Quarterly reporting requirements are detailed below in Exhibit D.4. Reporting, Evaluation, and Audits.

Fiscal deadlines are detailed below in Exhibit A.6. Effective Date, Term of Agreement, and Deadlines.

Initial Here CB

Grantees shall complete a Final Work Product (As detailed below in Exhibit A.6.d.) and participate in a program evaluation regarding their implementation of ERF awards. To support this effort, Cal ICH will make Technical Assistance available.

Cal ICH maintains sole authority to determine if a Grantee is acting in compliance with the program objectives and may direct Grantees to take specified actions or risk breach of this Agreement. Grantees will be provided reasonable notice and Cal ICH's discretion in making these determinations are absolute and final.

5) **Cal ICH Contract Coordinator**

Cal ICH's Contract Coordinator for this Agreement is the Council's Grant Development Section Chief or the Grant Development Section Chief's designee. Unless otherwise instructed, any communication shall be conducted through email to the Cal ICH Contractor Coordinator or their designee. If documents require an original signature, the strongly preferred form is an e-Signature in accordance with the Uniform Electronic Transactions Act (UETA). If an Awardee is unwilling or unable to sign a document electronically, Agency shall accept wet or original signed documents. These documents containing wet signatures should be both mailed to Cal ICH and scanned and emailed as instructed. State law or policy may require the use of wet signatures for specific documents. The Representatives during the term of this Agreement will be:

	PROGRAM	GRANTEE
ENTITY:	Business, Consumer Services and Housing Agency	City of Redlands
SECTION/UNIT:	California Interagency Council on Homelessness (Cal ICH)	
ADDRESS:	801 Capital Mall, 6th floor Sacramento, CA, 95814	35 Cajon Street, Suite 222 Redlands, CA 92373
CONTRACT COORDINATOR	Jeannie McKendry	David Rabindranath
PHONE NUMBER:	(916) 510-9446	(909) 798 -7655 Ext. 1756
EMAIL ADDRESS:	Jeannie.McKendry@bcsh.ca.gov and calichgrants@bcsh.ca.gov	drabindranath@cityofredlands.org

The Council reserves the right to change their Cal ICH Contractor Coordinator, designee, and / or contact information at any time with reasonable notice to the Grantee.

Initial Here CB

All requests to update the Grantee information listed within this Agreement shall be emailed to Cal ICH grant's general email box at calichgrants@bcsh.ca.gov.

Notice to either party may be given by email. Such notice shall be effective when received as indicated on email. Changes to Cal ICH Contractor Coordinator, designee, and / or contact information or grantee information can be made without a formal amendment, approved by DGS.

6) **Effective Date, Term of Agreement, and Deadlines**

a) This Agreement is effective upon execution by Cal ICH, which includes signature from the Grantee and Cal ICH. This is indicated by the Cal ICH provided signature and date on the second page of the accompanying STD. 213, Standard Agreement.

b) Performance shall start no later than 30 days, or on the express date set by Cal ICH and the Grantees, after all approvals have been obtained and the Grant Agreement is fully executed. Should the Grantee fail to commence work at the agreed upon time, Cal ICH, upon five (5) days written notice to the grantee, reserves the right to terminate the Agreement.

c) Grantees will continue to perform until the Agreement is terminated, including data reporting and participation in program evaluation activities, as needed.

d) This Agreement will terminate on March 31, 2027.

Grantees shall submit a Final Work Product by September 30, 2026. The Final Work Product will include programmatic and fiscal data and a narrative on the outputs and outcomes of the program on a reporting template to be provided by Cal ICH.

Cal ICH will review submitted Final Work Products and collaborate with Grantees to cure any deficiencies by March 31, 2027.

Grantees are expected to continue performing until March 31, 2027. This means timely and accurate reporting, candid communication of success or shortcomings, and availability of persons, information, or materials.

e) Expenditure and Obligation Deadlines:

i. Grantees shall expend no less than 50 percent and obligate 100 percent of Program funds by June 30, 2024.

Initial Here CS

ii. Grantees that have not obligated 100 percent of their Program funds by June 30, 2024, shall submit an alternative disbursement plan to Cal ICH for approval no later than July 30, 2024. This alternative disbursement plan should detail the explanation for the delay and plans for all future obligations and expenditures.

iii. Grantees not meeting the requirements outlined in (i) may be subject to additional corrective action, as determined by Cal ICH.

iv. All Program funds (100 percent) shall be expended by June 30, 2026. Any funds not expended by this date shall revert to the fund of origin pursuant to HSC Section 50253(e)(5).

7) **Special Conditions**

Cal ICH maintains sole authority to determine if a Grantee is acting in compliance with the program objectives and may direct Grantees to take specified actions or risk breach of this Agreement. Grantees will be provided reasonable notice and Cal ICH's discretion in making these determinations are absolute and final.

Initial Here

Encampment Resolution Funding Program
Standard Agreement

EXHIBIT B
BUDGET DETAIL and DISBURSEMENT PROVISIONS

1) **General Conditions Prior to Disbursement**

All Grantees must submit the following completed forms prior to ERF being released:

- Request for Funds Form ("RFF")
- STD 213 Standard Agreement form and initialed Exhibits A through E
- STD 204 Payee Data Record or Government Agency Taxpayer ID Form

2) **Disbursement of Funds**

ERF will be disbursed to the Grantee upon receipt, review and approval of the completed Standard Agreement and RFF by Cal ICH, the Department of General Services (DGS), and the State Controller's Office (SCO).

The RFF must include the total amount of Program funds proposed to be expended. The ERF will be disbursed in one allocation via mailed check once the RFF has been received by the SCO. Checks will be mailed to the address and contact name listed on the RFF.

3) **Budget Details and Expenditure of Funds**

The Grantee shall expend Program funds on eligible uses and activities as detailed in the submitted standardized budget. Cal ICH reserves the right to direct specific line-item changes in the originally submitted Application budget or subsequently submitted standardized budgets.

a) **Budget Changes**

i) Process:

Budget modification requests should be made as part of the quarterly report process. These requests will be reviewed in the first week after quarterly reports are received. Cal ICH may consider budget change requests outside of this process, through email as needed due to documented, exigent circumstances. Grantees carry the burden to anticipate foreseeable budget change requests and should plan accordingly.

Cal ICH reserves the right to amend or adjust this process as necessary.

Initial Here CA

ii) Conditions requiring a budget modification request:

Changes may be made to the timing (e.g., fiscal year) of eligible use expenditures without prior approval by Cal ICH so long as the total expenditures (actual and projected) for each eligible use category remain the same as approved in the standardized budget.

Any decrease or increase to the total expenditures for any eligible use category must be approved by Cal ICH's Grant Development Section Chief or their designee, in writing, before the Grantee may expend Program funds according to an alternative standardized budget. The Grant Development Section Chief will respond to Grantee with approval or denial of request. Failure to obtain written approval from Cal ICH as required by this section may be considered a breach of this Agreement. A breach of this agreement may result in remedies listed below in Exhibit D.6. Breach and Remedies.

Regardless of an increase or decrease of an expenditure amount, any significant or material programmatic or fiscal change as considered by a reasonable project manager should be submitted to Cal ICH for approval.

b) Eligible Uses

Eligible uses and activities must be consistent with HSC Sections 50250 – 50254, other applicable laws, the terms and conditions of this Agreement, Cal ICH guidance or directives, the NOFA under which the Grantee applied, representations contained in the Grantee's application, and the Purpose of the Program as detailed in Exhibit A.2. Purpose.

Eligible uses and activities include, but are not limited to, the following:

Rapid Rehousing: Rapid rehousing, including housing identification services, rental subsidies, security deposits, incentives to landlords, and holding fees for eligible persons, housing search assistance, case management and facilitate access to other community-based services.

Operating Subsidies: Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.

Street Outreach: Street outreach to assist eligible persons to access crisis services, interim housing options, and permanent housing and services. Services Coordination Services coordination, which may include access to workforce, education, and training programs, or other services needed to improve and

Initial Here CB

promote housing stability for eligible persons, as well as direct case management services being provided to persons.

Systems Support: Systems support for activities that improve, strengthen, augment, complement, and/or are necessary to create regional partnerships and a homeless services and housing delivery system that resolves persons' experiences of unsheltered homelessness.

Delivery of Permanent Housing: Delivery of permanent housing and innovative housing solutions, such as unit conversions that are well suited for eligible persons.

Prevention and Shelter Diversion: Prevention and shelter diversion to permanent housing, including flexible forms of financial assistance, problem solving assistance, and other services to prevent people that have been placed into permanent housing from losing their housing and falling back into unsheltered homelessness. This category is only available to serve people who were formerly residing in the prioritized ERF encampment site.

Interim Sheltering: Interim sheltering, limited to newly developed clinically enhanced congregate shelters, new or existing non-congregate shelters, and operations of existing navigation centers and shelters based on demonstrated need that are well suited for eligible persons.

Improvements to Existing Emergency Shelters: Improvements to existing emergency shelters to lower barriers, increase privacy, better address the needs of eligible persons, and improve outcomes and exits to permanent housing.

Administration: up to 5% of awarded Program funds may be applied to administrative costs.

Program funds shall not be expended on Site Restoration or other Ineligible Costs as detailed immediately below.

4) **Ineligible Costs**

ERF shall not be used for costs associated with activities in violation, conflict, or inconsistent with HSC Sections 50250 – 50254, other applicable laws, the terms and conditions of this Agreement, Cal ICH guidance or directives, the NOFA under which the Grantee applied, representations contained in the Grantee's application, and the Purpose of the Program as detailed in Exhibit A.2. Purpose.

Costs shall not be used for any use or activity that is in violation, conflict, or inconsistent with the legislative intent of the authorizing statute to ensure the safety and wellness of people experiencing homelessness in encampments.

Initial Here CS

Moreover, no parties to this contract nor their agents shall directly or indirectly use ERF awards for any use or activity that is in violation, conflict, or inconsistent with the legislative intent of the authorizing statute to ensure the safety and wellness of people experiencing homelessness in encampments. ERF funded activities that cause a traumatic effect are inconsistent with ensuring the safety and wellness of people experiencing homelessness in encampments.

Cal ICH, at its sole and absolute discretion, shall make the final determination regarding the allowability of ERF expenditures.

Cal ICH reserves the right to request additional clarifying information to determine the reasonableness and eligibility of all uses of the funds made available by this Agreement. If the Grantee or its funded subrecipients use ERF funds to pay for ineligible activities, the Grantee shall be required to reimburse these funds to Cal ICH at an amount and timeframe determined by Cal ICH.

An expenditure which is not authorized by this Agreement, or by written approval of Cal ICH, or which cannot be adequately documented, shall be disallowed, and must be reimbursed to Cal ICH by the Grantee at an amount and timeframe determined by Cal ICH.

Program funds shall not be used to supplant existing local funds for homeless housing, assistance, prevention, or encampment resolution including site restoration or waste management.

Unless expressly approved by Cal ICH in writing reimbursements are not permitted for any Program expenditures prior to this Agreement's date of execution.

Initial Here CB

Encampment Resolution Funding Program
Standard Agreement

EXHIBIT C
STATE OF CALIFORNIA GENERAL TERMS AND CONDITIONS

This exhibit is incorporated by reference and made part of this agreement. The General Terms and Conditions (GTC 04/2017) can be viewed at the following link:

https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/GTC-April-2017-FINALapril2017.pdf?la=en&hash=3A64979F777D5B9D35309433EE81969FD69052D2

In the interpretation of this Agreement, any inconsistencies between the State of California General Terms and Conditions (GTC - 04/2017) and the terms of this Agreement and its exhibits/attachments shall be resolved in favor of this Agreement and its exhibits/attachments.

Initial Here CS

Encampment Resolution Funding Program
Standard Agreement

EXHIBIT D
GENERAL TERMS AND CONDITIONS

1) **Termination and Sufficiency of Funds**

a) **Termination of Agreement**

Cal ICH may terminate this Agreement at any time for cause by giving a minimum of 14 days' notice of termination, in writing, to the Grantee. Cause shall consist of violations of any conditions of this Agreement, any breach of contract as described in paragraph 6 of this Exhibit D; violation of any federal or state laws; or withdrawal of Cal ICH's expenditure authority. Upon termination of this Agreement, unless otherwise approved in writing by Cal ICH, any unexpended funds received by the Grantee shall be returned to Cal ICH within 30 days of Cal ICH's specified date of termination.

b) **Sufficiency of Funds**

This Agreement is valid and enforceable only if sufficient funds are made available to Cal ICH by legislative appropriation. In addition, this Agreement is subject to any additional restrictions, limitations or conditions, or statutes, regulations or any other laws, whether federal or those of the State of California, or of any agency, department, or any political subdivision of the federal or State of California governments, which may affect the provisions, terms or funding of this Agreement in any manner.

2) **Transfers**

Grantee may not transfer or assign by subcontract or novation, or by any other means, the rights, duties, or performance of this Agreement or any part thereof, except as allowed within Exhibit D.12. (Special Conditions – Grantees/Sub Grantee) or with the prior written approval of Cal ICH and a formal amendment to this Agreement to affect such subcontract or novation.

3) **Grantee's Application for Funds**

Grantee submitted a standardized budget to Cal ICH as part of their application for the Program.

Grantee warrants that all information, facts, assertions and representations contained in the application and approved modifications and additions thereto are true, correct, and complete to the best of Grantee's knowledge. In the event that any

Initial Here CS

part of the application and any approved modification and addition thereto is untrue, incorrect, incomplete, or misleading in such a manner that would substantially affect Cal ICH approval, disbursement, or monitoring of the funding and the grants or activities governed by this Agreement, then Cal ICH may declare a breach of this Agreement and take such action or pursue such remedies as are legally available.

4) **Reporting, Evaluation, and Audits**

a) **Reporting Requirements**

i. Timing and Format of Reports.

Grantee is required to provide Cal ICH or its agents with all data and outcomes that may inform an assessment of the funded proposal. Grantees shall report quarterly and have one Final Work Product submitted prior to this Agreement's termination.

The quarterly reports shall be submitted on a template to be provided by Cal ICH at least 90 days prior to the first reporting deadline. Cal ICH may request interim reports as needed and will provide no less than 30 days' notice to Grantees.

ii. Required Data

Grantees will be required to provide:

- Outreach and service path data at the anonymized, individual level;
- Current housing status of persons served in the aggregate;
- Status of funding as presented in the Cal ICH approved, standardized budget; and
- Continued confirmation that projects receiving ERF funds are populated timely into HMIS and use Cal ICH supplied funding codes.

Cal ICH's discretion in identifying which information shall be included in these reports is final.

Pursuant to HSC Section 50254, grantees shall provide data elements, including, but not limited to, health information, in a manner consistent with state and federal law, to their local Homeless Management Information System for tracking in the statewide Homeless Data Integration System.

Pursuant to HSC Section 50254(b)(3), Grantees shall report individual, client-level data for persons served by grant funding to the council, in addition to any data reported through local Homeless Management Information System, as required by the council for the purposes of research

Initial Here CS

and evaluation of grant performance, service pathways, and outcomes for people served.

Grantees shall comply with the data entry requirements of AB977, located at Welfare and Institutions Code section 8256(d).

iii. Cal ICH usage of Reports

Pursuant to HSC Section 50254(b)(4), Council staff may use information reported directly from grantees and through statewide Homeless Data Integration System for the purposes of research and evaluation of grant performance, service pathways, and outcomes for people served.

iv. Failure to Report

If the Grantee fails to provide any such report, Cal ICH may recapture any portion of the amount authorized by this Agreement with a 14-day written notification.

b) **Evaluation**

i. At Cal ICH's discretion, Grantees shall participate in a program evaluation regarding their implementation of ERF awards. To support this effort, Cal ICH will contract a third party to complete the evaluation.

ii. Grantees are expected to be close partners with Cal ICH for this program evaluation and for all evaluative aspects of this Program. This means timely and accurate reporting, candid communication of success or challenges, and availability of persons, information, or materials. More specifically, Grantees must cooperate with Cal ICH or its designee as reasonably required to implement an evaluation plan. This includes providing or facilitating the collection of data and materials as reasonably requested by Cal ICH or its designee.

iii. For the purpose of evaluation, Cal ICH or its designee may visit sites related to the project and film, tape, photograph, interview, and otherwise document Grantee's operations during normal business hours and with reasonable advance notice. Cal ICH will comply with Grantee's site visit terms during any site visits.

iv. Grantees should maintain active data, documents, and filings in anticipation of this evaluation. Special care should be taken to organize and preserve internal work products that guided implementation by the Grantee or subgrantee.

Initial Here CB

v. Grantees shall notify Cal ICH and provide copies of any reports or findings if Grantee conducts or commissions any third-party research or evaluation regarding their funded project.

vi. All terms and conditions that apply to reporting similarly apply to evaluation.

c) **Auditing**

Cal ICH reserves the right to perform or cause to be performed a financial audit. At Cal ICH request, the Grantee shall provide, at its own expense, a financial audit prepared by a certified public accountant. Should an audit be required, the Grantee shall adhere to the following conditions:

i) The audit shall be performed by an independent certified public accountant.

ii) The Grantee shall notify Cal ICH of the auditor's name and address immediately after the selection has been made. The contract for the audit shall allow access by Cal ICH to the independent auditor's working papers.

iii) The Grantee is responsible for the completion of audits and all costs of preparing audits.

iv) If there are audit findings, the Grantee must submit a detailed response acceptable to Cal ICH for each audit finding within 90 days from the date of the audit finding report.

5) **Inspection and Retention of Records**

a) **Record Inspection**

Cal ICH or its designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under this Agreement. The Grantee agrees to provide Cal ICH, or its designee, with any relevant information requested. The Grantee agrees to give Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the ERF laws, Cal ICH guidance or directives, and this Agreement.

b) **Record Retention**

The Grantee further agrees to retain all records described in subparagraph A for a minimum period of five (5) years after the termination of this Agreement.

Initial Here CB

If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

c) Public Records Act

The grantees' final HHAP-4 application, this contract, and other documents related to the grant are considered public records, which are available for public viewing pursuant to the California Public Records Act.

6) Breach and Remedies

a) Breach of Agreement

Breach of this Agreement includes, but is not limited to, the following events:

i. Grantee's failure to comply with the terms or conditions of this Agreement.

ii. Use of, or permitting the use of, Program funds provided under this Agreement for any ineligible activities.

iii. Any failure to comply with the deadlines set forth in this Agreement.

b) Remedies for Breach of Agreement

In addition to any other remedies that may be available to Cal ICH in law or equity for breach of this Agreement, Cal ICH may:

i. Conduct a program monitoring which will include a corrective action plan (CAP) with findings, remedies, and timelines for resolving the findings.

ii. Bar the Grantee from applying for future ERF funds;

iii. Revoke any other existing ERF award(s) to the Grantee;

iv. Require the return of any unexpended ERF funds disbursed under this Agreement;

v. Require repayment of ERF funds disbursed and expended under this Agreement;

vi. Require the immediate return to Cal ICH of all funds derived from the use of ERF

Initial Here CB

vii. Seek, in a court of competent jurisdiction, an order for specific performance of the defaulted obligation or participation in the technical assistance in accordance with ERF requirements.

c) All remedies available to Cal ICH are cumulative and not exclusive.

d) Cal ICH may give written notice to the Grantee to cure the breach or violation within a period of not less than 14 days.

7) **Waivers**

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of Cal ICH to enforce at any time the provisions of this Agreement, or to require at any time, performance by the Grantee of these provisions, shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of Cal ICH to enforce these provisions.

8) **Nondiscrimination**

During the performance of this Agreement, Grantee and its subrecipients shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), genetic information, marital status, military and veteran status, denial of medical and family care leave or pregnancy disability leave, or any other characteristic protected by state or federal law. Grantees and Sub grantees shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and its subrecipients shall comply with the provisions of California's laws against discriminatory practices relating to specific groups: the California Fair Employment and Housing Act (FEHA) (Gov. Code, Section 12900 et seq.); the regulations promulgated thereunder (Cal. Code Regs., tit. 2, Section 11000 et seq.); and the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, Section 11135 - 11139.5). Grantee and its subrecipients shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

9) **Conflict of Interest**

All Grantees are subject to state and federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will

Initial Here CS

result in the application being rejected and any subsequent contract being declared void. Other legal action may also be taken. Additional applicable statutes include, but are not limited to, Government Code Section 1090 and Public Contract Code Sections 10410 and 10411.

a) Current State Employees: No State officer or employee shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or has a financial interest, and which is sponsored or funded by any State agency, unless the employment, activity, or enterprise is required as a condition of regular State employment. No State officer or employee shall contract on his or her own behalf as an independent Grantee with any State agency to provide goods or services.

b) Former State Employees: For the two-year period from the date he or she left State employment, no former State officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the contract while employed in any capacity by any State agency. For the twelve-month period from the date he or she left State employment, no former State officer or employee may enter into a contract with any State agency if he or she was employed by that State agency in a policy-making position in the same general subject area as the proposed contract within the twelve-month period prior to his or her leaving State service.

c) Employees of the Grantee: Employees of the Grantee shall comply with all applicable provisions of law pertaining to conflicts of interest, including but not limited to any applicable conflict of interest provisions of the Political Reform Act of 1974 (Gov. Code, Section 81000 et seq.).

d) Representatives of a County: A representative of a county serving on a board, committee, or body with the primary purpose of administering funds or making funding recommendations for applications pursuant to this chapter shall have no financial interest in any contract, program, or project voted on by the board, committee, or body on the basis of the receipt of compensation for holding public office or public employment as a representative of the county.

10) **Drug-Free Workplace Certification**

Certification of Compliance: By signing this Agreement, Grantee hereby certifies, under penalty of perjury under the laws of State of California, that it and its subrecipients will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code, Section 8350 et seq.) and have or will provide a drug-free workplace by taking the following actions:

Initial Here CS

Publish a statement notifying employees and subrecipients that unlawful manufacture distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees, Grantees, or subrecipients for violations, as required by Government Code Section 8355, subdivision (a)(1).

a) Establish a Drug-Free Awareness Program, as required by Government Code Section 8355, subdivision (a)(2) to inform employees, Grantees, or subrecipients about all of the following:

   i. The dangers of drug abuse in the workplace;

   ii. Grantee's policy of maintaining a drug-free workplace;

   iii. Any available counseling, rehabilitation, and employee assistance program; and

   iv. Penalties that may be imposed upon employees, Grantees, and subrecipients for drug abuse violations.

b) Provide, as required by Government Code Section 8355, subdivision (a)(3), that every employee and/or subrecipient that works under this Agreement:

   i. Will receive a copy of Grantee's drug-free policy statement, and

   ii. Will agree to abide by terms of Grantee's condition of employment or subcontract.

11) **Child Support Compliance Act**

For any Contract Agreement in excess of $100,000, the Grantee acknowledges in accordance with Public Contract Code 7110, that:

a) The Grantee recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and

b) The Grantee, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

Initial Here CB

12) **Special Conditions – Grantees/Subgrantee**

The Grantee agrees to comply with all conditions of this Agreement including the Special Conditions set forth in Exhibit E. These conditions shall be met to the satisfaction of Cal ICH prior to disbursement of funds. The Grantee shall ensure that all Subgrantees are made aware of and agree to comply with all the conditions of this Agreement and the applicable State requirements governing the use of ERF. Failure to comply with these conditions may result in termination of this Agreement.

a) The Agreement between the Grantee and any Subgrantee shall require the Grantee and its Subgrantees, if any, to:

   i. Perform the work in accordance with Federal, State and Local housing and building codes, as applicable.

   ii. Maintain at least the minimum State-required worker's compensation for those employees who will perform the work or any part of it.

   iii. Maintain, as required by law, unemployment insurance, disability insurance, and liability insurance in an amount that is reasonable to compensate any person, firm or corporation who may be injured or damaged by the Grantee or any Subgrantee in performing the Work or any part of it.

   iv. Agree to include and enforce all the terms of this Agreement in each subcontract.

13) **Compliance with State and Federal Laws, Rules, Guidelines and Regulations**

The Grantee agrees to comply with all state and federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, environmental protection, equal opportunity, fair housing, and all other matters applicable and/or related to the ERF program, the Grantee, its subrecipients, and all eligible activities.

Grantee shall also be responsible for obtaining any and all permits, licenses, and approvals required for performing any activities under this Agreement, including those necessary to perform design, construction, or operation and maintenance of the activities. Grantee shall be responsible for observing and complying with any applicable federal, state, and local laws, rules or regulations affecting any such work, specifically those including, but not limited to, environmental protection, procurement, and safety laws, rules, regulations, and ordinances. Grantee shall provide copies of permits and approvals to Cal ICH upon request.

Initial Here CB

14) **Inspections**

a) Grantee shall inspect any work performed hereunder to ensure that the work is being and has been performed in accordance with the applicable federal, state and/or local requirements, and this Agreement.

b) Cal ICH reserves the right to inspect any work performed hereunder to ensure that the work is being and has been performed in accordance with the applicable federal, state and/or local requirements, and this Agreement.

c) Grantee agrees to require that all work that is determined based on such inspections not to conform to the applicable requirements be corrected and to withhold payments to the subrecipient until it is corrected.

15) **Litigation**

a) If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of Cal ICH, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are and shall be deemed severable.

b) The Grantee shall notify Cal ICH immediately of any claim or action undertaken by or against it, which affects or may affect this Agreement or Cal ICH, and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of Cal ICH.

Initial Here CJ

Encampment Resolution Funding Program
Standard Agreement

EXHIBIT E
SPECIAL TERMS AND CONDITIONS

1) All proceeds from any interest-bearing account established by the Grantee for the deposit of funds, along with any interest-bearing accounts opened by subrecipients to the Grantee for the deposit of funds, must be used for eligible activities and reported on as required by Cal ICH.

2) Grantee shall utilize its local Homeless Management Information System (HMIS) to track ERF projects, services, and clients served. Grantee will ensure that HMIS data are collected in accordance with applicable laws and in such a way as to identify individual projects, services, and clients that are supported by funding (e.g., by creating appropriate - ERF specific funding sources and project codes in HMIS).

3) Grantee shall participate in and provide data elements, including, but not limited to, health information, in a manner consistent with federal law, to the statewide Homeless Management Information System (known as the Homeless Data Integration System or "HDIS"), in accordance with their existing Data Use Agreement entered into with the Council, if any, and as required by Health and Safety Code Section 50254. Any health information provided to, or maintained within, the statewide Homeless Management Information System shall not be subject to public inspection or disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code). For purposes of this paragraph, "health information" means "protected health information," as defined in Part 160.103 of Title 45 of the Code of Federal Regulations, and "medical information," as defined in subdivision (j) of Section 56.05 of the Civil Code. The Council may, as required by operational necessity, amend or modify required data elements, disclosure formats, or disclosure frequency. Additionally, the Council, at its discretion, may provide Grantee with aggregate reports and analytics of the data Grantee submits to HDIS in support of the Purpose of this Agreement and the existing Data Use Agreement.

4) Grantee agrees to accept technical assistance as directed by Cal ICH or by a contracted technical assistance provider acting on behalf of Cal ICH. Grantee will report to Cal ICH on programmatic changes the Grantee will make as a result of the technical assistance and in support of their grant goals.

5) Grantee should establish a mechanism for people with lived experience of homelessness to have meaningful and purposeful opportunities to inform and shape all levels of planning and implementation, including through opportunities to hire people with lived experience.

Initial Here CB

6) Cal ICH maintains sole authority to determine if a Grantee is acting in compliance with the program objectives and may direct grantees to take specified actions or risk breach of this Agreement. Grantees will be provided reasonable notice and Cal ICH's discretion in making these determinations are absolute and final.

Initial Here CS

BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
California Interagency Council on Homelessness
500 Capitol Mall, Suite 1850
Sacramento, CA 95814
Phone: (916) 653-4090
Fax: (916) 653-3815

ENCAMPMENT RESOLUTION FUND (ERF-2-R)
REQUEST FOR FUNDS FORM

Contract Number	23-ERF-2-R-10011		
Invoice Number	23-ERF-2-R-10011		
Grantee Name:	City of Redlands	**Expenditure Deadline:**	9/30/2026
Attention to:		**Contact Person:**	David Rabindranath
Address:	35 Cajon Street, Suite 222	**Contact Person Title:**	Homeless Solutions Coordinator
City/State/Zip:	Redlands, CA 92373	**E-mail:**	drabindranath@cityofredlands.org
		Phone No.:	(909) 798 -7655 Ext. 1756

ENCAMPMENT RESOLUTION FUNDING BREAKDOWN

AWARD

Per Health and Safety Code Section 50251 (a), a recipient may use encampment resolution funds for the purpose of ensuring the safety and wellness of people experiencing homelessness in encampments, resolving critical encampment concerns and transition individuals into safe and stable housing, and encouraging a data-informed, coordinated approach to address encampment concerns. Funds shall be spent on resolving the identified, prioritized encampment through activities including, but not limited to, all of the following:

- Rapid Rehousing
- Operating Subsidies
- Street Outreach
- Systems Support
- Delivery of Permanent Housing
- Prevention and Shelter Diversion
- Interim Sheltering
- Improvements to Existing Emergency Shelters
- Administration (up to 5%)

TOTAL: $4,529,069.00

CERTIFICATION

**By signing this form, I certify to the best of my knowledge and belief that the form is true, complete, and accurate, and the activities and budget are for the purposes and objectives set forth in the terms and conditions of the Standard Agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.*

Christopher Boadman	ACM
Name of Authorized Representative or Signatory	**Title of Authorized Representative or Signatory**
	7/27/2023
Signature of Authorized Representative or Signatory	**Date**

BCSH USE ONLY

Jeannie McKendry	Grants Development Section Chief
Grant Management Representative Name	**Grant Management Representative Title**
Jeannie McKendry	8/4/23
Signature of Grant Management Representative	**Date**

State of California
BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
Gavin Newsom, Governor
Lourdes M. Castro Ramirez, Secretary

9/14/2023

David Rabindranath
City of Redlands
35 Cajon Street, Suite 222,
Redlands, CA 92373

RE: Contractor and Grantee Compliance with Economic Sanctions Imposed in Response to Russia's Actions in Ukraine

Dear City of Redlands:

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (EO) regarding sanctions in response to Russian aggression in Ukraine. The EO is located at https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf.

The EO directs all agencies and departments that are subject to the Governor's authority to take certain immediate steps, including notifying all contractors and grantees of their obligations to comply with existing economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law.

This correspondence serves as a notice under the EO that as a contractor or grantee, compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions).

Failure to comply may result in the termination of contracts or grants, as applicable. Please note that for any agreements or grants valued at $5 million or more, a separate notification will be sent outlining additional requirements specified under the EO.

Sincerely,
<Signature on File>
Tiffany Garcia
Deputy Secretary of Fiscal Policy and Administration, Business Consumer Services and Housing Agency



State of California
BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY



California
Interagency Council
on Homelessness

Encampment Resolution Funding Program, Round 2, Second Disbursement (ERF-2-R)

Notice of Funding Availability (NOFA)

December 01, 2022

Table of Contents

I. GRANT OVERVIEW 2
A. ERF-2-R Objective 2
B. Authority 2
C. Background 3
D. Eligible Applicants 3
E. Eligible Population to Serve 3
F. Rounds of Funding 3
G. Available Funds 4
H. Key Dates 4
I. Applicant Conference: 5
II. REQUIRED APPLICATION ELEMENTS, EVALUATION CRITERIA, AND PRIORITIZED FACTORS 5
A. Required Application Elements 5
B. Evaluation Criteria 6
C. Prioritized Factors 6
III. ELIGIBLE USES 6
A. Eligible Uses 6
B. Budgets 7
IV. Application 8
A. ERF-2-R Application 8
V. APPLICATION SUBMISSION 10
A. Submission Portal Requirements 10
VI. REVIEW, SCORING, AND AWARD 10
A. Review 10
B. Scoring 11
C. Award 13
D. Appeals 14
VII. PERFORMANCE AND REPORTING 14
A. Performance 14
B. Reporting 14
VIII. Addendum 1: Q&A 15

California Interagency Council on Homelessness (Cal ICH)

Encampment Resolution Funding Program, Round 2, Second Disbursement (ERF-2-R)

Notice of Funding Availability (NOFA)

I. GRANT OVERVIEW

A. ERF-2-R Objective

The Encampment Resolution Funding (ERF) Program will fund actionable, person-centered local proposals that resolve the experience of unsheltered homelessness for people residing in encampments. Resolving these experiences of homelessness will necessarily address the safety and wellness of people within encampments, resolve critical encampment concerns, and transition individuals into interim shelter with clear pathways to permanent housing or directly into permanent housing, using data-informed, non-punitive, low-barrier, person-centered, Housing First, and coordinated approaches.

Proposals may bolster existing, successful models and/or support new approaches that provide safe stable, and ultimately permanent housing for people experiencing homelessness in encampments.

B. Authority

Under the authority of Chapter 7 of Part 1 of Division 31 of the California Health and Safety Code (HSC) (sections 50250 et seq.), the Encampment Resolution Funding Program (Program) was established to increase collaboration between the California Interagency Council on Homelessness (Cal ICH), Local Jurisdictions, and Continuums of Care for the following purposes:

- Assist Local Jurisdictions in ensuring the safety and wellness of people experiencing homelessness in encampments.
- Provide grants to Local Jurisdictions and continuums of care to resolve critical encampment concerns and transition individuals into safe and stable housing.
- Encourage a data-informed, coordinated approach to address encampment concerns.

The ERF Program was initially authorized in 2021 through Assembly Bill (AB) 140 (Chapter 111, Statutes of 2021), which allocated $50 million for what would become the first round of funding. SB 197 (Chapter 70, Statutes of 2022) amended the program and AB 178 (Chapter 45, Statutes of 2022) allocated an additional $300 million for Round 2 of ERF funding.

C. Background

Cal ICH was created in 2017 to oversee the implementation of Housing First policies, guidelines, and regulations to reduce the prevalence and duration of homelessness in California. Cal ICH's mission is to develop policies and to identify and coordinate resources, benefits, and services to prevent and work toward ending homelessness in California.

The ERF Program is a 4-year grant program that includes two rounds of funding: $50 million in Fiscal Year (FY) 2021-22 (ERF-1) and $300 million in FY 2022-23 (ERF-2) to provide grants to Local Jurisdictions and continuums of care to resolve critical encampment concerns and transition individuals into safe and stable housing.

The first disbursement from the $300 million of ERF-2 funds was provided to applicants from ERF-1 that satisfactorily met all program requirements but had not been awarded grants due to lack of available funds.

This NOFA is for the remaining $237,301,738 of ERF-2 funds. Applications will be accepted on a rolling basis until June 30, 2023, or until all funds are exhausted, whichever comes first. Up to $150 million will be prioritized for proposals that serve people living in encampments on state right-of-ways.

D. Eligible Applicants

- Local Jurisdiction – means a city, including a charter city, a county, including a charter county, or a city and county, including a charter city and county.

- Continuum of Care (CoC) – as defined in Section 578.3 of Title 24 of the Code of Federal Regulations.

    - Per statute (AB 178, Budget Act of 2022), Local Jurisdictions have priority to apply for ERF programs on state right-of-ways, over CoC applicants, until a date specified by Cal ICH. If a CoC applies for an ERF proposal located on a state right-of-way before May 1, 2023, the CoC must provide a Letter of Local Acknowledgment from each overlapping Local Jurisdiction that identifies the prioritized encampment and confirms that the CoC has communicated with each Local Jurisdiction and that no Local Jurisdiction intends to apply for ERF-2-R funds for the prioritized encampment.

E. Eligible Population to Serve

ERF-2-R funds may only be used for proposals that connect people experiencing homelessness in encampments to interim shelter with clear pathways to permanent housing or place people directly into permanent housing.

F. Rounds of Funding

- ERF-1 is Round 1 of the Encampment Resolution Funding Program. It featured one disbursement totaling $48 million to 19 jurisdictions.

- ERF-2 is Round 2 of the Program. It features at least two disbursements.

- ERF-2's first disbursement (ERF-2-L) was made available to jurisdictions that applied for ERF-1, satisfactorily met all applicable program requirements, but did not receive awards due to lack of available funds. $47.7 M was awarded to eight jurisdictions (ERF-2-L indicates a *lookback* to unfunded ERF-1 applicants).

- ERF-2's second disbursement (ERF-2-R) is made available through this NOFA (ERF-2-R indicates a *rolling* application process).

G. Available Funds

- Up to $237,301,738 are available for award through ERF-2-R.

  - Applications will be accepted on a rolling basis until June 30, 2023, or until funds are exhausted, whichever is sooner.

  - Pursuant to the Budget Act of 2022 (Section 20 of AB 178), up to 50 percent of the $300 million authorized for ERF-2 shall be prioritized for Local Jurisdictions with proposals that address encampments on state right-of-ways and that meet priority criteria established by Cal ICH in consultation with the Department of Transportation.

H. Key Dates

The rolling Application Window will open upon the release of this NOFA and the accompanying ERF-2-R application on December 1, 2022, and will remain open until June 30, 2023, or until all program funds have been exhausted, whichever comes first. Applications will be reviewed in batches as illustrated in the table and diagram below. Applications for projects on state right-of-ways will be prioritized in this review process.

If a CoC applies for an ERF proposal located on a state right-of-way (SROW) before May 1, 2023 (during Application Window #1 or #2), the CoC must provide a Letter of Local Acknowledgment from each overlapping Local Jurisdiction that identifies the prioritized encampment and confirms that no Local Jurisdiction intends to apply for funding for the prioritized encampment.

Table, ERF-2-R Events	Responsible Party	Date(s)
NOFA Release Date	Cal ICH	12/01/2022
Application Release Date	Cal ICH	12/01/2022
Application Window #1	Applicant	12/1/2022 - 2/28/2023
Application Window #2 Review and Award Window #1 Applications	Applicant Cal ICH	3/1/2023 - 4/30/2023
Letter of Local Acknowledgement No Longer Required for CoC Applications on SROW	Applicant	5/1/2023
Application Window #3 Review and Award Window #2 Applications	Applicant Cal ICH	5/1/2023 - 6/30/2023
Review and Award Window #3 Applications	Cal ICH	7/1/23 - 8/31/23
Deadline to **Expend** 50 Percent of Allocation	Applicant	6/30/2024
Deadline to **Obligate** 100 Percent of Allocation	Applicant	6/30/2024
Deadline to **Expend** 100 Percent of Allocation	Applicant	6/30/2026

Diagram, Application Window and Review									
	2022 DEC	2023 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Application Window 1									
Review of Window 1 Applications									
Application Window 2									
Review of Window 2 Applications									
Application Window 3									
Review of Window 3 Applications									

I. Applicant Conference:

General questions may be submitted by email to calichgrants@bcsh.ca.gov, with a heading "ERF-2-R" for the duration of the rolling application period. Please know that Cal ICH will likely respond to any inquiries through **official channels that are directed to the entire eligible applicant pool** (i.e., Applicant Conference, FAQ, or if necessary, an addendum to this NOFA). A non-mandatory Applicant Conference is a space for Cal ICH to walk through the application and submitted questions and answer live questions, as time permits. This conference will last an hour and is for informational purposes only. Attendance is voluntary and the conference will be recorded and posted on Cal ICH's website for viewing as your schedule permits.

To have your question answered in the Applicant Conference, please email questions to calichgrants@bcsh.ca.gov with subject line: ERF-2-R by 5pm 12/21/2022.

Conference date and time: 1/05/2023 @ 10:00 – 11:00 AM Pacific Time

Register in advance for this webinar:
(https://us06web.zoom.us/webinar/register/WN_vHuyirIjTgKzNwIC170QzQ).

Applicant Conference Agenda:
- Welcome and Introduction
- NOFA Overview
- Answer Questions Submitted to Cal ICH
- Live Questions (as time permits)

II. REQUIRED APPLICATION ELEMENTS, EVALUATION CRITERIA, AND PRIORITIZED FACTORS

A. Required Application Elements

Eligible applicants must submit an Application in a form and manner specified by Cal ICH; the Application must include minimum elements as described in HSC Section 50252.1(c)(4). The Application made available through the Cognito Submission Portal includes all the minimum elements.

B. Evaluation Criteria

In determining which Applications to fund, Cal ICH shall evaluate and score proposals based on specific criteria as described in HSC Section 50251(c)(2). These specific criteria are operationalized through and located in the ERF-2-R Scoring Matrix at Section VI.A and B of this NOFA.

C. Prioritized Factors

In accordance with HSC Section 50252.1(c)(5), in awarding grants, funding shall be prioritized for both of the following:

- Applications that demonstrate cross-systems collaboration, including collaborations with state and federal entities, and innovative efforts to resolve encampment issues, while focusing on protecting the health and well-being of the individuals living in those encampments.

- Applications that represent the diversity of communities across the state, including, but not limited to, rural, urban, and suburban communities.

III. ELIGIBLE USES

A. Eligible Uses

Applicant's program design and objective and their proposed eligible uses must advance ERF-2-R's objective, which is set forth at Section I.A of this NOFA. Proposal design may include any combination of the following ten Eligible Use categories:

Eligible Use Category	Non-Exhaustive List of Eligible Activities Applied to the Eligible Population
Rapid Rehousing	Rapid rehousing, including housing identification services, rental subsidies, security deposits, incentives to landlords, and holding fees for eligible persons, housing search assistance, case management and facilitate access to other community-based services.
Operating Subsidies	Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.
Street Outreach	Street outreach to assist eligible persons to access crisis services, interim housing options, and permanent housing and services.
Services Coordination	Services coordination, which may include access to workforce, education, and training programs, or other services needed to improve and promote housing stability for eligible persons, as well as direct case management services being provided to persons.

Systems Support	Systems support for activities that improve, strengthen, augment, complement, and/or are necessary to create regional partnerships and a homeless services and housing delivery system that resolves persons' experiences of unsheltered homelessness.
Delivery of Permanent Housing	Delivery of permanent housing and innovative housing solutions, such as unit conversions that are well suited for eligible persons.
Prevention and Shelter Diversion	Prevention and shelter diversion to permanent housing, including flexible forms of financial assistance, problem solving assistance, and other services to prevent people that have been placed into permanent housing from losing their housing and falling back into unsheltered homelessness. This category is only available to serve people who were formerly residing in the prioritized ERF encampment site.
Interim Sheltering	Interim sheltering, limited to newly developed clinically enhanced congregate shelters, new or existing noncongregate shelters, and operations of existing navigation centers and shelters based on demonstrated need that are well suited for eligible persons.
Improvements to Existing Emergency Shelters	Improvements to existing emergency shelters to lower barriers, increase privacy, better address the needs of eligible persons, and improve outcomes and exits to permanent housing.
Administrative Costs	Administrative costs incurred by the city, county, continuum of care, to administer its program allocation. **Up to 5% of grant funds may be applied to administrative costs.**

Site restoration is not a permitted Eligible Use for ERF-2-R funds.

B. Budgets

Applicants must use the standardized budget template available at Box.com: (https://dca.app.box.com/s/3hil5rn8zp4g4q91r619fjlt2lrc6qvl) Where necessary, applicants may modify the budget template.

These budgets will be submitted through the Cognito submission portal: (https://www.cognitoforms.com/CaliforniaInteragencyCouncilOnHomelessness/ERF2RApplication).

Applicants must demonstrate a reasonable effort to correctly categorize their budgets into the appropriate Eligible Uses. Additionally, if one larger proposal may fall within two or more Eligible Use categories, applicants should split up the line item so that Cal ICH staff can track and better understand proposal components.

IV. APPLICATION

A. ERF-2-R Application

The ERF-2-R Application is a questionnaire style survey and has three required parts. A submitted Application that deviates from the following requirements may be considered nonresponsive and may be disqualified from the evaluation.

1. Part 1: Administrative Information

Requires the applicant to provide information pertaining to jurisdiction type, implementing organization, and contacts.

2. Part 2: Proposal Overview

Requires the applicant to provide information on three main areas:

a) People Served: including metrics on how many people are living in the prioritized encampment and how many people are proposed to be served.

b) Encampment Information: including a description of the people living in the prioritized encampment, the physical characteristics of the encampment, why the site and the people residing there are being prioritized, and whether the encampment is located entirely or partially on a state right-of-way. This includes:

- **Attachment, Map:** Applicants must submit a map of the encampment site proposed to be served with ERF-2-R funds.

- **If applicable, Attachment, Caltrans Letter of Support:** Projects entirely or partially on a state right-of-way must include a Letter of Support from Caltrans.
  - This letter must include confirmation from Caltrans that they are aware of and in support of the ERF project, including the projected timeline, and that they will only take action on that encampment site in collaboration with and with at least two weeks-notice to the ERF grantee, unless critical circumstances exist when an encampment poses an imminent threat to life, health, safety, or infrastructure and must be immediately addressed.
  - This letter should be signed by the local Caltrans Deputy District Director of Maintenance (DDDM) or their designee.
  - This letter may also include Caltrans role in the proposal and what Caltrans resources are being leveraged.

c) Proposal's Outcomes: including a description of the proposal's planned outcomes, activities to support meeting these outcomes, and how the applicant will measure their progress.

3. *Part 3: Implementation*

Requires the applicant to provide details around proposal implementation around five key areas:

a) Centering People: includes data, evidence, etc. that informed the proposal's design, how input from people with lived expertise was meaningfully incorporated into the proposal, the proposal's adherence to Housing First, the proposal's delivery of trauma informed housing services and supports, as well as how the proposal will prioritize the dignity, health and safety of people experiencing homelessness in the encampment.

b) Core Service Delivery and Housing Strategies: including the proposed outreach strategies and/or service coordination for the persons experiencing homelessness while they continue to reside in the encampment, the proposed living situations immediately following the encampment, displacement mitigation strategies, commitment and ability to deliver permanent housing, service pathways to permanent housing, and strategies to mitigate returns to unsheltered homelessness.

c) Budget and Resource Plan: including the total amount of ERF-2-R funds requested, the amount and description of non-ERF resources that will support the proposal, and an explanation for how the requested amount was determined based on the number of people served and the housing options provided. This includes:

- **Attachment, Standardized Budget**: Applicants must use the standardized budget template available at Box.com: (https://dca.box.com/s/3hil5rn8zp4g4q91r619fjlt2lrc6qvl). Where necessary, applicants may modify the budget template. For guidance on Eligible Uses and categorization, *see* Eligible Uses in Section III.A.

d) Key Entities and Staff: including the experience and qualifications for the implementing organization and key partners, evidence of collaboration between Local Jurisdiction(s) and the CoC, as well as identification of the primary parties with rights to and/or control of the property upon which the encampment resides (Caltrans, Union Pacific, private landowner, etc.) and their shared understanding of and commitment to the implementation of the proposal. For proposals on state right-of-ways, applicants must describe how they collaborated with Caltrans on their program design, implementation plans, and projected timeline.

- **If applicable, Attachment, Letter of Local Acknowledgement**: Local Jurisdictions have priority to apply for ERF programs on state right-of-ways. If a CoC is applying for an ERF project for an encampment that is entirely or partially on a state right-of-way before May 1, 2023, the CoC must include a Letter of Local Acknowledgment from each overlapping jurisdiction. This letter must confirm that the applicant has communicated with each overlapping Local Jurisdiction and that no overlapping jurisdiction intends to apply for ERF-2-R funds for this particular encampment.

e) Accelerated Timeline: including how your community will act urgently and efficiently while prioritizing the dignity, safety and wellness of people experiencing homelessness within the encampment site and proposal milestones. This includes:

- **Attachment, Timeline**: Applicants must use the standardized timeline template for the appropriate application window available at Box.com:
  - Timeline for Application Window 1 (through February 28, 2023) (https://dca.box.com/s/44esrb8roe0pc3lmm3y7h1v4qkja8qbk)
  - Timeline for Application Window 2 (through April 30, 2023) (https://dca.box.com/s/mn0oepvjshisp6asdg32g0duxfhy0phy)
  - Timeline for Application Window 3 (through June 30, 2023) (https://dca.box.com/s/kl1r5ndssno0uygi66sz7b4zooweolts)

V. APPLICATION SUBMISSION

A. Submission Portal Requirements

Applicants will utilize the Cognito submission portal: (https://www.cognitoforms.com/CaliforniaInteragencyCouncilOnHomelessness/ERF2RApplication).

Applications will be accepted on a rolling basis beginning on December 1, 2022, until June 30, 2023, or until all funds have been exhausted, whichever occurs first. As detailed above in the Key Dates table, this rolling application period will span three possible application submission windows. Complete applications submitted and received by 5:00 p.m. on the last day of the corresponding application window, will be reviewed and evaluated as a batch for that window. Applications received after 5:00 p.m. on the last day of the application window will be reviewed and evaluated during the following application window. Because Cal ICH does not have control over the platform's timing apparatus and uploading speed, and to mitigate for unforeseen occurrences, applicants are strongly encouraged to submit by noon on the last day of the corresponding application window. For example, applications submitted during application window #1 for the period of December 1, 2022 through February 28, 2023, must be submitted no later than 5:00 p.m. on February 28, 2023, and applicants are encouraged to submit by noon on that day to mitigate any unforeseen occurrences in the Cognito application portal. Applicants are permitted to submit a "test" submission at a time of their choosing to familiarize themselves with the Application and the Cognito platform. The Cognito platform will instruct applicants how to navigate this process.

VI. REVIEW, SCORING, AND AWARD

A. Review

Phase 1 – Administrative Review: Applications will be reviewed and evaluated for completeness of NOFA specifications, including checking that the application was submitted on behalf of an eligible applicant. In this review stage, reviewers will compare the contents of each application to ensure that all required items are populated and / or received. Applications that are not complete or do not contain all the required items and attachments will be considered non-responsive and may be disqualified from the evaluation.

Phase 2 – Scoring Review: Cal ICH and/or its designee will convene an evaluation panel of three qualified individuals who have knowledge and experience of the state grantmaking process and subject matter of the Program (Evaluation Panel). The Evaluation Panel will review and score applications in accordance with the ERF Scoring Matrix below. This panel will produce an application's average score. Applications eligible for funding must score an average of at least 70 of the possible 100 points. In addition to receiving an average total score of at least 70, all applicant scores must average no less than the minimum scoring threshold for each of the following sections:

1) People Served and Encampment Information (must receive 3 out of the 5 possible points)
2) Proposal's Outcomes (must receive 10 out of the 15 possible points)
3) Centering People (must receive 16 out of the 20 possible points)
4) Core Service Delivery and Housing Strategies (must receive 11 out of the 15 possible points)
5) Budget and Resource Plan (must receive 10 out of the 15 possible points)
6) Key Entities and Staff (must receive 10 out of the 15 possible points)
7) Accelerated Timeline (must receive 10 out of the 15 possible points)

B. Scoring

The Evaluation Panel will review and consider the totality of the information in the Application when determining whether the Application satisfies the minimum scoring threshold. However, applicants should respond to each Application criteria in the proper Application section to ensure all requirements are met.

ERF-2-R Scoring Matrix	
Proposal Overview	**Factors that satisfy minimum scoring threshold:**
People Served and Encampment Information *(Must receive 3 out of the 5 possible points)*	• Clearly describes the characteristics and demographics of the people living in the prioritized encampment and the physical aspects of the encampment including location, size of area, types of structures onsite, and vehicles present. • Makes a logical and compelling case for why the identified encampment site is being prioritized.
Proposal's Outcomes *(Must receive 10 out of the 15 possible points)*	• Proposal's outcomes meaningfully align with ERF-2-R's objective (set forth at Section I.A of this NOFA). • Outcomes are specific, measurable, realistic, and time-based. • Logically describes how progress will be measured and outcomes achieved. • Applicant demonstrates an above average likelihood of achieving the Proposal's Outcomes.

Implementation	Factors that satisfy minimum scoring threshold:
Centering People *(Must receive 16 out of the possible 20 points)*	• Uses well-informed analyses or the perspectives of people with lived experience of homelessness to inform the proposal's decisions, processes, and actions which should advance the wellbeing of people experiencing unsheltered homelessness in the identified encampment. • Aligns with and exemplifies Housing First approaches. • Provides trauma informed services and supports, operationalizes harm reduction, and centers an individual's choice and preferences. • Prioritizes the dignity, health, and safety of people experiencing homelessness in the encampment. • Details the controls in place to not "penalize homelessness."
Core Service Delivery and Housing Strategies *(Must receive 11 out of the possible 15 points)*	• Includes a comprehensive outreach and engagement strategy including case management and service coordination for people currently residing in the encampment. • Details identified interim shelter and permanent housing options and includes a description of how many individuals are projected to be served with each interim and permanent housing solution. • Includes compelling evidence of an applicant's demonstrated ability and commitment to deliver permanent housing for people residing in the prioritized encampment. Compelling evidence may include identification, availability, and prioritization of permanent housing resources. • Describes how the proposed service delivery model is tailored to meet the needs and preferences of the people residing in the encampment site. • Uses data and input from people with lived experience of homelessness to inform housing and service needs, preferences, and the availability of resources to meet those needs and preferences. • Details strategies likely to prevent displacement from the prioritized encampment to another unsheltered location and prevent returns to unsheltered homelessness. • Details operable plans to support individuals with the storage of their property and care of their pets.
Budget and Resource Plan (*Must receive 10 out of the possible 15 points)*	• Demonstrates a sustainable, prudent, and effective use of requested funding. • Budget aligns with achieving the proposal's outcomes, services and housing options, and number of people served. • Identifies non-ERF-2-R resources that will be leveraged to

	support proposal implementation including coordination of resources from other systems that would increase services and housing options.
Key Entities and Staff *(Must receive 10 out of the possible 15 points)*	• Includes a detailed description of the lead entity that will oversee the implementation of activities in the proposal. Describe lead entity's mission, goals, values, geographic service area and existing efforts related to serving persons living in encampments. • Demonstrates the ability to recruit and deploy personnel with experience and expertise needed to support the success of the proposal. • Demonstrates commitment to cross-systems collaboration with descriptions of key contributions of each organization and local community partners including their experience and expertise in serving persons experiencing unsheltered homelessness with a range of service needs. • Demonstrates collaboration between Local Jurisdiction(s) and the CoC for this proposal. • Demonstrates capacity to carry out the proposal. • Identifies the primary parties with rights to and / or control of the property upon which the encampment resides and their shared understanding of and commitment to the implementation of the proposal. • If the encampment is on a state right-of-way, the proposal describes how the applicant collaborated with Caltrans on their program design, implementation plan, and projected timeline.
Accelerated Timeline *(Must receive 10 out of the possible 15 points)*	• Demonstrates how the community will act urgently and efficiently while prioritizing the dignity, safety and wellness of people experiencing homelessness within the encampment site. • Demonstrates likelihood of meeting proposal milestones and objectives.

C. Award

After each application window has closed and all applications received during the window have been reviewed and scored, a Notice of Intent to Award shall be posted on the Cal ICH website and shall be sent by email to the proposed awardees.

Once awards have been determined by Cal ICH, a contract packet including the Standard Agreement and Request for Funds Form (RFF) form will be prepared and sent to the grantee. The grantee will return the signed Standard Agreement and RFF. Funds will be disbursed to the grantee upon receipt, review and approval of the completed Standard Agreement and RFF by Cal ICH, the Department of General Services (DGS) and the State Controller's Office (SCO). The RFF must include the total amount of funds

proposed for expenditure. Grant funds will be disbursed via mailed check once the RFF has been received by the SCO. Checks will be mailed to the address and contact name listed on the RFF.

Applications that are denied funding will be provided Evaluation Panel feedback. Applicants are encouraged to incorporate this feedback and reapply in the next Application Window. Projects on state right-of-ways will be prioritized in this feedback process.

D. Appeals

Pursuant to HSC Section 50251(c)(1), Cal ICH's decision to approve or deny an application and the determination of the amount of funding to be provided shall be final and is not subject to appeal.

VII. PERFORMANCE AND REPORTING

A. Performance

Performance shall start no later than 30 days, or on the express date set by Cal ICH and the grantees, after all approvals have been obtained and the Standard Agreement is fully executed. Should the grantee fail to commence work at the agreed upon time, Cal ICH, upon five (5) days written notice to the grantee, reserves the right to terminate the Agreement. All performance under the Agreement shall be completed on or before the termination date of the Agreement.

ERF-2-R funds not expended by the 6/30/26 deadline shall be returned to Cal ICH and will revert to the fund of origin.

B. Reporting

The grantee shall submit quarterly reports to Cal ICH with fiscal and programmatic data reflecting the progress of their ERF program in a format provided by Cal ICH. These quarterly reports will include an anonymized person served list illustrating the housing outcomes of each person served by the grantee's ERF program. Grantees may also receive ad hoc requests for information from Cal ICH or its contractors in support of program monitoring, research, and evaluation. Grantees with projects on state right-of-ways may also be required to provide programmatic data to Caltrans.

At the end of the grant period, or upon request by Cal ICH, all grantees shall provide information and products developed with grant funds on service delivery models including any materials that may be necessary to study the program or replicate it for implementation across the state.

VIII. ADDENDUM 1: Q&A

STATE OF CALIFORNIA – BUSINESS CONSUMER SERVICES AND HOUSING AGENCY
GAVIN NEWSOM, *Governor*

CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS
Encampment Resolution Funding Program, Round 2 (ERF-2-R)
801 Capitol Mall
Suite 601
Sacramento, CA 95814
(916) 651-2895
https://bcsh.ca.gov/calich

January 18, 2023

Encampment Resolution Funding Program, Round 2 (ERF-2-R)
Questions and Answers

ADDENDUM #1

To all Prospective Applicants:
The following questions were submitted by email or asked during the Applicant's Conference on January 5, 2023. The answers that follow are part of the Notice of Funding Availability (NOFA) referenced above and serve as an addendum to the information originally published on Thursday, December 1, 2022.

The answers below provide general direction in direct response to questions submitted for this NOFA and are given without consideration for impact to an applicant's score. Please reference the NOFA for the potential impact on scoring of the applications.

Questions
Application Eligibility and Requirements

1. Can Local Jurisdictions or CoCs that already received ERF awards apply for ERF-2-R? Does prior award affect the likelihood of award of ERF-2-R funds?

   Answer: Yes, ERF-1 and ERF-2-L Grantees are eligible to apply for ERF-2-R funding. Prior awards do not affect the likelihood of receiving an award for ERF-2-R funding.

2. If we can't begin implementation of our proposed ERF project until late summer or early fall of 2023, which window should we apply in?

   Answer: Generally, the award process (including contract execution) takes approximately three to five months from the close of the application period. While grantees are expected to begin implementing their ERF project within 30 days after receiving funding, they will have the opportunity to explain their project timeline in their application and request an extension if necessary.

3. What is the definition of encampment for this Program?

   Answer: Generally, it is up to an eligible jurisdiction to describe the prioritized encampment. While no explicit definition is provided in statute, available HUD resources (see resources and guidance below) frequently refer to people staying in temporary structures that are not intended for long-term, continuous occupancy on an ongoing basis. Furthermore, you'll find the

NOFA focuses on the people experiencing unsheltered homelessness in encampments (See Section I.A. “ERF-2-R Objective” and Section I.E “Eligible Population to Serve”).
HUD Resources: Understanding Encampments of People Experiencing Homelessness and Community Responses, Emerging Evidence as of Late 2018 (huduser.gov)
An encampment typically includes the following:
• A group of people sleeping outside in the same location for a sustained period.
• The presence of some type of physical structures (e.g., tents, tarps, lean-tos).
• The presence of personal belongings (e.g., coolers, bicycles, mattresses, clothes).
• The existence of social support or a sense of community for residents.
Unsheltered Homelessness and Homeless Encampments in 2019 (huduser.gov)

4. Is there a minimum size requirement for how many people must currently reside within an encampment?

   Answer: No, there is no minimum size requirement in this round of funding.

5. How many applications should a jurisdiction submit when considering a project which serves multiple encampments?

   Answer: If multiple encampments are connected by way of the same needs, resources, services, housing strategies, etc., we encourage a single application which provides clear, strategic, and compelling evidence that supports serving the identified encampments as a larger local project. On the other hand, if the sites are too dissimilar in scope, need, geography, and/or services and housing strategies, it may be more appropriate to submit separate applications.

6. Is there a limit on how many applications an eligible jurisdiction can submit?

   Answer: There is no limit on the number of applications an eligible jurisdiction may submit. Please see the response to the previous question #5 for considerations of when jurisdictions may want to complete separate applications. Additionally, each funded ERF project will have separate reporting requirements and contracts with Cal ICH. Applicants that are denied may also improve their program design and reapply during a subsequent application window.

7. Can an eligible applicant apply more than once for two different encampments?

   Answer: Yes; however, if multiple encampments are connected by way of the same needs, resources, services, housing strategies, etc., we encourage a single application which provides clear, strategic, and compelling evidence that supports serving the identified encampments as a larger local project. On the other hand, if the sites are too dissimilar in scope, need, geography, and/or services and housing strategies, it may be more appropriate to submit separate applications.

8. Can an eligible applicant submit a new application in each application window?

   Answer: Yes.

9. Can one application cover two or more non-contiguous areas?

   Answer: Yes, if multiple encampments are connected by way of the same needs, resources,

services, housing strategies, etc., we encourage a single application which provides clear, strategic, and compelling evidence that supports serving the identified encampments as a larger local project. On the other hand, if the sites are too dissimilar in scope, need, geography, and/or services and housing strategies, it may be more appropriate to submit separate applications.

10. Will ERF-2-R fund “scatter site” encampments or smaller, scattered, unhoused populations?

    Answer: Generally, it is up to an eligible jurisdiction to describe the prioritized encampment. Please see question #3 above for HUD guidance on what constutes an encampment.

    If multiple encampments are connected by way of the same needs, resources, services, housing strategies, etc., we encourage a single application which provides clear, strategic, and compelling evidence that supports serving the identified encampments as a larger local project. On the other hand, if the sites are too dissimilar in scope, need, geography, and/or services and housing strategies, it may be more appropriate to submit separate applications.

    Finally, Cal ICH expects an applicant to describe a current, existing encampment site and to describe the people residing there, their needs, and the proposal to serve, shelter, and house those people. Furthermore, it takes approximately two months for Cal ICH to review applications and make award determinations and another three months to execute a contract and disburse funds. Therefore, sites that are regularly disbanded may not be well-suited to this grant and its timeline. The one exception is for “high return probable” sites on State right-of-ways. CalTrans has identified “high return probable” sites as designated by the local Caltrans Districts are considered the highest priority for the Department to support.

11. Is there a maximum amount of funding jurisdictions can apply for?

    Answer: No, there is no limit on the amount of funding that a Jurisdiction can request; however, Cal ICH encourages eligible Jurisdictions to provide compelling justification for a large ask. We intend to award a variety of projects as directed by Statute and in alignment with the Program’s objectives.

12. Would a single application for funding submitted by Jurisdiction A to serve a project that crosses over into Jurisdiction B but is not part of Jurisdiction B’s own application be viable?

    Answer: Yes, Cal ICH would consider such an application viable, provided the applicant provides evidence of communication and collaboration with their neighboring and/or overlapping jurisdiction(s). Cal ICH will not accept multiple applications for the same encampment, so if an encampment crosses over multiple jurisdictions, these jurisdictions must collaborate and determine who will apply as lead agency over the proposed ERF project.

13. Would Cal ICH support ERF projects dedicated towards encampment management only (e.g., ensuring safety and habitability) to assist those within the encampment?

    Answer: Cal ICH will fund projects that create pathways to or directly connect people to permanent housing. While encampment management services are eligible activities under ERF, in order to be fundable, the project must also include both interim and permanent housing solutions.

14. Can tribes apply independently for ERF-2-R funding?

    Answer: No. Per statute, ERF-2-R eligible applicants include Local Jurisdictions (Counties and Cities of any size) and Continuums of Care; however, tribes and local jurisdictions are encouraged to collaborate and partner whenever possible. Federally Recognized Tribes are encouraged to apply for Tribal HHAP funding, which is flexible in nature and may be used to address unsheltered homelessness in tribal communities.

15. Are other types of crisis intervention programs allowed, such as slope paving to bridge abutment and fencing to deter encampments in close proximity to traffic?

    Answer: Cal ICH authorizes crisis intervention programs under the condition that all associated activities engaged in improve the safety of people residing in encampments as they are being served and navigated towards placement in permanent housing. We encourage eligible applicants looking to deter encamping in close proximity to traffic or dangerous conditions to work with Caltrans to fund these efforts. You may reach out to your local Caltrans Encampment Coordinator for more information on available resources.

16. When will Cal ICH begin reviewing applications?

    Answer: Cal ICH will officially begin ERF-2-R application reviews March 1, 2023, after the Window 1 application deadline, February 28, 2023. Please see the Diagram illustrating the Application Window and Review timelines on page 5 of this NOFA.

17. Is the Program reimbursement-based?

    Answer: No, the ERF-2-R Program is not reimbursement-based. All awardees will receive a check accounting for their total allocation amount upfront.

18. Can several jurisdictions submit a joint application for funding to fund a singular emergency shelter/navigation center?

    Answer: Yes; however, proposals should demonstrate how expenditures will directly support a service and housing pathway for the people proposed to be served. Wherever possible, applicants should leverage funds from other Local, State, Federal, and/or Private sources and demonstrate sustainability.

19. Do character limits within the application include spaces?

    Answer: Yes.

20. Does Cal ICH award partial funding, or decline funding a proposal in its entirety?

    Answer: For the purposes of this Program, Cal ICH will not award partial funding for an application which partially meets the minimum scoring thresholds.

21. To what level of depth should an applicant identify leveraged funding? For example, should the applicant describe services, or should they list all leveraged dollar amounts for permanent supportive housing that clients will transition into?

Answer: In Part 3 of the application *(Core Service Delivery and Housing Strategies)*, eligible applicants should identify and describe the interim shelter and permanent housing resources proposed to support the proposal. In Part 3 (*Budget and Resource Plan)* applicants are encouraged to provide enough detail around their Budget and Resource plan to convey an effective and sufficient amount of information within the confines of the respective 1000-character limit to describe the non-ERF-2-R resources supporting the proposal and explain how their proposal is an effective use of ERF-2-R funds. The required standardized budget will provide a space for eligible applicants to list key funding sources (and associated dollar amounts, ERF and leveraged) which will be used to support implementation of their proposed ERF-2-R projects.

22. Given the 6/30/2026 deadline to expend funds, are Grantees allowed to continue their ERF projects through 6/30/2026 as long as funds are obligated by 6/30/2024?

    Answer: Yes, Grantees are expected to obligate 100% of ERF-2-R funds by 6/30/2024 and expend all funds by 6/30/2026.

23. If a jurisdiction intends to subcontract with non-profits to provide services, does the admin cost maximum apply to the admin cost of the applicant with whom the ERF contract is entered into, or does it extend to the subcontractors as well?

    Answer: For the purposes of this Program, “administrative costs” do not include staff or other costs directly related to implementing activities funded by the Program allocation. It is permissible to include indirect costs in subrecipient budgets, but we recommend that they align with the limit set for Grant Administration of 5%. However, Indirect/Administrative Costs will not be counted toward the 5% cap for grant administration outlined in statute because their purpose is still to support the program rather than administer the grant.

24. Is there any guidance on how a jurisdiction can obligate funds if the jurisdictions that administer the services do so internally rather than contracting with a provider?

    Answer: “Obligate” means that the Grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment using ERF-2-R funding. A “similar transaction” as mentioned would include any internal budgets, MOU’s, or estimates for planned purchases/ services. These documents should convey internal costs and budgets, which meet the definition of “obligated”. Grantees, and the subrecipients who receive awards from those Grantees, must obligate 100% of the funds by the statutory deadline of 6/30/2024.

25. How can eligible jurisdictions ensure that individuals being served are offered housing given the long wait for others who are already in the queue?

    Answer: Grantees are encouraged to tap into all available housing, including Homekey projects, vouchers, and any units available through the Coordinated Entry System. Additionally, we encourage jurisdictions to consider costs associated with creating additional units needed to address and prioritize this most vulnerable population.

26. How are obligated and expended defined? If funds are committed, are they considered expended?

    Answer: “Obligate” means that the Grantee has placed orders, awarded contracts, received

services, or entered into similar transactions that require payment using ERF-2-R funding. Grantees, and the subrecipients who receive awards from those Grantees, must obligate 100% of the funds by the statutory deadline of 6/30/2024.

"Expend" means all ERF-2-R funds obligated under contract or subcontract have been fully paid and receipted, and no invoices remain outstanding.

27. Are all applications submitted within a singular application window prior to the deadline on equal footing, or are applications reviewed and scored in the order they were submitted?

    Answer: Yes, all applications submitted within a singular application window prior to the deadline are on equal footing and are reviewed together, with the exception of projects on State right-of-ways, which will be prioritized.

28. If an ERF-1 or ERF-2-L Grantee's ERF project continues to expand in size due to inflow into the encampment, can the Grantee apply for additional funds to serve individuals at the same ERF site?

    Answer: Yes, in addition to being eligible to apply for ERF-2-R funding, an ERF-1 or ERF-2-L Grantee may apply for additional funds to serve individuals at their ERF encampment site under the circumstances described above.

29. Does an eligible applicant's local governing board need to enact a resolution as part of their application for ERF-2-R?

    Answer: Cal ICH does not require a resolution by a local governing board in order to apply for or accept ERF-2-R funding. If awarded, the ERF-2-R contract must be signed by an official authorized to contract on behalf of the eligible applicant (authorized official).

30. Who should the Authorized Representative be?

    Answer: The Authorized Representative should be the individual with authority to contract on behalf of the awardee.

State Right-of-Way Projects

31. How do I collaborate with Caltrans if I would like to apply to serve an encampment on a State right-of-way?

    Answer: Caltrans has a new division of Homelessness and Encampments Department under the Maintenance Division of Caltrans. The Department's main goal is to keep people experiencing homelessness from sheltering on the State right-of-way.

    Applicants should reach out to the local Caltrans District Encampment Coordinator. This coordinator is responsible for engaging partners to help connect people experiencing homelessness with available shelter and other services and will serve as the primary point of contact.

32. The ERF NOFA indicates that projects entirely or partially on a state right-of-way should have a letter of support signed by the Deputy District Director of Maintenance for the local Caltrans District. How do I get this support letter?

    Answer: For proposals on state right-of-way, applicants must describe how they collaborated with Caltrans on their program design, implementation plans, and projected timeline. Applicants should be working with the local Caltrans District Encampment Coordinator to develop proposals. The Encampment Coordinator can facilitate getting a letter of support from the Deputy Director of Maintenance.

33. How does an eligible jurisdiction determine if an encampment is part of a State right-of-way?

    Answer: Pursuant to Health and Safety Code Section 50250(I), “State right-of-way” means any real property, or interests therein, used for rights of way of any highway in California including all traversable highways which have been adopted or designated as state highways and includes all, or any part, of the entire width of the right-of-way of a state highway, whether or not the entire area is actually used for highway purposes.

    If an applicant needs assistance determining whether a site is on a State right-of-way, they should contact their local Encampment Coordinator.

34. Caltrans has a number of sites where they have removed encampments but that are quickly repopulated by people experiencing homelessness who did not move to more suitable shelter following their displacement from the encampment on the state right-of-way. The area may or may not have people currently occupying the site, but they are likely to return. Can our proposal include areas like this for consideration of an ERF grant?

    Answer: Yes, ERF-2-R prioritizes proposals from local jurisdictions that address encampments on state right-of-way and that meet priority criteria established by Cal ICH in consultation with the Department of Transportation. These sites include areas that may not currently have individuals sheltering there at the time of the application, but that are located on “high return probable sites” as designated by the local Caltrans Deputy District Director of Maintenance or their designee.

35. What types of projects is Caltrans most interested in supporting?

    Answer: Caltrans is interested in helping people experiencing homelessness who frequently shelter on the state right-of-way connect with service providers and transition to safer and more stable shelter and ultimately permanent housing. The department’s main goal is to keep people experiencing homelessness from sheltering on the state right-of-way. Projects that target “high return probable sites” as designated by the local Caltrans District are considered the highest priority for the Department to support. Other proposals that will help deliver immediate emergency shelter capacity and a path to permanent housing, and that result in fewer encampments on our highways will likely be supported by the Department. These projects could include safe camping/safe parking proposals, tiny home projects, navigation centers and other emergency capacity building projects. Funding for street outreach and marketing materials to support these efforts are also considered positive proposal attributes by the Department.

36. What about projects that propose utilizing Caltrans property to locate temporary emergency facilities for providing shelter to people experiencing homelessness?
    Answer: Yes! Governor Newsom issued Executive Order N-23-20 to immediately and urgently provide state government assets to provide shelter and housing for those who are homeless, including state excess land. Please reach out to your local Caltrans Encampment Coordinator to identify any parcels of state land that jurisdictions could use to help provide emergency shelter.

37. If an encampment is located on a state right-of-way, do applicants have to wait until the third application window to apply?
    Answer: No. Local jurisdictions may apply during any application window. CoCs may also apply to serve an encampment on a State right-of-way but must submit a Letter of Local Acknowledgement if applying before May 1, 2023.
    Please note, if an encampment is **not on** a state-right-of way, **any** eligible applicant may apply to serve that encampment during **any** application window.

38. In order to address state right-of-way encampments and city-wide encampments, can an eligible applicant apply for a city-wide program?
    Answer: Generally, and for the purposes of this Program, no. However, if a small City provides justification for serving multiple encampments, including a clear demonstration that they are connected by way of the same needs, resources, services, housing strategies, etc., such an application may be eligible for ERF-2-R funding.

39. Is an encampment located next to a highway, but on a city-owned property (e.g., rest area, bathroom) eligible to be served by ERF-2-R Program funds?
    Answer: Yes, this encampment is eligible to be served by ERF-2-R funds. We recommend reaching out to your local Caltrans Encampment Coordinator to determine whether this encampment is on a State right-of-way, as this will determine required application attachments and influence prioritization.
40. Do encampments need to be contiguous, or could it focus on Caltrans corridors?
    Answer: If multiple encampments located on Caltrans State right-of-way are connected by way of the same needs, resources, services, housing strategies, etc., we encourage a single application which provides clear, strategic, and compelling evidence that supports serving the identified encampments as a larger local project. On the other hand, if the sites are too dissimilar in scope, need, geography, and/or services and housing strategies, it may be more appropriate to submit separate applications.

41. If an eligible jurisdiction does not currently have an encampment outreach coordinator, who should they reach out to?
    Answer: Please reach out to Caltrans Statewide Homelessness and Encampment Coordinator, Warren Alford, at Warren.Alford@dot.ca.gov for further assistance.

42. Is there a Caltrans map that outlines Caltrans service areas?
    Answer: This Caltrans District Map will help you identify which Caltrans District covers your community. This information will help you identify which local Caltrans Encampment

Coordinator to reach out to. We encourage you to reach out to your local Caltrans Encampment Coordinator for help determining whether an encampment is partially or fully located on a State right-of-way.

43. Are buffer areas and vacant parcels owned by Union Pacific Railroad considered State right-of-way sites?

    Answer: We recommend contacting your local Caltrans District Coordinator for help determining whether the described sites are considered to be partially or fully located on a State right-of-way.

Eligible Uses

44. Are capital development costs, improvements to existing shelters, and operating subsidies for Homekey Programs eligible uses of Program dollars?

    Answer: Yes, Cal ICH considers these costs eligible uses of ERF-2-R funds. However, we encourage eligible applicants to consider the brevity of the ERF Program when developing proposals for the use of these funds. Furthermore, proposals should demonstrate how expenditures will directly support a service and housing pathway for the people proposed to be served. Wherever possible, applicants should leverage funds from other Local, State, Federal, and/or Private sources and demonstrate sustainability.

45. When are operating reserves considered expended? Is there any other guidance around operating reserves that an applicant should know?

    Answer: Operating reserves are considered expended upon deposit in the reserve account. . Proposals should demonstrate how expenditures will directly support a service and housing pathway for the people proposed to be served (See question #43).

    Operating reserves should follow local policies and procedures. Funds may remain in the operating reserves account past the ERF-2-R expenditure date as the purpose of operating reserves is to provide a long-term (usually 10, 15, 20 years) reserve.

    Additionally, Cal ICH recommends that funding set aside for operating reserves be kept in an interest-bearing account. Money accrued from those accounts must be used for ERF-2-R eligible activities and reported on as required by Agency.

46. Does funding allow for multi-year projects like leasing a motel for a couple of years to focus on Caltrans properties first, then continuing to use funding for other encampments as clients transition into permanent housing?

    Answer: Yes, provided all people served were experiencing unsheltered homelessness in encampments. We also encourage you to braid other leveraged resources when considering these proposals and any associated costs.

47. Are preventative services an eligible use of ERF dollars?

    Answer: Yes, preventative services may be an eligible use of Program dollars when serving people who have been housed through the ERF Program so that they can maintain housing

stability.

Best Practices

48. Do ERF projects have to work through the local Coordinated Entry System?

    Answer: Communities should plan their ERF Program as an enhancement and expansion to the local homelessness crisis response system, not as a stand-alone program. Communities should work with their local Continuum of Care to identify how encampment residents can be best prioritized and served through their coordinated entry system.

49. Are there any resources around best practices for addressing unsheltered homelessness that my community can review as we design our ERF program?

    Answer: The United States Interagency Council on Homelessness (USICH) has outlined Seven Principles For Addressing Encampments that can act as a roadmap for communities as they plan their program design. Communities can also refer to USICH's Planning Checklist to shape the design of their interventions.

50. What is the relationship between harm reduction and Housing First? Are there specific harm reduction practices that my community must include in their ERF project, such as needle exchange programs?

    Answer: Harm reduction is an important part of the Housing First model as it is based on principles of self-determination and individual choice. Harm reduction can include a wide array of services to protect people from harm while using substances, such as needle exchanges, OD prevention services, safe injection sites, vaccine outreach and education, and mental wellness and healing support programs. While all communities are required to follow the Housing First modal, and harm reduction services can play an important role in saving lives, no specific harm reduction services are required under the ERF program.

City Council/Successor Agency Meeting **N. 3.**

DATE: 12/05/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve regular meeting minutes of November 7, 2023 (Secretary Donaldson)

MOTION:

I move to approve the regular meeting minutes of November 7, 2023.

Attachments

Regular meeting minutes of November 7, 2023

MINUTES

Regular meetings of the City Council and the Board of Directors of the Successor Agency of the former Redevelopment Agency of the City of Redlands held in the Council Chambers, Civic Center, 35 Cajon Street, on November 7, 2023 at 5:00 P.M.

Present:	Eddie Tejeda, Mayor Paul Barich, Mayor Pro Tempore Denise Davis, Council Member Jenna Guzman-Lowery, Council Member Mario Saucedo, Council Member
Staff:	Charles M. Duggan, Jr., City Manager; Yvette M. Abich Garcia, City Attorney; Jeanne Donaldson, City Clerk; Phillip Doolittle, City Treasurer; Janice McConnell, Assistant City Manager; Chris Boatman, Assistant City Manager; Carl Baker, Public Information Officer; Danielle Garcia, Management Services/Finance Director; Brian Desatnik, Development Services Director; John Harris, Municipal Utilities and Engineering Director; Rich Sessler, Fire Chief; Rachel Tolber, Police Chief; Tabitha Crocker, Facilities and Community Services Director

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

PUBLIC COMMENT

None forthcoming

CLOSED SESSION

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

Property:	0173-231-23-0000 and 0173-231-26-0000, The England Grove
Agency Negotiators:	Charles M. Duggan, City Manager; Christopher Boatman, Assistant City Manager
Negotiating Party:	Meritage Homes of California, Inc
Under Negotiation:	Terms of payment and price of possible purchase of properties by the City

RECONVENE CITY COUNCIL MEETING

The meeting reconvened at 6:00 P.M. with an invocation by Council Member Guzman-Lowery. The Pledge of Allegiance was led by the Friendly Helpers of Kimberly Elementary School.

CLOSED SESSION REPORT

City Attorney Garcia announced that no reportable action was taken during the closed session.

PRESENTATIONS

Redlands Pet Adoption

Animal Services Supervisor Jodi Kroeger introduced "George", a one-year-old male Chihuahua mix, who is available for adoption, along with thirty-six other dogs and thirteen cats at the Redlands Animal Shelter. Ms. Kroeger informed the Council there had been forty-four dogs and sixteen cats adopted in October 2023.

Proclamation Securing $2,000,000 for MOR Construction Completion

Mayor Pro Tem Barich presented a Proclamation to Assemblymember Eloise Gomez Reyes for her work in securing a $2,000,000 state budget appropriation for the Museum of Redlands Construction Completion.

PUBLIC COMMENT

Renaming Redlands Theatre Festival - Paul Blatchley restated his request for the Council to consider renaming the Avice Meeker Sewall Theatre in honor of Cliff Cabanilla, who brought his charisma and inspiring leadership to establish a repertory theatrical organization bringing 51 years of entertainment to the lush surroundings of Prospect Park

Dog Park Improvements Needed - Paul Cashin and Don Wilkinson expressed disappointment with the lack of care the Redlands Dog Park was receiving. Improvement work was scheduled, but they said there was no discernible difference from before and after the renovations began. Their complaints included, the park was filthy, potholes throughout, not enough shade and flooding was still occurring. They also voiced concern about the type of weed killer being sprayed around the fences.

Olive Avenue Halloween Event - Bruce Laycook, representing the First Baptist Church and Tammy White, a resident of Olive Avenue, enthusiastically reported that the Halloween event hosted by the City was a huge success. It was safe and fun and brought the community together.

Step Up Good Nite Inn - Rogelio Saldana shared his experiences as a resident at Step Up in Redlands. He warned the Council that he thought there was an active ring of thugs selling drugs and working out of the property. He claimed that most residents were employed by the gang and were too afraid to speak up and say something.

CONSENT CALENDAR

Minutes

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the regular meeting minutes of October 17, 2023.

Vote: 5 - 0 Passed

Proclamation State Appropriation for Museum of Redlands Construction Completion

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the issuance of a Proclamation recognizing Assemblymember Eloise Gomez Reyes for securing a $2,000,000 state budget appropriation for the Museum of Redlands Construction Completion.

Vote: 5 - 0 Passed

Final Map Tract No. 20336

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the Final Map for Tract No. 20336 prepared and submitted by MLC Holdings, LLC.

Vote: 5 - 0 Passed

University of Redlands Donation to City

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously accepted, by roll call vote, the donation from the University of Redlands of $22,322, and authorized the expenditure of $3,500 on behalf of the City and the A. K. Smiley Public Library as designated by the University of Redlands; and approved additional appropriations totaling $18,822 for the corresponding expenditures in the Police and Fire Departments.

Vote: 5 - 0 Passed

MOU & Sub-Agency Agreement SBC and RPD Virtual Crime Center

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, a ratification of the Memorandum of Understanding and Sub-Agency Agreement between the San Bernardino County Sheriff/Coroner/Public Administrator (County) and the Redlands Police Department (RPD) for the use of the LexisNexis Accurint Virtual Crime Center/Accurint Crime Analysis (AVCC/ACC) software; and approved an additional appropriation of $12,397.50 to RPD.

Vote: 5 - 0 Passed

Side Letter Agreement RCSEA

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, a Side Letter Agreement between the City and the Redlands Civilian Safety Employees Association. The newly approved MOU included the option for employees to deposit their sick leave balance into a Post- Employment Health Plan (PEHP), cash out a portion of their sick leave, or utilize sick leave towards service credit at the time of retirement. After further review of the PEHP, it was determined that the option of cashing out sick leave is not allowable. The new language in the Side Letter clarifies the benefit provided to unit members. All other provisions of the MOU remain unchanged.

Vote: 5 - 0 Passed

City Employee Dental Insurance Coverage Renewal

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, a two-year policy renewal with California Dental Network providing dental insurance coverage for City employees and their eligible dependents.

Vote: 5 - 0 Passed

Amending 2022 Alley Paving Improvements Project Contract

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the First Amendment to the Public Works Contract with Onyx Paving Company, Inc. for the 2022 Alley Paving Improvements Project to extend the time for the completion by sixty-five (65) calendar days to January 6, 2024.

Vote: 5 - 0 Passed

Amending 2022 CIP Sewer Pipeline Replacement Project Contract

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the First Amendment to the Public Works Contract with CEM Construction Corporation for the 2022 CIP Sewer Pipeline Replacement Project to extend the project completion time by ninety (90) calendar days to February 5, 2024.

Vote: 5 - 0 Passed

2nd Amendment SCADA Upgrade Project Contract

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the Second Amendment to the Non-Professional Services Agreement with TESCO Controls, LLC. for the Water Distribution System Supervisory Control and Data Acquisition ("SCADA") Upgrade Project to extend the project time for completion to December 31, 2024.

Vote: 5 - 0 Passed

Amending MOU & Funding Agreement - Salt Mitigation Plan/Feasibility Study

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the amended Memorandum of Understanding for the Mitigation of Salt Loading in the Bunker Hill-B Management Zone and the amended Cost Share Agreement for Bunker Hill-B Management Zone Feasibility Study.

Vote: 5 - 0 Passed

Liftech Elevator Services Agreement Amendment

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously approved, by roll call vote, the First Amendment to the Agreement with Liftech Elevator Services, Inc. to extend the term of the agreement to three (3) years and amend the total compensation to an amount not-to-exceed $101,407.20.

Vote: 5 - 0 Passed

In-Kind Request New Year's Eve Orange Drop Event

Facilities and Community Services Director Crocker introduced the request for the use of city resources and in-kind support in the amount of $12,374.10 related to the New Year's Eve Orange Drop event hosted by the Redlands Chamber of Commerce on December 31, 2023. As public comment, Dennis Bell wasn't convinced this event supported the City's Strategic Plan Priority A-1 Quality of Life: Beautification, Arts and Culture as was identified in the staff report, and he thought the attendance numbers were inflated.

On motion of Mayor Eddie Tejeda, seconded by Mayor Pro Tempore Paul Barich, the City Council unanimously determined, by roll call vote, that the New Year's Eve Orange Drop event, hosted by the Redlands Chamber of Commerce is categorically exempt from environmental review pursuant to Section 15061 (b)(3) of the State's guidelines implementing the California Environmental Quality Act; authorized and approved a request for in-kind support in the amount of $12,374.10 related to the New Year's Eve Orange Drop event, hosted by the Redlands Chamber of Commerce on December 31, 2023; authorized the sale and consumption of alcoholic beverages for the Redlands Chamber of Commerce's event; and authorized the temporary street closure of Citrus Avenue between 9th Street and 6th Street; the closure of 6th Street, 7th Street, and 8th Street between E.

State Street and Citrus Avenue.

Vote: 5 - 0 Passed

In-Kind Request The Artlands Walk Event

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Denise Davis, the City Council unanimously determined, by roll call vote, that approval of the event is exempt from environmental review pursuant to Section 15311(c) of the state's guidelines implementing the California Environmental Quality Act; authorized and approved a request for in-kind support in the amount of $3,180 related to this event; authorized the temporary street closure of East Vine Street from Cajon Street to 6th Street and Civic Center parking lot; and approved the request for the sale and consumption of alcoholic beverages for The Artlands event to be held on December 9, 2023.

Vote: 5 - 0 Passed

COMMUNICATIONS

Annual Report Citrus Preservation Commission

Chairman Michael Day presented the Annual Report of the Citrus Preservation Commission. The City groves remain in good shape, and they all broke even for the year. Grove staff has done a great job with the assistance from outside labor contractors. He pointed out though, that the next few years will be very challenging for the citrus industry, as Redlands is at the epicenter of an Oriental Fruit Fly quarantine. The federal and state agencies have imposed the quarantine on the entire valley and the City will not be able to harvest some groves. Activities and accomplishments for the year included: continuing to work with City staff to update the revenue expenditure figures for each of the groves; Farming consultant John Gless stepped down from his position; Lugonia Grove was slightly delayed in replanting but now is complete and looks good, and the Commission has continued their public outreach programs to help educate the community. Council Member Saucedo was grateful to all the Commissioners for their service.

Sister Cities Hino, Japan Visit Report

Mayor Tejeda provided a recap of his visit to Sister Cities Hino, Japan, describing how graciously he and City Manager Duggan were welcomed. The hosts kept them on a very busy schedule, touring several cultural sites including a stop at Mt. Fuji. They observed the workings of a recycling plant and enjoyed the official 60th anniversary celebration. Overall, it was a wonderful experience and a way to grow the partnership and promote education and understanding of other cultures. As public comment, Jennifer Maravillas was displeased that City funds were spent for the trip, and she wondered how the residents benefited from the visit.

City Council Priorities: Northside Economic Development

Development Services Director Desatnik explained that seven project priorities were identified at a special meeting of the City Council on August 22, 2023 and tonight's report focuses on the "Northside Economic Development/Opportunity Zones" priority. The "Northside" was defined as the boundaries of Census Tract 80.02, the only low and moderate income census tract within the City and designated as an Opportunity Zone pursuant to the federal 2017 Tax Cuts and Jobs Act.

He outlined four specific initiatives that could benefit new or expanding businesses in the Northside area. The first two could be implemented at minimal cost to the City and would be services made available citywide. The third and fourth items would target new or expanding businesses in the Northside only. The proposed programs included: 1) Jump Start Meeting Program, a new business assistance no-cost service that would allow an entrepreneur, or a new or relocating small business, the opportunity to meet with a team of city staff for up to 30 minutes during the Development Review Committee process. 2) Business Liaison Representative/Business Concierge Service, the Economic Development Manager would be promoted as a “Concierge” to entrepreneurs and existing small business owners/ representatives for any questions about starting or expanding their business. 3) Fee Waivers for New and Expanding Businesses in the Northside, The City could waive fees such as Business License fees, Planning fees (e.g. CUP fees), and/or Building Permit fees as a financial incentive. Director Desatnik proposed that staff bring back to the City Council a policy to implement these waivers in conjunction with the next budget cycle beginning on July 1, 2024. 4) Job Creation/Business Incentive Program for New and Expanding Businesses in the Northside. This would be a forgivable loan program for new or expanding businesses and would be brought back for Council's consideration at a future date.

Council Members appreciated the research and effort put into developing the report, and overall, were in support of the various programs. Questions were raised about putting guardrails on certain types of businesses, while encouraging other types of business. City Manager Duggan clarified that as a policy is crafted, staff will concurrently review for the legality of prioritizing businesses. Mayor Tejeda suggested staff consider the possibility of adding a funding element to help businesses with rent expenses, as well. As public comment, Valerie Taber was pleased the City was promoting business ownership in marginalized communities.

NEW BUSINESS

FY 2023 & 2024 Mid-Biennium Budget Update

Management Services/Finance Director Garcia summarized the Mid-Biennial budget review covering FY 2023 and 2024. She highlighted FY 2023 to include: Local and regional economy was bolstered by strong consumer demand, strong services sector; Property Tax nearly 7% growth over prior year; Revenue increases in Franchise Fees & Investment Income; Nearly 20% of City jobs were unfilled; Negotiations with Bargaining Units Completed; Reserves increased by roughly $5 million with a Surplus of over $6 million estimated.

She provided a forecast for FY 2024, stating that regional economic growth was beginning to slow and forecasting was difficult, but the City was taking a conservative approach. Property Tax was projected to slow to 1% after several years of above-average growth; Sales Tax will see some growth, but expected to remain near flat, while Franchise fees are budgeted at 5-year average and Hotel Occupancy Tax would be influenced by decreased consumer spending overall. The Mid-Biennium Budget update was presented to the Measure T Citizen's Oversight Committee. Highlights for FY 2023 included: Restored staffing levels; $500,000 for Project Homekey; Various improvements to recreational facilities, including basketball gym resurfacing, ceiling & lighting replacement and restroom renovation; Renovation of the City's Emergency Operations Center and Funding for the design plans for Fire Station 262 building code retrofit. Furthermore, Measure T funds for FY 2024 include: Enhanced public safety spending; Service enhancements, such as upgrades to various park facilities; Capital and maintenance spending, such as tree trimming and Heritage Room flooring renovation. She closed her presentation by offering a timeline for the FY 2025-2026 budget schedule. As public comment, Ed Millican, who was recently appointed to serve on the Measure T Citizen's Oversight Committee, said he was looking forward to working with the Committee Members and serve the City.

On motion of Mayor Eddie Tejeda, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously approved, by roll call vote, the Mid-Biennium Budget Update for Fiscal Years 2023 and 2024.

Vote: 5 - 0 Passed

Resolution No. 8520 Salary Schedule

Assistant City Manager McConnell provided information regarding Resolution No. 8520 establishing a Salary Schedule and Compensation Plan for City employees and rescinding Resolution No. 8504. This resolution incorporates Citywide department changes to provide additional services and increase efficiencies for the remainder of Fiscal Year 2023-24. The departments affected include Facilities and Community Services, Police and Fire Departments, Human Resources, Management Services and the Library.

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. 8520 establishing a Salary Schedule and Compensation Plan for City Employees and Rescinding Resolution No. 8504.

Vote: 5 - 0 Passed

Amending Wastewater Bio-Solids Hauling and Disposal Agreement

Municipal Utilities and Engineering Director Harris explained the need for Council to consider the First Amendment to the Non-Professional Services Agreement with Synagro-WWT, Inc., for wastewater bio-solids hauling and disposal, to increase the total not to exceed amount to $1,190,000. The Wastewater Treatment Plant (WWTP) is experiencing a sustained increase in biosolids tonnage generation. Additionally, fuel and transportation costs have directly impacted Synagro's operating costs. A rate adjustment of 3.40 percent, from $72.58 to $75.05 per wet ton has been proposed to continue providing this service. If

this amendment is approved, the not-to-exceed amount for each Extended Term will be $420,000 and the total potential Agreement value will be increased to $1,190,000. No additional agreement revisions were proposed.

On motion of Council Member Mario Saucedo, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously determined, by roll call vote, that approval of the First Amendment to the Non-Professional Services Agreement with Synagro-WWT, Inc. for wastewater bio-solids hauling and disposal 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 Non-Professional Services Agreement with Synagro-WWT, Inc., for wastewater bio-solids hauling and disposal, to increase the total not to exceed amount to $1,190,000.

Vote: 5 - 0 Passed

Water Pipeline and Highline Replacement Project Consulting Agreement

Municipal Utilities and Engineering Director Harris detailed the Professional Services Agreement with TKE Engineering, Inc. for an amount not-to-exceed $358,380 to prepare construction plans, specifications, and cost estimates for the Water Pipeline and Highline Replacement Project. Council Member Saucedo fully supported the Project and added that rebuilding the pipeline, stretching across the southeastern part of the city, was much needed and would provide the opportunity to move the old lines from people's yards and make them more accessible for city staff.

On motion of Council Member Mario Saucedo, seconded by Council Member Jenna Guzman-Lowery, the City Council unanimously determined, by roll call vote, that approval of a Professional Services Agreement with TKE 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 Professional Services Agreement with TKE Engineering, Inc. for an amount not-to-exceed $358,380 to prepare construction plans, specifications, and cost estimates for the Water Pipeline and Highline Replacement Project.

Vote: 5 - 0 Passed

COUNCIL MEMBER ANNOUNCEMENTS AND ACTIVITIES

Mayor Tejeda attended the Confire Mayor's Briefing, led the Disaster Council meeting, enjoyed the Family Service Association's annual Donor Reception honoring key contributors, and participated in a Charity Bingo Night in support of the Boys and Girls Club held at the Royal Falconer.

Mayor Pro Tem Barich represented the Council at Civics Day, participated in the Dog Jog event hosted by the Chamber of Commerce, and enjoyed the Olive Avenue Halloween event.

Council Member Davis toured the Redlands Community Hospital, enjoyed the Olive Avenue Halloween event and provided welcome remarks to kick off the start of ANCA's second year.

Council Member Guzman-Lowery participated in the Dog Jog and enjoyed the A.K. Smiley Library Dia De Los Muertos event.

Council Member Saucedo attended a conference hosted by Water Education for Latino Leaders, a warehouse roundtable hosted by Assemblymember James Ramos, and participated in two Dia De Los Muertos events.

ADJOURNMENT

There being no further action required the meeting adjourned at 7:49 P.M. The next regular meeting of the City of Redlands City Council will be held on November 21, 2023.

SUCCESSOR AGENCY OF THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF REDLANDS

Chairman Tejeda called the meeting to order and offered anyone present the opportunity to address the Board on any subject, within the jurisdiction of the Successor Agency and not already on the agenda.
within the jurisdiction of the Successor Agency.

PUBLIC COMMENT

None forthcoming

Minutes

On motion of Vice Chair Barich, seconded by Board Member Davis, the minutes of the regular meeting of October 3, 2023 were unanimously approved, by roll call vote.

Vote: 5 - 0 Passed

ADJOURNMENT

There being no further business, the Successor Agency Board of Directors' meeting was adjourned at 7:50 P.M. The next regular meeting of the Agency will be held on December 5, 2023.