CITY OF REDLANDS
CITY COUNCIL
SUCCESSOR AGENCY

A G E N D A S

MAY 2, 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

ROBERT DAWES
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

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, MAY 2, 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

5:00 P.M.

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

1. Due to child care needs that preclude in-person attendance at the meeting, Council Member Denise Davis has chosen to attend tonight's City Council meeting via teleconference under AB2449 "Just Cause". This is the first of two allowable Just Cause exceptions under AB 2449.

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

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

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

   a. Davis v. City of Redlands, et al., San Bernardino Superior Court, Case No. CIVSB2132368

Recycled Paper

6:00 P.M.

D. **Reconvene City Council Meeting**

E. ***Invocation by Council Member Guzman-Lowery***
Pledge of Allegiance by the Aztec Harmonies Honor Choir of Arroyo Verde Elementary School
(In keeping with long-standing traditions of legislative invocations, this City Council meeting may include a brief invocation. Such invocations are not intended to proselytize or advance any one, or to disparage any other, faith or belief. Neither the City nor the City Council endorses any particular religious belief or form of invocation.)

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

G. **Presentations**

1. Redlands Pet Adoption (Redlands Animal Services)

2. Proclamation recognizing the 125th Anniversary of the Library presented to Bill Hatfield

3. Proclamation recognizing May 15-21, 2023, as National Salvation Army Week in the City of Redlands presented to Majors Isaias and Adelma Braga.

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

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

1. Approve the regular meeting minutes of April 18, 2023 (City Clerk Donaldson)

2. Authorize a proclamation recognizing May 15-21, 2023, as National Salvation Army Week (Mayor Tejeda)

3. Authorize issuance of a proclamation declaring May 2023, as Asian American Pacific Islander Heritage Month (Mayor Tejeda)

4. Authorize issuance of a proclamation recognizing the 125th Anniversary of the Gifting of A.K. Smiley Public Library (Mayor Tejeda and Council Member Saucedo)

5. Adopt Resolution No. 8452 approving the destruction of certain public records in the City Manager's Office (Assistant City Manager McConnell)

6. Adopt Resolution No. 8441 approving the destruction of certain public records in the Human Resources/Risk Management Division (Assistant City Manager McConnell)

Recycled Paper

7. Adopt Resolution No. 8465 approving the destruction of certain public records (Management Services/Finance Director Garcia)

8. Approve the sole source purchase of an Apex Officer Pro Training Simulator and Apex Officer X2 Hardware Upgrade from Govred Technology, Inc. in the amount of $73,406.25 for officer de-escalation training (Interim Police Chief Tolber)

9. Adopt Resolution No. 8434 initiating proceedings to continue levying assessments, appointing an assessment engineer, and ordering the preparation of the Engineer's Reports for Street Lighting District No. 1 and Landscape Maintenance District No.1 (Assistant City Manager Boatman)

10. Authorize a purchase order with Watson Furniture Group for the Emergency Operations Center office reconfiguration in the amount of $115,623.87 through master cooperative agreement No. 00318 (Interim Police Chief Tolber)

11. Approve a Facility Use Agreement with Redlands Theatre Festival for use of the Sewall Theatre within Prospect Park and determine that approval of the Agreement with Redlands Theatre Festival is exempt from environmental review pursuant to Section 15061 (b)(3) of the State's guidelines implementing the California Environmental Quality Act (Assistant City Manager Boatman)

12. Approve an agreement with RouteSmart Technologies, Inc. for the Rerouting and Route Optimization of residential automated refuse, recycling, green waste, and organic waste curbside collection and commercial recycling routes for the amount of $97,380; and determination that the project is exempt from further environmental review pursuant to Section 15061(b)(3) of the State guideline implementing the California Environmental Quality Act (Assistant City Manager Boatman)

13. Approve a request by the Redlands Arts Festival, Inc. to hold the Redlands Festival of Arts event on May 27-28, 2023; authorize street closures related to the event; approve a request for in-kind support in the amount of $4,363; authorize the sale and consumption of alcoholic beverages at the event; and determine that the event is categorically exempt from environmental review pursuant to Section 15061(b)(3) of the state’s guidelines implementing the California Environmental Quality Act (Assistant City Manager Boatman)

14. Determine that the aging inventory of umbrellas within the Orange Street Alley Park is surplus property and approve the donation of surplus Orange Street alley umbrellas to the Redlands Visitor Center (Assistant City Manager Boatman)

15. Authorize the City Manager or his designee to negotiate sole source lease agreements with Toyota of Redlands for three vehicles at a cost not to exceed $85,000 and to execute the lease agreements together with any other associated documents with Toyota of Redlands (Assistant City Manager Boatman)

J. **Communications**

1. Recognition of City employees and facilities receiving 2023 California Water Environment Association Santa Ana River Basin awards (Municipal Utilities and Engineering Director Harris)

2. Discussion and possible action relating to the designation of Voting Delegate to represent the City at the 2023 Regional Conference of the Southern California Association of Governments (SCAG) and General Assembly (Mayor Tejeda)

Recycled Paper

K. **Public Hearings**

1. Consideration of Resolution. No. 8464 - Street Vacation No. 189
(Mayor to declare meeting open as a public hearing)

   a. Public Hearing to consider Resolution No. 8464 - A request to vacate a portion of excess street right-of-way (Street Vacation No. 189) that is 30 feet in width and approximately 927 feet in length, and totaling approximately 27,805 square feet in area, located on the north side of Edgemont Drive along the property frontages of 212 and 226 Edgemont Drive (APNs: 0294-141-33-0000 and 0294-141-12-0000) (Applicant: Aysar Helo). This proposal is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines. (Development Services Director Desatnik)

2. Consideration of Resolution No. 8471 - Appeal of the Historic and Scenic Preservation Commission's decision to deny Demolition Permit No. 357
(Mayor to declare meeting open as a public hearing)

   a. Consideration of a Notice of Exemption pursuant to Section 15301(l)(1) (Existing Facilities) of the California Environmental Quality Act Guidelines.

   b. Public Hearing to consider an Appeal of the Historic and Scenic Preservation Commission's decision to deny Demolition Permit No. 357 – A request to demolish a 2,794 square foot single family dwelling over 50 years of age located at 130 Sierra Vista Drive (APN: 0176-173-09-0000) by Bryan and Celina McKernan (Development Services Director Desatnik)

L. **New Business**

1. Consideration of the Enterprise License Agreement with Esri for a period of 3 years at an amount not-to-exceed $273,409 for mapping software and services (Management Services/Finance Director Garcia)

2. Consideration and adoption of Resolution No. 8439 amending the Display Policy for the United States, State, Local and Other Flags to Authorize the Flying of the Rainbow Pride Flag at City Hall in the Month of June (City Attorney Abich Garcia)

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

N. **Adjournment**
The next regular meeting of the City Council will be held on May 16, 2023

O. **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. Approve the regular meeting minutes of April 4, 2023 (Secretary Donaldson)

3. **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.)

Recycled Paper

4. Adjourn Successor Agency Board of Directors' meeting
The next regular meeting of the Agency will be held on June 6, 2023

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.

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve the regular meeting minutes of April 18, 2023 (City Clerk Donaldson)

MOTION:

I move to approve the regular meeting minutes of April 18, 2023 (City Clerk Donaldson)

Attachments

Regular meeting minutes of April 18, 2023

MINUTES

Regular meeting of the City Council of the City of Redlands held in the Council Chambers, Civic Center, 35 Cajon Street, on April 18, 2023 at 5:00 P.M.

Present:	Eddie Tejeda, Mayor Paul Barich, Mayor Pro Tempore Jenna Guzman-Lowery, Council Member Mario Saucedo, Council Member
Absent:	Denise Davis, Council Member (Present during Closed Session only)
Staff:	Charles M. Duggan, Jr., City Manager; Yvette M. Abich Garcia, City Attorney; Jeanne Donaldson, City Clerk; Janice McConnell, Assistant City Manager; Chris Boatman, Assistant City Manager; Carl Baker, Public Information Officer; Danielle Garcia, Management Services/Finance Director; Brian Desatnik, Development Services Director; John Harris, Municipal Utilities and Engineering Director; Rich Sessler, Fire Chief; Rachel Tolber, Interim Police Chief

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 labor negotiator - Government Code §54957.6
(Assistant City Manager McConnell)

Agency Negotiator:	Laura Kalty, Liebert Cassidy Whitmore; Janice McConnell; Tommi Ng, Danielle Garcia
Employee Organizations:	Redlands Association of Department Directors Redlands Association of Management Employees Redlands Association of Mid-Management Employees Redlands Association of Safety Management Employees Redlands Association of Fire Management Employees Redlands Police Officers Association Redlands Professional Firefighters Association Redlands Civilian Safety Employees Teamsters Local 1932 Redlands Chapter

RECONVENE CITY COUNCIL MEETING

The meeting reconvened at 6:13 P.M. with an invocation by Mayor Tejeda. The pledge of allegiance to the American flag was conducted by the J&B Singers of Judson and Brown Elementary School.

CLOSED SESSION REPORT

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

PRESENTATIONS

National Pet Adoption Day Proclamation

Mayor Pro Tem Barich and Council Member Guzman-Lowery presented a Proclamation to Redlands Animal Shelter Supervisor Jodi Kroeger and Animal Control Officer Wendy Gonzalez in celebration of National Pet Adoption Day.

Arbor Day Proclamation

Mayor Tejeda presented a Proclamation declaring April 28, 2023 as Arbor Day in the City of Redlands to Street Tree Committee Member Chris Sedmack.

PUBLIC COMMENT

Premium Pay - Julie Neitzel argued there are several former employees who provided essential services to keep the City functioning and operational during the pandemic. She stated each one of these workers was eligible for Premium Pay, awarded to the City through the American Rescue Plan Act SLFRF.

Teamsters Support - Rich Smith, representing the Teamsters Local 1932, reminded the Council of the importance of treating the Teamsters and all bargaining units with respect. He identified three key components of what respect means and added there were over 100 additional employees outside the Chambers showing their support of unions.

CONSENT CALENDAR

Minutes

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, the regular meeting minutes of April 4, 2023.

Vote: 4 - 0 Passed

Proclamation Child Abuse Prevention Month

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, the issuance of a proclamation declaring the month of April 2023 as Child Abuse Prevention Month.

Vote: 4 - 0 Passed

Proclamation May 4, 2023 National Day of Prayer

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, the issuance of a proclamation declaring May 4, 2023 as National Day of Prayer in the City of Redlands.

Vote: 4 - 0 Passed

Proclamation Arbor Day

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, the issuance of a proclamation declaring April 28, 2023 as Arbor Day in the City of Redlands.

Vote: 4 - 0 Passed

Proclamation National Adopt a Shelter Pet Day

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, the issuance of a proclamation declaring April 30, 2023, as National Adopt a Shelter Pet Day.

Vote: 4 - 0 Passed

Proclamation Welcome Home Vietnam Veterans Day

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, the issuance of a proclamation declaring March 30, 2023 as Welcome Home Vietnam Veterans Day.

Vote: 4 - 0 Passed

Disclosure of Settlement Agreement

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, the public disclosure of details of an Agreement of Settlement and General Release between the City of Redlands and Sherry Allen. Under the terms of the agreement, the City agrees to pay Ms. Allen $160,000.00 to settle and dispose of disputes and controversies associated with a civil action pending in the San Bernardino Superior Court and entitled Sherry Allen v. City of Redlands, et al., Case No. CIVDS1908766.

Vote: 4 - 0 Passed

Ordinance No. 2955 Warehouse Development Standards

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council adopted, by roll call vote, Ordinance No. 2955 amending title 18 (zoning regulations) of the Redlands Municipal Code, Chapter 18.156, implementing new warehouse development standards, and amending other chapters of title 18 to require a conditional use permit for new warehouse development projects, as defined, in the Commercial Industrial (C-M), Light Industrial (M-1), General Industrial (M-2), and Industrial (I-P) zoning districts.

Vote: 4 - 0 Passed

Resolution No. 8461 ADA Grievance Procedures

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council determined, by roll call vote, that adoption of Resolution No. 8461 is exempt from environmental review in accordance with Section 15061(b)(3) of the State guidelines implementing the California Environmental Quality Act; and adopted Resolution No. 8461, assigning an Americans with Disabilities Act (ADA) Coordinator, updating ADA grievance procedure, rescinding Resolutions No. 6248 and 7171.

Vote: 4 - 0 Passed

Software Forensic Analysis Mobile Devices

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, a single-source purchase of the Cellebrite software and hardware to run the Cellebrite system, to perform forensic analysis of mobile devices, for the amount of $54,326.07.

Vote: 4 - 0 Passed

PO Modification Law Enforcement Equipment

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, a purchase order increase modification of $40,000, for a not to exceed total of $90,000, with Galls LLC for the purchase of body armor and other law enforcement equipment.

Vote: 4 - 0 Passed

Emergency Operations Center Furniture

Staff requested this item be pulled from the agenda to be rescheduled for a future City Council meeting.

Redlands Firefighter's Car Show In-Kind Support

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council determined, by roll call vote, that the Redlands Firefighter's Car Show event to be held on May 28, 2023, at Ed Hales Park and along East State Street is categorically exempt from environmental review pursuant to Section 15301 of the State's guidelines implementing the California Environmental Quality Act; authorized the temporary closure of East State Street from Orange Street to 9th and 5th, 6th, 7th, and 8th Street from Redlands Blvd to Citrus Street from 5:00 a.m. to 6:00 p.m.; approved the expenditure of City resources and a waiver of fees in the amount of $6,594.00; and authorized the sale and consumption of alcoholic beverages during the Redlands Firefighter's Car Show event.

Vote: 4 - 0 Passed

City Wide On-Call Plumbing and Repair Services

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, an agreement with Pro-Craft Construction, Inc. for city wide on-call plumbing and repair services for a one-year term and two (2) additional one-year terms for an amount not to exceed $150,000.

Vote: 4 - 0 Passed

License Agreement Hot Dog Cart

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council determined, by roll call vote, that approval of the License Agreement with Randy Nordgren, business name "Dawg Social", is exempt from environmental review pursuant to Section 15301 of the California Environmental Quality Act Guidelines; and approved the License Agreement with Randy Nordgren, business name "Dawg Social", for a hot dog cart at City Hall, 35 Cajon Street.

Vote: 4 - 0 Passed

Redlands Bowl Electrical & Theatrical Lighting Upgrade 2nd Amendment

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, the Second Amendment to the Public Works Contract with My Electrician Inc. for the Redlands Bowl Electrical and Theatrical Lighting Upgrade, to extend time for completion by two hundred ten (210) calendar days.

Vote: 4 - 0 Passed

Farm to Fork Dinner Fundraiser Event Request to Serve Alcohol

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council determined, by roll call vote, that approval of the request for the serving and consumption of alcoholic beverages at Heritage Park and the Grove School property 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 request for the serving and consumption of alcoholic beverages at Heritage Park and the Grove School property for the Farm to Fork Dinner Fundraiser supporting the Armantrout Education Foundation to be held on April 22, 2023.

Vote: 4 - 0 Passed

COMMUNICATIONS

Video Series: Working for You

Public Information Officer Baker presented a new video from the video series "Working for You". This month's video highlighted Lab Technician Karla Siordia. Filming and production work was performed by Cheryl Williams, Multimedia Production Coordinator.

PUBLIC HEARINGS

Resolution No. 8462 Street Vacation No. 191

Mayor Tejeda opened the public hearing and called on Brian Foote of Development Services for a summary of the request for approval of Street Vacation No. 191 to vacate approximately 1,317 linear feet of public right-of-way adjacent to the frontage of the parcel located at the northwest corner of Wabash Avenue and Reservoir Road as submitted by the Applicant: Terracina Recovery, LLC. The Planning Commission approved a residential subdivision project to subdivide 64.56 acres into 67 single-family residential lots plus ten lettered lots for open space and recreation purposes in a Planned Residential Development and determined the proposed street vacation would be consistent with the General Plan. On March 21, 2023, the City Council adopted Resolution No. 8462 declaring its intent to vacate the 1,317.5 feet of public right-of-way, which initiated all noticing requirements for the requested street vacation.

Two written comments were received expressing concern that the City was giving away public property rather than making the developer pay fair market value to compensate and recover the value of the real property. Council Member Saucedo suggested staff approach the County to consider establishing a cooperative agreement to share the costs to improve nearby Panorama Drive. The developer announced Panorama Drive was outside the development's boundaries, but the project was required to make the necessary improvements to extend Wabash Avenue into the City. With no further comments, Mayor Tejeda closed the public hearing.

On motion of Council Member Mario Saucedo, seconded by Council Member Jenna Guzman-Lowery, the City Council adopted, by roll call vote, Resolution No. 8462 to vacate approximately 1,317 linear feet of public right-of-way adjacent to the frontage of the parcel located at the northwest corner of Wabash Avenue and Reservoir Road (identified as Assessor's Parcel Number 0174-281-13-0000) (Applicant: Terracina Recovery, LLC).

Vote: 4 - 0 Passed

NEW BUSINESS

General Plan & Housing Element Progress Reports

Development Services Director Desatnik presented the 2022 Annual Progress Reports for the General Plan and the 2021-2029 Housing Element, highlighting a few specific housing projects of note. Pursuant to California Government Code Section 65400, local jurisdictions are required to provide an Annual Progress Report to the California Department of Housing and Community Development (HCD) and to the Governor's Office of Planning and Research (OPR) by April 1st of each year. The reporting period covers the implementation status of the city's 2035 General Plan programs as well as the 2021-2029 Housing Element programs for the prior calendar year (2022). Staff completed the 2022 Annual Progress Reports and submitted them to HCD and OPR as required by law.

On motion of Council Member Mario Saucedo, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, to receive and file the 2022 Annual Progress Reports for the General Plan and the 2021-2029 Housing Element.

Vote: 4 - 0 Passed

Emergency Operations Center Grant Acceptance

Fire Chief Sessler reviewed the FY22 Emergency Operations Center (EOC) Grant Program subrecipient award in the amount of $712,500, for the City of Redlands Emergency Operations Center improvement project. The EOC Grant Program is intended to improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, strategically located, and fully interoperable EOCs with a focus on addressing identified deficiencies and needs.

On motion of Council Member Jenna Guzman-Lowery, seconded by Mayor Pro Tempore Paul Barich, the City Council approved, by roll call vote, the subrecipient award in the amount of $712,500 from the FY22 Emergency Operations Center Grant Program for the City of Redlands Emergency Operations Center Improvement Project; and approved an additional appropriation for the same.

Vote: 4 - 0 Passed

Contract Award PMP 2022 Street Resurfacing

Municipal Utilities and Engineering Director Harris summarized the Public Works Contract with Matich Corporation for the Pavement Management Program (PMP) 2022 Street Resurfacing Project for an amount not-to-exceed $4,970,068. Upon completion of the Pavement Accelerated Repair Implementation Strategy (PARIS) program in December 2020, staff developed a strategy to pave the remaining 1/3 of City streets, while performing the necessary preventative maintenance on the 2/3 of City streets that were previously rehabilitated. Three bids were received and reviewed and Matich Corporation was determined to be the lowest responsive bidder. The Project will be completed within one hundred fifty calendar days after the date of issuance of a Notice to Proceed to the Contractor.

On motion of Council Member Jenna Guzman-Lowery, seconded by Council Member Mario Saucedo, the City Council determined, by roll call vote, that approval of the contract and construction of the PMP 2022 Street Resurfacing Project is categorically exempt from environmental review in accordance with Section 15301 of the State's guidelines implementing the California Environmental Quality Act; approved the PMP 2022 Street Resurfacing Project Plans and Specifications; awarded a construction contract to Matich Corporation for an amount not-to-exceed $4,970,068; and approved an additional appropriation in the amount of $970,068 from the PARIS Fund.

Vote: 4 - 0 Passed

PO Modification

Municipal Utilities and Engineering Director Harris explained the need for a purchase order modification in the amount of $70,000 with Olin Corporation for supply and delivery of sodium hypochlorite bringing the total purchase order amount to $365,000 for the remainder of Fiscal Year 22/23. Sodium Hypochlorite is used by the water and wastewater treatment plants to disinfect and sanitize water. The addition of this chemical ensures that all pathogens are eliminated before water is distributed for public use in accordance with regulatory requirements.

On motion of Council Member Jenna Guzman-Lowery, seconded by Mayor Pro Tempore Paul Barich, the City Council approved, by roll call vote, the purchase order modification in the amount of $70,000.00 with Olin Corporation for supply and delivery of sodium hypochlorite bringing the total purchase order amount to $365,000 for the remainder of Fiscal Year 22/23.

Vote: 4 - 0 Passed

Janitorial Services Agreement

Assistant City Manager Boatman introduced an agreement with Quinmar Janitorial, Inc. for city-wide janitorial services for a three-year term, not to exceed $1,495,309.92. The Facilities and Community Services Department is responsible for maintenance and janitorial services for the City's facilities. The City operates out of 16 facilities that require varying degrees of janitorial maintenance and sanitation.

On motion of Council Member Jenna Guzman-Lowery, seconded by Mayor Pro Tempore Paul Barich, the City Council approved, by roll call vote, an agreement with Quinmar Janitorial, Inc. for city-wide janitorial services for a three-year term, not to exceed $1,495,309.92; and approved additional appropriations in the amount of $81,578.71 for Fiscal Year 2022-23 and $139,731.84 for Fiscal Year 2023-24.

Vote: 4 - 0 Passed

Southern California Fleet Services Amendment & Resolution No. 8463

Assistant City Manager Boatman reported on a First Amendment to the Agreement with Southern California Fleet Services to increase the total compensation and he reviewed Resolution No. 8463 for a PO Modification with Ray Gaskin Services, Inc. not-to-exceed $300,000 to obtain equipment-specific parts. 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.

On motion of Council Member Jenna Guzman-Lowery, seconded by Council Member Mario Saucedo, the City Council approved, by roll call vote, an amendment to an agreement with Southern California Fleet Services to increase the total compensation to an amount not to exceed $2,230,000; and adopted Resolution No. 8463 amending Resolution No. 8331 to approve a purchase order modification with Ray Gaskin Service, Inc.

Vote: 4 - 0 Passed

MOU Land Use Entitlement Processing

Assistant City Manager Boatman provided background on a Memorandum of Understanding for Land Use Entitlement Processing with the County of San Bernardino and PR III/MP Redlands Industrial, LLC. In July 2021, the City entered into a Purchase and Sale Agreement for Assessor's Parcel Nos. (APN) 0292-041-08; -38; and -44-0000 with LDC Industrial Realty, LLC (now PR III/MP Redlands Industrial, LLC). APNs 0292-041-08 and -44 are fully within the County of San Bernardino, while 0272-041-38 is within the City of Redlands boundary. As APN 0292-041-38 is only .89 acres and any development of the remaining two parcels will be processed through the County of San Bernardino Land Use Services office, the City and County agreed that the County will be the sole permitting authority for all discretionary land use approvals associated with any development project for all three parcels, including, but not limited to, zoning approvals, variances, and issuance of conditional use permits or the like, to the extent any such

approvals may be necessary for the entire property. The City agreed to delegate its authority as the lead agency under CEQA to the County and to approve any improvements on the property as ministerial actions.

On motion of Council Member Jenna Guzman-Lowery, seconded by Mayor Pro Tempore Paul Barich, the City Council approved, by roll call vote, a Memorandum of Understanding for Land Use Entitlement Processing with the County of San Bernardino and PR III/MP Redlands Industrial, LLC.

Vote: 4 - 0 Passed

COUNCIL MEMBER ANNOUNCEMENTS AND ACTIVITIES

Bicycle Classic Event - Council Members thanked the Bicycle Classic Event organizers and the City Manager and staff for their hard work towards making this year's Classic a spectacular success.

Step Up in Redlands - Council Member Guzman-Lowery participated in an informative resource fair, hosted by the Redlands Youth Council and Step Up in Redlands.

ADJOURNMENT

There being no further action required the meeting adjourned at 7:20 P.M. The next regular meeting of the City of Redlands City Council will be held on May 2, 2023.

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Authorize a proclamation recognizing May 15-21, 2023, as National Salvation Army Week (Mayor Tejeda)

MOTION:

I move to authorize the issuance of a proclamation recognizing May 15-21, 2023, as National Salvation Army Week in the City of Redlands.

Attachments

Proclamation - Salvation Army Week 2023

PROCLAMATION

National Salvation Army Week

WHEREAS, The Salvation Army has been physically, emotionally, and spiritually serving the people of Redlands for more than 137 years; and

WHEREAS, The Salvation Army is present wherever the need is greatest, especially during times of crisis when vulnerable citizens are more at risk of becoming homeless, hungry, addicted, or spiritually tired; and

WHEREAS, The Salvation Army invites the people of Redlands to "Love Beyond" and help the organization continue to provide life-changing aid by serving those who need it most; and

WHEREAS, it is fitting and proper on Salvation Army Week to recognize the tremendous impact of philanthropy, volunteerism, and community service in the city of Redlands; and

WHEREAS, National Salvation Army Week is an opportunity to encourage citizens to serve others with their resources and time during the difficult period many of us are experiencing;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Redlands does hereby recognize May 15-21, 2023, as National Salvation Army Week in the City of Redlands and encourage all citizens to join together to give back to the community in any way that is personally meaningful.

IN WITNESS WHEREOF, we hereunto affix our signatures and Official Seal of the City of Redlands on this 2nd day of May 2023.

Eddie Tejeda, Mayor

Attest:

Jeanne Donaldson, City Clerk

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Authorize issuance of a proclamation declaring May 2023, as Asian American Pacific Islander Heritage Month (Mayor Tejeda)

MOTION:

I move to authorize the issuance of a proclamation declaring May 2023, as Asian American Pacific Islander Heritage Month.

Attachments

Asian American Pacific Islander Heritage Month 2023

PROCLAMATION

Asian American Pacific Islander Heritage Month

WHEREAS, the month of May was chosen as Asian Pacific American Heritage Month to commemorate the immigration of the first Japanese citizen, Nakahama Manjiro, to the United States on May 7, 1843, but also the anniversary of the May 10, 1869, completion of the first Transcontinental Railroad, built with the back-breaking labor of nearly 20,000 Chinese immigrants; and

WHEREAS, while we celebrate the achievements and contributions of Asian Americans and Pacific Islanders that enrich our history, society, and culture, we must also acknowledge a darker aspect of the AAPI experience in America - structural discrimination, prejudice and injustice that manifested itself in racist attacks on Asian Americans related to the COVID-19 pandemic; and

WHEREAS, Asian Americans and Pacific Islanders have distinguished themselves as leading researchers in science, medicine, and technology; innovative farmers and ranchers; distinguished lawyers, judges and government leaders; in the arts, literature, and sports; as war heroes who defended our country from fascism; and as peacetime healthcare heroes; and

WHEREAS, today more than 20 million Asian Americans and Pacific Islanders live in the United States and through their actions, make America a more vibrant, prosperous, and secure nation;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Redlands does hereby proclaim May 2023 as *Asian American Pacific Islander Heritage Month* in the City of Redlands and encourages residents, businesses, and institutions to learn more about Asian American and Pacific Islander heritage, and work to combat racism and xenophobia as we celebrate this month.

IN WITNESS WHEREOF, we hereunto affix our signatures and Official Seal of the City of Redlands on this 2nd day of May 2023.

Eddie Tejeda, Mayor

Attest:

Jeanne Donaldson, City Clerk

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Authorize issuance of a proclamation recognizing the 125th Anniversary of the Gifting of A.K. Smiley Public Library (Mayor Tejeda and Council Member Saucedo)

MOTION:

I move to authorize issuance of a proclamation recognizing the 125th Anniversary of the Gifting of A.K. Smiley Public Library.

Attachments

Proclamation -125th Anniversary of Library Gift

PROCLAMATION

125th Anniversary of the Gift of A.K. Smiley Public Library

WHEREAS, Albert K. Smiley, in consultation with his brother Alfred H. Smiley, believed so strongly in the need for a public library building that he borrowed the necessary funds to buy property and build a new home for the Redlands Public Library; and

WHEREAS, he employed Redlands architect Thomas R. Griffith, who had previously designed the Redlands Grammar School and Redlands High School, among other important buildings, to design the new library building, and contracted with the local firm of D.M Donald to construct the new library building; and

WHEREAS, on April 29, 1898, Albert K. Smiley "presented to the City of Redlands a most munificent gift, in the form of a public library building... and also a public park connecting the business as well as the residence portion of our city;" and at its meeting on May 4, 1898, the Redlands City Council wished to express "heartfelt appreciation of and thankfulness for these valuable gifts;" and

WHEREAS, that Council resolved "That the name 'A.K. Smiley Public Library' be given to the building" as an acknowledgement, in perpetuity, and in appreciation of his gift to the City of Redlands; and

WHEREAS, A.K. Smiley Public Library is an official Redlands Historic Landmark, California Historic Landmark, and is listed in the National Register of Historic Places;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Redlands does hereby recognize A.K. SMILEY PUBLIC LIBRARY for its 125th anniversary as a gift to the people of Redlands and wishes the library, continued success in future endeavors.

IN WITNESS WHEREOF, we hereunto affix our signatures and Official Seal of the City of Redlands on this 2nd day of May 2023.

_____
Eddie Tejeda, Mayor

_____
Mario Saucedo, Councilmember

Attest:

_____
Jeanne Donaldson, City Clerk

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Adopt Resolution No. 8452 approving the destruction of certain public records in the City Manager's Office (Assistant City Manager McConnell)

MOTION(S):

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

I move to adopt Resolution No 8452.

RECOMMENDATION:

Staff recommends that Council adopt Resolution No. 8452, approving the destruction of certain public records.

DISCUSSION:

Resolution No. 6576, a resolution of the City Council of the City of Redlands Adopting Regulations Governing the Retention and Disposition of Records, was adopted by the City Council on February 20, 2007. The resolution establishes a records retention and destruction policy to meet the City's requirements under the law and to provide staff with a thorough and useful tool to manage, retain and dispose of public records. In accordance with Resolution No. 6576, Exhibit A Section 6.02 approval by City Council and City Attorney is required when public records are destroyed without making a duplicate record, an application by the Finance/ Revenue department requesting the destruction of public records was submitted to the City Attorney for review and has been approved by her for presentation to the City Council. A description of the records is included as Exhibit "A" to Resolution No. 8452.

ALTERNATIVES:

Do not approve destruction of certain public records.

STRATEGIC PLAN:

Not Applicable.

SUBMITTED BY:
Janice McConnel, Assistant City Manager

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

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager

PREPARED BY:
Jennifer Macias, Management Analyst

Fiscal Impact

Fiscal Year: FY 2022-23
Discussion:
This action does not have a fiscal impact.

Attachments

Reso. No. 6576
Resolution No. 8452

RESOLUTION NO. 6576

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

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

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

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

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

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

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

Jon Harrison

Mayor of the City of Redlands

ATTEST:

Lorrie Poyzer

City Clerk, City of Redlands

I, Lorrie Poyzer, City Clerk of the City of Redlands, hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting thereof, held on the 20th day of February 2007, by the following vote:

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

Lorrie Poyzer

City Clerk

EXHIBIT A

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

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

Section 1. Purpose of Rules and Regulations.

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

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

Section 2. Governing Law.

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

Section 3. Definitions.

3.01 Department. A department of the City of Redlands.

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

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

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

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

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

Section 4. Responsibility for Retention and Disposition.

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

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

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

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

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

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

Section 5. Classification of Records.

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

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

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

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

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

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

B. Procedure.

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

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

City Attorney for approval, conditional approval, or denial. Written approval of the City Attorney is a mandatory condition precedent to the destruction of public records.

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

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

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

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

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

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

or to satisfy a City Council policy adopted by resolution, or a City Council request, or by the City for administrative, historical, research, fiscal, legal, or cultural purposes;

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

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

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

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

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

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

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

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

7.03 Declaration of Duplication.

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

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

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

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

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

Section 8. Retention of Email.

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

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

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

Section 9. Force and Effect.

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

City of Redlands' Records Retention Schedule

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

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

LEGEND

Records Retention:

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

CITATIONS

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

RECORDS RETENTION SCHEDULE
CITY OF REDLANDS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PUBLIC WORKS DEPARTMENT

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

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

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

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

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

RESOLUTION NO. 8452

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS APPROVING THE DESTRUCTION OF CERTAIN PUBLIC RECORDS

WHEREAS, the City Council of the City of Redlands adopted Resolution No. 6576 on February 20, 2007, which established regulations governing the retention and disposition of records; and

WHEREAS, in accordance with the requirements of Resolution No. 6576, the City Attorney's office has submitted an application for the destruction of certain public records which are described in Exhibit "A" to this Resolution;

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

Section 1. That the application for the destruction of public records as described in Exhibit "A" is hereby approved.

ADOPTED, SIGNED AND APPROVED this 2nd day of May, 2023.

_____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, Deputy City Clerk of the City of Redlands, hereby certify that the foregoing resolution was adopted by the City Council at a regular meeting thereof held on the 2nd day of May, 2023 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"

REQUEST TO DESTROY PUBLIC RECORDS

Requesting Department/Division: City Manager's Office	Request Date: 05/02/2023
Requester's Name and Job Title: Jennifer Macias, Management Analyst	
Requesters Signature:	
Department Head Signature: ☐ Approved, by:	

Description of Records:
• Correspondence
  o Interdepartmental Communications (2008-2015)
  o Communications Between Staff and Community Partners (2008-2015)
  o Requests/Complaints From Residents (2008-2015)
  o From and Between Staff and Elected Officials (2008-2015)
  o From and Between Local News Outlets (2008-2015)
• Reports
  o Annual Report-Redlands Fire Department (copy)
  o Annual Financial Report-Redevolopment Agency (CM copy-2008)
  o Well B-5 Installation and Sampling Report (copy)
  o Street Tree Policy and Guidelines Mamual (2013)
  o Santa Ana River Greenway Vision Document (2006)
  o Water Shortage Contingency Plan (CM copy-2021)
  o Hazard Mitigation Plan (2015)
  o General Plan 2035-General Plan Steering Committee Land Use Recommendations
  o Redlands Police Department Productivity Study and Staffing Analysis (2008)
  o Results of Analysis for Cost Savings at Selected Pumping Facilities of the City of Redlands (2011)
  o Redlands Passenger Rail Station Area Plan Draft Report (2006)
  o Art in Public Places Proposals for Cultural Atrs Commission (2016)	

Location of Records: City Manager's Office	
Number or Quantity of Records to be destroyed: 2 boxes	
This request is to destroy the: ☐ ORIGINALS ☐ DUPLICATES ☒ BOTH (Originals & Duplicates)	
Dates of each record or inclusive dates of each record series: From 2008 to 2021	
This request is approved by City Council on: May 2, 2023	

Mayor of the City of Redlands ATTEST: _____ City Clerk And approved by the City Attorney on: _____ City Attorney
NOTE: Attach the department head Certification to this request when submitting for approval.

Certification to be attached to "Request to Destroy Public Records"

The undersigned hereby certifies as follows:

1. That the record(s) to be destroyed is/are under the management or control of the department head;
2. That to the best of his/her knowledge, the descriptive titles, information and classifications contained in the attached request form are true and accurate;
3. That the minimum retention time periods required by the regulations contained in Resolution No. 6576 have been satisfied for all records included in the attached request form;
4. That retention of the record is no longer required for the operation of the department, or to satisfy a City Council policy adopted by resolution, or a City Council request, or by the city for administrative, historical, research, fiscal, legal or cultural purposes;
5. That the destruction or other disposition of the record will not violate state law, city regulations, or other applicable law; and
6. That it is a recommendation by the head of the applicable city department that the record(s) should be destroyed.

_____
(Janice McConnell)

_____
Date

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Adopt Resolution No. 8441 approving the destruction of certain public records in the Human Resources/Risk Management Division (Assistant City Manager McConnell)

MOTION(S):

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

I move to adopt Resolution No. 8441.

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 8441, approving the destruction of certain public records as indicated below:

Description of Records:
RFP's: 1999 - 2012, 2014 - 2019
Recruitments: 2009, 2015 - 2017
Invoices: 2011, 2018 - 2020
Personnel Files: 2002 - 2008
Employee Benefits: 2009, 2013
Risk Claims: 2014 - 2016
Risk Management Reports: 2006 - 2012, 2014, 2016
Incident Reports: 2015

DISCUSSION:

Resolution No. 6576, a resolution of the City Council of the City of Redlands Adopting Regulations Governing the Retention and Disposition of Records, was adopted by the City Council on February 20, 2007. The resolution establishes a records retention and destruction policy to meet the City's requirements under the law and to provide staff with a thorough and useful tool to manage, retain and dispose of public records.

In accordance with Resolution No. 6576, Exhibit A Section 6.02 Approval by City Council and City Attorney is Required When Public Records Are Destroyed Without Making a Duplicate Record, an application by the Human Resources Division requesting the destruction of public records was submitted to the City Attorney for review and has been approved by her for presentation to the City Council.

Further, in accordance with Resolution No. 6576, the following retention schedules have been met; therefore, the destruction of the records can be approved.

Records	Legal Retention in Years	Staff Recommended Retention in Years
RFP's: 1999-2012, 2014-2019	2	3
Recruitments: 2009, 2015-2017	Later of 2 years or 2 years after personnel action	5 years after exam final filing date
Invoices: 2011, 2018-2020	AU + 2	AU + 2
Personnel Files: 2002-2008	2 years after date of separation	10 years after date of separation
Employee Benefits: 2009,2013	1 year after termination of plan	T + 5
Risk Claims: 2014-2016	CL + 5	CL + 5
Risk Management Reports: 2006-2012, 2014, 2016	2	C + 5
Incident Reports: 2015	CL + 7	CL + 7

ALTERNATIVES:

Do not approve destruction of certain public records.

STRATEGIC PLAN:

Not Applicable.

SUBMITTED BY:
Janice McConnell, Assistant City Manager

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

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Tommi Ng, Assistant Director, HR/Risk Management

PREPARED BY:
Elizabeth Marin, HR Manager

Fiscal Impact

Fiscal Year:	FY 2022-23
Revenue Generating:	No
Appropriation Required Y/N:	No
Budgeted Y/N:	Y
Discussion:	

The cost for shredding services to destroy the documents is included in the Human Resources Division's 22/23 budget.

Attachments

Resolution 6576

Resolution 8441

Resolution 8441 Exhibit A

RESOLUTION NO. 6576

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

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

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

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

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

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

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

Jon Harrison

Mayor of the City of Redlands

ATTEST:

Lorrie Poyzer

City Clerk, City of Redlands

I, Lorrie Poyzer, City Clerk of the City of Redlands, hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting thereof, held on the 20th day of February 2007, by the following vote:

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

Lorrie Poyzer

City Clerk

EXHIBIT A

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

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

Section 1. Purpose of Rules and Regulations.

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

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

Section 2. Governing Law.

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

Section 3. Definitions.

3.01 Department. A department of the City of Redlands.

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

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

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

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

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

Section 4. Responsibility for Retention and Disposition.

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

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

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

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

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

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

Section 5. Classification of Records.

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

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

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

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

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

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

B. Procedure.

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

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

City Attorney for approval, conditional approval, or denial. Written approval of the City Attorney is a mandatory condition precedent to the destruction of public records.

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

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

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

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

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

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

or to satisfy a City Council policy adopted by resolution, or a City Council request, or by the City for administrative, historical, research, fiscal, legal, or cultural purposes;

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

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

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

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

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

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

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

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

7.03 Declaration of Duplication.

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

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

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

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

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

Section 8. Retention of Email.

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

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

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

Section 9. Force and Effect.

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

City of Redlands' Records Retention Schedule

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

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

LEGEND

Records Retention:

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

CITATIONS

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

RECORDS RETENTION SCHEDULE
CITY OF REDLANDS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PUBLIC WORKS DEPARTMENT

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

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

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

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

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

RESOLUTION NO. 8441

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS APPROVING THE DESTRUCTION OF CERTAIN PUBLIC RECORDS

WHEREAS, the City Council of the City of Redlands adopted Resolution No. 6576 on February 20, 2007, which established regulations governing the retention and disposition of records; and

WHEREAS, in accordance with the requirements of Resolution No. 6576, the Human Resources Division has submitted an application for the destruction of certain public records which are described in Exhibit "A" to this Resolution;

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

Section1. That the application for the destruction of public records as described in Exhibit "A" is hereby approved.

ADOPTED, SIGNED AND, APPROVED this 2nd day of May 2023.

_____
Eddie Tejada, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, hereby certify that the foregoing resolution was duly adopted by the City Council at a regular meeting thereof held on the 2nd day of May, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"
REQUEST TO DESTROY
PUBLIC RECORDS

Requesting Department/Division: City Manager/Human Resources	Request Date: 05/02/23
Requesters Name and Job Title: Tommi Ng, Assistant Human Resources Director	
Requesters Signature:	
Department Head Signature: ☒ Approved, by:	

Description of Records:

1. Request for Proposals:
   a. **Years**: 1999-2012, 2014-2019
   b. **Legal Retention** = 2 years
   c. **Retention Schedule Location: RESOLUTION NO. 6576** *General Subject– Bids,RFPs*; Page 15
2. Recruitments
   a. **Years**: 2009, 2015-2017
   b. **Legal Retention** = Later of 2 years or 2 years after personnel action
   c. **Retention Schedule Location: RESOLUTION NO. 6576** *Personnel – Recruitments*; Page 13
3. Invoices:
   a. **Years**: 2011, 2018-2020
   b. **Legal Retention** = AU + 2
   c. **Retention Schedule Location: RESOLUTION NO. 6576** *Finance – Invoices*; Page 24
4. Personnel Files
   a. **Years**: 2002-2008
   b. **Legal Retention** = 2 years after date of separation
   c. **Retention Schedule Location**: **RESOLUTION NO. 6576** *Personnel– Personnel Files*; Page 12
5. Employee Benefits
   a. **Years:** 2009, 2013
   b. **Legal Retention** = 1 year after termination of plan
   c. **Retention Schedule Location: RESOLUTION NO. 6576** *Personnel – Employee Benefits;* Page 12
6. Risk Claims
   a. **Years:** 2014-2016
   b. **Legal Retention** = CL +5
   c. **Retention Schedule Location: RESOLUTION NO. 6576** *Risk Management – Claims*; Page 26
7. Risk Management Reports:
   a. **Years:** 2006-2012, 2014, 2016
   b. **Legal Retention =** 2 years
   c. **Retention Schedule Location: RESOLUTION NO. 6576** *Risk Management – Risk Reports*; Page 26
8. Incident Reports
   a. **Years:** 2015
   b. **Legal Retention** = CL + 7
   c. **Retention Schedule Location: RESOLUTION NO. 6576** *Risk Management – Incident Reports*; Page 26

Location of Records: Human Resources Suite 10

Number or Quantity of Records to be destroyed:

This request is to destroy the:
☒ ORIGINALS ☐ DUPLICATES ☐ BOTH (Originals & Duplicates)

Dates of each record or inclusive dates of each record series: From Fiscal Year 1999-2020

This request is approved by City Council on: _____ Paul Barich Mayor Pro Tempore of the City of Redlands ATTEST: _____ Jeanne Donaldson, City Clerk and approved by the City Attorney on: _____ City Attorney
NOTE: Attach the department head Certification to this request when submitting for approval.

Certification to be attached to "Request to Destroy Public Records"

The undersigned hereby certifies as follows:

1. That the record(s) to be destroyed is/are under the management or control of the department head;
2. That to the best of his/her knowledge, the descriptive titles, information and classifications contained in the attached request form are true and accurate;
3. That the minimum retention time periods required by the regulations contained in Resolution No. 6576 have been satisfied for all records included in the attached request form;
4. That retention of the record is no longer required for the operation of the department, or to satisfy a City Council policy adopted by resolution, or a City Council request, or by the city for administrative, historical, research, fiscal, legal or cultural purposes;
5. That the destruction or other disposition of the record will not violate state law, city regulations, or other applicable law; and
6. That is a recommendation by the head of the applicable city department that the record(s) should be destroyed.

_____
(Department head or authorized designee)

_____
Date

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Adopt Resolution No. 8465 approving the destruction of certain public records (Management Services/Finance Director Garcia)

MOTION(S):

I move to adopt Resolution No 8465.

RECOMMENDATION:

Staff recommends that Council approve Resolution No. 8465, authorizing the destruction of certain public records.

DISCUSSION:

Resolution No. 6576, a resolution of the City Council of the City of Redlands Adopting Regulations Governing the Retention and Disposition of Records, was adopted by the City Council on February 20, 2007. The resolution establishes a records retention and destruction policy to meet the City's requirements under the law and to provide staff with a thorough and useful tool to manage, retain and dispose of public records.

In accordance with Resolution No. 6576, Exhibit A Section 6.02 approval by the City Council and City Attorney is required when public records are destroyed without making a duplicate record. An application by the Finance/ Revenue department requesting the destruction of public records was submitted to the City Attorney for review and has been approved by them for presentation to the City Council. A description of the records is included as Exhibit "A" to Resolution No. 8465.

ALTERNATIVES:

Do not approve destruction of certain public records.

STRATEGIC PLAN:

Not Applicable.

SUBMITTED BY:
Danielle Garcia, Management Services/Finance Director

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

REVIEWED BY:
Yvette Abich Garcia, City Attorney

PREPARED BY:
Ashley Deem-Sepulveda, Sr. Customer Account Specialist

Fiscal Impact

Fiscal Year:	FY 2022-23
Revenue Generating:	No
Appropriation Required Y/N:	N
Amount:	1,500
Budgeted Y/N:	Y
Account No.:	101502
Discussion:	

Attachments

Reso. No. 6576
Resolution No. 8465
Exhibit A Request for Destruction

RESOLUTION NO. 6576

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

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

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

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

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

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

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

Jon Harrison

Mayor of the City of Redlands

ATTEST:

Lorrie Poyzer

City Clerk, City of Redlands

I, Lorrie Poyzer, City Clerk of the City of Redlands, hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting thereof, held on the 20th day of February 2007, by the following vote:

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

Lorrie Poyzer

City Clerk

EXHIBIT A

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

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

Section 1. Purpose of Rules and Regulations.

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

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

Section 2. Governing Law.

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

Section 3. Definitions.

3.01 Department. A department of the City of Redlands.

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

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

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

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

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

Section 4. Responsibility for Retention and Disposition.

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

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

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

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

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

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

Section 5. Classification of Records.

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

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

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

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

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

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

B. Procedure.

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

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

City Attorney for approval, conditional approval, or denial. Written approval of the City Attorney is a mandatory condition precedent to the destruction of public records.

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

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

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

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

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

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

or to satisfy a City Council policy adopted by resolution, or a City Council request, or by the City for administrative, historical, research, fiscal, legal, or cultural purposes;

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

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

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

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

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

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

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

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

7.03 Declaration of Duplication.

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

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

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

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

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

Section 8. Retention of Email.

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

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

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

Section 9. Force and Effect.

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

City of Redlands' Records Retention Schedule

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

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

LEGEND

Records Retention:

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

CITATIONS

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

RECORDS RETENTION SCHEDULE
CITY OF REDLANDS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PUBLIC WORKS DEPARTMENT

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

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

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

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

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

RESOLUTION NO. 8465

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS APPROVING THE DESTRUCTION OF CERTAIN PUBLIC RECORDS

WHEREAS, the City Council of the City of Redlands adopted Resolution No. 6576 on February 20, 2007, which established regulations governing the retention and disposition of records; and

WHEREAS, in accordance with the requirements of Resolution No. 6576, the Management Services/Finance Department Revenue and Customer Service Divisions have submitted an application for the destruction of certain public records which are described in Exhibit "A" to this Resolution;

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

Section 1. That the application for the destruction of public records as described in Exhibit "A" is hereby approved.

ADOPTED, SIGNED, AND APPROVED this 2nd day of May 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 adopted by the City Council at a regular meeting thereof held on the 2nd day of May, 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"
REQUEST TO DESTROY
PUBLIC RECORDS

Requesting Department/Division: MANAGEMENT SERVICES/FINANCE-REVENUE	**Request Date:** 3/29/23
Requesters Name and Job Title: AIMEE HOOVER, REVENUE SUPERVISOR	
Requesters Signature: Aimee Hoover	
Department Head Signature: ☑ **Approved, by:**	
Description of Records: 2016-2017 DAILY JOURNAL REPORTS 2017-2018 UTILITY BILL STUBS 2016-2017 DIVISION EXPENDITURES 2014-2017 GOV PAY CC COPIES 2016-2017 BANK STATEMENTS 2016-2017 CASH RECEIPTS 2017-2018 VOIDS 2017-2018 POSITIVE PAY 2014-2017 SEWER BILLING 2016-2018 NSF CHECKS 2017-2017 SOLID WASTE WORK ORDERS 1991-2002 SOLID WASTE CHANGE OF SERVICE 2007-2009 DEPOSIT SLIPS 2003-2004 BL TAX CERTIFICATIONS 2007-2010 BL BALANCE DOCS 2017-2018 PAYMENTS 2017-2018 CHECK REGISTERS 2017-2018 ANNUAL P.O. COPIES (A-L & M-Z) 2017-2018 CHECK SIGN OUTS AND SIGNATURE AUTHORIZATIONS 2017-2020 AP OPEN HOLD REPORTS 2014-2016 ACCOUNTS RECEIVABLE INVOICES 2014-2016 ACCOUNTS RECEIVABLE CASH BATCH POSTS 2014-2017 ACCOUNTS RECEIVABLE CASH RECEIPT 2015-2016 JOURNAL ENTRIES 2013-2020 BUDGET 2016-2017 BUDGET WORK PAPERS	
Location of Records: REVENUE DIVISION STORAGE ROOM	
Number or Quantity of Records to be destroyed: 130 BOXES	
This request is to destroy the: ☐ ORIGINALS ☐ DUPLICATES ☒ BOTH (Originals & Duplicates)	

Dates of each record or inclusive dates of each record series: From 1991-2020
This request is approved by City Council on: _____ **Eddie Tejeda** **Mayor of the City of Redlands** **ATTEST:** _____ **Jeanne Donaldson, City Clerk** **and approved by the City Attorney on:** _____ **City Attorney**
NOTE: Attach the department head Certification to this request when submitting for approval.

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve the sole source purchase of an Apex Officer Pro Training Simulator and Apex Officer X2 Hardware Upgrade from Govred Technology, Inc. in the amount of $73,406.25 for officer de-escalation training (Interim Police Chief Tolber)

MOTION(S):

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

I move to approve the sole source purchase of an Apex Officer Pro Training Simulator and Apex Officer X2 Hardware Upgrade from Govred Technology, Inc. in the amount of $73,406.25.

RECOMMENDATION:

Staff recommends the sole source purchase of an Apex Officer Pro Training Simulator and Apex Officer X2 Hardware Upgrade from Govred Technology, Inc. in the amount of $73,406.25.

DISCUSSION:

Law enforcement de-escalation training teaches officers the process of using strategies and techniques intended to decrease the intensity of a situation. When used properly, de-escalation techniques reduce use of force incidents and injuries to citizens and officers. Collectively, this leads to a reduction in liability for police departments and communities they serve. Recently, the California Board of State and Community Corrections awarded the Redlands Police Department a $200,000 grant for de-escalation training.

Virtual Reality simulators place officers in immersive simulations of various scenarios, from high-speed pursuits to active shooter situations, giving them the

opportunity to practice de-escalation skills in a safe, controlled environment. Apex Officer's Pro Training Simulator offers a highly immersive experience that closely mirrors the challenges and stressors officers face on the job. This realism translates into more effective training that helps officers respond more effectively and confidently in high-pressure situations. Traditional projector-based simulators often lack the realism and interactivity needed to prepare officers for real-world scenarios.

Virtual reality simulators use specialized controllers that are much safer than traditional simulated weapons such as paint balls, Simulitions®, and air soft pellets. Additionally, virtual reality simulations can be designed to incorporate non-lethal options such as tasers or pepper spray, allowing officers to practice de-escalation techniques without putting anyone in harm's way. In addition to these improved training outcomes, Apex Officer Pro Training Simulator offers enhanced safety for both officers and civilians. The Apex Officer Pro Training Simulator is portable, can be used in any location with sufficient space and electrical outlets and requires no other special equipment (such as screens).

There is no other item or product available for purchase that serves the same purpose or function because of the proprietary and exclusive Apex Officer content library, training modules, dynamic scenario generator, haptic feedback system, backpack-mounted modular wearable workstations, virtual reality training technology accessories and more. Additionally, given Apex Officer’s technical history and domain expertise, it would take years for an alternative vendor to create a similar product.

ALTERNATIVES:

The City Council may opt not to approve the sole source purchase of an Apex Officer Pro Training Simulator and Apex Officer X2 Hardware Upgrade from Govred Technology, Inc. for the amount of $73,406.25.

STRATEGIC PLAN:

Not applicable.

SUBMITTED BY:
Rachel Tolber, Interim Police 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:
Sergeant Sean Flynn

Fiscal Impact

Fiscal Year:	2022-23
Revenue Generating:	N
Appropriation Required Y/N:	N
Amount:	$73,406.25
Budgeted Y/N:	N

Discussion:

The cost to purchase this system represents a one-time cost and is included in the Police Department's approved budget. There will be no impact on the general fund.

Attachments

Invoice Govred Technology Inc.

Sole-Single Source Request Form

Sole Source Explanation

Govred Technology, Inc.

Apex Officer - Pro Training Simulator

Govred Technology, Inc.
5006 Bond St.
Las Vegas, NV 89118

702-901-5344
orders@apexofficer.com
www.apexofficer.com

BILLED TO:
Redlands Police Department
Attn: Accounts Payable
1270 W Park Ave
Redlands, CA 92373

SHIPPED TO:
Redlands Police Department
Attn: Travis Martinez
1270 W Park Ave
Redlands, CA 92373

INVOICE NUMBER	DATE OF ISSUE
10254	03/08/2023
PURCHASE ORDER NUMBER	**PAYMENT DUE**
N/A	04/08/2023

DESCRIPTION	UNIT COST	QTY	AMOUNT
Apex Officer - Pro Training Simulator	$47,500.00 USD	1	$47,500.00 USD
Apex Officer - X2 Hardware Upgrade	$20,000.00 USD	1	$20,000.00 USD

Invoice Notes:

Make all checks payable to GOVRED Technology, Inc.
Late Payment Penalties:
Invoices not paid within 30 days of the invoice date will accrue interest at 2% per week.
If you have any questions regarding this invoice, please contact:
702-901-5344 or email orders@apexofficer.com

SUBTOTAL	$67,500
SHIPPING	$0
(TAX RATE)	8.75%
TAX	$5,906.25

INVOICE TOTAL

$73,406.25

Sole Source/ Single Source/ Standardization Form

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

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

Date: 3/28/23

TO: Purchasing Division

FROM: Sgt. Sean Flynn

Purchase Requisition # _____

Estimated Total Cost: $ 73,406.25

Proposed Vendor: Govred Technology, Inc.

Request Term: N/A

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

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

INSTRUCTIONS

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

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

Existing Equipment: _____

Manufacturer/Model Number: _____

Age: _____

Current Estimated Value: _____

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

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

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

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

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

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

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

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

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

SEE ATTACHED

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

☐ Yes ☒ No

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

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

Travis Martinez Sean Flynn Kyle Myrick

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

The Department would not have any simulator training options.

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

Sean Flynn Digitally signed by Sean Flynn DN: cn=Sean Flynn, o, ou=Police, email=sflynn@redlandspolice.org, c=US Date: 2023.03.28 11:19:39 -07'00' 3/28/2023

Prepared by Date

Rachel Tolber Digitally signed by Rachel Tolber Date: 2023.03.28 16:14:44 -07'00'

Department Director Date

Purchasing Approvals

Purchasing Agent Approval Date

City Manager Approval Date

The Apex Officer Pro Training Simulator and Apex Officer X2 Hardware Upgrade are sole-source products, manufactured, sold, and distributed exclusively by Govred Technology, Inc. Currently, Govred Technology, Inc. is the sole manufacturer and provider of Apex Officer; nor any other company makes a similar or competing product. Additionally, no other vendors can legally provide the Apex Officer product. This product must be purchased directly by institutions from Govred Technology, Inc. at the below address. There are no agents or dealers authorized to represent this product. There are no other like item(s) or product(s) available for purchase that would meet the urgent fulfillment timeline and serve the same purpose or function because of the proprietary and exclusive Apex Officer content library, training modules, dynamic scenario generator, haptic feedback system, backpack-mounted modular wearable workstations, virtual reality training technology accessories and more.

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Adopt Resolution No. 8434 initiating proceedings to continue levying assessments, appointing an assessment engineer, and ordering the preparation of the Engineer's Reports for Street Lighting District No. 1 and Landscape Maintenance District No.1 (Assistant City Manager Boatman)

MOTION(S):

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

I move to adopt Resolution No. 8434.

RECOMMENDATION:

Staff recommends City Council adopt Resolution No. 8434 initiating proceedings to continue levying assessments, appointing an assessment engineer, and ordering the preparation of Engineer's Reports for Street Lighting District No. 1 and Landscape Maintenance District No.1.

DISCUSSION:

On July 7, 1987, City Council ordered the formation of Landscape Maintenance District No. 1 (LM District), which was established to ensure satisfactory levels of maintenance are provided. LM District assessments provide funding for labor, material, and equipment associated with landscape services provided by the City within the LM District. These services include turf and ground cover maintenance, irrigation, tree and bush trimming, and LM District management.

On September 19, 1989, City Council ordered the formation of Street Lighting District No. 1 (SL District), which was established to generate funding for electricity to power streetlights, labor, material, and equipment costs to replace

burnt out or damaged streetlight bulbs, damaged streetlight poles, and provide SL District management.

Proposition 218 (Prop 218) requires a public notice and protest hearing process prior to increasing assessments. No such process is required if assessments are not increased. At this time, staff is not proposing to increase assessments in the LM District or SL District.

Staff recommends City Council initiate proceedings to continue levying assessments at the existing rates, and appoint Donald Young, One Stop Permit Center Manager, as the Assessment Engineer for both districts. Mr. Young will prepare the Engineer's Reports required to levy annual assessments in accordance with the California Streets and Highways Code. Approval of the Engineer's Reports is necessary prior to requesting the San Bernardino County Assessor's Office to levy the FY 23/24 assessments within the districts.

Adoption of Resolution No. 8434 is exempt from environmental review pursuant to the general rule of the California Environment Quality Act (CEQA) guidelines.

ALTERNATIVES:

City Council may deny the staff recommendation. However, these assessments can not be levied without adoption of the Resolution.

STRATEGIC PLAN:

N/A

SUBMITTED BY:
Chris 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
Brian Desatnik, Development Services Director

PREPARED BY:
Donald P. Young, One Stop Permit Center Manager

Fiscal Impact

Fiscal Year: FY 2023-24

Revenue Generating: Yes

Appropriation Required Y/N: No

Discussion:

The assessment funds collected for the Districts offset maintenance costs incurred within the Districts.

Attachments

Resolution No. 8434

RESOLUTION NO. 8434

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS INSTITUTING PROCEEDINGS FOR THE CONTINUED LEVY OF ASSESSMENTS, APPOINTING AN ASSESSMENT ENGINEER, AND ORDERING THE PREPARATION OF AN ENGINEER'S REPORT IN THE MATTER OF STREET LIGHTING DISTRICT NO. 1 AND LANDSCAPE MAINTENANCE DISTRICT NO. 1

WHEREAS, the City Council of the City of Redlands (this "City Council") has determined that the public interest, convenience, and necessity require the installation, operation, and maintenance of a street lighting system and other facilities as set forth in Section 22525 of the California Streets and Highways Code; and

WHEREAS, it has been determined by the City Council of the City of Redlands (this "City Council"), that the public interest, convenience, and necessity require the maintenance of landscaping as set forth in Section 22525 of the California Streets and Highways Code; and

WHEREAS, this City Council has formed Redlands' Street Lighting District No. 1 to pay the costs associated with the installation, operation, and maintenance of such street lighting system and other facilities; and

WHEREAS, this City Council has formed Redlands' Landscape Maintenance District No. 1 to pay the costs for the maintenance of such landscaping; and

WHEREAS, it is the desire of this City Council to initiate proceedings and order the preparation of an engineer's report to levy assessments for the fiscal year 2023-2024 upon properties located within Street Lighting District No. 1 and Landscape Maintenance District No. 1; and

WHEREAS, this City Council further desires to appoint Donald Young, RCE No. 49918, One Stop Permit Center Manager, as the "Assessment Engineer" for Street Lighting District No. 1 and Landscape Maintenance District No. 1;

NOW, THEREFORE, the City Council of the City of Redlands does hereby find, determine and resolve as follows:

Section 1. That the public interest, convenience, and necessity require the continued levy of assessments within Street Lighting District No. 1 for the purpose of installing, operating, and maintaining street lights and associated facilities as authorized by Section 22620 of the California Streets and Highways Code and in compliance with Article XIIID, and Section 19 of Article XVI, of the California Constitution.

Section 2. That the public interest, convenience, and necessity require the continued levy of assessments within Landscape Maintenance District No. 1 for the purpose of maintaining landscaping and improvements as authorized by Section 22620 of the California Streets and

Highways Code and in compliance with the requirements of Article XIIID and Section 19 of Article XVI of the California Constitution.

Section 3. That the properties to be assessed for the installation, operation, and maintenance of the street lighting facilities shall be those properties located within the boundaries of Street Lighting District No. 1.

Section 4. That the properties to be assessed for the maintenance and operation of the landscaping and improvements shall be those properties located within the boundaries of Landscape Maintenance District No. 1.

Section 5. That the proceedings for the continued levy of assessments within Street Lighting District No. 1 and Landscape Maintenance District No. 1 shall be conducted in accordance with provisions of Division 15 of the California Streets and Highways Code (the Landscaping and Lighting Act of 1972) and in compliance with the requirements of Article XIIID, and Section 19 of Article XVI, of the California Constitution.

Section 6. That Donald Young, RCE No. 49918, One Stop Permit Center Manager, having an office located at 35 Cajon Street, Suite 15A, Redlands, California, is hereby appointed "Assessment Engineer" and shall have the authority conferred upon the Assessment Engineer by the Landscaping and Lighting Act of 1972.

Section 7. That the Assessment Engineer is hereby ordered to prepare a report in accordance with the Landscaping and Lighting Act of 1972.

ADOPTED, SIGNED, AND APPROVED this 2nd day of May, 2023.

_____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, do hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting thereof, held on the 2nd day of May, 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

_____
Jeanne Donaldson, City Clerk

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Authorize a purchase order with Watson Furniture Group for the Emergency Operations Center office reconfiguration in the amount of $115,623.87 through master cooperative agreement No. 00318 (Interim Police Chief Tolber)

MOTION(S):

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

I move to authorize a purchase order with Watson Furniture Group for the Emergency Operations Center office reconfiguration in the amount of $115,623.87 through master cooperative agreement No. 00318

RECOMMENDATION:

Staff recommends that the City Council approve a purchase order with Watson Furniture Group for the Emergency Operations Center office reconfiguration in the amount of $115,623.87.

DISCUSSION:

Redlands Police Department staff were moved into the Emergency Operations Center (EOC) in 2009 when the prior police building at 212 Brookside Avenue, in Redlands, was deemed condemned. Since 2009, the EOC has functioned as both a police department, primary contact location for the public, and as the City's Emergency Operations Center in the event the EOC is activated. When there is an EOC activation, police employees continue to conduct police business while co-existing in the building with 20-50 other city department employees. The EOC's furniture layout is not conducive to the current needs of PD staff. The furniture is outdated and broken. There is a lack of storage that has forced the police department to purchase multiple land-sea containers.

Additionally, the police department's administration has worked closely with the fire department's administration to ensure the new furniture configuration is conducive to an EOC activation's needs.

In lieu of conducting a formal bidding process for an office furniture purchase, the police department consulted with several vendors and agencies to determine if a piggy-backing opportunity was available. Cooperative Purchasing Master Agreement No. 00318 became effective on January 1, 2022. Both the police and fire department staff evaluated the design and layout options to determine the best use of space. The new design provides a cost effective solution for a more functional work space, provides the necessary amount of workstations as well as much needed storage throughout the perimeter of the multi-purpose room.

ALTERNATIVES:

Do not approve the purchase order with Watson Furniture Group for the Emergency Operations Center office reconfiguration in the amount of $115,623.87.

STRATEGIC PLAN:

Not applicable.

SUBMITTED BY:
Rachel Tolber, Interim Police Chief

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

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

PREPARED BY:
Shayna Walker, Operations Manager

Fiscal Impact

Fiscal Year:	2022-23
Revenue Generating:	N/A
Appropriation Required Y/N:	N
Amount:	$115,623.87
Budgeted Y/N:	Y
Account No.:	101202-8501

Discussion:

No fiscal impact.

Attachments

Cooperative Purchasing Master Agreement No. 00318
NASPO Master Agreement 00318
Watson FG Quote
NASPO Contract Overview 00318

COOPERATIVE PURCHASING MASTER AGREEMENT

NO. 00318

PUBLIC SAFETY COMMUNICATIONS PRODUCTS, SERVICES AND SOLUTIONS

For Use by Eligible Purchasing Entities

By and Between

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

and

WATSON FURNITURE GROUP, INC.

Dated January 1, 2022

COOPERATIVE PURCHASING MASTER AGREEMENT

NO. 00318

PUBLIC SAFETY COMMUNICATIONS PRODUCTS, SERVICES AND SOLUTIONS

FOR

CATEGORY 10 DISPATCH CONSOLE FURNITURE

This Cooperative Purchasing Master Agreement ("Cooperative Purchasing Master Agreement") is made and entered into by and between Enterprise Services acting by and through the State of Washington ("Enterprise Services") and Watson Furniture Group, Inc. a Washington corporation ("Contractor") and is dated and effective as of January 1, 2022.

R E C I T A L S

A. Pursuant to Legislative authorization, Enterprise Services, on behalf of the State of Washington, is authorized to develop, solicit, and establish Cooperative Purchasing Master Agreements for goods and services to support Washington state agencies. *See* RCW 39.26.050(1). The Washington State Legislature has authorized Enterprise Services to make these Cooperative Purchasing Master Agreements available, pursuant to agreement in which Enterprise Services ensures full cost recovery, to other local or federal government agency or entity, public benefit nonprofit organizations, or any tribes located in the State of Washington. *See* RCW 39.26.050(1) & (2).

B. The Washington State Legislature also has authorized Enterprise Services to participate in, sponsor, conduct, or administer certain cooperative purchasing agreements for the procurement of goods or services. *See* RCW 39.26.060(1). One of the approaches that Enterprise Services utilizes to participate in cooperative purchasing agreements with other states is NASPO ValuePoint.

C. NASPO Cooperative Purchasing Organization LLC, doing business as NASPO ValuePoint, is a nonprofit subsidiary of the National Association of State Procurement Officials (NASPO). The NASPO ValuePoint purchasing cooperative program is led by state procurement officers from member states. NASPO ValuePoint does not award contracts; rather, it assists states, for an administrative fee, in their collaboration pertaining to solicitations and the resulting master agreements.

D. Pursuant to the NASPO ValuePoint cooperative purchasing model, a state serves as the 'lead state' to conduct a competitive procurement in compliance with that state's procurement laws and award a cooperative purchasing master agreement with a contractor for the specified goods or services. States (including the District of Columbia and the organized territories of the United States), including the lead state, then may participate in that cooperative purchasing master agreement by executing a Participating Addendum. Until a Participating Addendum is executed by the applicable state (a 'participating entity'), no agency or other eligible organization (a 'purchasing entity') may purchase pursuant to the cooperative purchasing master agreement. Under Washington law, at the time of solicitation, states may provide supplemental substantive terms and conditions to inform the competitive procurement. In addition, pursuant to their Participating Addendum, states may require certain administrative terms and conditions

(e.g., a vendor management fee for sales within the state, state registration and reporting). Contractor, however, has no obligation to condition execution of a Participating Addendum on substantive terms and conditions that were not competitively procured.

E. Enterprise Services, as part of a cooperative purchasing competitive governmental procurement, with administrative support from NASPO ValuePoint, issued Competitive Solicitation No. 00318 dated November 16, 2020 regarding Public Safety Communications Products, Services and Solutions ("Public Safety Radio"). Sixteen (16) states indicated an intent to utilize the resulting Cooperative Purchasing Master Agreement.

F. Enterprise Services and a stakeholder team consisting of representatives from Washington, California, Alaska, Oregon, Montana, Tennessee, Colorado and Nevada evaluated all responsive bids to the Competitive Solicitation and identified Contractor as an Apparent Successful Bidder for the Category identified above.

G. Enterprise Services determined that entering into this Cooperative Purchasing Master Agreement will meet the cooperative purchasing needs and be in the best interest of the State of Washington.

H. The purpose of this Cooperative Purchasing Master Agreement is to enable Participating or Purchasing Entities to purchase Public Safety Radio products and services, in the awarded Category as set forth herein.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein, the parties hereto hereby agree as follows:

1. TERM. The term of this Master Agreement begins January 1, 2022 and ends on December 31, 2026; provided, however that, the contract term shall be extended for twenty-four (24) months if, in Enterprise Services' sole, reasonable judgement, which shall occur no later than June 30, 2025, Contractor meets the following performance metrics:

- Reports: Contractor provides timely and accurate reports as detailed in this Master Agreement and Participating Addendums; and
- Administrative Fee Payments: Contractor provides timely and accurate Administrative Fee payments as detailed in this Master Agreement and Participating Addendums.

Notwithstanding any provision to the contrary, to effectuate a smooth transition for Participating States and Purchasing Entities for Public Safety Communications Products, Services and Solutions to begin on January 1, 2022, Contractor shall provide implementation and transition support to Participating States who wish to utilize the Master Agreement, beginning upon the date such Participating State and Contractor executes a Participating Addendum. For the avoidance of doubt, no orders for products or services shall be made under this Agreement prior to January 1, 2022.

2. PARTICIPANTS AND SCOPE. This Cooperative Purchasing Master Agreement may be utilized under the following conditions:

2.1. PARTICIPATING ENTITIES. Contractor may not sell Public Safety Radio products and services under this Cooperative Purchasing Master Agreement until a Participating Addendum acceptable to the Participating Entity and Contractor is executed. The terms and conditions set forth in the Cooperative Purchasing Master Agreement are applicable to any Order by a Participating Entity (and other Purchasing Entities covered by their Participating Addendum), except to the extent altered, modified, supplemented, or amended by a Participating Addendum; *Provided*, however, that no Participating Addendum shall operate to alter or modify any substantive terms of this Cooperative Purchasing Master Agreement which were solicited and procured pursuant to a competitive procurement. By way of illustration and not limitation, Participating Entities may include unique administrative, delivery, and invoicing requirements, as well as entity-specific confidentiality requirements and similar entity-specific administrative requirements in purchase Orders utilizing this Cooperative Purchasing Master Agreement.

2.2. PURCHASING ENTITIES. Purchasing Entity means a state (as well as the District of Columbia and U.S territories), city, county, district, other political subdivision of a State, and a nonprofit organization under the laws of some states if authorized by a Participating Addendum, that issues a Purchase Order or other commitment document against the Cooperative Purchasing Master Agreement and becomes financially committed to the purchase.

2.3. PARTICIPATING ADDENDUM. Obligations under this Cooperative Purchasing Master Agreement are limited to those Participating Entities who have signed a Participating Addendum and Purchasing Entities within the scope of those Participating Addenda. States or other entities permitted to participate may use an informal competitive or other process to determine which Cooperative Purchasing Master Agreements to participate in through execution of a Participating Addendum. Financial obligations of Participating Entities who are states are limited to the orders placed by the departments or other state agencies and institutions having available funds. Participating Entities who are states incur no financial obligations on behalf of other Purchasing Entities. Contractor shall email a fully executed PDF copy of each Participating Addendum as instructed by the Lead State to support documentation of participation and posting in appropriate databases.

2.4. PURCHASING ENTITY RIGHTS. Except to the extent modified by a Participating Addendum, each Purchasing Entity shall follow the terms and conditions of the Cooperative Purchasing Master Agreement and applicable Participating Addendum and will have the same rights and responsibilities for their purchases as the Lead State has in the Cooperative Purchasing Master Agreement, including but not limited to, any indemnity or right to recover any costs as such right is defined in the Cooperative Purchasing Master Agreement and applicable Participating Addendum for their purchases. Each Purchasing Entity will be responsible for its own charges, fees, and liabilities. Contractor will apply the charges and invoice each Participating Entity individually.

2.5. PARTICIPATING ADDENDUM APPROVAL. Participating Entities who are not states may under some circumstances sign their own Participating Addendum, subject to the approval of participation by the Chief Procurement Official of the state where the Participating Entity is located. Coordinate requests for such participation through NASPO ValuePoint. Any permission to participate through execution of a Participating Addendum is not a determination that procurement authority exists in the Participating Entity; they must ensure that they have the requisite procurement authority to execute a Participating Addendum.

3. SCOPE – INCLUDED GOODS/SERVICES AND PRICE.

3.1. CONTRACT SCOPE. Pursuant to this Cooperative Purchasing Master Agreement, Contractor is authorized to sell only those Public Safety Radio Products and Services in the category above posted on the NASPO ValuePoint website. Contractor shall not represent to any Participating or Purchasing Entity under this Cooperative Purchasing Master Agreement that Contractor has contractual authority to sell any Public Safety Radio Products beyond those approved and posted on the NASPO ValuePoint website.

3.2. MINIMUM WARRANTY FOR INCLUDED GOODS/SERVICES. Notwithstanding any provision to the contrary, Contractor agrees to and is providing a minimum warranty of no less than one (1) year for any goods/services included in this Cooperative Purchasing Master Agreement. Such minimum warranty begins when the goods/services are accepted by Purchasing Entity or as agreed by Purchasing Entity in its ordering documentation. Such minimum warranty includes all firmware and software updates within warranty period. Parts and related software will be free from defects in material and workmanship for one (1) year. If a product fails because of a defect in workmanship or materials within one (1) year from the date of acceptance by Purchasing Entity, manufacture shall repair or replace the product or part with a new product or part without charge to Purchasing Entity.

3.3. ADDITIONAL WARRANTY OPTIONS – See Watson Furniture Group Products/Services Pricing Document on the NASPO ValuePoint website for descriptions and pricing for all available warranty options.

3.4. AVAILABLE SERVICES – See Watson Furniture Group Products/Services Pricing Document on the NASPO ValuePoint website for descriptions and pricing for all available services.

3.5. ABILITY TO MODIFY SCOPE OF COOPERATIVE PURCHASING MASTER AGREEMENT. Subject to mutual agreement between the parties, Enterprise Services, acting as the lead state, reserves the right to modify the Public Safety Radio Products included in this Cooperative Purchasing Master Agreement; *Provided*, however, that any such modification shall be effective only upon thirty (30) days advance written notice; and *Provided further*, that any such modification must be within the scope of this competitively procured Cooperative Purchasing Master Agreement. In no event shall such modification, if authorized by Enterprise Services, limit the requirement for cooperative purchasing agreements to be subject to competitive procurement.

3.6. PRODUCT UPDATES. Upon approval, Contractor may update their products/pricelist on a semi-annual basis. Contractor must submit to the Lead Contract Administrator a revised product/pricelist highlighting changes and include an effective date of the change. At no time during the contract term shall products be deleted from the products/pricelist. Discontinued products/services must be struck-through and highlighted for ease of review process. Product/pricelist updates must be submitted for review and approval to the Lead Contract Administrator thirty (30) days prior to the effective date of the change. All products/pricelist will be posted on the NASPO ValuePoint website.

Product updates for January 1st through June 30th must be submitted to Lead State Contract Administrator by June 1st to be eligible for product updates effective July 1st. Product updates for July 1st through December 31st must be submitted to the Lead State Contract Administrator by December 1st to be eligible for product updates effective January 1st. Additional product updates may be considered for approval with proper 30 day notice at the discretion of the Lead State.

Semi-Annual	Submitted By	Effective Date
January 1-June 30	June 1st	July 1st
July 1-December 31	December 1st	January 1st

3.7. ECONOMIC ADJUSTMENTS. All pricing must be guaranteed for the first year of the Cooperative Purchasing Master Agreement. Following the guarantee period, any request for price increases must be for an equal guarantee period (1 year), and must be submitted to the Lead State at least thirty (30) calendar days prior to the effective date. The Lead State will review a documented request for an MSRP price list increase only after the Price Guarantee Period.

Requests for price increases must include sufficient documentation supporting the request and demonstrating the reasonableness of the adjustment when comparing the current price list to the proposed price list. Documentation may include: the manufacturer's national price increase announcement letter, a complete and detailed description of what products are increasing and by what percentage, a complete and detailed description of what raw materials and/or other costs have increased and provide proof of increase, index data and other information to support and justify the increase. The price increase must not produce a higher profit margin than the original contract, and must be accompanied by sufficient documentation and nationwide notice of price adjustment to the published manufacturer's price list. No retroactive price increases will be allowed.

Price Reductions. In the event of a price decrease in any category of product at any time during the contract in an OEM's published manufacturer's price list, including renewal options, the Lead State shall be notified immediately. All published manufacturer's price list price reductions shall be effective upon the notification provided to the Lead State.

Enterprise Services reserves the right to request clarification and justification for requested Economic Adjustments.

Economic Price Adjustment requests for January 1st through June 30th must be submitted to Lead State Contract Administrator by June 1st to be eligible for product updates effective July 1st. Product updates for July 1st through December 31st must be submitted to the Lead State Contract Administrator by December 1st to be eligible for product updates effective January 1st.

Semi-Annual	Submitted By	Effective Date
January 1-June 30	June 1st	July 1st
July 1-December 31	December 1st	January 1st

3.8. PRICE CEILING. Although Contractor may offer lower prices, including volume discounts, to Purchasing Entity, during the term of this Cooperative Purchasing Master Agreement, Contractor guarantees to provide the Goods/Services at no greater than the prices set forth approved and posted on the NASPO ValuePoint website.

3.9. COOPERATIVE PURCHASING MASTER AGREEMENT INFORMATION. Enterprise Services shall maintain and provide information regarding this Cooperative Purchasing Master Agreement, including scope and pricing, to eligible Purchasing Entity.

3.10. CONTRACTOR RESPONSIBILITIES. Contractor shall be responsible for successful performance of the Cooperative Purchasing Master Agreement and also for the successful performance of any

and all of their partners. Contractor is to be the sole point of contact as applicable by Cooperative Purchasing Master Agreement with regard to contractual matters, payment of any and all charges resulting from the purchase of the products and maintenance of the product for the term of the Cooperative Purchasing Master Agreement unless otherwise specified by a Participating State in a Participating Addendum and/or the Cooperative Purchasing Master Agreement. Contractor must be able to receive, process, and invoice orders unless the Participating State has agreed to assign these functions to a partner. Contractor will be responsible for compliance with requirements under the Cooperative Purchasing Master Agreement, even if requirements are delegated to partners. Contractor and partners must not in any way represent themselves in the name of the Lead State, NASPO ValuePoint or Participating States.

4. CONTRACTOR REPRESENTATIONS AND WARRANTIES. Contractor makes each of the following representations and warranties as of the effective date of this Cooperative Purchasing Master Agreement and at the time any order is placed pursuant to this Cooperative Purchasing Master Agreement. If, at the time of any such order, Contractor cannot make such representations and warranties, Contractor shall not process any orders and shall, within three (3) business days notify Enterprise Services, in writing, of such breach.

4.1. QUALIFIED TO DO BUSINESS. Contractor represents and warrants that it is in good standing and qualified to do business in the State of Washington, that it is registered with the Washington State Department of Revenue and the Washington Secretary of State, that it possesses and shall keep current all required licenses and/or approvals, and that it is current, in full compliance, and has paid all applicable taxes owed to the State of Washington. Contractor further represents and warrants that, within fifteen (15) days of executing any Participating Addendum and prior to making any sales pursuant to such Participating Addendum, Contractor shall be in good standing and qualified to do business in such state and that Contractor properly shall have registered to do business in such state, shall possess and shall keep current all required licenses and/or approvals, and that it shall be current, in full compliance, and have paid all applicable taxes owed to such state.

4.2. SUSPENSION & DEBARMENT. Contractor represents and warrants that neither it nor its principals or affiliates presently are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any governmental contract by any governmental department or agency within the United States.

4.3. QUALITY OF GOODS OR SERVICES. Contractor represents and warrants that any goods and/or services sold pursuant to this Cooperative Purchasing Master Agreement shall be merchantable, shall conform to this Cooperative Purchasing Master Agreement and Purchasing Entity's Purchase Order, shall be fit and safe for the intended purposes, shall be free from defects in materials and workmanship, and shall be produced and delivered in full compliance with applicable law. Contractor further represents and warrants it has clear title to the goods and that the same shall be delivered and the services provided free of liens and encumbrances and that the same do not infringe any third party patent. Upon breach of warranty, Contractor will repair or replace (at no charge to Purchasing Entity) any goods and/or services whose nonconformance is discovered and made known to the Contractor. If, in Purchasing Entity's judgment, repair or replacement is inadequate, or fails of its essential purpose, Contractor will refund the full amount of any payments that have been made. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation, actual

damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys' fees and costs.

4.4. WAGE VIOLATIONS. Contractor represents and warrants that, during the term of this Cooperative Purchasing Master Agreement and the three (3) year period immediately preceding the award of the Cooperative Purchasing Master Agreement, it is not determined, by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction, to be in willful violation of any provision of Washington state wage laws set forth in RCW chapters 49.46, 49.48, or 49.52.

4.5. PAY EQUALITY. Contractor represents and warrants that, among its workers, similarly employed individuals are compensated as equals. For purposes of this provision, employees are similarly employed if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed. Contractor may allow differentials in compensation for its workers based in good faith on any of the following: a seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels. A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential. A bona fide regional difference in compensation level must be consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential. Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Enterprise Services may suspend or terminate this Cooperative Purchasing Master Agreement and any Purchasing Entity hereunder similarly may suspend or terminate its use of the Cooperative Purchasing Master Agreement and/or any agreement entered into pursuant to this Cooperative Purchasing Master Agreement.

4.6. EXECUTIVE ORDER 18-03 – WORKERS' RIGHTS. Contractor represents and warrants, as previously certified in Contractor's Bidder's Certification, that Contractor does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers. Contractor further represents and warrants that, during the term of this Cooperative Purchasing Master Agreement, Contractor shall not, as a condition of employment, require its employees to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

4.7. PROCUREMENT ETHICS & PROHIBITION ON GIFTS. Contractor represents and warrants that it complies fully with all applicable procurement ethics restrictions including, but not limited to, restrictions against Contractor providing gifts or anything of economic value, directly or indirectly, to Purchasing Entity's employees.

4.8. WASHINGTON'S ELECTRONIC BUSINESS SOLUTION (WEBS). Contractor represents and warrants that it is registered in Washington's Electronic Business Solution (WEBS), Washington's contract registration system and that, all of its information therein is current and accurate and that throughout the term of this Cooperative Purchasing Master Agreement, Contractor shall maintain an accurate profile in WEBS.

4.9. STATEWIDE PAYEE DESK. Contractor represents and warrants that it is registered with the Washington Statewide Payee Desk, which registration is a condition to payment.

4.10. COOPERATIVE PURCHASING MASTER AGREEMENT PROMOTION; ADVERTISING AND ENDORSEMENT. Contractor represents and warrants that it shall use commercially reasonable efforts both to promote and market the use of this Cooperative Purchasing Master Agreement with eligible Purchasing Entity and to ensure that those entities that utilize this Cooperative Purchasing Master Agreement are eligible Purchasing Entity. Contractor understands and acknowledges that neither Enterprise Services nor Purchasing Entity are endorsing Contractor's goods and/or services or suggesting that such goods and/or services are the best or only solution to their needs. Accordingly, Contractor represents and warrants that it shall make no reference to Enterprise Services, any Purchasing Entity, or the State of Washington in any promotional material without the prior written consent of Enterprise Services.

4.11. COOPERATIVE PURCHASING MASTER AGREEMENT TRANSITION. Contractor represents and warrants that, in the event this Cooperative Purchasing Master Agreement or a similar contract, is transitioned to another contractor (e.g., Cooperative Purchasing Master Agreement expiration or termination), Contractor shall use commercially reasonable efforts to assist Enterprise Services for a period of sixty (60) days to effectuate a smooth transition to another contractor to minimize disruption of service and/or costs to the State of Washington.

4.12. SUB-CONTRACTORS, AUTHORIZED RESELLERS/DEALERS. MANUFACTURER'S REPRESENTATIVE (PARTNERS). If utilizing partners, Contractor is responsible for such partners providing products and services, as well as warranty and maintenance services for any product or solution such partners provide pursuant to this Cooperative Purchasing Master Agreement. Pursuant to their applicable Participating Addendum, each Participating Entity may allow or disallow Contractor to utilize Partners. Only partners approved by the Participating Entity may be utilized. The Participating Entity will define the process to add and remove partners in their Participating Addendum.

5. USING THE COOPERATIVE PURCHASING MASTER AGREEMENT – PURCHASES.

5.1. ORDERING REQUIREMENTS. Eligible Purchasing Entity shall order goods and/or services from this Cooperative Purchasing Master Agreement, consistent with the terms hereof and by using any ordering mechanism agreeable both to Contractor and Purchasing Entity but, at a minimum, including the use of a purchase order. When practicable, Contractor and Purchasing Entity also shall use telephone orders, email orders, web-based orders, and similar procurement methods (collectively "Purchasing Entity Order"). All order documents must reference the Cooperative Purchasing Master Agreement number. The terms of this Cooperative Purchasing Master Agreement shall apply to any Purchase Order and, in the event of any conflict, the terms of this Cooperative Purchasing Master Agreement shall prevail. Notwithstanding any provision to the contrary, in no event shall any 'click-agreement,' software or web-based application terms and conditions, or other agreement modify the terms and conditions of this Cooperative Purchasing Master Agreement.

(a) All order documents must, at a minimum, reference

- The Cooperative Purchasing Master Agreement number;
- The place and requested time of delivery;
- A billing address;

- The name, phone number, and address of the Participating Entity representative;

(b) All communications concerning administration of Orders placed shall be furnished solely to the authorized purchasing agent within the Participating Entity's purchasing office, or to such other individual identified in writing in the Order.

(c) Orders must be placed pursuant to this Cooperative Purchasing Master Agreement prior to the termination date thereof, but may have a delivery date or performance period up to 120 days thereafter.

(d) Notwithstanding the expiration, cancellation or termination of this Cooperative Purchasing Master Agreement, Contractor agrees to perform in accordance with the terms of any Orders then outstanding at the time of such expiration or termination. Contractor shall not honor any Orders placed after the expiration, cancellation, or termination of this Cooperative Purchasing Master Agreement, or otherwise inconsistent with its terms. Orders from any separate indefinite quantity, task orders, or other form of indefinite delivery order arrangement priced against this Cooperative Purchasing Master Agreement may not be placed after the expiration or termination of this Cooperative Purchasing Master Agreement, notwithstanding the term of any such indefinite delivery order agreement.

5.2. DELIVERY REQUIREMENTS. Contractor must ensure that delivery of goods and/or services will be made as required by this Cooperative Purchasing Master Agreement, the Purchase Order used by Purchasing Entity, or as otherwise mutually agreed in writing between the Purchasing Entity and Contractor. The following apply to all deliveries:

(a) Contractor shall make all deliveries to the applicable delivery location specified in the Purchase Order. Such deliveries shall occur during Purchasing Entity's normal work hours and within the time period mutually agreed in writing between Purchasing Entity and Contractor at the time of order placement. Deliveries to be off-loaded at Purchasing Entity's receiving dock or designated job site by Contractor.

(b) Contractor shall ship all goods purchased pursuant to this Master Agreement to Purchasing Entity's specified destination. Shipping charges must be mutually agreed to between Purchasing Entity and Contractor, and shall be added as a separate line item on the Contractor's invoice. Contractor shall bear all risk of loss, damage, or destruction of the goods ordered hereunder that occurs prior to delivery, except loss or damage attributable to Purchasing Entity's fault or negligence. Ownership transfers to the Purchasing Entity upon delivery.

(c) All products must be delivered in the manufacturer's standard package. Costs shall include all packing and/or crating charges. Cases shall be of durable construction, good condition, properly labeled and suitable in every respect for storage and handling of contents. Each shipping carton shall be marked with the commodity, brand, quantity, item code number and the Purchasing Entity's Purchase Order number.

(d) All packing lists, packages, instruction manuals, correspondence, shipping notices, shipping containers, and other written materials associated with this Cooperative Purchasing Master Agreement shall be identified by the Cooperative Purchasing Master Agreement number set forth on the cover of this Cooperative Purchasing Master Agreement and the applicable Purchase Order number. Packing lists shall be enclosed with each shipment and clearly identify all contents and any backorders.

(e) Purchasing Entities may return unopened or unused (non-specialty or customized) Public Safety Radio products within ten (10) business days of receipt for full credit, minus any freight or restocking fee. In such event, Contractor is responsible for shipping costs pertaining to any defective Public Safety Radio Products that are returned.

5.3. RECEIPT AND INSPECTION OF GOODS AND/OR SERVICES. Goods and/or services purchased under this Cooperative Purchasing Master Agreement are subject to Purchasing Entity's reasonable inspection, testing, and approval at Purchasing Entity's destination. Such inspection and approval shall be determined within thirty (30) days of delivery. Purchasing Entity reserves the right to reject and refuse acceptance of goods and/or services that are not in accordance with this Cooperative Purchasing Master Agreement and Purchasing Entity's Purchase Order. If there are any apparent defects in the goods and/or services at the time of delivery, Purchasing Entity will notify Contractor within five (5) business days. At Purchasing Entity's option, and without limiting any other rights, Purchasing Entity may require Contractor to, consistent with the warranty terms, repair or replace, at Contractor's expense, any or all of the damaged goods and/or services or, at Purchasing Entity's option, Purchasing Entity may note any damage to the goods and/or services on the receiving report, decline acceptance, and deduct the cost of rejected goods and/or services from final payment. Payment for any goods under such Purchase Order shall not be deemed acceptance of the goods.

(a) Contractor shall provide right of access to the Lead State, or to any other authorized agent or official of the Lead State or other Participating or Purchasing Entity, at reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance requirements under this Cooperative Purchasing Master Agreement. Products that do not meet specifications may be rejected as mutually agreed between Purchasing Entity and Contractor. Failure to reject upon receipt, however, does not relieve Contractor of liability for material (nonconformity that substantially impairs value) latent or hidden defects subsequently revealed when the Public Safety Radio Products are put to use. Acceptance of such Public Safety Radio Products may be revoked in accordance with the provisions of the applicable commercial code, and Contractor shall be liable for any resulting expense incurred by the Purchasing Entity related to the preparation and shipping of any Public Safety Radio Products rejected and returned, or for which Acceptance is revoked.

(b) If any Public Safety Radio Products do not conform to the specifications, the Purchasing Entity may require the Contractor to repair or replace the Public Safety Radio Product in conformity with the specifications.

5.4. ON SITE REQUIREMENTS. While on Purchasing Entity's premises, Contractor, its agents, employees, or subcontractors shall comply, in all respects, with Purchasing Entity's physical, fire, access, safety, and other security requirements.

5.5. INSTALLATION. Installation shall be performed by Contractor or Sub-Contractor, in a professional manner in accordance with industry standard best practices. The premises shall be left in a neat, clean, and undamaged condition. Purchasing Entity reserves the right to require Contractor or Sub-Contractor to repair any damage caused during installation or provide full compensation as determined by Purchasing Entity.

5.6. CONFIDENTIALITY; SAFEGUARDING OF INFORMATION. Contractor shall not use or disclose any information concerning Enterprise Services/the State of Washington or Purchasing Entity's information which may be classified as confidential, for any purpose not directly connected with the administration of this Cooperative Purchasing Master Agreement, except with prior written consent of Enterprise Services (or the applicable Purchasing Entity), or as may be required by law.

5.7. TREATMENT OF ASSETS. Title to all property furnished by any Participating State and/or Purchasing Entity shall remain with such Participating State and/or Purchasing Entity, as applicable. Any property of any Participating State and/or Purchasing Entity furnished to Contractor shall, unless otherwise provided herein or approved by such Participating State and/or Purchasing Entity, be used only for the performance of this Cooperative Purchasing Master Agreement. Contractor shall be responsible for damages as a result of any loss or damage to property of any Participating State and/or Purchasing Entity to the extent it results from the negligence of Contractor or to the extent it results from the failure on the part of Contractor to maintain, administer and protect that property in a reasonable manner and to the extent practicable in all instances. If any such Participating State and/or Purchasing Entity property is lost, destroyed, or damaged, Contractor immediately shall notify such Participating State and/or Purchasing Entity and shall take all reasonable steps to protect the property from further damage. Contractor shall surrender to such Participating State and/or Purchasing Entity all property of such Participating State and/or Purchasing Entity prior to settlement upon completion, termination, or cancellation of this Cooperative Purchasing Master Agreement. Title to all property furnished by Contractor, the cost for which the Contractor is entitled to be reimbursed as a direct item of cost under this Contract, shall pass to and vest in the Purchasing Entity upon delivery of such property by Contractor to the Purchasing Entity. Title to other property, the cost of which is reimbursable to Contractor under this Contract, shall pass to and vest in the Purchasing Entity upon (i) issuance for use of such property in the performance of this Contract, or (ii) commencement of use of such property in the performance of this Contract, or (iii) reimbursement of the cost thereof by the Purchasing Entity in whole or in part, whichever first occurs. All reference to Contractor under this clause shall also include Contractor's employees, agents or subcontractors. Title to software shall not pass to Purchasing Entity but shall be licensed. All reference to Contractor under this clause shall also include Contractor's employees, agents or subcontractors.

5.8. SOFTWARE LICENSE AGREEMENT. If the public safety communications equipment ordered and delivered under the term and conditions of this Cooperative Purchasing Master Agreement requires software or firmware to operate, Purchasing Entity and Contractor will mutually agree to Contractor's Software License Agreement that will apply to such transactions. Contractor's software license agreement shall not conflict with the terms and conditions of this Cooperative Purchasing Master Agreement or specific security requirements of Purchasing Entity.

5.9. SUBSCRIPTION SERVICES AGREEMENT. If the public safety communications equipment ordered and delivered under the term and conditions of this Contract requires subscription services to operate, Purchasing Entity and Contractor will mutually agree to Contractor's Software License

Agreement that will apply to such transactions. Contractor's Subscription Services Agreement shall not conflict with the terms and conditions of this Master Agreement or the specific security requirements of Purchasing Entity.

6. INVOICING & PAYMENT.

6.1. CONTRACTOR INVOICE. Contractor shall submit to Purchasing Entity's designated invoicing contact properly itemized invoices. Such invoices shall itemize the following:

- Cooperative Purchasing Master Agreement No. 00318
- Contractor name, address, telephone number, and email address for billing issues (i.e., Contractor Customer Service Representative)
- Contractor's Federal Tax Identification Number
- Date(s) of delivery
- Applicable goods/services
- Invoice amount; and
- Payment terms, including any available prompt payment discounts.

Contractor's invoices for payment shall reflect accurate Cooperative Purchasing Master Agreement prices, less discounts or lower negotiated costs. Invoices will not be processed for payment until receipt of a complete invoice as specified herein.

6.2. PAYMENT. Payment is the sole responsibility of, and will be made by, the Purchasing Entity. Payment is due within thirty (30) days of invoice. If Purchasing Entity fails to make timely payment(s), Contractor may invoice Purchasing Entity in the amount of one percent (1%) per month on the amount overdue or a minimum of $1. Payment will not be considered late if a check or warrant is mailed within the time specified.

6.3. OVERPAYMENTS. Contractor promptly shall refund to Purchasing Entity the full amount of any erroneous payment or overpayment. Such refunds shall occur within thirty (30) days of written notice to Contractor; *Provided*, however, that Purchasing Entity shall have the right to elect to have either direct payments or written credit memos issued. If Contractor fails to make timely payment(s) or issuance of such credit memos, Purchasing Entity may impose a one percent (1%) per month on the amount overdue thirty (30) days after notice to the Contractor.

6.4. NO ADVANCE PAYMENT. No advance payment shall be made for the products and services furnished by Contractor pursuant to this Cooperative Purchasing Master Agreement; Provided, however, that the parties agree that maintenance payments, if any, may be made on a quarterly basis at the beginning of each quarter.

6.5. NO ADDITIONAL CHARGES. Unless otherwise specified herein, Contractor shall not include or impose any additional charges including, but not limited to, charges for shipping, handling, or payment processing.

6.6. TAXES/FEES. Contractor promptly shall pay all applicable taxes on its operations and activities pertaining to this Cooperative Purchasing Master Agreement. Failure to do so shall constitute breach of this Cooperative Purchasing Master Agreement. Unless otherwise agreed, Purchasing Entity shall pay applicable sales tax imposed by the State of Washington on purchased goods and/or services. In regard to federal excise taxes, Contractor shall include

federal excise taxes only if, after thirty (30) calendar days written notice to Purchasing Entity, Purchase has not provided Contractor with a valid exemption certificate from such federal excise taxes.

7. CONTRACT MANAGEMENT.

7.1. CONTRACT ADMINISTRATION & NOTICES. Except for legal notices, the parties hereby designate the following contract administrators as the respective single points of contact for purposes of this Cooperative Purchasing Master Agreement. Enterprise Services' contract administrator shall provide Cooperative Purchasing Master Agreement oversight. Contractor's contract administrator shall be Contractor's principal contact for business activities under this Cooperative Purchasing Master Agreement. The parties may change contractor administrators by written notice as set forth below.

Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services
Attn: Contract Administrator 00318
Washington Dept. of Enterprise Services
PO Box 41411
Olympia, WA 98504-1411
Tel: (360) 407-2218
Email: DESContractsTeamCypress@des.wa.gov

Watson Furniture Group, Inc.
Attn: Quinte Andrae
26246 Twelve Trees Lane NW
Poulsbo, WA 98370
Tel: 360-394-1300
Email: qandrae@watsonfg.com

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission to the designated email address of said addressee.

7.2. CONTRACTOR CUSTOMER SERVICE REPRESENTATIVE. Contractor shall designate a customer service representative (and inform Enterprise Services of the same) who shall be responsible for addressing Purchasing Entity issues pertaining to this Cooperative Purchasing Master Agreement.

7.3. LEGAL NOTICES. Any legal notices required or desired shall be in writing and delivered by U.S. certified mail, return receipt requested, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services
Attn: Legal Services Manager
Washington Dept. of Enterprise Services
PO Box 41411
Olympia, WA 98504-1411
Email: greg.tolbert@des.wa.gov

Watson Furniture Group, Inc.
Attn: Quint Andrae
26246 Twelve Trees, Lane NW
Poulsbo, WA 98370
Email: qandrae@watsonfg.com

Notices shall be deemed effective upon the earlier of receipt when delivered, or, if mailed, upon return receipt, or, if emailed, upon transmission to the designated email address of said addressee.

8. NASPO VALUEPOINT SUMMARY AND DETAILED USAGE REPORTS.

8.1. SUMMARY SALES DATA. Contractor shall submit quarterly sales reports directly to NASPO ValuePoint using the NASPO ValuePoint Quarterly Sales/Administrative Fee Reporting Tool found at http://www.naspo.org/WNCPO/Calculator.aspx. Any/all sales made under this Cooperative Purchasing Master Agreement shall be reported as cumulative totals by state. Even if Contractor experiences zero sales during a calendar quarter, a report is still required. Reports shall be due no later than thirty (30) days following the end of the calendar quarter (as specified in the reporting tool).

8.2. DETAILED SALES DATA. Contractor also shall report detailed sales data by: (1) state; (2) entity/customer type, e.g. local government, higher education, K12, non-profit; (3) Participating Entity name; (4) Participating Entity bill-to and ship-to locations; (4) Participating Entity and Contractor Purchase Order identifier/number(s); (5) Purchase Order Type (e.g. sales order, credit, return, upgrade, determined by industry practices); (6) Purchase Order date; (7) Ship Date; and (8) line item description, including product number if used. Reports are due on a quarterly basis and must be received by the Enterprise Services and NASPO ValuePoint Cooperative Development Team no later than thirty (30) days after the end of the reporting period. Reports shall be delivered to Enterprise Services and to the NASPO ValuePoint Cooperative Development Team electronically through a designated portal, email, CD-ROM, flash drive or other method as determined by Enterprise Services and NASPO ValuePoint. Detailed sales data reports shall include sales information for all sales under Participating Addenda executed under this Cooperative Purchasing Master Agreement.

8.3. NASPO VALUEPOINT EXECUTIVE SUMMARY. Contractor shall provide the NASPO ValuePoint Cooperative Development Coordinator with an executive summary each quarter that includes, at a minimum, a list of states with an active Participating Addendum, states that Contractor is in negotiations with and any Participating Addendum roll out or implementation activities and issues. NASPO ValuePoint Cooperative Development Coordinator and Contractor will determine the format and content of the executive summary. The executive summary is due thirty (30) days after the conclusion of each calendar quarter.

8.4. REPORT OWNERSHIP. Timely submission of these reports is a material requirement of the Cooperative Purchasing Master Agreement. Enterprise Services and NASPO ValuePoint shall have a perpetual, irrevocable, non-exclusive, royalty free, transferable right to display, modify, copy, and otherwise use reports, data and information provided under this section.

8.5. CONFIDENTIALITY OF DETAILED SALES DATA AND PARTICIPATING ADDENDA. Participating Addenda, as well as Orders or transaction data relating to Orders under this Cooperative Purchasing Master Agreement that identify the entity/customer, Order dates, line item descriptions and volumes, and prices/rates, shall be Confidential Information. Contractor shall hold Confidential Information in confidence and shall not transfer or otherwise disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than what is necessary to the performance of Orders placed under this Cooperative Purchasing Master Agreement. Contractor shall advise each of its employees and agents of their obligations to keep Confidential Information confidential. This provision does not apply to disclosure to the Lead State, a Participating State, or any governmental entity exercising an audit, inspection, or examination pursuant to this Cooperative Purchasing Master Agreement. To the extent permitted by law, Contractor shall notify the Lead State of the identity of any entity seeking access to the Confidential Information described in this subsection.

9. NASPO VALUEPOINT COOPERATIVE PROGRAM MARKETING AND PERFORMANCE REVIEW

9.1. NASPO VALUEPOINT COOPERATIVE PROGRAM. Contractor agrees to work cooperatively with NASPO ValuePoint personnel. Contractor agrees to present plans to NASPO ValuePoint for the education of Contractor's contract administrator(s) and sales/marketing workforce regarding the Cooperative Purchasing Master Agreement, including the competitive nature of NASPO ValuePoint procurements, the Cooperative Purchasing Master Agreement and Participating Addendum process, and the manner in which qualifying entities can participate in the Cooperative Purchasing Master Agreement.

9.2. LOGOS. NASPO VALUEPOINT logos may not be used by Contractor in sales and marketing until a logo use agreement is executed with NASPO ValuePoint.

9.3. ANNUAL SUPPLIER BUSINESS REVIEW. Contractor agrees to participate in an annual supplier performance review at a location (virtual or in-person) selected by Enterprise Services and NASPO ValuePoint, which may include a discussion of marketing action plans, target strategies, marketing materials, as well as Contractor reporting and timeliness of payment of administration fees. The 2022 Annual Supplier Business Review requires in-person attendance. Any subsequent Annual Supplier Business Review meetings may be attended virtually or in-person.

10. ADMINISTRATIVE FEES.

10.1. CONTRACTOR shall pay to NASPO ValuePoint, or its assignee, a NASPO ValuePoint ADMINISTRATIVE Fee of one-quarter of one percent (0.25%) of the quarterly sales by participating state. The NASPO ValuePoint administrative fee is not negotiable. This fee may not be adjusted in any Participating Addendum. This fee is to be included as part of the pricing submitted with the bid.

10.2. Some states may require an additional fee be paid directly to the state only on purchases made by Purchasing Entities within that state. The fee level, payment method and schedule for such reports and payments will be incorporated into the Participating Addendum that is made a part of the Cooperative Purchasing Master Agreement. The Contractor may adjust the Cooperative Purchasing Master Agreement pricing accordingly for purchases made by Purchasing Entities within the jurisdiction of the state. All such agreements shall not affect the NASPO ValuePoint Administrative Fee percentage or the prices paid by the Purchasing Entities outside the jurisdiction of the state requesting the additional fee. The NASPO ValuePoint Administrative Fee set forth above shall be based on the gross amount of all sales (less any charges for taxes or shipping) at the adjusted prices (if any) in Participating Addenda.

11. RECORDS RETENTION & AUDITS.

11.1. RECORDS RETENTION. Contractor shall maintain books, records, documents, and other evidence pertaining to this Cooperative Purchasing Master Agreement and orders placed by Purchasing Entity under it to the extent and in such detail as shall adequately reflect performance and administration of payments and fees. Contractor shall retain such records for a period of six (6) years following expiration or termination of this Cooperative Purchasing Master Agreement or final payment for any order placed by a Purchasing Entity against this Cooperative Purchasing Master Agreement, whichever is later; *Provided*, however, that if any

litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.

11.2. AUDIT. Upon reasonable advance written notice, Enterprise Services reserves the right to audit, or have a designated third party audit, applicable records associated with this Cooperative Purchasing Master Agreement to ensure that Contractor has properly invoiced Purchasing Entity and that Contractor has paid all applicable vendor management fees. Accordingly, Contractor shall permit Enterprise Services, any Purchasing Entity, and any other duly authorized agent of a governmental agency, to audit, inspect examine, copy and/or transcribe Contractor's books, documents, papers and records directly pertinent to this Cooperative Purchasing Master Agreement or orders placed by a Purchasing Entity under it for the purpose of making audits, examinations, excerpts, and transcriptions. This right shall survive for a period of six (6) years following expiration or termination of this Cooperative Purchasing Master Agreement or final payment for any order placed by a Purchasing Entity against this Cooperative Purchasing Master Agreement, whichever is later; *Provided*, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.

11.3. OVERPAYMENT OF PURCHASES OR UNDERPAYMENT OF FEES. Without limiting any other remedy available to any Purchasing Entity, Contractor shall reimburse Purchasing Entity for any overpayments inconsistent with the terms of this Cooperative Purchasing Master Agreement or orders, at a rate of 100% of such overpayments, found as a result of the examination of the Contractor's records.

12. INSURANCE.

12.1. REQUIRED INSURANCE. During the Term of this Cooperative Purchasing Master Agreement, Contractor, at its expense, shall maintain in full force and effect the insurance coverages set forth in *Exhibit A – Insurance Requirements*. All costs for insurance, including any payments of deductible amounts, shall be considered incidental to and included in the prices for goods/services and no additional payment shall be made.

12.2. WORKERS COMPENSATION. Contractor shall comply with applicable workers compensation statutes and regulations (e.g., RCW Title 51, Industrial Insurance). If Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, Enterprise Services may terminate this Cooperative Purchasing Master Agreement. This provision does not waive any of the Washington State Department of Labor and Industries (L&I) rights to collect from Contractor. In addition, Contractor waives its immunity under RCW Title 51 to the extent it is required to indemnify, defend, and hold harmless the State of Washington and its agencies, officials, agents, or employees.

12.3. INSURANCE CERTIFICATE. Prior to commencement of performance, Contractor shall provide to Enterprise Services a written endorsement to the Contractor's general liability insurance policy or other documentary evidence acceptable to Enterprise Services that (1) names the State of Washington and Enterprise Services as additional insureds, (2) provides for written notice of cancellation delivered in accordance with the policy provisions, and (3) provides that the Contractor's liability insurance policy shall be primary, with any liability insurance of any Participating State as secondary and noncontributory. Unless otherwise agreed in any Participating Addendum, other state Participating Entities' rights and Contractor's obligations

are the same as those specified in the first sentence of this subsection except the endorsement is provided to the applicable state.

13. PUBLIC INFORMATION. This Cooperative Purchasing Master Agreement, all related documents, and all records created as a result of the Cooperative Purchasing Master Agreement are subject to public disclosure as required by Washington's Public Records Act, RCW chapter 42.56. In addition, Participating Addendums and related records shall be subject to public disclosure as required by applicable law pertaining to such Purchasing Entity. Consistent with the Public Records Act, to the extent that any such Contractor document or record – in whole or in part – includes information exempted or protected from disclosure by the Public Records Act, Contractor may mark such document or record – the exempted or protected portions only – with the specific basis for protection under the Public Records Act. In the event that Enterprise Services receives a public records disclosure request that pertains to such properly marked documents or records, Enterprise Services shall notify Contractor of such disclosure request and of the date that the records will be released to the requester unless Contractor, at Contractor's sole expense, timely obtains a court order enjoining such disclosure. In the event Contractor fails to file a motion for a court order enjoining such disclosure, Enterprise Services shall release the requested documents on the date specified. Contractor's failure properly to identify exempted or protected information or timely respond after notice of request for public disclosure has been given shall be deemed a waiver by Contractor of any claim that such materials are protected or exempt from disclosure.

14. DEFAULTS AND REMEDIES

14.1. SUSPENSION & TERMINATION FOR DEFAULT. Enterprise Services may suspend Contractor's operations under this Cooperative Purchasing Master Agreement immediately by written cure notice of any default. Contractor may be required to submit a written cure plan within five (5) business days of Suspension notification. Suspension shall continue until the default is remedied to Enterprise Services' reasonable satisfaction; *Provided*, however, that, if after thirty (30) days from such a suspension notice, Contractor remains in default, Enterprise Services may terminate Contractor's right under this Cooperative Purchasing Master Agreement All of Contractor's obligations to Enterprise Services and Purchasing Entity survive termination of Contractor's rights under this Cooperative Purchasing Master Agreement, until such obligations have been fulfilled.

14.2. DEFAULT. Each of the following events shall constitute default of this Cooperative Purchasing Master Agreement by Contractor:

(a) Contractor fails to perform or comply with any of the terms or conditions of this Cooperative Purchasing Master Agreement;

(b) Contractor breaches any representation or warranty provided herein; or

(c) Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary.

14.3. REMEDIES for DEFAULT.

(a) Enterprise Services' rights to suspend and terminate Contractor's rights under this Cooperative Purchasing Master Agreement are in addition to all other available remedies.

(b) In the event of termination for default, Enterprise Services may exercise any remedy provided by law including, without limitation, the right to procure for all Purchasing

Entity replacement goods and/or services. In such event, Contractor shall be liable to Enterprise Services for damages as authorized by law including, but not limited to, any price difference between the Cooperative Purchasing Master Agreement price and the replacement or cover price for identical equipment or services, as well as any administrative and/or transaction costs directly related to such replacement procurement – e.g., the cost of the competitive procurement. Enterprise Services or Purchasing Entity will mitigate damages and provide Contractor with detailed invoices substantiating the charges.

(c) Unless otherwise specified in the Participating Addendum, in the event of a default under a Participating Addendum, a Participating Entity shall provide a written notice of default as described in this section and have all of the rights and remedies under this paragraph regarding its participation in the Cooperative Purchasing Master Agreement, in addition to those set forth in its Participating Addendum. Unless otherwise specified in a Purchase Order, either Party shall provide written notice of default as described in this section and have all of the rights and remedies under this paragraph and any applicable Participating Addendum with respect to an Order. Nothing in this Cooperative Purchasing Master Agreement shall be construed to limit the rights and remedies available to either Party under the applicable commercial code.

14.4. LIMITATION ON DAMAGES. Notwithstanding any provision to the contrary, the parties agree that in no event shall any party or Purchasing Entity be liable to the other for exemplary or punitive damages; Provided, however, that nothing contained in this Section will in any way exclude or limit: (a) a party's liability for all damages arising out of that party's intentional acts or omissions; (b) the operation of any Goods or Services warranty provided in this Cooperative Purchasing Master Agreement; or (c) damages subject to the Intellectual Property Indemnity section of this Cooperative Purchasing Master Agreement. Any limitation of either party's obligations under this Cooperative Purchasing Master Agreement, by delivery slips or other documentation is void. Contractor's limitation of liability shall not exceed $2,000,000 per occurrence.

14.5. GOVERNMENTAL TERMINATION.

(a) Termination for Withdrawal of Authority. Enterprise Services may suspend or terminate this Cooperative Purchasing Cooperative Purchasing Master Agreement if, during the term hereof, Enterprise Services' procurement authority is withdrawn, reduced, or limited such that Enterprise Services, in its judgment, would lack authority to enter into this Cooperative Purchasing Master Agreement; *Provided*, however, that such suspension or termination for withdrawal of authority shall only be effective upon twenty (20) days prior written notice; and *Provided further*, that such suspension or termination for withdrawal of authority shall not relieve any Participating Entity or Purchasing Entity from payment for goods and/or services already ordered as of the effective date of such notice. Except as stated in this provision, in the event of such suspension or termination for withdrawal of authority, neither Enterprise Services nor any Participating Entity or Purchasing Entity shall have any obligation or liability to Contractor. Contractor will be entitled to seek a change order to the extent Contractor provides documentary evidence that Contractor has incurred additional costs as a result of the suspension including costs to demobilize and remobilize the project.

(b) Termination for Convenience. Enterprise Services, for convenience, may terminate this Cooperative Purchasing Master Agreement; *Provided*, however, that such termination for convenience must, in Enterprise Services' judgment, be in the best interest of the State of Washington; and *Provided further*, that such termination for convenience shall only be effective upon sixty (60) days prior written notice; and *Provided further*, that such termination for convenience shall not relieve any Participating Entity or Purchasing Entity from payment for goods and/or services already ordered as of the effective date of such notice. Except as stated in this provision, in the event of such termination for convenience, neither Enterprise Services nor any Participating Entity or Purchasing Entity shall have any obligation or liability to Contractor.

15. CLAIMS.

15.1. ASSUMPTION OF RISKS; CLAIMS BETWEEN THE PARTIES. Contractor assumes sole responsibility and all risks of personal injury or property damage to itself and its employees and agents to the extent caused by its operations under this Cooperative Purchasing Master Agreement. Enterprise Services has made no representations regarding any factor affecting Contractor's risks. If responsibility can be substantiated as Contractor fault, Contractor shall pay for all damage to any Purchasing Entity's property resulting directly or indirectly from its acts or omissions under this Cooperative Purchasing Master Agreement, to the extent attributable to negligence by Contractor or its agents.

15.2. THIRD-PARTY CLAIMS; INDEMNITY. To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless Enterprise Services, any Purchasing Entity, and NASPO Cooperative Purchasing Organization LLC (doing business as NASPO ValuePoint) (NASPO) and their respective employees and agents from and against all claims, demands, judgments, assessments, damages, penalties, fines, costs, liabilities or losses including, without limitation, sums paid in settlement of claims, attorneys' fees, consultant fees, and expert fees (collectively "claims") arising from any act or omission of Contractor or its successors, agents, and subcontractors under this Cooperative Purchasing Master Agreement, except to the extent such claims are caused by Enterprise Services, any Purchasing Entity, or NASPO's' negligence. Contractor shall take all steps needed to keep Purchasing Entity's property free of liens arising from Contractor's activities, and promptly obtain or bond the release of any such liens that may be filed. Unless otherwise agreed in writing, this section is not subject to any limitations of liability in this Cooperative Purchasing Master Agreement or in any other document executed in conjunction with this Cooperative Purchasing Master Agreement.

16. DISPUTE RESOLUTION. The parties shall cooperate to resolve any dispute pertaining to this Cooperative Purchasing Master Agreement efficiently, as timely as practicable, and at the lowest possible level with authority to resolve such dispute. If, however, a dispute persists and cannot be resolved, it may be escalated within each organization. In such situation, upon notice by either party, each party, within five (5) business days shall reduce its description of the dispute to writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event that the parties cannot then agree on a resolution of the dispute, the parties shall schedule a conference between the respective senior managers of each organization to attempt to resolve the dispute. In the event the parties cannot agree, either party may resort to court to resolve the dispute.

17. GENERAL PROVISIONS.

17.1. TIME IS OF THE ESSENCE. Time is of the essence for each and every provision of this Cooperative Purchasing Master Agreement.

17.2. COMPLIANCE WITH LAW. Contractor shall comply with all applicable law.

17.3. INTEGRATED AGREEMENT. This Cooperative Purchasing Master Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.

17.4. AMENDMENT OR MODIFICATION. Except as set forth herein, this Cooperative Purchasing Master Agreement may not be amended or modified except in writing and signed by a duly authorized representative of each party.

17.5. AUTHORITY. Each party to this Cooperative Purchasing Master Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Cooperative Purchasing Master Agreement and that its execution, delivery, and performance of this Cooperative Purchasing Master Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.

17.6. NO AGENCY. The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Cooperative Purchasing Master Agreement. Neither party is an agent of the other party nor authorized to obligate it.

17.7. ASSIGNMENT. Contractor may not assign its rights under this Cooperative Purchasing Master Agreement without Enterprise Services' prior written consent and Enterprise Services may consider any attempted assignment without such consent to be void; *Provided*, however, that, if Contractor provides written notice to Enterprise Services within thirty (30) days, Contractor may assign its rights under this Cooperative Purchasing Master Agreement in full to any parent, subsidiary, or affiliate of Contractor that controls or is controlled by or under common control with Contractor, is merged or consolidated with Contractor, or purchases a majority or controlling interest in the ownership or assets of Contractor. Unless otherwise agreed, Contractor guarantees prompt performance of all obligations under this Cooperative Purchasing Master Agreement notwithstanding any prior assignment of its rights.

17.8. BINDING EFFECT; SUCCESSORS & ASSIGNS. This Cooperative Purchasing Master Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

17.9. ASSIGNMENT OF ANTITRUST RIGHTS REGARDING PURCHASED GOODS/SERVICES. Contractor irrevocably assigns to Enterprise Services, on behalf of the State of Washington, any claim for relief or cause of action which the Contractor now has or which may accrue to the Contractor in the future by reason of any violation of state or federal antitrust laws in connection with any goods and/or services provided in Washington for the purpose of carrying out the Contractor's obligations under this Cooperative Purchasing Master Agreement, including, at Enterprise Services' option, the right to control any such litigation on such claim for relief or cause of action.

17.10. FEDERAL FUNDS. To the extent that any Purchasing Entity uses federal funds to purchase goods and/or services pursuant to this Cooperative Purchasing Master Agreement, such Purchasing

Entity shall specify, with its order, any applicable requirement or certification that must be satisfied by Contractor at the time the order is placed or upon delivery.

17.11. SEVERABILITY. If any provision of this Cooperative Purchasing Master Agreement is held to be invalid or unenforceable, such provision shall not affect or invalidate the remainder of this Cooperative Purchasing Master Agreement, and to this end the provisions of this Cooperative Purchasing Master Agreement are declared to be severable. If such invalidity becomes known or apparent to the parties, the parties agree to negotiate promptly in good faith in an attempt to amend such provision as nearly as possible to be consistent with the intent of this Cooperative Purchasing Master Agreement.

17.12. WAIVER. Failure of either party to insist upon the strict performance of any of the terms and conditions hereof, or failure to exercise any rights or remedies provided herein or by law, or to notify the other party in the event of breach, shall not release the other party of any of its obligations under this Cooperative Purchasing Master Agreement, nor shall any purported oral modification or rescission of this Cooperative Purchasing Master Agreement by either party operate as a waiver of any of the terms hereof. No waiver by either party of any breach, default, or violation of any term, warranty, representation, contract, covenant, right, condition, or provision hereof shall constitute waiver of any subsequent breach, default, or violation of the same or other term, warranty, representation, contract, covenant, right, condition, or provision.

17.13. SURVIVAL. All representations, warranties, covenants, agreements, and indemnities set forth in or otherwise made pursuant to this Cooperative Purchasing Master Agreement shall survive and remain in effect following the expiration or termination of this Cooperative Purchasing Master Agreement, *Provided*, however, that nothing herein is intended to extend the survival beyond any applicable statute of limitations periods.

17.14. GOVERNING LAW. The validity, construction, performance, and enforcement of this Cooperative Purchasing Master Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law rules. The validity, construction, and effect of any Participating Addendum pertaining to the Cooperative Purchasing Master Agreement or Order placed pursuant to such Participating Addendum shall be governed by and construed in accordance with the laws of the Participating Entity's or Purchasing Entity's State.

17.15. JURISDICTION & VENUE. In the event that any action is brought to enforce any provision of this Cooperative Purchasing Master Agreement, the parties agree to exclusive jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington; *Provided*, however, that venue for any claim, dispute, or action concerning any Order placed against the Cooperative Purchasing Master Agreement or the effect of a Participating Addendum shall be in the Purchasing Entity's State.

17.16. SOVEREIGN IMMUNITY. In no event shall this Cooperative Purchasing Master Agreement, any Participating Addendum or any Purchase Order issued thereunder, or any act of the Lead State, a Participating Entity, or a Purchasing Entity be a waiver of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. This section applies to a claim brought against the

Participating Entities who are states only to the extent Congress has appropriately abrogated the state's sovereign immunity and is not consent by the state to be sued in federal court.

17.17. ATTORNEYS' FEES. Should any legal action or proceeding be commenced by either party in order to enforce this Cooperative Purchasing Master Agreement or any provision hereof, or in connection with any alleged dispute, breach, default, or misrepresentation in connection with any provision herein contained, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs incurred in connection with such action or proceeding, including costs of pursuing or defending any legal action, including, without limitation, any appeal, discovery, or negotiation and preparation of settlement arrangements, in addition to such other relief as may be granted.

17.18. FAIR CONSTRUCTION & INTERPRETATION. The provisions of this Cooperative Purchasing Master Agreement shall be construed as a whole according to their common meaning and not strictly for or against any party and consistent with the provisions contained herein in order to achieve the objectives and purposes of this Cooperative Purchasing Master Agreement. Each party hereto and its counsel has reviewed and revised this Cooperative Purchasing Master Agreement and agrees that the normal rules of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be construed in the interpretation of this Cooperative Purchasing Master Agreement. Each term and provision of this Cooperative Purchasing Master Agreement to be performed by either party shall be construed to be both a covenant and a condition.

17.19. FURTHER ASSURANCES. In addition to the actions specifically mentioned in this Cooperative Purchasing Master Agreement, the parties shall each do whatever may reasonably be necessary to accomplish the transactions contemplated in this Cooperative Purchasing Master Agreement including, without limitation, executing any additional documents reasonably necessary to effectuate the provisions and purposes of this Cooperative Purchasing Master Agreement.

17.20. EXHIBITS. All exhibits referred to herein are deemed to be incorporated in this Cooperative Purchasing Master Agreement in their entirety.

17.21. CAPTIONS & HEADINGS. The captions and headings in this Cooperative Purchasing Master Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Cooperative Purchasing Master Agreement nor the meaning of any provisions hereof.

17.22. ELECTRONIC SIGNATURES. An electronic signature of this Cooperative Purchasing Master Agreement or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Cooperative Purchasing Master Agreement or such other ancillary agreement for all purposes.

17.23. COUNTERPARTS. This Cooperative Purchasing Master Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Cooperative Purchasing Master Agreement at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Cooperative Purchasing Master Agreement.

EXECUTED as of the date and year first above written.

STATE OF WASHINGTON **DEPARTMENT OF ENTERPRISE SERVICES**	**WATSON FURNITURE GROUP, INC.** **A WASHINGTON CORPORATION**
By: Elena McGrew Elena McGrew	By: _____ Quint Andrae
Its: Acting Statewide Enterprise Procurement Manager	Its: National Sales Manager

Exhibit A

INSURANCE REQUIREMENTS

1. **INSURANCE OBLIGATION**. During the Term of this Cooperative Purchasing Master Agreement, Contractor shall possess and maintain in full force and effect, at Contractor's sole expense, the following insurance coverages:

    a. COMMERCIAL GENERAL LIABILITY INSURANCE. Commercial general liability insurance (and, if necessary, commercial umbrella liability insurance) covering bodily injury, property damage, products/completed operations, personal injury, and advertising injury liability on an 'occurrence form' that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) under the most recent version of form CG 00 01 in the amount of not less than $2,000,000 per occurrence and $4,000,000 general aggregate. This coverage shall include blanket contractual liability coverage. This coverage shall include a cross-liability clause or separation of insured condition.

    b. WORKERS' COMPENSATION INSURANCE. Contractor shall comply with applicable Workers' Compensation or Industrial Accident insurance providing benefits as required by law.

    c. EMPLOYERS' LIABILITY (STOP GAP) INSURANCE. Employers' liability insurance (and, if necessary, commercial umbrella liability insurance) with limits not less than $1,000,000 each accident for bodily injury by accident, $1,000,000 each employee for bodily injury by disease, and $1,000,000 bodily injury by disease policy limit.

    The insurance coverage limits set forth herein are the minimum. Contractor's insurance coverage shall be no less than the minimum amounts specified. Coverage in the amounts of these minimum limits, however, shall not be construed to relieve Contractor from liability in excess of such limits. Contractor waives all rights against the State of Washington for the recovery of damages to the extent such damages are covered by any insurance required herein.

2. **INSURANCE CARRIER RATING**. Coverages provided by the Contractor must be underwritten by an insurance company deemed acceptable to the State of Washington's Office of Risk Management. Insurance coverage shall be provided by companies authorized to do business within the State of Washington and rated A- Class VII or better in the most recently published edition of Best's Insurance Rating. Enterprise Services reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

3. **ADDITIONAL INSURED**. Commercial General Liability, Commercial Automobile Liability, and Pollution Liability Insurance shall include the State of Washington and all authorized Purchasing Entity (and their agents, officers, and employees) as Additional Insureds evidenced by copy of the Additional Insured Endorsement attached to the Certificate of Insurance on such insurance policies.

4. **CERTIFICATE OF INSURANCE**. Prior to execution of the Cooperative Purchasing Master Agreement, Contractor shall furnish to Enterprise Services, as evidence of the insurance coverage required by this Cooperative Purchasing Master Agreement, a certificate of insurance satisfactory to Enterprise Services that insurance, in the above-stated kinds and minimum amounts, has been secured. In addition, no less than ten (10) days prior to coverage expiration, Contractor shall

furnish to Enterprise Services an updated or renewed certificate of insurance, satisfactory to Enterprise Services, that insurance, in the above-stated kinds and minimum amounts, has been secured. Failure to maintain or provide proof of insurance, as required, will result in contract cancellation. **All policies and certificates of insurance shall include the Cooperative Purchasing Master Agreement number stated on the cover of this Cooperative Purchasing Master Agreement**. All certificates of Insurance and any related insurance documents shall be delivered to Enterprise Services by U.S. mail, postage prepaid, or sent via email, and shall be sent to the address or email address set forth below or to such other address or email address as Enterprise Services may specify in writing:

US Mail: Contracts & Procurement – Cooperative Purchasing Master Agreement Insurance Certificate
Cooperative Purchasing Master Agreement No. 00318 – Public Safety Communications Products, Services and Solutions
Attn: Team Cypress
Washington Dept. of Enterprise Services
PO Box 41411
Olympia, WA 98504-1411

Email: DESContractsTeamCypress@des.wa.gov

Note: For Email notice, the Email Subject line must state:
Cooperative Purchasing Master Agreement Insurance Certificate – Cooperative Purchasing Master Agreement No. 00318 – Public Safety Communications Products, Services and Solutions

5. **PRIMARY COVERAGE**. Contractor's insurance shall apply as primary and shall not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed above including, at a minimum, the State of Washington and/or any Purchasing Entity. All insurance or self-insurance of the State of Washington and/or Purchasing Entity shall be excess of any insurance provided by Contractor or subcontractors.

6. **SUBCONTRACTORS**. Contractor shall include all subcontractors as insureds under all required insurance policies. Alternatively, prior to utilizing any subcontractor, Contractor shall cause any such subcontractor to provide insurance that complies will all applicable requirements of the insurance set forth herein and shall furnish separate Certificates of Insurance and endorsements for each subcontractor. Each subcontractor must comply fully with all insurance requirements stated herein. Failure of any subcontractor to comply with insurance requirements does not limit Contractor's liability or responsibility.

7. **WAIVER OF SUBROGATION**. Contractor waives all rights of subrogation against the State of Washington and any Purchasing Entity for the recovery of damages to the extent such damages are or would be covered by the insurance specified herein.

8. **NOTICE OF CHANGE OR CANCELLATION**. There shall be no cancellation without at least thirty (30) days prior written Legal Notice by Contractor to Enterprise Services. Failure to provide such notice, as required, shall constitute default by Contractor. Any such written notice shall include the Cooperative Purchasing Master Agreement number stated on the cover of this Cooperative Purchasing Master Agreement.

9. **EXTENDED REPORTING PERIOD**. If any required insurance coverage is on a claims-made basis (rather than occurrence), Contractor shall maintain such coverage for a period of no less than three (3) years following expiration or termination of the Cooperative Purchasing Master Agreement.

Washington State Department of
Enterprise Services

Dear Quint,

Congratulations, your firm has been awarded on NASPO ValuePoint Master Agreement 00318 Public Safety Communications Products, Services and Solutions for:

Category 10 Dispatch Console Furniture

Enclosed is a copy of the contract for your signature. Please sign and to me via email to DESContractsTeamCypress@des.wa.gov by November 1, 2021. Items in the Master Agreement highlighted in yellow must be completed and/or confirmed prior to signature.

Once the Master Agreement is executed, it will be posted on the NASPO ValuePoint website along with your bid response. At that time, states may begin their Participating Addendum process. The period of performance will begin January 1, 2021.

Prior to posting, we will need the following:

1) Primary contact person for your company with their contact information, and
2) A sales reporting contact, if different from Exhibit A-2, and
3) A management fee contact, if different from Exhibit A-2, and
4) A logo for your company, and
5) A complete products and pricing document that includes the following:
    a. All products and accessories available,
    b. All available services,
    c. All warranty options.

The products and accessories, services and warranty offerings must include the product name, product number and brief description along with the list price, discount off list and NASPO ValuePoint (NVP) final price.

If you have any questions regarding these requirements or other contractual matters, please contact me at DESContractsTeamCypress@des.wa.gov or 360-407-2218. I look forward to a mutually beneficial business partnership in the administration of our NASPO ValuePoint Master Agreement.

Sincerely,

Neva J. Peckham

Neva J. Peckham
Contracts Specialist

00042658

Redlands PD - Mulitpurpose Room

Watson Rep Firm:	Watson Consoles	**Specified For:**	Redlands PD
Address Line 1:	26246 Twelve	**Address Line 1:**	1270 W. Park Avenue
City:	Poulsbo	**City:**	Redlands
Zip:	98370	**State:**	CA
Sales Person:	Quint Andrae	**Contact Name:**	Shayna Walker
Phone Number:	3603941300	**Phone Number:**	9097987617
		Email Address:	swalker@redlandspolice.org

Project Summary-

NASPO Contract Pricing 00318

Installation based on empty room, one trip, 1st floor WITH prevailing wage requirements.

Freight Terms: Zone 2 - Included, On-Time Delivery Added to Meet Installer at Site

MATERIAL SURCHARGE: Watson has implemented a materials surcharge on orders received after May 1, 2022 . This charge is 5% of net and will be noted on your acknowledgement. Thank you for your understanding during this turbulent supply and transportation era.

1.State and Local Taxes will apply unless proof of exemption is provided with the Purchase Order.
2.Deposit may be required with order; Net 30 days of Shipment of Product.
3.Chairs, platforms, rails etc are for representational purposes only.
4.Customer is responsible for verification of room dimensions.
5.Completed Order consists of a signed Contract or Purchase Order and completed Final Signoff package
6.Change Order Fee (minimum $500) may be applicable for changes after 5 business days of submission.
7.Pricing will be valid for four (4) months after receipt of Purchase Order.

Quote Date 3/15/2023 **Expiration Date** 6/15/2023		Watson Account Manager:	Amanda Johnson
Remit To:	Watson Consoles 26246 Twelve Trees Lane NW Poulsbo WA 98370	Watson Factory Rep Firm:	Watson Consoles
		Prepared By:	
		File Name:	Redlands 06.cmdrw

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360.394.1300
www.watsonconsoles.com

Conference Table and Desking

Projec Redlands PD - Mulitpurpose Room

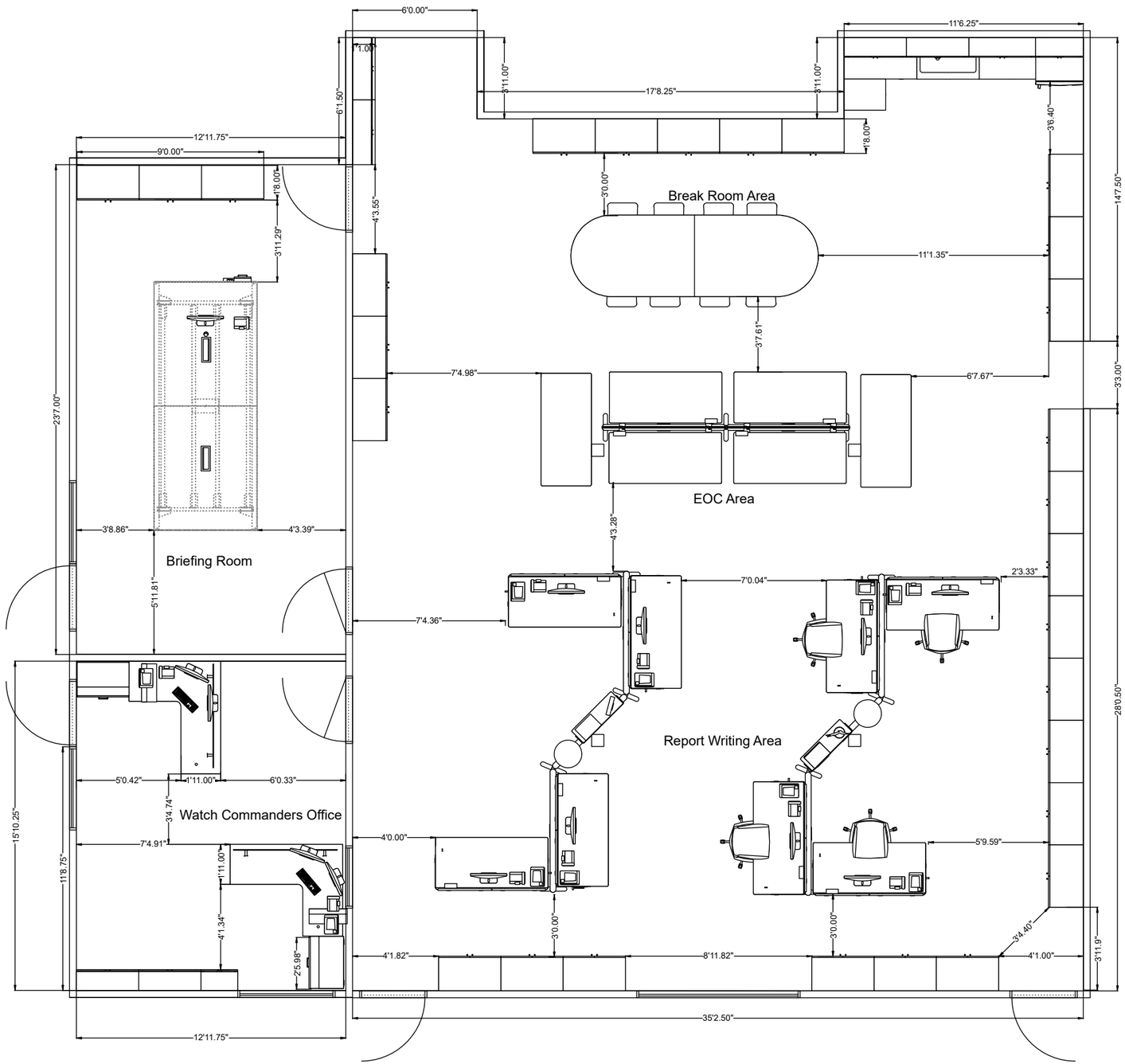
Redlands.06.cmdrw

watson consoles

Sales Rep:
Quint Andrae

Account Manager:
Amanda Johnson

Project Designer:



Scale~1:70

REV 01: MS 02/10/20
- Revised Per AM Notes
REV 02: DK 02/21/20
- Added Desking
REV 03: MS 03/05/20
- Revised Per AM Notes
REV 04: MS 03/19/20
- Revised Storage
REV 04: MS 03/17/21
- Update For Quoting
REV05 ARB 2/15/23 - Updating quote to 2023
REV06 ARB 3/15/23 - Updated Quote

CP 01
Full Room 2D

NOTE: Verify all building dimensions on-site prior to purchase or installation of product.
Watson agrees to provide product Symbols that are correct. In turn, the agent or customer is responsible for providing accurate building plans, Redlands Regular Meeting of 05/02/2023 formation required for space planning and installation.

Approved By:

Name Date Title

26246 Twelve Trees Lane NW
Poulsbo, WA 98370
www.watsonconsoles.com
360.394.1300

Conference Table and Desking

Projec Redlands PD - Mulitpurpose Room

Redlands.06.cmdrw

watson consoles

Sales Rep:
Quint Andrae

Project Manager:
Amanda Johnson

Project Designer:

REV 01: MS 02/10/20
- Revised Per AM Notes
REV 02: DK 02/21/20
- Added Desking
REV 03: MS 03/05/20
- Revised Per AM Notes
REV 04: MS 03/19/20
- Revised Storage
REV 04: MS 03/17/21
- Update For Quoting
REV05 ARB 2/15/23 - Updating quote to 2023
REV06 ARB 3/15/23 - Updated Quote

CP 01
Full Room Rendering

NOTE: Verify all building dimensions on-site prior to purchase or installation of product.
Watson agrees to provide product Symbols that are correct. In turn, the agent or customer is responsible for providing accurate building plans, Redlands Regional Medical Center 05/02/2023 formation required for space planning and installation.

Approved By:

Name Date Title

26246 Twelve Trees Lane NW
Poulsbo, WA 98370
www.watsonconsoles.com
360.394.1300

Bill of Material

Project: Redlands PD - Mulitpurpose Room

Sold to
Company name: Redlands PD
Contact Person: Shayna Walker
Contact Phone: 9097987617
Contact Fax:

Distributor
Company name: Watson Consoles
Salesperson: Quint Andrae
Salesperson Phone: 3603941300
Salesperson Fax: 2533481887

watson
26246 Twelve Trees Lane NW Poulsbo, WA 98370
360.394.1300 watsonfurniture.com

#	Qty	Part Number	Description	Sell	Ext. Sell
Main 01					
1	12	C9ADPD4S	C9 DESK ACCESSORY, DESKTOP POWER, DEAN, 2 PWR, 1 OPEN AND 1 DUAL CHARGING USB-A, STORM GRAY, 120" CORD	$292.80	$3,513.60
2	8	C9AEC	C9 DESK ACCESSORY, E-CHAIN	$52.80	$422.40
3	8	C9DSDS20663023	C9 DESK SCREEN, DOUBLE CORNER WITH STEEL RETURN, 20"D X 66"W X 30"H - 23"HA	$772.80	$6,182.40
4	2	C9NAWS103619	EDISON RAIL SINGLE WORKSHELF, 10"D X 36"W X 19"H - 46" SYSTEM HEIGHT	$374.40	$748.80
5	3	C9NEL	EDISON SENIOR RAIL, END LEG	$153.60	$460.80
6	2	C9NTBA0460	EDISON SENIOR RAIL, BENDABLE ADDER, TWO DUPLEX/USER, 60"W	$1,161.60	$2,323.20
7	3	C9NTBA0472	EDISON SENIOR RAIL, BENDABLE ADDER, TWO DUPLEX/USER, 72"W	$1,161.60	$3,484.80
8	3	C9NTS0472	EDISON SENIOR RAIL, STARTER, TWO DUPLEX/USER, 72"W	$1,120.80	$3,362.40
9	8	C9PSO180822	C9 PENDANT STORAGE, OPEN, 18"D X 8"W X 22"H (FOR USE ON 24"D AND 30"D C9 DESKS)	$211.20	$1,689.60
10	14	C9PSPB181511	C9 PENDANT STORAGE, PENCIL/BOX, 18"D X 15"W X 11"H (FOR USE ON 30"D C9 DESKS ONLY)	$422.40	$5,913.60
11	8	C9R4D3066	C9 RECTANGULAR DESK, FOUR LEG, HEIGHT ADJUSTABLE BASE - 27"-46"H, 30"D X 66"W	$1,665.60	$13,324.80
12	2	C9R4T306629	C9 RECTANGULAR DESK, FOUR LEG, FIXED HEIGHT BASE, 30"D X 66"W, 29.5" HIGH	$924.00	$1,848.00
13	3	C9TPT	EDISON TOOLS, PAPER TRAY	$62.40	$187.20
14	4	C9TTS	EDISON TOOLS, TECH STAND	$33.60	$134.40
15	4	DADL	DUAL LOCK - SET OF THREE	$14.40	$57.60
16	2	ENL1642	EDISON RAIL LIGHT, WITH 10W USBA AND 60W USBC CHARGING, 16"D X 16"W X 42"H,SYSTEM HEIGHT 70"	$1,176.00	$2,352.00
17	1	FLMO4814442	HAVEN SOCIAL TABLE, OBLONG, 6-LEG, 48"D X 144"W X 42"H	$2,764.80	$2,764.80
18	1	MACTR061529	MIRO CONFERENCE, CABLE TOWER, 6"D X 15"W X 29"H	$556.80	$556.80
19	1	MAGRM	MIRO GROMMET (FIELD INSTALLED)	$43.20	$43.20
20	1	MCCREC60144-29	MIRO CONFERENCE RECTANGLE, 60"D X 144"W (2-PIECE TOP) X 29-1/2"H	$5,769.60	$5,769.60
21	1	S21-0479-201622M-R	MODIFIED ZSPEBF - ZO STORAGE PEDESTAL, *BOX, FILE, WITH STASH SIDE AS PER DRAWING*, 20"D x *16"W* x 22"H, MOBILE, *RIGHT HAND*	$846.00	$846.00
22	1	SNXCA5365L-7Z	SEVEN DESK EXTENDED CORNER, 53"D X 65"W, 23"D PRIMARY X 23"D SECONDARY, LEFT-HAND	$1,922.40	$1,922.40
23	1	SNXCA5365R-7Z	SEVEN DESK EXTENDED CORNER, 53"D X 65"W, 23"D PRIMARY X 23"D SECONDARY, RIGHT-HAND	$1,922.40	$1,922.40
24	2	SVMOD1365	SEVEN DESK MODESTY, STEEL, 13"H X 65"W	$192.00	$384.00
25	2	SWNAML2572	EDISON RAIL, MARKERBOARD SCREEN, LANDSCAPE, 25"H X 72"W - 52" SYSTEM HEIGHT	$307.20	$614.40
26	4	SWNARMD3066B	EDISON RAIL, RISER MOUNTED DESK, RECTANGLE, 30"D X 66"W	$523.20	$2,092.80
27	2	TTS092220	WATSON STORAGE STASH, 9"D X 22"W X 20"H	$244.80	$489.60
28	2	WAPJ49	WATSON POWER RACEWAY JUMPER, 49" WHIP	$76.80	$153.60
29	8	ZSBKDA203642	ZO STORAGE BOOKCASE, ADJUSTABLE SHELF, DOORS, 20"D X 36"W X 42"H	$681.60	$5,452.80
30	20	ZSBKDA203678	ZO STORAGE BOOKCASE, ADJUSTABLE SHELF, DOORS, 20"D X 36"W X 78"H	$1,089.60	$21,792.00
31	2	ZSCRXF203026N-M	ZO STORAGE CREDENZA, FILE, 20"D X 30"W X 26"H, WITH ZO BASE	$1,046.40	$2,092.80
32	2	ZSSTO153027	ZO STORAGE STACKER, OPEN, 15"D X 30"W X 27"H	$384.00	$768.00
				Total Main 01	**$93,670.80**

Bill of Material

Project: Redlands PD - Mulitpurpose Room

Sold to

Company name:	Redlands PD
Contact Person:	Shayna Walker
Contact Phone:	9097987617
Contact Fax:	

Distributor

Company name:	Watson Consoles
Salesperson:	Quint Andrae
Salesperson Phone:	3603941300
Salesperson Fax:	2533481887

watson
26246 Twelve Trees Lane NW Poulsbo, WA 98370
360.394.1300 watsonfurniture.com

#	Qty	Part Number	Description	Sell	Ext. Sell

Subtotal Product	**$93,670.80**
On-Time Delivery	$150.00
INSTALL-WAT	$12,500.00
Total	**$106,320.80**
Estimated Sales Tax ~ 92373 Redlands, CA (8.75 %)	$9,303.07
Grand Total	**$115,623.87**

Public Safety Communications Products, Services, and Solutions

Overview Contractors(28) How to Order

This Portfolio includes multiple categories of Public Safety Communication equipment. For evaluation purposes, sample products were created in each category/sub-category to ensure an even comparison. Contractors were awarded by category/sub-category and once awarded, they are permitted to include additional products in the categories/sub-categories awarded. A complete list of products is included in each Contractors Products/Pricing document. All products require a one-year warranty included in the cost of the products; however Contractors could offer additional "purchasable" warranty options. Contractors could also offer services and are included in their Products and Pricing document.

IMPORTANT NOTE REGARDING PARTNERS/SUB-CONTRACTORS - Each state will determine how partners/sub-contractors if or will be used in their respective state. Please contact your state procurement office with any questions regarding using partners/sub-contractors listed on this website.

Lead State

Washington	Julie Aalberg julie.aalberg@des.wa.gov (360) 409-1608
Awarded:	07/01/2021
Expiration:	12/31/2026
Renewals Limit:	12/31/2026

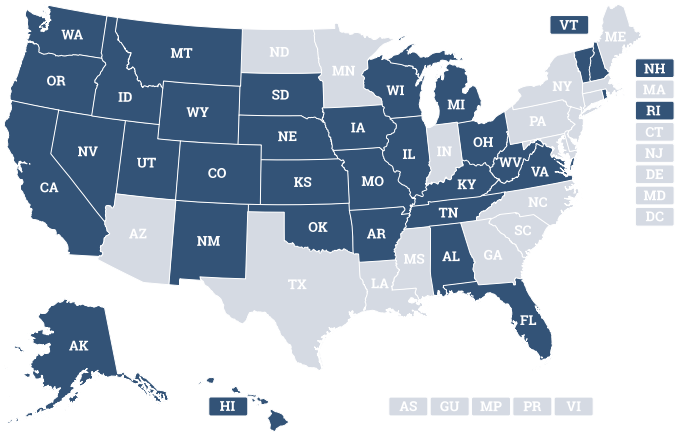
NASPO Resources

Cooperative Portfolio Managers

Primary Contact	Nick Hughes
Secondary Contact	Tia Snyder

Participating Addenda (244)

Alaska
Alabama
Arkansas
California
Colorado
Florida
Hawaii
Iowa
Idaho
Illinois
Kansas
Kentucky
Michigan
Missouri



Documents/Details

Solicitation -

00318 Competitive Solicitation
00318 Competitive Solicitation

00318 AMD3 Exhibit B1 Technical Requirements
00318 AMD3 Exhibit B1 Technical Requirements

00318 AMD1
00318 AMD1

00318 Exhibit C Bid Price
00318 Exhibit C Bid Price

00318 AMD6
00318 AMD6

00318 AMD4-Competitive Solicitation
00318 AMD4-Competitive Solicitation

Research Tools:

Bid Tabulation - Final.xlsx

Bid Tabulation - Final

FOLLOW

DISCLAIMER: The documents on the NASPO ValuePoint website are for informational/ convenience purposes only. Official documents are maintained by the lead state (or participating entity in the case of participating addenda). In the event of any conflict between the documents on this site and those maintained by the lead state or participating entity, the official documents maintained by the lead state or participating entity govern.

Please note that some documents may be absent or incorrect. Please send all feedback and suggestions for improvement to our website team at webmaster@NASPOValuePoint.org

Thank you.

City Council/Successor Agency Meeting **I. 11.**

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve a Facility Use Agreement with Redlands Theatre Festival for use of the Sewall Theatre within Prospect Park and determine that approval of the Agreement with Redlands Theatre Festival is exempt from environmental review pursuant to Section 15061 (b)(3) of the State's guidelines implementing the California Environmental Quality Act (Assistant City Manager Boatman)

MOTION(S):

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

1. I move that the City Council determine that approval of the Facility Use Agreement with Redlands Theatre Festival is exempt from environmental review pursuant to Section 15061 (b)(3) of the State's guidelines implementing the California Environmental Quality Act Guidelines; and

2. I move that the City Council approve the Facility Use Agreement with Redlands Theatre Festival for use of the Sewall Theatre within Prospect Park.

RECOMMENDATION:

Staff recommends that the City Council approve the agreement with Redlands Theatre Festival for use of the Sewall Theatre within Prospect Park. In addition, staff recommends that the City Council determine that the approval of the agreement is exempt from environmental review pursuant to Section 15061 (b)(3) of the State's guidelines implementing the California Environmental Quality Act Guidelines.

DISCUSSION:

For over 50 years, the Redlands Theatre Festival and the City have partnered to provide theatrical performances within Prospect Park for the Redlands community. Through this long-term partnership, improvements were undertaken to enhance the park and install an outdoor theater, also known as Sewall Theatre. The current agreement between the City and the Redlands Theatre Festival has ended and the non-profit organization is requesting to enter into a new agreement to continue the use of the theater for outdoor performances. The new agreement has similar terms to the existing agreement and includes the following:

- Use of the Sewall Theatre for outdoor performances;
- The term of the agreement is for one (1) year;
- Redlands Theatre Festival shall maintain the Premises at its own cost, maintain the Premises and all improvements in good order and repair, present condition, and reasonable wear and tear excepted;
- Redlands Theatre Festival shall not make any improvements to the Premises without the prior written consent of the City.

The agreement is attached to this report for City Council's consideration.

Approval of the agreement is categorically exempt from environmental review pursuant to Section 15061 (b)(3) of the State's guidelines implementing the California Environmental Quality Act. Section 15061 (b)(3) refers to the leasing of existing city facilities. Approval of the agreement authorizes the use of an existing city facility and will not result in an expansion of the existing or former use.

ALTERNATIVES:

The City Council may deny the approval of the agreement or request changes.

STRATEGIC PLAN:

Not Applicable

SUBMITTED BY:

Chris 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

PREPARED BY:
Joe Bierma, Administrative Analyst

Fiscal Impact

Fiscal Year: FY 2023-24

Discussion:

Approval of this agreement will have no fiscal impact.

Attachments

Agreement

FACILITY USE AGREEMENT BY AND BETWEEN THE CITY OF REDLANDS AND REDLANDS THEATRE FESTIVAL

This Facility Use Agreement ("Agreement") is made and entered into this 2nd day of May, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation and general law city (hereinafter "City") and the Redlands Theatre Festival, a California non-profit Corporation (hereinafter "RTF"). City and RTF are sometimes individually referred to herein as a "Party" and, together, as the "Parties."

RECITALS

WHEREAS, City is the owner of a building located at 1352 Prospect Drive within Prospect Park in the City of Redlands and commonly known as the Sewall Theatre; and

WHEREAS, RTF desires to utilize the Sewall Theatre for performances, rehearsals, receptions, and fundraising activities; and

WHEREAS, City and RTF are parties to an existing facility use agreement dated November 1, 2011, for the Sewall Theatre, and desire to enter into this new agreement to set forth terms and conditions under which City will continue to use the Sewall Theatre to RTF;

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

AGREEMENT

Section 1. Premises.

A. City hereby allows RTF use of that certain building located at Prospect Park in the City of Redlands commonly known as the Sewall Theatre (the "Premises") subject to the terms and conditions set forth herein. The Premises are more particularly shown in Exhibit "A," which is attached hereto and incorporated herein by this reference.

B. RTF acknowledges and agrees that City is the owner of Premises and that nothing in this Agreement grants to RTF any rights, title, or interest in the Premises, except for the revocable, non-exclusive right to use the Premises as provided in this Agreement. RTF is not a tenant or lessee of City and holds no rights of tenancy or leasehold in relation to the Premises.

Section 2. Term. Unless terminated earlier as provided for herein, this Agreement shall be for a term of one (1) year commencing on its Effective Date.

Section 3. Use of Premises.

A. The Premises shall be used for theatrical performances conducted at the Sewall Theater, and for rehearsals, receptions, and fundraising activities. No other use of the Premises by RTF is permitted without the prior written consent of the City.

B. City retains the right to use the Premises for itself, and to accept bookings by third parties for use of the Premises, during times when the Premises are not used by RTF; provided, however, such use and bookings for third parties shall not include use of the offices, storage rooms, or equipment rooms of the Premises (the "Excluded Areas"). The Excluded Areas are more particularly shown in Exhibit "B," attached hereto and incorporated herein by this reference. All fees charged for third party bookings shall be established by the City and shall be the property of City.

C. In connection with any third party bookings of the Premises, City shall require the third party to secure liability insurance satisfactory to City and RTF for the use of the Premises and to provide City and RTF with certificates of insurance naming City and RTF as additional insureds, and to agree to indemnify and hold City and RTF harmless in connection with any claims, damages, losses, costs, and liabilities arising from the third party's use of the Premises.

D. At City's request, RTF shall issue the appropriate key(s) to third parties who have booked areas of the Premises through City, provided that such third parties have presented RTF with a copy of City's approved reservation form and satisfied the insurance and indemnification requirements with respect to City and RTF referenced in Section 8 below and have paid RTF a deposit against return of the keys to RTF. RTF shall have no obligation to provide any services, staff, sound, lighting, or other equipment to any third party. Any arrangement for utilization of RTF's services, staff, sound, lighting, or other equipment shall be made by separate written agreement with RTF on the terms and conditions (including payment of fees) specified by RTF. RTF shall have no obligation to provide access to the Excluded Areas to any third party.

E. RTF may utilize the wooden sign, located at the south corner of the intersection of Cajon Street and Highland Avenue, between May 2nd and August 15th of each year, for the advertisement or promotion of theater events.

Section 5. Utilities. City shall pay all costs associated with the furnishing of water, sewer, and solid waste services to the Premises during the term of this Agreement.

Section 6. Maintenance of Premises.

A. RTF shall, at its own cost, maintain the Premises and all improvements therein in good order and repair, present condition and reasonable wear and tear excepted, except as provided in Subsection B, below. City shall have the right to enter the Premises, at reasonable times, for inspection and maintenance purposes. Should an inspection disclose the need for maintenance or repairs, City shall provide RTF with written notice of the items requiring repair or maintenance. If action is not taken on such items by RTF within sixty (60) days from the provision of such notice, City may enter the Premises and take whatever action is necessary to perform such maintenance or repairs at RTF's expense. RTF shall also be responsible for any costs of any repairs to the structural elements of the Premises caused by RTF acts of omission of its employees, agents, or invitees during the term of this Agreement.

B. City shall be responsible for maintenance and repair of all the structural elements, the plumbing systems, and the electrical system of the Premises. "Structural Elements" shall

include the roof, gutters, downspouts, walls, doors, windows, stairs, structural supports, and foundation of the Premises. "Electrical System" shall include the electric meter and the power line to the distribution pole. RTF shall be responsible for the breaker panel and its connections into the Premises. RTF shall be responsible for the repair and maintenance of the Premises and all improvements in good order and repair. City shall be responsible for the repair of any damages and wear and tear to the Premises arising from any third-party bookings under Subsection 4 B.

C. On the expiration or earlier termination of this Agreement, RTF shall promptly surrender and deliver the Premises to City in as good condition as the Premises are in on the Effective date of this Agreement, excluding reasonable wear and tear.

Section 7. Improvements.

A. RTF shall not make any improvements to the Premises without the prior written consent of City except that, after making reasonable attempts to contact City for its approval, RTF may undertake minor maintenance and repairs to the Premises which RTF reasonably determines are immediately necessary to protect against injury to persons or property. Within three (3) days of performing any minor maintenance or repairs not verbally approved by City, RTF shall provide written notification to City of the same. All RTF proposals for improvements shall be submitted in writing to City for its consideration and prior approval. City shall approve or disapprove such proposals within thirty (30) days of their submission. With the prior written consent of City, RTF may enter into contracts and agreements for improvement work to be performed by contractors in compliance with the City's Purchasing Ordinance and prevailing wage laws, and shall require contractor insurance and bonding as required by the City. RTF shall have the right to remove all improvements made by it to the Premises provided such removal results in no damage to the Premises. Improvements not removed by RTF shall, on expiration or earlier termination of this Agreement, remain on the Premises and become the property of City.

B. RTF and City representatives may meet to discuss improvement progress under this Agreement on an annual basis (dates of which to be agreed upon by the Parties), or at the written request of either Party, to discuss any concerns related to the work to be performed under this Agreement.

Section 8. Indemnity.

A. RTF shall defend (with counsel reasonably acceptable to City), indemnify, and hold harmless City, and its elected and appointed officials, officers, and employees, from and against any and all liability resulting from the RTF's negligent acts or omissions, and intentional wrongful acts of RTF, and its agents, and employees, and invitees, during RTF's occupation and use of the Premises during the term of this Agreement.

B. City shall defend, indemnify, and hold harmless RTF, its officers, directors, and employees from and against any and all liability resulting from the City's negligent acts or omissions, and intentional wrongful acts of City, and its agents and employees during RTF's occupation and use of the Premises during the term of this Agreement.

Section 9. Public Liability and Property Damage Insurance. RTF shall maintain, at its own cost the term of this Agreement, public liability insurance in the amount of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) in the aggregate, issued by an insurance company acceptable to City. RTF shall provide City with a renewed certificate of insurance and endorsements showing City as an additional insured on the policy prior to RTF's use and occupancy of the Premises. Such insurance shall be primary with respect to City and non-contributory to any insurance or self-insurance maintained by City. The policy shall require that before amending or canceling the policy, the issuing insurance company shall give City at least thirty (30) days prior written notice. City and RTF acknowledge and agree that the insurance required of RTF is subject to annual review by City and subject to increases in the amount and scope of coverage, as reasonably determined by City.

Section 10. Assignment/subletting. RTF shall not encumber, assign, sublease, or otherwise transfer this Agreement, or any right or interest therein, without the prior written consent of City. Any such encumbrance, assignment, sublease, or transfer without such prior consent of City shall constitute an immediate breach of this Agreement and may, at the sole discretion of City, result in the immediate termination of this Agreement.

Section 11. Attorneys' Fees. In the event any action is commenced to enforce or interpret 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 use of in-house counsel by a Party.

Section 12. Notices. Any notice or other communication required, or which may be given, pursuant to this Agreement, shall be in writing. Any such notice shall be deemed delivered (i) on the date of delivery in person; (ii) five (5) days after deposit in first class registered mail, with return receipt requested; (iii) on the actual delivery date if deposited with an overnight courier; or (iv) on the date sent by facsimile or electronic mail transmission (including PDF), if confirmed with a copy sent contemporaneously by first class, certified, registered or express mail; in each case properly posted and fully prepaid to the appropriate address set forth below, or such other address as a Party may provide notice in accordance with this section:

CITY:

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

REDLANDS THEATRE FESTIVAL:

Shannon Cabanilla Galuszka
Redlands Theatre Festival
P.O. Box 8055
Redlands, CA 92375
Shannon@RTFseason.com
Phone: (714) 269-7176

Section 13. Entire Agreement. This Agreement constitutes the entire agreement between City and RTF regarding the use of the Premises to RTF. Any prior written or oral agreements or representations respecting the Premises by City or RTF not expressly set forth herein are null and void.

Section 14. Amendments. Any amendment to this Agreement shall be in writing and executed by the Parties.

Section 15. Termination. This Agreement may be terminated by either Party by giving thirty (30) days prior written notice to the other Party. In the event of any termination of this Agreement, in addition to any other rights or remedies City may have, City shall have the immediate right of reentry and may remove all persons and property from the Premises; and store the same in a public warehouse or elsewhere at the cost of RTF. All remedies of City under this section shall be cumulative and in addition to any other legal or equitable rights and remedies which City may have.

Section 16. Waiver. No waiver by either Party of any provision of this Agreement shall be deemed to be a waiver of any other provision of this Agreement, or of any subsequent breach by either Party of the same or any other provision of this Agreement.

Section 17. Severability. If any provision of this Agreement is held invalid or unenforceable for any reason, this Agreement shall otherwise remain in full force and effect and shall be construed in all respects as if such invalid or unenforceable provision were omitted.

Executed on the 2nd day of May, 2023, at Redlands, California.

CITY OF REDLANDS	REDLANDS THEATRE FESTIVAL
_____	_____
Eddie Tejeda, Mayor	Allan Griesemer, President

ATTEST:

_____
Jeanne Donaldson, City Clerk

EXHIBIT A

Exhibit A
Premises
This map was produced by the City of Redlands, Geographic Information System.
The City of Redlands assumes no warranty or liability for the accuracy of the information contained on this map.
The data used to generate this map is dynamic. The data, therefore, at any given moment may or may not be the most current.
N
E
W
S
Scale
City of
Redlands
REDLANDS "A City That Works!"
October 25, 2021
OneStop.mxd
01401402
01401401

EXHIBIT B

Exhibit B
Excluded Areas
This map was produced by the City of Redlands, Geographic Information System.
The City of Redlands makes no warranty or legal responsibility for the information contained on this map.
This map was created to generate this map is dynamic in nature, therefore the information shown may or may not be the most current.
N
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Feet
City of
Redlands
REDLANDS "A City That Works"
October 18, 2021
OneStop.mxd
017401402
017401400

City Council/Successor Agency Meeting **I. 12.**

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve an agreement with RouteSmart Technologies, Inc. for the Rerouting and Route Optimization of residential automated refuse, recycling, green waste, and organic waste curbside collection and commercial recycling routes for the amount of $97,380; and determination that the project is exempt from further environmental review pursuant to Section 15061(b)(3) of the State guideline implementing the California Environmental Quality Act (Assistant City Manager Boatman)

MOTION(S):

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

1. I move that City Council determine that approval of the agreement for the provision of the rerouting and route optimization of residential automated refuse, recycling, green waste, and organic waste curbside collection and commercial recycling routes with RouteSmart Technologies is exempt from further environmental review pursuant to Section 15061(b)(3) of the state's guidelines implementing the California Environmental Quality Act; and

2. I move to approve an agreement with RouteSmart Technologies for the Rerouting and Route Optimization of residential automated refuse, recycling, green waste, and organic waste curbside collection and commercial recycling routes for the amount of $97,380.

RECOMMENDATION:

Staff recommends City Council determine that approval of the agreement for the provision of the rerouting and route optimization of residential automated refuse, recycling, green waste, and organic waste curbside collection and commercial recycling routes with RouteSmart Technologies is exempt from further environmental review pursuant to Section 15061(b)(3) of the state's guidelines implementing the California Environmental Quality Act (CEQA) and approve the agreement with RouteSmart Technologies, Inc. in an amount of $97,380.

DISCUSSION:

The City of Redlands has grown exponentially and has a current population estimate of 73,288 residents. In 1986, the City implemented an automated service for curbside collection of refuse. The Facilities and Community Services Department, Solid Waste Division, now operates automated refuse, recycling, green waste, and organic waste collection for approximately 19,000 single-family residential units. Collection bin service is provided one to six days per week to 900 customers, and commercial recycling service is provided to approximately 300 businesses. The City of Redlands has not had a rerouting study take place in approximately 20 years.

City staff issued a request for proposals (RFP) in accordance with the City's procurement policy and a total of one firm responded. Staff is recommending that City Council approve an agreement with RouteSmart Technologies, Inc., in an amount of ninety-seven thousand three hundred eighty ($97,380). RouteSmart Technologies, Inc. is deemed to be a qualified firm based on its demonstrated experience and qualifications necessary for the satisfactory performance of the services required.

RouteSmart Technologies Inc. will provide its professional services in two phases. Phase one will include the implementation of route balancing, optimized service location collection and order sequencing, and adjusting results as required based on city input. Phase one will also include a route sequence report, route summary report, turn-by-turn instructions for each route, and spreadsheets with service location data attributed to sequence, route, and day. Phase two will include a twelve-month subscription to RouteSmart Online for Waste and Recycling for the 35 solid waste vehicles. Furthermore, RouteSmart Online will support commercial and residential daily routing, download of service location and facility data to ArcGIS Pro, onboarding for staff, along with other tools that will give staff and dispatchers the ability to efficiently and safely operate and route.

Phase Description	Cost
Phase 1: RouteSourcing Rerouting Professional Services	$72,600.00
Phase 2: RouteSmart Online 12-month Web Services Subscription	$24,780.00
Agreement Total	$97,380.00

Approval of this agreement is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act as there is no possibility this action will result in any significant impact on the environment.

ALTERNATIVES:

City Council may elect not to approve the agreement and provide alternate direction to staff.

STRATEGIC PLAN:

Supports Priority D: Sustainability

SUBMITTED BY:
Christopher Boatman, Assistant City Manager

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

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

PREPARED BY:
Nathalie Ayala, Senior Administrative Assistant

Fiscal Impact

Fiscal Year: FY 2022-23
Amount: $97,380
Budgeted Y/N: Y
Account No.: 511900
Discussion:
Sufficient funding for this service is included in the Solid Waste Division's (511900) budget for Fiscal Year 2022-2024 as approved by City Council.

Attachments

A. Agreement with RouteSmart Technologies, Inc.

AGREEMENT TO PERFORM PROFESSIONAL SERVICES

This agreement for the provision of rerouting and route optimization of residential automated refuse, recycling, green waste, and organic waste curbside collection and commercial recycling routes ("Agreement") is made and entered in this 2nd day of May, 2023 ("Effective Date"), by and between the City of Redlands, a municipal corporation ("City") and RouteSmart Technologies, Inc., a New York 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 rerouting and route optimization of residential automated refuse, recycling, green waste, and organic waste curbside collection and commercial recycling routes 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 Christopher Boatman, Assistant City Manager, 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 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 Total compensation for Consultant's performance of the Services shall be in the amount of ninety-seven thousand three hundred eighty dollars ($97,380.00). City shall pay Consultant in accordance with Exhibit "B," titled "Fee Schedule" which is attached hereto and incorporated herein by this reference.

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

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

CITY:	CONSULTANT:
City Clerk	Chris Walz
City of Redlands	Vice President
35 Cajon Street	RouteSmart Technologies, Inc.
P.O. Box 3005 (mailing)	8850 Stanford Blvd. Suite 3250
Redlands, Ca 92373	Columbia, MD 21045
jdonaldson@cityofredlands.org	cwalz@routesmart.com
(909) 798-7531	800-977-7284 x3207

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

ROUTESMART TECHNOLOGIES, INC.

By: _____
Chris Walz, Vice President

ATTEST:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

Phase 1:

RouteSourcing – Rerouting of Existing Commercial and Residential Routes- 35 Vehicles

- Consultant Technologies (RS) will provide comprehensive professional services necessary to optimize the City's existing automated residential refuse, recycling, green waste, and organic waste curbside collection and commercial recycling collection routes. This will include the capability for route balancing, optimized service location collection order sequencing (and adjusting of results as required based on City input). All routing results will be generated over HERE street data.

Consultant will conduct a one-day Project Initiation Meeting (PIM) off-site to discuss and confirm the project plan and lock down the final scope of work. It will be as follows:

- Service location and facility location data must conform to the Consultant Standard Data Model.
- Consultant is not responsible for routing results for an un-geocoded address. Service locations that are ungeocoded will be returned with a zero sequence/route/day.
- City will provide standard rates of collection, disposal time, extra time, and additional operational parameters to Consultant.
- Alley assignments or collection designations are not available via RouteSourcing projects.
- City will have 1 day for every 5 vehicles (7 days) to review initial routing results. Consultant will accept 1 round of revisions to the initial routing results submitted based on the initial data provided for incorporation into the final routing solution. If feedback is not received within the allocated budget for review the results will be considered finalized.
- Rates are based on residential waste service from a single depot servicing a distinct singular district for route balancing and sequencing within existing days.
- Customer data updates after RouteSourcing begins are not included. If the City needs to submit a new customer file to Consultant because of additions, subtractions or omissions from the data will incur additional charges. A 10% surcharge will be assessed for each data update submitted by the client after initial route results are submitted for review or at any other time during the project before final route plans will be provided.
- Changes to agreed upon routing methodology for initial routing results will require a new defined scope of work and will be subject to a 10% surcharge for each revision from the initial routing results.
- Standard Deliverables
    - Route sequence report
    - Route summary report
    - Turn-by-turn instructions for each route
    - Excel spreadsheets with service location data attributed with sequence, route, and day (if day balancing is required)
- It is expected considerable communication will be required between Consultant and the City of Redlands, Solid Waste & Recycling personnel regarding the submittal and review of the initially submitted route plans, validation and final adjusting of route plan designs.

Off-site communication between RS and all parties will take place via GoTo Meeting and conference call. For any on-site work travel and expenses will be billed as incurred.

- Travel and expenses will be billed as incurred if it's mutually determined an on-site visit will be agreed to as part of this engagement.

Phase 2:

Consultant Online for Waste and Recycling Subscription

- Subscription to Consultant Online for Waste and Recycling
- Term: 12-month minimum subscription for 35 vehicles

Web-based solution providing all the tools required to maintain collection routes, optimized through the RouteSourcing engagement, with up-to-date and accurate information for your fleet of residential and commercial service vehicles. Consultant Online will empower route management staff and dispatchers with the ability to reduce the continuing cost of collection through efficient routing and provide crews with operating plans that maximize safety in the collection order sequence.

- Support for commercial and residential daily routing
- Supports download of service location and facility data to ArcGIS Pro
- Administrator-level functionality for defining user roles
- Subscription fee includes on-boarding for 1 person for every 5 vehicles (7 total) under subscription in a scheduled set of workshops held virtually

EXHIBIT "B"
Fee Schedule

Task	Description	Quantity	Cost
1.	Phase 1: RouteSourcing Rerouting Professional Services		
1.1	RouteSourcing Fees, Schedule RouteSmart Implementation Consultant	1	$ 36,300
1.2	Submittal of Initial Optimized Route Plans, no later than 60 days from Project Initiation Meeting	1	$ 18,150
1.3	Submittal of Final Optimized Route Plans	1	$ 18,150
		PHASE 1 TOTAL	**$72,600.00**
2.	Phase 2: RouteSmart Online 12-month Web Services Subscription		
2.1	First Quarter Subscription	1	$6,195
2.2	Second Quarter Subscription	1	$6,195
2.3	Third Quarter Subscription	1	$6,195
2.4	Fourth Quarter Subscription	1	$6,195
		PHASE 2 TOTAL	**$ 24,780**
	TOTAL COST		**$97,380.00**

EXHIBIT "C"

WORKERS' COMPENSATION INSURANCE CERTIFICATION

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

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

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

CHECK ONE

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

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

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

RouteSmart Technologies, Inc.

By:_____ Date: _____

Chris Walz, Vice President

City Council/Successor Agency Meeting **I. 13.**

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Approve a request by the Redlands Arts Festival, Inc. to hold the Redlands Festival of Arts event on May 27-28, 2023; authorize street closures related to the event; approve a request for in-kind support in the amount of $4,363; authorize the sale and consumption of alcoholic beverages at the event; and determine that the event is categorically exempt from environmental review pursuant to Section 15061(b)(3) of the state's guidelines implementing the California Environmental Quality Act (Assistant City Manager Boatman)

MOTION(S):

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

1. I move that the City Council determine that approval of the Redlands Festival of Arts event is categorically exempt from environmental review pursuant to Section 15061 (b)(3) of the state's guidelines implementing the California Environmental Quality Act, and;

2. I move to approve the request by the Redlands Arts Festival, Inc. to hold the Redlands Festival of Arts event on May 27-28, 2023, authorize the sale and consumption of alcoholic beverages during the event and the expenditure of City resources and in-kind support in the amount of $4,363, and;

3. I move to authorize the closure of 4th Street and Eureka Street from 10:00 a.m. on May 27, 2023, through 5:00 p.m. on May 28, 2023.

RECOMMENDATION:

Staff recommends the City Council determine that the event is categorically exempt from environmental review pursuant to Section 15061 (b)(3) of the State's guidelines implementing the California Environmental Quality Act (CEQA) and further recommends that the City Council authorize the request to close streets, expenditure of in-kind support in the amount of $4,363.00, and the sale and consumption of alcoholic beverages during the Redlands Festival of Arts events to be held on May 27 and May 28, 2023.

DISCUSSION:

The Facilities and Community Services Department manages the administration and issuance of permits for special events held in public areas of the City. Upon the issuance of a special event permit, the event may take place contingent on the event organizer paying the required fees. However, 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 provide support for programs that provide a community benefit, the City Council will, from time to time, consider the authorization of the expenditure of City resources related to a specific special event.

The Redlands Arts Festival Inc. (RAFA) has reserved Smiley Park and is requesting to hold the Redlands Festival of Arts event on Saturday, May 27 and Sunday, May 28. The reservation is also requesting setup to begin Friday, May 26 at 8 p.m. RAFA is requesting permission to serve alcohol at the event that will end no later than 5:00 p.m. on each of the two event dates. They are also requesting approval to close 4th Street, from Vine Street to the Contemporary Club parking lot entrance and Eureka Street, from the Library to Olive Avenue from 10:00 a.m. Saturday through Sunday, May 27 and 28. RAFA is also requesting in-kind support in the amount of $4,363.00 for departmental resources including personnel and equipment from the Police and Facilities and Community Services departments.

RAFA is a registered non-profit organization operating out of the City of Redlands. The City Council has waived fees for this event in the past as it serves as a public benefit to the community by promoting economic development and tourism within the community. RAFA will be responsible for operating and obtaining the Daily License to Serve Alcohol from the Office of Alcohol Beverage Control. City Council approval is also necessary to authorize the consumption of alcohol for this event due to its location. Staff's approval authority is limited to only enclosed public areas in public parks as defined by Resolution No. 7559 and therefore the approval of this request is outside of staff's purview.

The event is categorically exempt from the requirements of the California Environmental Quality Act's guidelines pursuant to Section 15061 (b)(3). This section includes the permitting of existing public facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The request is consistent with this exemption as it includes the permitting of a temporary event within an existing public park.

ALTERNATIVES:

The City Council has the option of denying the request or waiving a portion of the fees.

STRATEGIC PLAN:

Supports Strategic Plan Priority A: Quality of Life - Strategic Objective 1: Beautification, Arts and Culture

SUBMITTED BY:
Chris Boatman, Assistant City Manager

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

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

PREPARED BY:
Michelle Groenke, Adminstrative Assistant I

Fiscal Impact

Fiscal Year: FY 2022-23

Amount: $4,363.00

Discussion:

In anticipation of the City Council's consideration of this request, staff has compiled the following table outlining costs related to fees established by Resolution of the City Council and departmental charges pertaining to personnel and equipment resources necessary for the support of the event. The departmental charges are costs outside of normal City operations that would not be incurred by the City if the special event was not taking place.

Departmental Charges (Personnel & Equipment)	**2023 Amount**	**Type**	**2022 Amount**
Police Personnel[1]	$4,000.00	Hard Cost	$3,586.00
Fire Personnel[1]	$0	Hard Cost	$316.00
Facilities and Community Services Personnel[1]	$0	Hard Cost	$1050.00
Personnel & Equipment Subtotal	**$4,000.00**		**$4,952.00**
Fees Established by City Council Resolution			
Redlands Bowl Reservation	$363.00	Soft Cost	$363.00
Smiley Park Reservation	$0	Soft Cost	$282.00
Barricade Rental	$0	Soft Cost	$150.00
Fees Subtotal	**$4,363.00**		**$795.00**
Total Departmental Charges and Fees	**$4,000.00** (hard) **$363.00** (soft) **$4,363.00 (Total)**		**$5747.00**

[1]Personnel costs are calculated conservatively assuming the highest staff cost scenario. Actual costs may vary on the day of the event based on the actual staff present. Actual costs will be confirmed following the event and will be included in a reconciliation report presented to the City Council.

The following table summarizes the total estimated costs associated with the use of City resources and in-kind support approved for events scheduled during Fiscal Year 2022-23 to date:

TABLE 2: FY 2022-23 Fee Waivers to date

Hard Costs	Soft Costs	Deposits Refunded	In-kind support Amount	Net Amount
$215,126.00	$76,771.50	$5,200.00	$291,553.50	$287,197.50

Attachments

In-kind Support Request
Request to Close Street
Authorization to Serve Alcohol
Verification of Non-Profit

City of Redlands *In-Kind Support Request*

Event Name: Redlands Festival of Arts

Event Date(s): Set up May 26 2023 Event May 27-28 **Location(s):** Smiley Park

Rain Out Date: None / Event is rain or shine **Beginning Time:** Set up — All day Event 10 a.m. **End Time:** Set up 8 pm 5 p.m. both days

Describe Your Request:

This completed form with all supporting documentation shall be submitted a minimum of 60 days prior to the scheduled event. Additional information may be attached to this application form, as needed.

Art show with 120 artist booths, seven food trucks, one beer/wine garden, two locations for small musical groups to perform. All totally fenced. Our 10th year. Founded in 2013 in Smiley Park. Admission to the show is free.

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

- [x] Traffic (*Personnel, equipment, cones, barricades, no-parking*) — Street barricades at seven locations
- [x] Police (*Public Safety Personnel*) — To be determined by Police Dept. In the past, we have had two officers from 10 am to 5 pm on Sat/Sunday.
- [ ] Fire (*Paramedics, Inspectors*)
- [x] Parks (*Cleanup Personnel, Ball Field Lights*) — We clean up after event.
- [ ] Facility — We do not use the Bowl stage and seating, but we do use the grounds around the stage and seating.

Refuse/Recycling (*Event Receptacles, Roll-Off Service*) acquired by Event Organizers through Redlands Customer Service

Section 13.65 of the Redlands Municipal Code requires that events that serve more than 2,000 individuals per day will be required to submit for review and approval a Large Venue Recycling Plan. The Quality of Life Department may require smaller events to comply with City recycling practices as a condition of waiving fees.

- [x] Other — We will rent large trash bin and cardboard trash boxes. See attached recycling plan.

Group/Organization Name: Redlands Arts Festival Assn., Inc.

Is your Group/Organization a Registered Non-Profit: [x] Yes [ ] No **Non-Profit Federal Tax ID Number:** 46-2194386

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

Please be advised that depending upon your request, you may be required to provide proof of insurance coverage in an amount determined by the City and naming the City as an additional insured. To be provided in May.

Has your Group/Organization received fee waivers from the City in the past? Yes, for ~~the past nine~~ eight years 2013-2019 and 2022. We were virtual in 2020 and 2021.

Primary Contact Name & Title: Shirley Havry, chairman ~~Jerry Bean, Treasurer~~

Mailing Address: 1940 Country Club Drive, Redlands CA 92373

Phone Number: Bean cell: 909 816-9913 Havry cell: 909 214-7179 **E-Mail Address:** Bean: jbean@centurygroup.com Havry: shirleyH@LoisLauer.com

Updated 6/2021

As a part of our commitment to fiscal responsibility, the City of Redlands gathers data associated with the economic and social benefits associated with in-kind support. Please provide estimates, as applicable, for your event.

Positive outcomes for your organization from this

Provides avenue for artists to exhibit and sell their works.
Funds raised by the show are granted to youth art education groups.

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

Helps establish Redlands as a center for arts activities, a quality town.
Some hotel and restaurant sales.
Some city sales tax from artists' sales.
6,000 people enjoy attending the show.

In April 2002, the City Council adopted Resolution No. 6038, which encourages groups or organizations requesting in-kind support from the City to use local businesses when procuring goods and services associated with the event. Receipts will need to be submitted through a follow up form. Failure to submit post event documentation (within 15 days) may affect future requests.

	Proposed Event	Previous Event Actuals	Vendors Sales at show
Attendance: Redlands Residents	Est. 4,000	4,500	
Attendance: Non-Residents	Est. 2,000	2,500	
Food & Beverage Sales + hotel	$10,000 in community		$5,000 beer garden
Merchandise Sales	-0- in community		$50,000 artist sales
Ticket/Entrance Fees	-0- Free admission		
Other			
Total Revenue	6,000 attendance	7,000 attendance	$55,000

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

Signature: Jerry Bean **Title:** Treasurer

Please Print Your Name: Jerry Bean **Date:** March 14, 2023

To Be Completed by the City of Redlands

Date Received: 3.14.2023 **Received By:** Michelle Gardenhe

Notes:

City Manager Approval: City Council Approval:

Event: Redlands Festival of Arts

PERMIT TO CLOSE STREET FOR SOCIAL EVENT

Permission to close a street for an event is subject to the following requirements:

***	**MUST PROVIDE INSURANCE COVERAGE AS DESCRIBED. SEE REVERSE**
1.	**MUST attach street closure diagram. (Failure to submit diagram will result in non-issuance of permit).** Attached
2.	**MUST attach event flyer or event description. (Failure to submit flyer or event description will result in non-issuance of permit).**
3.	Signs and barricades shall be supplied and installed by the applicant as required by the Municipal Utilities & Engineering Department Director.
4.	No tables or other objects shall be placed on the street surface.
5.	Permission in writing shall be granted by all residents of the affected portion of the street.
6.	The hours of street closure shall be within the hours of 9 a.m. to 9 p.m. ~~Street must be fully opened by 9 p.m.~~ – night at the Park. Eureka St. and 4th St. will be closed on Saturday
7.	The street shall remain open for emergency vehicles and local traffic at all times.
8.	No alcohol shall be consumed on the street right-of-way.
9.	This permit relates only to the closing of the street. It does not relate to the type of activity, noise or any other aspect of the event. All other applicable and appropriate ordinances and laws apply.

Permission is hereby granted to Redlands Festival of Arts

To close Eureka St. and 4th St.

Between Contemporary Club parking lot and Vine St on 4th St (soft close) and Library Drive on Eureka St.

On 5/27 & 5/28/23 from 10 am am/pm to 5 pm am/pm and overnight on 5/27.

Address of applicant 1940 Country Club Drive, Redlands CA 92373

Signature of applicant Jerry Bean Phone No. 909 816-9913

Condition(s) Gary McCormick will supervise closing and opening of streets each day. 4th St. will be opened as needed for access to library handicapped entrance.

Event Description Redlands Festival of Arts / art show

By Jerry Bean 3/14/2023

FOR OFFICE USE ONLY

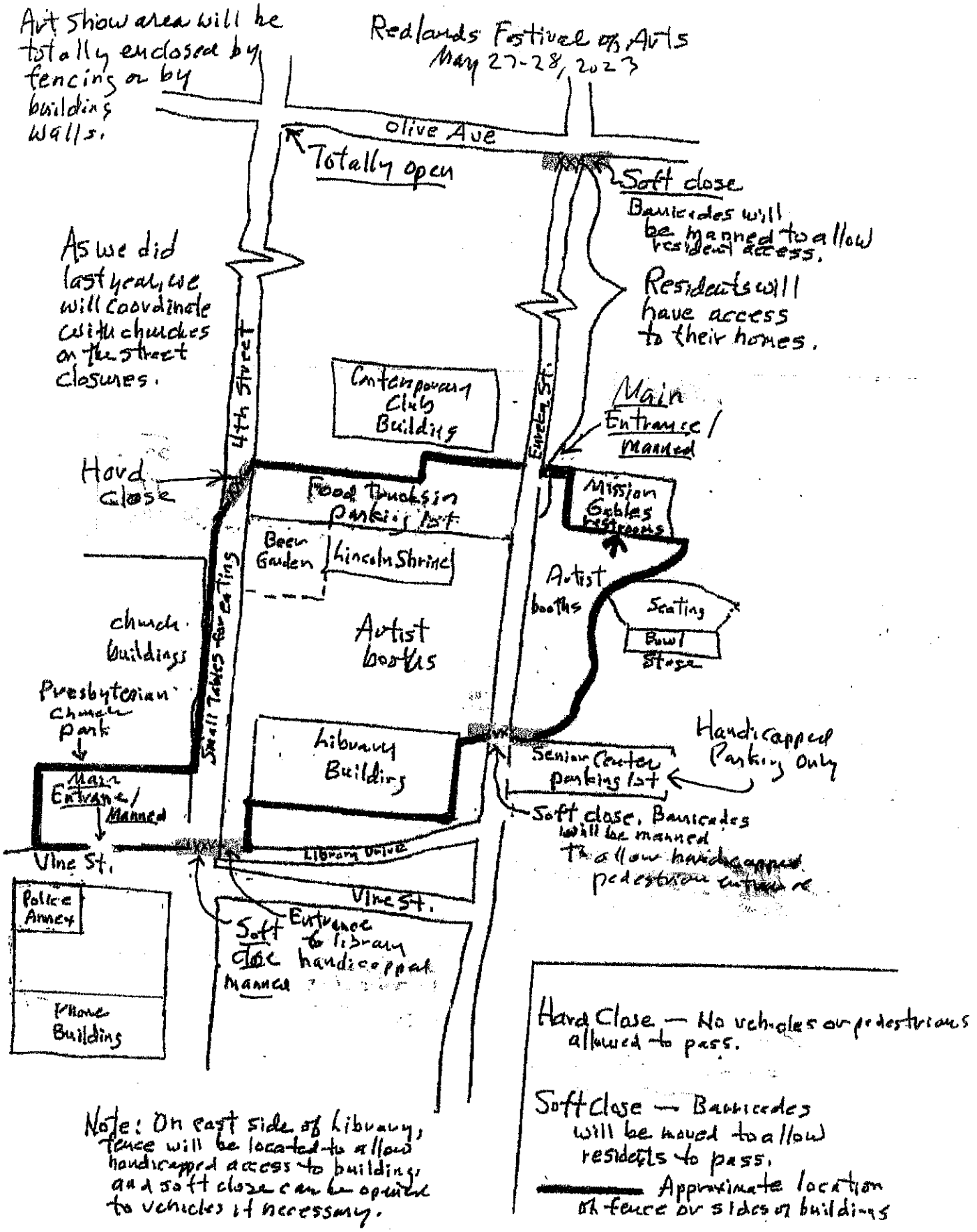
This permit must be signed by the Chief of Police in order to be valid.

1. _____ Risk Management _____ Date

2. _____ Municipal Utilities & Engineering Department _____ Date

3. _____ One Stop Permit Center Manager _____ Date

4. _____ Chief of Police _____ Date


Art Show area will be totally enclosed by fencing or by building walls.
Redlands Festival of Arts
May 27-28, 2023
Olive Ave
Totally open
Soft close
Barricades will be manned to allow resident access.
As we did last year, we will coordinate with churches on the street closures.
Residents will have access to their homes.
4th Street
Contemporary Club Building
Eureka St.
Main Entrance / Manned
Hard close
Food Trucks in Parking lot
Mission Gables restrooms
Beer Garden
Lincoln Shrine
Artist booths
Seating
Bowl Stage
Small Tables for eating
church buildings
Artist booths
Presbyterian Church Park
Library Building
Handicapped Parking Only
Senior Center parking lot
Main Entrance / Manned
Soft close. Barricades will be manned to allow handicapped pedestrian entrance
Vine St.
Library Drive
Vine St.
Police Annex
Soft close
Entrance to library handicapped manned
Phone Building
Hard Close — No vehicles or pedestrians allowed to pass.
Soft Close — Barricades will be moved to allow residents to pass.
Approximate location of fence or sides of buildings
Note: On east side of library, fence will be located to allow handicapped access to building, and soft close can be opened to vehicles if necessary.

CITY OF REDLANDS
APPLICATION REQUESTING AUTHORIZATION TO SERVE ALCOHOL

TYPE OF EVENT Redlands Festival of Arts / art show

PROPOSED LOCATION Smiley Park

APPLICANT'S INFORMATION

ORGANIZATION'S NAME: Redlands Festival of Arts

CONTACT PERSON: Jerry Bean PHONE: 909 816-9913

ADDRESS 1940 Country Club Drive, Redlands CA 92373

EVENT INFORMATION

DATE OF EVENT May 27-28, 2023 HOURS 10 am to 5 pm

NAME OF EVENT Redlands Festival of Arts

ARE FEES BEING CHARGED FOR EVENT? ☐ YES ☒ NO PRICE

ARE FEES BEING CHARGED FOR ALCOHOL? ☒ YES ☐ NO PRICE $5 per drink

TYPE OF ALCOHOL BEING SERVED? (Beer) (Wine) Distilled Spirits No

RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I, the undersigned, representing the Redlands Festival of Arts (DOA) and in consideration of being permitted to conduct the Event, agree that the members/participants of Redlands Arts Festival Assn., Inc. shall defend, indemnify and hold harmless the City of Redlands, its elected officials, officers, boards, commissions, agents and employees from and against any and all claims, demands, actions, suits, damages, liabilities and judgments of every kind and nature and regardless of the merit of the same, arising out of the use of City of Redlands' park facilities.

The members/participants of Redlands Arts Festival Assn Inc. hereby release, discharge and agree not to sue the City of Redlands for any injury, death or damage to or loss of property arising out of or in connection with this event from whatever cause.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I REPRESENT I HAVE THE FULL AUTHORITY TO EXECUTE THIS FULL RELEASE OF LIABILITY ON BEHALF OF THE MEMBERS/PARTICIPANTS OF Redlands Arts Festival Assn Inc. AND THAT I HAVE SIGNED THIS AGREEMENT ON

Date 3/14/2023 Signature Jerry Bean

AUTHORIZATION

Pursuant to the use of alcohol within the City property noted above, the City of Redlands grants you permission to do so with the following conditions set forth by the City Council:

ALCOHOL RELATED TO PARKS:

Redlands Municipal Code, Section 12.44.270 does allow, "through the permitting process, the consumption of alcoholic beverages or liquors in enclosed public areas in public parks. The enclosed area is comprised of these areas which have been approved for use and secured by a barrier, portable fence, screen or materials approved by the Quality of Life Director.

Tape or ribbon of some kind may also be used for setting off the area for which the alcoholic beverage is served and consumed. Alcohol sales and distribution shall stop one hour prior to end of event unless otherwise directed by PD or ABC office.

ALCOHOL RELATED TO AIRPORT:

12.56.090: USE OF INTOXICATING LIQUOR OR DRUGS: No person shall operate or assist in the operation of any aircraft while under the influence of, or using, any intoxicating liquor or habit forming or hallucinatory or narcotic drug. No alcoholic beverage may be consumed or sold on the airport unless the city council shall have approved and designated the place for the sale and consumption thereof. (Ord. 1431 § C(4), 1971)

Redlands Arts Festival Association

EIN: 46-2194386 | Redlands, California, United States

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC ⓘ

Determination Letter

A favorable determination letter is issued by the IRS if an organization meets the requirements for tax-exempt status under the Code section the organization applied.

Final Letter(s)

- FinalLetter_46-2194386_REDLANDSARTSFESTIVALASSOCIATION_08282013_01.tif [https://apps.irs.gov/pub/epostcard/dl/FinalLetter_46-2194386_REDLANDSARTSFESTIVALASSOCIATION_08282013_01.tif]
- FinalLetter_46-2194386_REDLANDSARTSFESTIVALASSOCIATION_08282013_02.tif [https://apps.irs.gov/pub/epostcard/dl/FinalLetter_46-2194386_REDLANDSARTSFESTIVALASSOCIATION_08282013_02.tif]

Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than $50,000 fall into this category.

City Council/Successor Agency Meeting **I. 14.**

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Determine that the aging inventory of umbrellas within the Orange Street Alley Park is surplus property and approve the donation of surplus Orange Street alley umbrellas to the Redlands Visitor Center (Assistant City Manager Boatman)

MOTION(S):

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

1. I move to determine that the aging inventory of umbrellas within the Orange Street Alley Park is surplus property and direct staff to donate the umbrellas to the Redlands Visitor Center.

RECOMMENDATION:

Commission Recommendation

At their February 9th meeting, the Parks and Recreation Advisory Commission unanimously voted to recommend the donation of the umbrellas to the Redlands Visitor Center.

Staff Recommendation

Staff recommends that the City Council determine that the aging inventory of umbrellas within the Orange Street Alley Park is surplus property.

DISCUSSION:

The Orange Street Alley Park, located east of Orange Street between East State Street and East Citrus Avenue, has become an iconic destination in the historic area of downtown Redlands. The main feature of the alley has become the collection of multicolor umbrellas suspended over the length of the park. These umbrellas have appeared in numerous news articles and photos, and help provide a lightened mood in the narrow space. Due to year-round exposure to the elements, the service life of the umbrellas is around four months. At the end of their service life, the umbrellas are normally taken down and disposed of.

The Redlands Visitor Center, located at 14 North 5th Street, is a non-profit organization whose mission is to enhance the quality of life for residents and visitors by stimulating the senses through local art, culture, history, events, and family-friendly activities. This organization has requested the donation of the umbrellas, once the end of their service life has been reached. The umbrellas are city property and, as such, must be declared surplus property in order to be donated or sold. Additionally, there is no process contained in the code whereby the surplus property can be administratively transferred to a private party. Therefore, City Council approval is required.

ALTERNATIVES:

Council may choose to not approve the donation.

STRATEGIC PLAN:
Not applicable

SUBMITTED BY:
Chris Boatman, Assistant City Manager

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:
Joe Bierma, Administrative Analyst

Fiscal Impact

Fiscal Year: 2022-2023

Appropriation Required Y/N: No

Discussion:

There is no fiscal impact to the City related to the donation of the surplus Orange Street alley umbrellas to the Redlands Visitor Center.

Attachments

Surplus Commodities & Equipment Property Request Form

SURPLUS COMMODITIES AND EQUIPMENT PROPERTY REQUEST FORM

Organization Name: Redlands Visitor Center

(Attach proof of public agency, charitable or not for profit 501(c)(3) organization)

Point of Contact

Name: Deborah Ohara

Address: 14 N. Fifth St.
Rdls CA 92373

Email: deborah@redlandsvisitorcenter.com

Phone: 909-721-1399

Organization Address:
14 N. Fifth St.
Redlands CA 92373

Organization Website: redlandsvisitorcenter.com

City Surplus Commodities and Equipment Property Item(s) of Interest:

alley umbrellas

How will the requested surplus property items benefit your organization?

We are organizing a parade with umbrellas celebrating Redlands history. Children will decorate the umbrellas & winners will be selected. We are aiming for the RHS Stadium for the parade and contest.

How do you plan to transport the surplus property from City Hall to your location? Please prepare a detailed plan including (if applicable): all federal and state laws you must adhere to for transport of goods and materials within and out of the state of California; all expenses associated with shipment and removal; and a timeline for when the surplus property will be removed. This plan must be included upfront and have an identified funding source for any expenses to be eligible for consideration. You can attach additional explanation to this form if needed.

We will pick them up in a U-haul and store them in the basement of the Redlands Visitor Center.

DISCLAIMER OF WARRANTIES. **The City makes no agreement, warranty or representation, either express or implied, as to the value, design, condition, merchantability or fitness for any particular purpose or fitness for the use contemplated by the recipient or user, of the subject surplus property or any portion thereof. The recipient acknowledges that the City is not a manufacturer of the subject**

property or a dealer therein, that the property is being provided "as-is" and "with all faults," it being agreed and understood that all of the aforementioned risks are to be borne by the recipient or user of the property. In no event shall the City be liable for any damages, including, without limitation, incidental, indirect, special or consequential damages, in connection with or arising out of the recipient's or any other person's or entity's use of the property.

Signature of Applicant _____ Date 4/12/23

City Council/Successor Agency Meeting **I. 15.**

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Authorize the City Manager or his designee to negotiate sole source lease agreements with Toyota of Redlands for three vehicles at a cost not to exceed $85,000 and to execute the lease agreements together with any other associated documents with Toyota of Redlands (Assistant City Manager Boatman)

MOTION(S):

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

I move to authorize the City Manager or his designee to negotiate sole source lease agreements with Toyota of Redlands for three vehicles at a cost not to exceed $85,000 and to execute the lease agreements together with any other associated documents with Toyota of Redlands.

RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager or his designee to negotiate sole source lease agreements with Toyota of Redlands for three vehicles at a cost not to exceed $85,000 and to execute the lease agreements together with any other associated documents with Toyota of Redlands.

DISCUSSION:

The City of Redlands Equipment Maintenance Division oversees the maintenance of over 470 vehicles. In an effort to ensure the best use of public funds and resources, staff conducted an analysis of alternative vehicle replacement and maintenance programs several years ago. That analysis supported the conclusion that a structured and methodical vehicle replacement program could best be achieved through leasing light duty fleet vehicles rather

than purchasing vehicles outright. However, due to an unprecedented shortage in materials, there was and continues to be a critical shortage of new vehicles available for purchase. Staff is continuing to partner with Enterprise Fleet Management to continue the lease and maintenance program and expects to receive a limited number of new vehicles this fiscal year.

Staff researched alternatives to vehicle procurement and determined that the lease of specific vehicles from Toyota of Redlands would allow for immediate replacement of vehicles. These vehicles will be leased for a period of three years, at which time, they will be returned to Toyota of Redlands and replaced with vehicles within the existing program with Enterprise Lease Management.

In November 2022, the City Council approved sole source lease agreements with Toyota of Redlands in an effort to address critical vehicle replacement needs for the Police, Municipal Utilities and Engineering, and Facilities and Community Services Departments. City Council also adopted Resolution No. 8413, designating Chris Boatman, Assistant City Manager as the City's representative authorized to execute and deliver to Toyota agreements for individual motor vehicles, together with any other necessary documents in connection with those agreements.

The following vehicles have been identified as available for lease from Toyota of Redlands and are of critical need for the operations of the various departments. The vehicles to be leased are listed below. The final lease agreements will have the specific vehicle identification number (VIN) for the actual vehicle that is leased.

Model	Quantity	Department
Tacoma	1	Facilities & Community Services
RAV 4 Hybrid	1	Municipal Utilities & Engineering
Highlander	1	Police Dept.
Total	**3**	

ALTERNATIVES:

City Council may elect not to authorize the City Manager or his designee to negotiate sole source lease agreements with Toyota of Redlands and provide alternative direction to staff.

STRATEGIC PLAN:

Supports Strategic Plan Priority B - Public Health and Safety and D - Sustainability

SUBMITTED BY:
Chris 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
Rachel Tolber, Interim Police Chief
John Harris, Municipal Utilities & Engineering Director
Dana Abramovitz-Daniel, Procurement Manager

PREPARED BY:
Tricia Swope, Manager, Facilities & Community Services

Fiscal Impact

Fiscal Year: FY 2022-23
Amount: $74,036
Budgeted Y/N: Y
Account No.: Various
Discussion:
Sufficient funding for the lease of these vehicles is included in the FY 2022-23 and FY 2023-24 budgets as approved by the City Council. The annual costs are noted in the table below:

Facilities & Community Services Parks Div. (101303)	$22,626
Municipal Utilities - Wastewaster Div (521900)	$25,507
Police Department (101202)	$25,904
Total	$74,036

Attachments

Resolution No. 8413

RESOLUTION NO. 8413

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS, CALIFORNIA, AUTHORIZING THE EXECUTION AND DELIVERY OF MOTOR VEHICLE LEASE AGREEMENTS, AND OTHER INSTRUMENTS, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the laws of the State of California (the "State") authorize the City of Redlands (the "City"), a duly organized political subdivision and municipal corporation of the State, to purchase, acquire and lease personal property for the benefit of the City and its inhabitants and to enter into any necessary contracts; and

WHEREAS, the City desires to lease and/or finance equipment ("Equipment") from Toyota Financial Services Corporation and/or an authorized Toyota dealer ("Toyota") by entering into certain Closed-End Motor Vehicle Lease Agreements (the "Agreements") with Toyota of Redlands; and

WHEREAS, the City and Toyota desires to formally designate City representatives who shall be authorized to execute and deliver to Toyota an Agreements for individual motor vehicles, together with any other necessary documents in connection with those Agreements;

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

Section 1. That Christopher Boatman, Assistant City Manager, is authorized, directed, and empowered, on behalf of the City, to (i) sign and deliver to Toyota, and its successors and assigns, the Agreements and any related documents, and (ii) take or cause to be taken all actions he deems necessary or advisable to acquire the Equipment, including the signing and delivery of the Agreements and related documents.

Section 2. That the City Clerk of the City is authorized to attest to this Resolution and affix the seal of the City to the Agreements, this Resolution, and any related documents.

Section 3. That nothing in this Resolution, the Agreements, or any other document imposes a pecuniary liability or charge upon the general credit of the City or against its taxing power, except to the extent that the payments payable under the Agreements are special limited obligations of the City as provided in the Agreements.

Section 4. That a breach of this Resolution, the Agreements, or any related document will not impose any pecuniary liability upon the City or any charge upon its general credit or against its taxing power, except to the extent that the payments payable under the Agreements are special limited obligations of the City as provided in the Agreements.

Section 5. This Resolution shall take effect immediately upon its adoption.

ADOPTED, SIGNED AND APPROVED this 15th day of November 2022.

Paul T. Barich, 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 15th day of November, 2022, by the following vote:

AYES: Councilmembers Tejeda, Davis, Guzman-Lowery, Gallagher; Mayor Barich
NOES: None
ABSENT: None
ABSTAINED: None

Jeanne Donaldson, City Clerk

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Recognition of City employees and facilities receiving 2023 California Water Environment Association Santa Ana River Basin awards (Municipal Utilities and Engineering Director Harris)

DISCUSSION:

The City's Wastewater Utility and Joint Utilities Laboratory employees' professional organization is the California Water Environment Association (CWEA) and Redlands is located within the Santa Ana River Basin Section (SARBS). Three (3) MUED employees recently received awards at the annual CWEA SARBS banquet:

Jung Park, Redlands Laboratory Manager - Supervisor of the Year (1st place)

Ivan Pedraza, Redlands Laboratory Analyst - Laboratory Person of the Year (1st place)

Karla Siordia, Redlands Laboratory Analyst - Laboratory Person of the Year (2nd place)

Tonight, these employees will be recognized for their outstanding professional achievements. Additionally, the City's Wastewater Treatment Plant was recognized as the CWEA SARBS Wastewater Treatment Plant of the Year.

SUBMITTED BY:
John R. Harris, Municipal Utilities and Engineering Director

REVIEWED BY:
Charles M. Duggan, Jr., City Manager
Janice McConnell, Assistant City Manager
Carl Baker, Public Information Officer

Attachments

CWEA Awards Presentation

SANTA ANA RIVER BASIN SECTION

CWEA

OUR MISSION
Empowering, Educating, and Connecting water professionals to protect public health and the environment.
OUR VISION
A sustainable California water environment.

CWEA empowers wastewater professionals as they protect California's most critical resource: water. Our community of 10,000+ professionals represents all facets of wastewater management and resource recovery, from operators to lab techs to engineers.

Founded in 1928, CWEA proudly unites professionals from throughout the state. We address real-time issues, develop and deliver cutting-edge training, raise awareness of the profession, and shape the future of wastewater.

The City of Redlands, recently completed upgrades to the wastewater treatment plant. Work entailed a focus on energy efficiency, and the project resulted in a total energy savings of more than 1.5 million kWh/yr plus $290,000 in incentives from the WISE program administered by Southern California Edison. Additionally, the City will save an estimated $152,000 per year in energy costs.

Lincus, Inc. provided energy consulting for the project, recommending upgrades to the treatment process to incorporate new energy-efficient systems. The project entailed decommissioning, removal and replacement of three multistage centrifugal blowers with three energy-efficient turbo blowers with variable speed drives as well as upgrades to the membrane treatment process.

"The improvement to our MBR facility considerably exceeded the city's projection in water production, but most importantly, savings in energy requirements from the new turbo blowers and LEAPmbr technology," said Fernando Mata, Redlands wastewater operations superintendent. "Lincus' expertise in providing benchmark analysis to aid in the energy savings has benefited both operations and the City's ratepayers by supporting the City in our upgrade project that has proven to be exceptionally cost-effective and successful."

THE CITY'S IMPROVEMENTS TO THE WWTP RESULTED IN FOUR AWARDS AT THE CWEA BANQUET

Disneyland Hotel Convention Center
Annual Awards Banquet March 18, 2023

Plant of the Year –Gold, City of Redlands WWTP

Supervisor of the Year - Gold, Jungjoon Park

Laboratory Analyst of the Year – Gold, Ivan Pedraza

Laboratory Analyst of the Year – Silver, Karla Siordia

An evening to remember!

Having a great time celebrating our accomplishments!

Fun

Food

Dancing

It wasn’t us

Redlands Wastewater Treatment Plant Employees

Questions?

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Discussion and possible action relating to the designation of Voting Delegate to represent the City at the 2023 Regional Conference of the Southern California Association of Governments (SCAG) and General Assembly (Mayor Tejeda)

MOTION:

1. I move to designate Council Member Mario Saucedo to serve as the voting delegate at the 2023 Regional Conference of the Southern California Association of Governments (SCAG)

2. I move to designate Mayor Pro Tem Barich to serve as the alternate voting delegate at the 2023 Regional Conference of the Southern California Association of Governments (SCAG)

DISCUSSION:

The Southern California Association of Governments (SCAG) is holding its Regional Conference and General Assembly on May 4-5, 2023, at the JW Marriott Desert Springs Resort & Spa in Palm Desert, California. In order to participate in the SCAG General Assembly meeting, a delegate must be officially designated by the City. An alternate may also be designated in the event the designated delegate is unable to serve in that capacity.

This item is on the agenda to allow the City Council an opportunity to officially designate a delegate and alternate to participate in the SCAG General Assembly meeting. Additional information regarding the conference is attached for the Council's consideration.

SUBMITTED BY:
Janice McConnell, Assistant City Manager

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

PREPARED BY:
Jennifer Macias, Management Analyst

Attachments

About the Event

2023 REGIONAL CONFERENCE & GENERAL ASSEMBLY

On May 4-5, local leaders from throughout Southern California will convene for SCAG's 58th annual Regional Conference and General Assembly at the JW Marriott Desert Springs Resort & Spa in Palm Desert, CA. This conference brings together state and local elected officials, CEOs, business and civic leaders, transportation and environmental stakeholders, local government staff, and others.

Registration is open! The event is free for elected officials and city managers in the region.

REGISTER

Don't forget to book your hotel room – lock in the special conference room rate of $199.00 per night before April 13. After April 13, the room rate will return to the hotel's current nightly rate, subject to availability.

Event Details

Location & Parking

JW Marriott Desert Springs Resort & Spa
74-855 Country Club Dr.
Palm Desert, CA 92260

There is ample hotel parking. For overnight guests, self-parking is included in the resort fee. For all other attendees, mention SCAG to self-park for $15 per day. Valet parking is $40 for overnight.

Accommodations

Don't forget to book your hotel room:

- JW Marriott Desert Springs Resort & Spa
  Event location
- Courtyard Marriott – Palm Desert
  Travel Distance to JW Marriott – 6 min, 1.7 mi
- Residence Inn – Palm Desert
  Travel Distance to JW Marriott – 5 min, 1.4 mi
- The Westin Desert Willow Villas – Palm Desert
  Travel Distance to JW Marriott – 5 min, 1.5 mi

Attire

The conference calls for business casual attire.

Conference Registration

The conference program will kick off on Thursday morning, with **continental breakfast and networking at 8 a.m.** Please pick up your conference credentials and bag at the Conference Registration Desk.

Keynote Speaker

FEATURED KEYNOTE, FRIDAY, MAY 5

OZAN VAROL

Rocket Scientist turned Professor, Bestselling Author, and Expert on Creativity and Critical Thinking

Ozan Varol is one of the world's foremost experts in creativity, innovation, and critical thinking. He helps industry-leading organizations reimagine the status quo with moonshot thinking.

A native of Istanbul, Ozan moved to the United States when he was seventeen to attend Cornell University where he majored in astrophysics. In 2003, he served on the operations team for the 2003 Mars Exploration Rovers project that sent two rovers – Spirit and Opportunity – to Mars.

Ozan's diverse personal background (as a former rocket scientist turned lawyer turned university professor and popular author) allows him to connect with wide-ranging audiences. He's delivered keynote speeches to small and large crowds at conferences, start-ups, and Fortune 500 companies across numerous industries. Ozan is also the #1 bestselling author of *Think Like a Rocket Scientist: Simple Strategies You Can Use to Make Giant Leaps in Work and Life.*

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CALIFORNIA AIR RESOURCES BOARD

BURRTEC "We'll Take Care Of It"

BNSF RAILWAY

CALIFORNIA High-Speed Rail Authority

Caltrans CALIFORNIA DEPARTMENT OF TRANSPORTATION

CALIFORNIA CONTRACT CITIES ASSOCIATION

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CITRUS PEST & DISEASE PREVENTION PROGRAM

CALPORTLAND

INLAND EMPIRE BUSINESS JOURNAL iebizjournal.com

HOUSING AND COMMUNITY DEVELOPMENT CALIFORNIA

HDR

PLACEWORKS Creating great places for over 45 years

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Port of LONG BEACH THE PORT OF CHOICE

sitelogiq Efficiency Powered by Intelligence

SAN MANUEL BAND OF MISSION INDIANS

RUTAN RUTAN & TUCKER, LLP

Bronze

Sponsorship Opportunities

SCAG's 2023 Regional Conference & General Assembly sponsorships provide an unparalleled opportunity to promote your commitment to the region and network with elected officials, decision makers, community leaders, and business stakeholders throughout Southern California.

NOTE: Sponsorships are now closed. There are no longer any sponsorship levels available.

Sponsorship

120+ CITY MANAGERS, CITY PLANNING STAFF & COUNTY STAFF IN ATTENDANCE

191 CITIES REPRESENTED

800+ ATTENDEES

opportunities are detailed below, as well as in the downloadable 2023 Regional Conference & General Assembly Sponsorship Opportunities brochure.

250+ ELECTED OFFICIALS

CONTACT

If you have questions regarding your existing sponsorship, please contact:

Perla Lopez
Special Events Producer
Tel: (213) 236-1896
Email: lopezp@scag.ca.gov

PLATINUM SPONSOR

Amount	$30,000
Sponsorships Available	0
Speaking Opportunity	Featured speaking role
President's Reception Invitations	6
Conference Registrations	10
Added Value	Premier lobby and conference space branding
Program Booklet Advertisement	Full-page, color ad (back or inside cover)
Exhibitor Table	Premium placement
Product Placement in Registration Bags	✓
Logo Placement on Conference Website and	✓

On-screen Visuals

SUSTAINABILITY AWARDS LUNCHEON SPONSOR

Amount	$20,000
Sponsorships Available	0
Speaking Opportunity	Featured speaking role at luncheon
President's Reception Invitations	5
Conference Registrations	8
Added Value	Special logo and brand placement on Sustainability Awards Luncheon materials
Program Booklet Advertisement	Full-page, color ad (premium placement)
Exhibitor Table	Premium placement
Product Placement in Registration Bags	✓
Logo Placement on Conference Website and On-screen Visuals	✓

RECEPTION SPONSOR

Amount	$10,000
Sponsorships Available	0

Speaking Opportunity	Introductory remarks at reception
President's Reception Invitations	4
Conference Registrations	6
Added Value	Special Reception signage with organization logo
Program Booklet Advertisement	Full-page, color ad (premium placement)
Exhibitor Table	Premium placement
Product Placement in Registration Bags	✓
Logo Placement on Conference Website and On-screen Visuals	✓

PANEL SPONSOR

Amount	$7,500
Sponsorships Available	0
Speaking Opportunity	Introductory remarks for panel session
President's Reception Invitations	2
Conference Registrations	5
Added Value	Special Panel signage with organization logo
Program Booklet Advertisement	Half-page, color ad
Exhibitor Table	✓

Product Placement in Registration Bags	✓
Logo Placement on Conference Website and On-screen Visuals	✓

TECHNOLOGY SPONSOR

Amount	$7,500
Sponsorships Available	SOLD OUT
Speaking Opportunity	
President's Reception Invitations	2
Conference Registrations	5
Added Value	Exclusive Wi-Fi sponsor branding and company landing page
Program Booklet Advertisement	Half-page, color ad
Exhibitor Table	✓
Product Placement in Registration Bags	✓
Logo Placement on Conference Website and On-screen Visuals	✓

BREAKFAST SPONSOR

Amount	$7,000
Sponsorships Available	0

Speaking Opportunity	
President's Reception Invitations	2
Conference Registrations	5
Added Value	Special Breakfast signage with organization logo
Program Booklet Advertisement	Half-page, color ad
Exhibitor Table	✓
Product Placement in Registration Bags	✓
Logo Placement on Conference Website and On-screen Visuals	✓

AUTO SHOWCASE SPONSOR

Amount	$5,000
Sponsorships Available	0
Speaking Opportunity	
President's Reception Invitations	2
Conference Registrations	4
Added Value	
Program Booklet Advertisement	Half-page, color ad
Exhibitor Table	Small table adjacent to vehicle
Product Placement in Registration Bags	✓
Logo Placement on Conference Website and	✓

On-screen Visuals

GOLD SPONSOR

Amount	$5,000
Sponsorships Available	0
Speaking Opportunity	
President's Reception Invitations	2
Conference Registrations	4
Added Value	
Program Booklet Advertisement	Half-page, color ad
Exhibitor Table	✓
Product Placement in Registration Bags	✓
Logo Placement on Conference Website and On-screen Visuals	✓

SILVER SPONSOR

Amount	$3,000
Sponsorships Available	0
Speaking Opportunity	
President's Reception Invitations	
Conference Registrations	3

Added Value	
Program Booklet Advertisement	
Exhibitor Table	
Product Placement in Registration Bags	✓
Logo Placement on Conference Website and On-screen Visuals	✓

BRONZE SPONSOR

Amount	$1,000
Sponsorships Available	0
Speaking Opportunity	
President's Reception Invitations	
Conference Registrations	2
Added Value	
Program Booklet Advertisement	
Exhibitor Table	
Product Placement in Registration Bags	
Logo Placement on Conference Website and On-screen Visuals	✓

Conference Schedule

Wednesday, May 3	
3 – 4 p.m.	EXECUTIVE/ADMINISTRATIVE COMMITTEE MEETING
5 – 6 p.m.	NEW MEMBER PROGRAM (Invitation Only)
6 – 8 p.m.	PRESIDENT'S RECEPTION (Invitation Only)
Thursday, May 4	
8 – 10 a.m.	REGISTRATION, NETWORKING & CONTINENTAL BREAKFAST
9 – 10 a.m.	REGIONAL COUNCIL MEETING
10:15 – 11 a.m.	WELCOME & OPENING REMARKS
11 a.m. – Noon	GENERAL ASSEMBLY MEETING
12:15 – 2 p.m.	SUSTAINABILITY AWARDS LUNCHEON
2:15 – 3:15 p.m.	BREAKOUT SESSIONS (1) AND STUDENT SHOWCASE
3:15 – 3:45 p.m.	BREAK & NETWORKING
3:45 – 4:45 p.m.	BREAKOUT SESSIONS (2) AND STUDENT SHOWCASE
5:30 – 7:30 p.m.	EVENING RECEPTION
Friday, May 5	
8:30 – 9 a.m.	BREAKFAST
9 – 9:30 a.m.	WELCOME / STUDENT SHOWCASE AWARDS
9:30 – 10 a.m.	SPECIAL PRESENTATION / KEYNOTE
10 – 11:15 a.m.	CLOSING GENERAL SESSION
11:15 a.m.	CONFERENCE WRAP-UP

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of Resolution. No. 8464 - Street Vacation No. 189 (Mayor to declare meeting open as a public hearing)

a. Public Hearing to consider Resolution No. 8464 - A request to vacate a portion of excess street right-of-way (Street Vacation No. 189) that is 30 feet in width and approximately 927 feet in length, and totaling approximately 27,805 square feet in area, located on the north side of Edgemont Drive along the property frontages of 212 and 226 Edgemont Drive (APNs: 0294-141-33-0000 and 0294-141-12-0000) (Applicant: Aysar Helo). This proposal is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines. (Development Services Director Desatnik)

PROCEDURE FOR PUBLIC HEARING:

1. Mayor declares the meeting open as a public hearing.
2. Mayor calls upon Department Director for report.
3. Mayor calls for questions/comments from members of the City Council.
4. Mayor calls upon applicant, or his/her representative, for comments and testimony.
5. Mayor calls for comments/questions/testimony from members of the public
   (3 minutes per speaker).
6. Mayor calls upon City Clerk to note any written comments received.
7. Mayor calls upon the applicant, or representative, for rebuttal comments (5 minutes).
8. Mayor closes the public hearing.
9. City Council considers the motion and votes.

MOTION(S):

If the City Council deems it appropriate, staff recommends the following motion:

I move to adopt Resolution No. 8464 to vacate a portion of excess right-of-way adjacent to 212 and 226 Edgemont Drive.

COMMISSION RECOMMENDATION:

On February 14, 2023, the Planning Commission voted 7 to 0 to adopt Resolution No. 1615 making a finding of General Plan conformity and determined that the proposed vacation of public right-of-way would be consistent with the General Plan.

Staff recommends that the City Council adopt Resolution No. 8464 to vacate a 30-foot-wide linear strip of the northern portion of Edgemont Drive adjacent to 212 and 226 Edgemont Drive.

BACKGROUND:

Aysar Helo has filed an application to vacate an excess portion of public right-of-way, located on the north side of Edgemont Drive adjacent to two parcels with site addresses of 212 and 226 Edgemont Drive (APNs: 0294-141-33-0000 and 0294-141-12-0000). The existing right-of-way in this location is 80 feet wide and includes approximately 26 feet of paving. The request is to vacate a portion of the existing right-of-way, 30 feet in width, along the frontage of the applicant's two properties (see Attachment A - Location Map). The land area proposed for vacation is approximately 927 feet in length and totals approximately 27,805 square feet.

Edgemont Drive is located in the southeastern portion of the City in an area that was annexed in 1990 as a part of Annexation No. 92. The home located at 212 Edgemont Drive first appears on historic aerials dating back to 1959. There are two homes on this parcel, and the home located on the southernmost portion of the property extends approximately 25 feet into the existing right-of-way. The applicant is requesting this street vacation to remove the existing structure from the right-of-way, which will provide a 4.5-foot setback to the structure (see Attachment B - Aerial Photograph). Based on the conditions on the ground and the adjoining land uses, the additional right-of-way is not necessary for public access. Widening the roadway beyond the existing paved condition is not practical due to the topography and location of existing improvements within, and adjacent to, the right-of-way.

The proposed Street Vacation would not result in any negative impacts to the

traffic-carrying capacity of Edgemont Drive or the adjacent streets (since the area proposed to be vacated is unimproved and beyond the edges of the existing pavement), and the roadway will remain unchanged as a result. The proposed vacation would result in a 50-foot wide right-of-way that would be consistent with the City of Redlands Standard Plan for a Hillside Local Road (as detailed in the City's Standard Specification and Detail Drawings for Design and Construction of Public Improvements and Environmental Review).

On April 4, 2023, the City Council adopted Resolution No. 8454 declaring its intent to vacate the subject excess public right-of-way, which initiated all noticing requirements for the requested street vacation.

ANALYSIS:

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

ENVIRONMENTAL REVIEW:

The proposal qualifies for an exemption from environmental review in accordance with the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the State CEQA Guidelines for projects where there is no possibility of any significant environmental effects. Adoption of the resolution and vacation of public right-of-way will not result in any potentially significant environmental effects.

ALTERNATIVES:

The City Council may:

1. Continue the matter to allow for additional information; or,
2. Not adopt the Resolution and not approve the street vacation.

SUBMITTED BY:
Brian Desatnik, Development Services Director

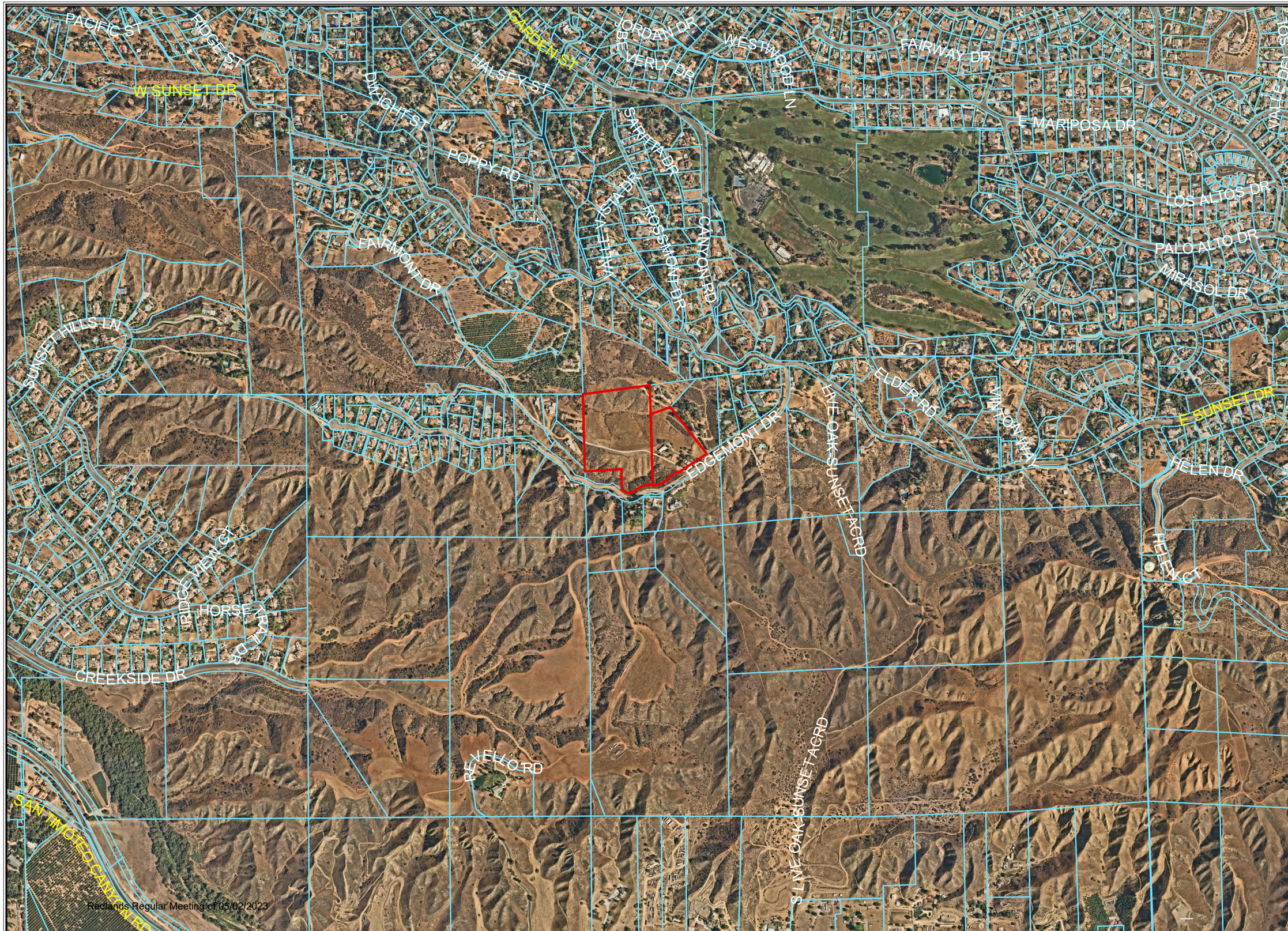
RECOMMENDED BY:
Charles M. Duggan Jr., City Manager

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager
John Harris, Municipal Utilities & Engineering Director

PREPARED BY:
Sean Reilly, Principal Planner

Attachments

Attachment A: Location Map
Attachment B: Aerial Photograph
Attachment C-1: Resolution No. 8464
Attachment C-2: Attachment A to Resolution 8464



Location Map

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

N
W E
S

Scale

0 660 1,320
Feet

City of Redlands
Department of Innovation & Technology
Geographic Information Systems

City of REDLANDS "A City That Works"

January 27, 2023

OneStop.mxd

Aerial Photograph

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

N
W E
S

Scale
0 50 100
Feet

City of Redlands
Department of Innovation & Technology
Geographic Information Systems

City of REDLANDS "A City That Works"

January 30, 2023

OneStop.mxd

Recording requested by and
when recorded return to:

CITY CLERK'S OFFICE
CITY OF REDLANDS
P.O. BOX 3005
REDLANDS, CA 92373

(THIS SPACE FOR RECORDER'S USE ONLY)

RESOLUTION NO. 8464

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS FINDING THAT A PORTION OF EXCESS STREET RIGHT-OF-WAY THAT IS 30 FEET IN WIDTH AND APPROXIMATELY 927 FEET IN LENGTH, AND TOTALING APPROXIMATELY 28,805 SQUARE FEET IN AREA, LOCATED ON THE NORTH SIDE OF EDGEMONT DRIVE ALONG THE PROPERTY FRONTAGES OF 212 AND 226 EDGEMONT DRIVE (APNS: 0294-141-33-0000 AND 0294-141-12-0000) IS UNNECESSARY FOR PRESENT OR PROSPECTIVE STREET PURPOSES AND ORDERING THE VACATION OF A PORTION OF SAID EXCESS RIGHT-OF-WAY (CITY OF REDLANDS STREET VACATION NO. 189)

WHEREAS, Aysar Helo, has submitted an application requesting vacation of a portion of excess street right-of-way that is 30 feet in width and approximately 927 feet in length, and totaling approximately 28,805 square feet in area, located on the north side of Edgemont Drive along the property frontages of 212 and 226 Edgemont Drive (APNs: 0294-141-33-0000 and 0294-141-12-0000), as more specifically described in Exhibit "A" (Legal Descriptions) and Exhibit B (Plat Maps), which are attached hereto and made part hereto (the "Street Vacation"); and

WHEREAS, the City is authorized to vacate all or part of a public street easement within the City pursuant to Streets and Highway Code section 8300 et seq.; and

WHEREAS, pursuant to Streets and Highway Code section 8340, the City may, for public convenience and necessity, reserve and except public service easements from the Street Vacation; and

WHEREAS, at its meeting on February 14, 2023, as required by Government Code Section 65402, the Planning Commission made a determination that the Street Vacation conforms to the City's General Plan; and

WHEREAS, on April 4, 2023, the City Council of the City of Redlands adopted Resolution No. 8454 declaring its intention to vacate such portion of East Highland Avenue, and set a public hearing date and time for the proposed Street Vacation; and

WHEREAS, City staff has recommended that the proposed Street Vacation is exempt

from environmental review under the California Environmental Quality Act ("CEQA"), pursuant to section 15061(b)(3) of the CEQA Guidelines for projects where there is no possibility of any environmental effects; and

WHEREAS, pursuant to Streets and Highways Code section 8320, the Redlands City Clerk published notice in the Redlands Daily Facts, for two successive weeks prior to the hearing, and caused the posting of notices along the proposed Street Vacation two weeks prior to the date set for the public hearing, no more than 300 feet apart, with at least three notices posted; and

WHEREAS, on May 2, 2023, the City Council held a duly noticed public hearing on the Street Vacation and considered all verbal and written testimony provided by City staff and all interested persons.

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

Section 1. Approval of the Street Vacation is exempt from environmental review in accordance with the California Environmental Quality Act ("CEQA"), pursuant to section 15061(b)(3) of the State's CEQA Guidelines because, based on the information in the staff report and presented at this hearing, it can be seen with certainty that the approval of the Street Vacation will have no physical effect on the environment.

Section 2. The City Council having elected to proceed under the provisions of Streets and Highways Code Section 8300 et seq., and having held a public hearing as provided therein, finds from all evidence submitted that the Street Vacation is unnecessary for present or prospective public use, and that the public interest and convenience require the Street Vacation.

Section 3. Pursuant to Streets and Highways Code Section 8340, the City reserves and excepts from the Street Vacation a permanent easement for in-place and future public utility facilities.

Section 4. Pursuant to Streets and Highways Code section 892, the portion of the Street Vacation to be vacated is not useful as a non-motorized transportation facility.

Section 5. Pursuant to Streets and Highways Code section 8325, the City Clerk is hereby directed to cause a certified copy of this resolution to be recorded in the official records of the county of San Bernardino.

[SIGNATURES ON NEXT PAGE]

ADOPTED, SIGNED, AND APPROVED this 2nd day of May, 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 2nd day of May, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

Exhibit A

Street Vacation No. 189

Legal Descriptions

[Attached]

Exhibit B

Street Vacation No. 189
Plat Maps

[Attached]

EXHIBIT "A"
LEGAL DESCRIPTION
APN 0294-141-12

THAT PORTION OF EXISTING EDGEMONT DRIVE RIGHT OF WAY 80.00 FEET WIDE, WITHIN GOVERNMENT LOT 10, SECTION 12, TOWNSHIP 2 SOUTH, RANGE 3 WEST, SAN BERNARDINO MERIDIAN IN THE CITY OF REDLANDS, SAN BERNARDINO COUNTY, STATE OF CALIFORNIA, AS DESCRIBED IN DEED RECORDED APRIL 30, 1959 IN BOOK 4805, PAGE 162, OFFICIAL RECORDS OF SAID COUNTY, SAID PORTION BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEASTERLY CORNER OF THE PARCEL OF LAND, A PORTION OF THE EAST 1/2 OF GOV'T. LOT 10 IN SAID SECTION 12, AS SHOWN ON RECORD OF SURVEY NO. 15-026 FILED IN BOOK 155, PAGE 70, RECORDS OF SURVEY OF SAID COUNTY;

THENCE ON A SOUTHERLY PROLOGATION OF THE EASTERLY LINE OF SAID PARCEL, SOUTH 35°43'15" EAST 30.04 FEET TO A POINT IN A LINE THAT IS PARALLEL WITH AND DISTANT 10.00 FEET NORTHERLY OF THE CENTERLINE OF EDGEMONT DRIVE;

THENCE SOUTH 57°11'01" WEST ALONG SAID PARALLEL LINE 478.16 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE NORTHERLY AND HAVING A RADIUS OF 213.93 FEET;

THENCE WESTERLY ALONG THE ARC OF SAID CURVE AND SAID PARALLEL LINE, THROUGH A CENTRAL ANGLE OF 34°39'38", AN ARC LENGTH OF 129.41 FEET TO A POINT OF INTERSECTION WITH A LINE THAT IS THE SOUTHERLY PROLONGATION OF THE WESTERLY LINE OF SAID PARCEL;

THENCE NORTH 01°16'03" WEST ALONG SAID PROLONGATION OF THE WESTERLY LINE OF SAID PARCEL 30.05 FEET TO A POINT IN THE NORTHERLY RIGHT-OF-WAY LINE OF SAID EDGEMONT DRIVE, ALSO BEING THE SOUTHWESTERLY CORNER OF SAID PARCEL, AND BEING THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE NORTHERLY AND HAVING A RADIUS OF 183.93 FEET;

THENCE NORTHEASTERLY ALONG THE ARC OF SAID NON-TANGENT CURVE, FROM AN INITIAL RADIAL BEARING OF SOUTH 02°21'08" WEST, THROUGH A CENTRAL ANGLE OF 35°10'07" AN ARC DISTANCE OF 112.90 FEET;

THENCE CONTINUING ALONG SAID NORTHERLY LINE NORTH 57°11'01" EAST 476.64 FEET TO **THE POINT OF BEGINNING**.

SAID RIGHT-OF-WAY VACATION AREA DESCRIBED HEREIN CONTAINS 17,957 SQUARE FEET, MORE OR LESS.

EXHIBIT "A"
LEGAL DESCRIPTION
APN 0294-141-33

THAT PORTION OF EXISTING EDGEMONT DRIVE RIGHT OF WAY 80.00 FEET WIDE, WITHIN GOVERNMENT LOT 10, SECTION 12, TOWNSHIP 2 SOUTH, RANGE 3 WEST, SAN BERNARDINO MERIDIAN IN THE CITY OF REDLANDS, SAN BERNARDINO COUNTY, STATE OF CALIFORNIA, AS DESCRIBED IN DEED RECORDED APRIL 30, 1959 IN BOOK 4805, PAGE 162, OFFICIAL RECORDS OF SAID COUNTY, SAID PORTION BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEASTERLY CORNER OF THE PARCEL OF LAND, A PORTION OF THE EAST 1/2 OF GOV'T. LOT 10 IN SAID SECTION 12, AS SHOWN ON RECORD OF SURVEY NO. 15-026 FILED IN BOOK 155, PAGE 70, RECORDS OF SURVEY OF SAID COUNTY;

THENCE ON A SOUTHERLY PROLOGATION OF THE WESTERLY LINE OF SAID PARCEL, SOUTH 01°16'03" EAST 30.05 FEET TO A POINT IN A LINE THAT IS PARALLEL WITH AND DISTANT 10.00 FEET NORTHERLY OF THE CENTERLINE OF EDGEMONT DRIVE, SAID POINT ALSO BEING THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE NORTHERLY, AND HAVING A RADIUS OF 213.93 FEET;

THENCE ALONG SAID PARALLEL LINE THE FOLLOWING 6 COURSES; BEGINNING WITH EASTERLY ALONG THE ARC OF SAID NON-TANGENT CURVE FROM AN INITIAL RADIAL BEARING OF SOUTH 01°50'39" WEST, THROUGH A CENTRAL ANGLE OF 3°22'47", AN ARC DISTANCE OF 12.62 FEET;

THENCE NORTH 84°46'34" WEST 12.30 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE TO THE SOUTH AND HAVING A RADIUS OF 150.00 FEET;

THENCE WESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 43°04'25", AN ARC DISTANCE OF 112.77 FEET;

THENCE SOUTH 52°09'01" WEST 25.22 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE TO THE NORTH AND HAVING A RADIUS OF 100.00 FEET;

THENCE WESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 73°20'17", AN ARC DISTANCE OF 128.00 FEET;

THENCE NORTH 54°30'42" WEST 35.77 FEET TO A POINT OF INTERSECTION WITH A LINE THAT HAS BEEN ESTABLISHED AS BEING PARALLEL WITH THE EAST LINE OF THE WEST ½ OF SAID GOVERNMENT LOT 10, AND 300.00 FEET WEST AS MEASURED ALONG A LINE PARALLEL TO THE SOUTH LINE OF SAID GOVERNMENT LOT 10;

THENCE LEAVING SAID PARALLEL LINE NORTH 01°15'32" WEST ALONG LAST DESCRIBED LINE, 37.44 FEET TO A POINT ON THE NORTHERLY LINE OF SAID EDGEMONT DRIVE RIGHT-OF-WAY;

THENCE EASTERLY ALONG SAID NORTHERLY RIGHT-OF-WAY LINE THE FOLLOWING 6 COURSES;

THENCE SOUTH 54°30'42" EAST 58.17 FEET TO THE BEGINNING OF A TANGENT CURVE, CONCAVE NORTHERLY AND HAVING A RADIUS OF 70.00 FEET;

THENCE EASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 73°20'17" AN ARC DISTANCE OF 89.60 FEET;

THENCE NORTH 52°09'01" EAST 25.22 FEET TO THE BEGINNING OF A TANGENT CURVE, CONCAVE SOUTHERLY, AND HAVING A RADIUS OF 180.00 FEET;

THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 43°04'25", AN ARC DISTANCE OF 135.32 FEET;

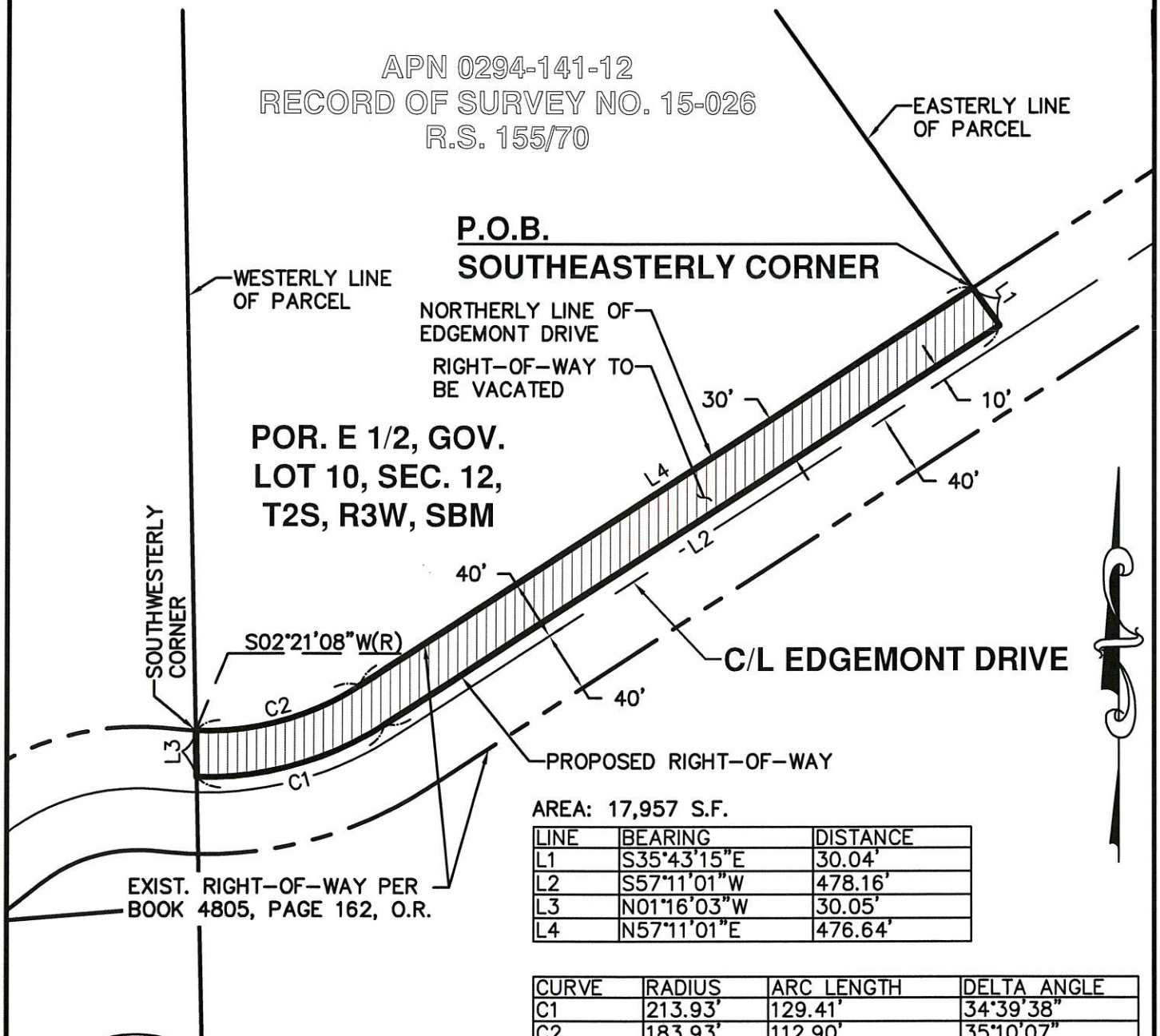
THENCE SOUTH 84°46'34" EAST 12.30 FEET TO THE BEGINNING OF A TANGENT CURVE, CONCAVE TO THE NORTH, AND HAVING A RADIUS OF 183.93 FEET;

THENCE EASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 2°52'18", AN ARC DISTANCE OF 9.22 FEET TO **THE POINT OF BEGINNING**.

SAID RIGHT-OF-WAY VACATION AREA DESCRIBED HEREIN CONTAINS 9,848 SQUARE FEET, MORE OR LESS.

PROFESSIONAL LAND SURVEYOR
ALAN C. HILLWIG
No. 5137
12-8-22
Exp. ~~6/30/23~~
STATE OF CALIFORNIA

EXHIBIT "B"
PLAT
APN 0294-141-12



AREA: 17,957 S.F.

LINE	BEARING	DISTANCE
L1	S35°43'15"E	30.04'
L2	S57°11'01"W	478.16'
L3	N01°16'03"W	30.05'
L4	N57°11'01"E	476.64'

CURVE	RADIUS	ARC LENGTH	DELTA ANGLE
C1	213.93'	129.41'	34°39'38"
C2	183.93'	112.90'	35°10'07"

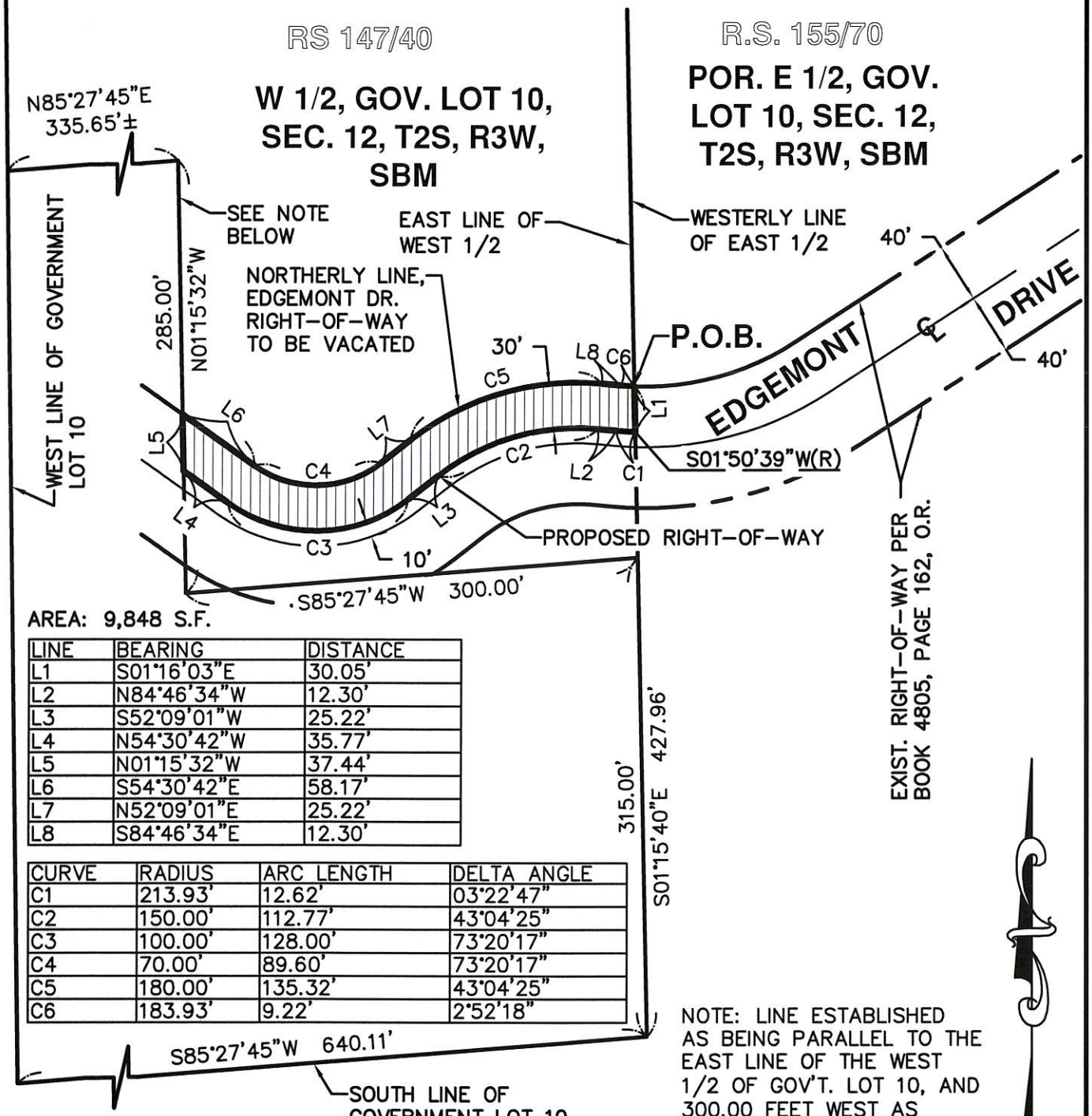
PROFESSIONAL LAND SURVEYOR
ALAN C. HILLWIG
No. 5137
EXP. 6-30-23
STATE OF CALIFORNIA

Prepared by HILLWIG-GOODROW, INC.:
31419 Outer Hwy. 10, Ste. 1-200, Redlands, CA 92373
Phone: (888)-626-5137

12-8-22
ALAN C. HILLWIG, PLS 5137 DATE
LICENSE EXPIRES: 6-30-23

SCALE: 1" = 100'
FILE NO.: 1058-01
DATE: December 7, 2022
SHEET 1 OF 1

EXHIBIT "B"
PLAT
APN 0294-141-33



AREA: 9,848 S.F.

LINE	BEARING	DISTANCE
L1	S01°16'03"E	30.05'
L2	N84°46'34"W	12.30'
L3	S52°09'01"W	25.22'
L4	N54°30'42"W	35.77'
L5	N01°15'32"W	37.44'
L6	S54°30'42"E	58.17'
L7	N52°09'01"E	25.22'
L8	S84°46'34"E	12.30'

CURVE	RADIUS	ARC LENGTH	DELTA ANGLE
C1	213.93'	12.62'	03°22'47"
C2	150.00'	112.77'	43°04'25"
C3	100.00'	128.00'	73°20'17"
C4	70.00'	89.60'	73°20'17"
C5	180.00'	135.32'	43°04'25"
C6	183.93'	9.22'	2°52'18"

NOTE: LINE ESTABLISHED AS BEING PARALLEL TO THE EAST LINE OF THE WEST 1/2 OF GOV'T. LOT 10, AND 300.00 FEET WEST AS MEASURED ALONG A LINE PARALLEL WITH THE SOUTH LINE OF SAID GOV'T. LOT 10

PROFESSIONAL LAND SURVEYOR
ALAN C. HILLWIG
No. 5137
EXP. 6-30-23
STATE OF CALIFORNIA

Prepared by HILLWIG-GOODROW, INC.:
31419 Outer Hwy. 10, Ste. 1-200, Redlands, CA 92373
Phone: (888)-626-5137

12-8-22
ALAN C. HILLWIG, PLS 5137 — DATE
LICENSE EXPIRES: 6-30-23

SCALE: 1" = 100'
FILE NO.: 1058-01
DATE: December 7, 2022
SHEET 1 OF 1

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of Resolution No. 8471 - Appeal of the Historic and Scenic Preservation Commission's decision to deny Demolition Permit No. 357 (Mayor to declare meeting open as a public hearing)

a. Consideration of a Notice of Exemption pursuant to Section 15301(l)(1) (Existing Facilities) of the California Environmental Quality Act Guidelines.

b. Public Hearing to consider an Appeal of the Historic and Scenic Preservation Commission's decision to deny Demolition Permit No. 357 – A request to demolish a 2,794 square foot single family dwelling over 50 years of age located at 130 Sierra Vista Drive (APN: 0176-173-09-0000) by Bryan and Celina McKernan (Development Services Director Desatnik)

PROCEDURE FOR PUBLIC HEARING:

1. Mayor declares the meeting open as a public hearing.
2. Mayor calls upon Department Director for report.
3. Mayor calls for questions/comments from members of the City Council.
4. Mayor calls upon applicant, or his/her representative, for comments and testimony.
5. Mayor calls for comments/questions/testimony from members of the public (3 minutes per speaker).
6. Mayor calls upon City Clerk to note any written comments received.
7. Mayor calls upon the applicant, or representative, for rebuttal comments (5 minutes).
8. Mayor closes the public hearing.
9. City Council considers the motion and votes.

MOTION(S):

If the City Council deems it appropriate, staff recommends the following motion.

I move to adopt Resolution No. 8471 to uphold the appeal and reverse the Historic and Scenic Preservation Commission's decision to deny Demolition Permit No. 357 and to approve Demolition Permit No. 357.

OR

I move to adopt Resolution No. 8472 to deny the Appeal and uphold the Historic and Scenic Preservation Commission's decision to deny Demolition Permit No. 357

COMMISSION RECOMMENDATION:

On April 6, 2023, the Historic and Scenic Preservation Commission voted unanimously to adopt a resolution denying the Demolition No. 357. Resolution No. 2023-01 is included as Attachment I.

Staff recommends that the City Council uphold the applicant's Appeal and reverse the Historic and Scenic Preservation Commission's decision to deny Demolition No. 357 based upon the evidence in the record and the analysis in this report.

BACKGROUND:

Project Description:

Bryan and Celina McKernan, submitted an application to demolish a 2,712 square-foot, single-family residence located at 130 Sierra Vista Drive which they purchased in 2019 (Attachment A – Location Map and Aerial Photograph). The single-family residence was originally constructed in 1958 for Robert Baker, who was the owner of a local Redlands interior design and decorating company. Clare Henry Day, an architect known for his mid-century modern work throughout the inland empire, is listed on the original building permits as the architect who designed this home. The home is a one-story Mid-Century Modern style building of wood post-and-beam construction. It has a 'T'-shaped plan, asymmetrical composition, and an attached garage (Attachment B – Site Photos). On April 6, 2023, the Historic and Scenic Preservation Commission (HSPC) voted to deny the demolition application. The appellant has filed an Appeal to reverse the decision of the Commission.

Background:

The home is not a designated historic resource, nor has it been previously surveyed. However, in accordance with Redlands Municipal Code Section 15.44.070, the demolition of a structure over fifty (50) years of age requires review by the HSPC.

Recognizing that the home was designed by Clare Henry Day, who could be considered a notable architect, City staff hired a qualified consultant to prepare a Historical Resource Evaluation (HRE). Historic Resources Group (HRG) prepared the HRE for the property in January 2023 and revised it based on recommendations by the HSPC in March 2023. The HRE includes significant research on the home, previous occupants, and the architect. It also evaluates the home to determine its eligibility for listing in the National Register of Historic Places, the California Register of Historic Resources, and as a City of Redlands Historic Landmark or Historic Resource. The report concluded that although the building was originally a Mid-century Modern design by notable and prolific local architect Clare Henry Day, it has undergone substantial alterations and no longer retains sufficient integrity to convey any potential significance under the required criteria to be eligible for

listing. The HRE is included as Attachment C.

The project was originally reviewed by the HSPC on February 2, 2023. The staff report for this meeting is included as Attachment D. At that time, the project was presented as well as the findings of the HRE. The Commission requested additional information to be included in the HRE and continued the review of the demolition application to an unspecified date. The Commission requested additional details related to Clare Day's biographical information, his body of work within the City, and information related to significant homes that he designed within the City. The Commission requested additional details related to the alterations that had been made to the home which the HRE concluded reduced the home's integrity and had questions about the evaluation of the property's integrity.

Following the February 2, 2023, HSPC meeting, HRG updated the Historic Resources Evaluation. The report contains updates throughout to address the input received from the Commission. Ultimately, the conclusions of the HRE remained unchanged.

Prior to the hearing on April 6, 2023, the applicant hired ECORP Consulting, a consultant from the City's list of qualified consultants, to provide a peer review of the HRE report prepared by HRG. The peer review was conducted by Architectural Historian Nathan Hallam, PhD. Dr. Hallam is a professional architectural historian who meets the Secretary of the Interior's Professional Qualifications Standards for history and architectural history. The peer review provides a summary of the HRE and provides comments and recommendations on its content. The peer review notes a few technical oversights within the report, but concurs with the determination that the home is not eligible for inclusion in the National Register of Historic Places or the California Register of Historical Resources, and not eligible for designation as a City of Redlands Historic Landmark or Historic Resource (Attachment E – Historic Resource Evaluation Peer Review).

On April 6, 2023, the project and revised HRE were presented to the Commission. The staff report for this meeting is included as Attachment F. The Commission disagreed with the findings of the City consultant's report, specifically related to the historic integrity of the structure. The Commission found that although the structure may not retain sufficient integrity to meet the criteria for listing in the National Register, it is still eligible for listing in the California Register if it maintains the potential to yield significant scientific or historical information. The Commission found that, despite the changes made to the original structure, the home still retains sufficient details and character such that its demolition would significantly alter a historic resource and denied the demolition permit.

Following the denial of the demolition permit by HSPC on April 6, 2023, Brian and Celina McKernan submitted their appeal on April 10, 2023, (Attachment G). The appellant filed the appeal within ten days of the decision date as required by RMC Section 15.44.050. The appellant's Grounds for Appeal cite a disregard for the findings of the HRE prepared by the City's consultant and of the applicant's peer reviewer, which both conclude that the home is not an eligible historic resource.

Analysis:

The subject property is not recorded in the City's list of local historic resources. However, prior to the demolition of any structure over 50 years old, Redlands Municipal Code Section 15.44.070 requires the Historic and Scenic Preservation Commission to

determine whether a structure is historically significant. Section 2.62.170 of the Redlands Municipal Code establishes the City's criteria for historic significance. Guidance for the evaluation of historical resources is also included in the Redlands Historic Context Statement, which was formally adopted by the City of Redlands on September 19, 2017. Section 15064.5 of the California Environmental Quality Act refers to the California Public Resource Code, which provides findings for what may be considered a "historic resource" or "eligible resource." These criteria are detailed in the HRE and in the February 2, 2023, HSPC staff report.

In addition to meeting one or more of the criteria for historic significance, a property must have "integrity," which is the ability of a property to convey its significance. The HRE evaluated the property based on the seven aspects of integrity for historic resources; these are location, design, setting, materials, workmanship, feeling, and association. The HRE contains a detailed discussion and analysis of the home's historic integrity.

The home has been significantly altered since its original construction. Alterations are detailed and analyzed within the HRE. The analysis includes photos of the originally constructed home, the original building plans, and the current condition. The report calls out in red the images for each façade where alterations have occurred and describes them in detail. These alterations are listed below.

- Replacement of original ballast roof with membrane roofing
- Reconfiguration of the primary east façade
- Enclosure of the original carport
- Enclosure of the original recessed entry porch
- Removal of original stack bond slump stone entry wall
- Removal of the original flush wood entrance door
- Relocation of the primary entrance
- Installation of an incompatible stock entrance door
- Alteration of the southeast corner window to accommodate new entrance
- Re-cladding of stack bond slump stone chimney with incompatible manufactured stone veneer
- Installation of incompatible manufactured stone veneer wall base
- Two additions on the primary façade
- Two additions to the secondary, north façade
- Removal of at least twenty original windows; these were either infilled or replaced with incompatible vinyl units
- Replacement of three original aluminum framed sliding glass doors with incompatible vinyl units
- Installation of at least seven incompatible new vinyl windows in new window openings
- Removal/replacement of some original siding

In the discussion of alterations, the HRE cites the Redlands Historic Context Statement which states "Properties being evaluated for their architectural significance are held to a *higher integrity threshold* than those being evaluated under other contexts." A property that has lost some historic materials or details may still be eligible if it retains the *majority* of the features that illustrate its original style and appearance in terms of the massing, spatial relationships, proportion, pattern of windows and doors, texture of

materials, and ornamentation."

The HRE states "The alterations to the Baker Residence have removed distinctive materials, altered historic spatial relationships, and changed the fundamental design of the building. As designed by architect Clare Henry Day, the primary façade of the Baker Residence had a concealed primary entrance, open carport, and prominent stack bond slump stone chimney and entry wall. Alterations to this façade, including reconfiguring the primary entrance, enclosing the carport and porch, and re-cladding the chimney in manufactured stone veneer, have altered the essential physical features of this façade to the extent that it no longer reflects Day's original design intent. These changes have radically altered the building's historic entry sequence and exterior and interior spatial relationships; the relationships of solid to void on the primary façade; the pattern of windows and doors; and the texture and appearance of original materials that characterized the Mid-century Modern design."

The report also states that while "some of these alterations, such as the use of board-and-batten siding on new and infill walls, may at first appear compatible with the original design and materials, the cumulative effect of these change is the loss of the property's historic integrity such that it no longer reflects its original Mid-century Modern design. As recognized in the Redlands Historic Context Statement, "the cumulative impact of multiple minor alterations may compromise a resource's overall integrity." Analysis shows that the quantity and type of alterations have compromised the residence's original design and materials to the extent that it no longer sufficiently represents an excellent example of the Mid-Century Modern style nor an important example of Clare Henry Day's work."

The integrity section within the HRE includes a discussion of the guidance provided in the City of Redlands Historic Context Statement to analyze integrity for potential significance derived from an architectural style and/or as the work of a master architect. The Historic Context Statement states "An individual property significant for its architecture is eligible if it retains most of the physical features that constitute its style or technique. It should retain the integrity of design, workmanship, materials, and feeling, at a minimum, in order to be eligible for its architectural merit." The integrity of the Baker Residence is then evaluated based on the seven aspects of integrity as identified by the National Park Service and according to the guidance in the Redlands Historic Context Statement.

The integrity analysis found that the property only retained integrity in two of the seven categories (location and setting). The home remains in its original location on the site, and it retains the original setting. However, due to the alterations detailed above, integrity of design, materials, workmanship, and feeling are not intact.

<u>Conclusion:</u>

According to guidance from the National Park Service, "A property important for illustrating a particular architectural style or construction technique must retain most of the physical features that constitute that style or technique." And as stipulated in the eligibility criteria of the Redlands Historic Context Statement, residential properties from the post-war era that are eligible for designation for architectural merit must be an "excellent or rare example of an architectural type from the period" and requires residential properties from the post-war era retain higher thresholds of integrity for listing under architectural merit. According to the context statement, "A property that is significant for its architectural type,

for its embodiment of a significant innovation, and/or as a contributor to the historical heritage of the city should retain integrity of design, feeling, and association, at a minimum, in order to be eligible." Based upon the analysis in the HRE, the home has undergone substantial alterations and no longer retains sufficient integrity of design, materials, workmanship, or feeling to convey any potential significance under the required Criteria. Therefore, the consultants have concluded that the Baker Residence is not eligible for listing in the National Register or California Register, nor is it eligible for designation as a City of Redlands Historic Landmark or Resource.

ENVIRONMENTAL REVIEW:

Section 15.44.060 of the Redlands Municipal Code requires an environmental checklist to be prepared for all demolition permit applications involving structures over 50 years old (Attachment H). This checklist is intended to provide an environmental analysis of the project, which is used to aid in the determination of the structure's eligibility for consideration as a "historic resource" or an "eligible resource," and if demolition of the structure would qualify for a Notice of Exemption pursuant to Section 15301 of the California Environmental Quality Act Guidelines.

Section 15301(l) of the California Environmental Quality Act provides a categorical exemption for certain types of demolitions and states that the demolition and removal of individual small structure (one-single family residence) is exempt from environmental review. However, a categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

Staff has analyzed the demolition of this structure utilizing both the City's criteria for historic designation and the State's guidelines for determining the structure's eligibility as a historical resource in conjunction with the Historic Resource Evaluation prepared by HRG, the City's historic resources consultant. Based upon staff research and the Historic Resource Evaluation report by the City's consultant, staff believes that the structure at 130 Sierra Vista Drive is not eligible for consideration as a "historic resource" or an "eligible resource." Therefore, the application meets the criteria for exemption from CEQA.

ALTERNATIVES:

The City Council may deny the Appeal and uphold the Historic and Scenic Preservation Commission's decision to deny Demolition Permit No. 357 or deny the Appeal and request that an Environmental Impact Report be prepared for the Demolition Permit.

SUBMITTED BY:
Brian Desatnik, Development Services Director

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

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager

PREPARED BY:
Sean Reilly, Principal Planner

Attachments

Attachment A: Location Map and Aerial Photograph
Attachment B: Site Photographs
Attachment C: Historic Resources Evaluation
Attachment D: February 2, 2023 HSPC Staff Report
Attachment E: Historic Resource Evaluation Peer Review
Attachment F: April 6, 2023 HSPC Staff Report
Attachment G: Application for Appeal
Attachment H: Preliminary Environmental Checklist
Attachment I: HSPC Resolution No. 2023-01
Attachment J: City Council Resolution 8471 to Uphold the Appeal
Attachment K: City Council Resolution 8472 to Deny the Appeal

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City of Redlands
Department of Innovation & Technology
Geographic Information Systems

City of REDLANDS "A CITY THAT WORKS"

January 18, 2023

OneStop.mxd

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Feet

City of Redlands
Department of Innovation & Technology
Geographic Information Systems

City of REDLANDS "A CITY THAT WORKS"

January 18, 2023

OneStop.mxd

EXISTING CONDITIONS PHOTOGRAPHS

Historic Resources Group, November 2022

Overview of Baker Residence, East Façade, facing west.

East Façade and Primary Entrance, Baker Residence, facing northwest.

Primary Entrance, East Façade, Baker Residence, facing west.

North and East Façades, Baker Residence, facing southwest.

North Façade and Pool, Baker Residence, facing south.

Secondary Entrance, North Façade, Baker Residence, facing south.

North and West Façades, Baker Residence, facing southeast.

West façade, Baker Residence, facing southeast.

Detail of Doors, West façade, Baker Residence, facing east.

West Façade, Baker Residence, facing northeast.

West and East Façades, Baker Residence, facing northwest.

South Façade, Baker Residence, facing north.

Garage, East Façade, Baker Residence, facing northwest.

Lower Lawn, Baker Residence, facing north.

Overview of Baker Residence from Lower Lawn, facing south.

Driveway, Baker Residence, facing west.

HISTORIC RESOURCES GROUP

HISTORICAL RESOURCE EVALUATION REPORT
BAKER RESIDENCE, 130 SIERRA VISTA DRIVE, REDLANDS

MARCH 2023

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1.0 EXECUTIVE SUMMARY

This report evaluates the potential historic significance of the Baker Residence, located at 130 Sierra Vista Drive (APN [Accessor's Parcel No.] 0176-173-09) in the City of Redlands. The purpose of this report is to determine if the Baker Residence is eligible for listing in the National Register of Historic Places, the California Register of Historical Resources, and/or as a City of Redlands Historic Landmark or Historic Resource.

The Baker Residence was designed by prominent local architect Clare Henry Day, FAIA and was originally constructed in 1959 for Robert W. and Jean H. Baker and their family. The property has not been previously evaluated and is not listed in the Built Environment Resource Directory (BERD), a database of previously evaluated resources throughout the state.[1]

The field methods and analysis used in this evaluation are based on guidance from the National Park Service and the California Office of Historic Preservation for evaluating potential historical resources. A site visit was conducted on November 4, 2022. Identification of physical features and historic integrity were ascertained during the site visit and through review of available building plans and other archival materials. This report was prepared using primary and secondary sources related to the history and development of the property, including reference materials available at the A.K. Smiley Public Library in Redlands. The following sources were consulted:

- Building plans
- Historic newspaper articles
- Historic photographs
- Clare Henry Day archives, A.K. Smiley Public Library
- *City of Redlands Citywide Historic Context Statement,* prepared by Architectural Resources Group for the City of Redlands, 2017
- Other primary and secondary sources relevant to the history and development of the Project Site and surrounding area as listed in the bibliography

Research, field inspection, and analysis were performed by Christine Lazzaretto, Managing Principal, Alexandra Madsen, Senior Architectural Historian, and John LoCascio, Principal Architect, all of whom meet the Secretary of the Interior's Professional Qualifications Standards in their respective fields. Additional assistance was provided by Kira Williams, Intern.

This evaluation has determined that the Baker Residence is not significant under Criteria A/1/A, B, G, J, K or B/2/C. Although the building was originally a Mid-century Modern design by notable and prolific local architect Clare Henry Day, FAIA, it has undergone substantial alterations and no longer retains sufficient integrity to convey any potential significance under Criterion C/3/ E, F, G, H, I, J, K. Therefore, the Baker Residence does not appear eligible for listing in the National Register or California Register, or for designation as a City of Redlands Historic Landmark or Resource.

[1] California Office of Historic Preservation, "Built Environment Resource Directory: Los Angeles County," 2022.

2.0 LOCATION

Location

130 Sierra Vista Drive is located in the southeastern region of the City of Redlands. The property consists of a single parcel (APN 0176-173-09) and is generally bounded by Sierra Vista Drive to the north, Escondido Road to the east, E. Sunset Drive to the south, and residential development to the west. A location map is included in Figure 1, below.

FIGURE 1: LOCATION MAP

3.0 REGULATORY FRAMEWORK

Historical Resources Under CEQA

The California Environmental Quality Act ("CEQA") is the principal statute governing environmental review of projects occurring in the state and is codified in Public Resources Code (PRC) Section 21000 et seq. CEQA requires lead agencies to determine if a proposed project would have a significant effect on the environment, including significant effects on historical or unique archaeological resources. Under CEQA Section 21084.1, a project that may cause a substantial adverse change in the significance of a historical resource is a project that may have a significant effect on the environment.

CEQA Guidelines Section 15064.5 recognizes that historical resources include: (1) resources listed in, or determined to be eligible by the State Historical Resources Commission, for listing in the California Register of Historical Resources; (2) resources included in a local register of historical resources, as defined in PRC Section 5020.1(k) or identified as significant in a historical resource survey meeting the requirements of PRC Section 5024.1(g); and (3) any objects, buildings, structures, sites, areas, places, records, or manuscripts which a lead agency determines to be historically significant or significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California by the lead agency, provided the lead agency's determination is supported by substantial evidence in light of the whole record.

Historic Designations

Historical and cultural resources fall within the jurisdiction of several levels of government. The framework for the identification and, in certain instances, protection of cultural resources is established at the federal level, while the identification, documentation, and protection of such resources are often undertaken by state and local governments. As described below, the principal federal, State, and local laws governing and influencing the preservation of historical resources of national, State, regional, and local significance include:

- The National Historic Preservation Act of 1966, as amended;
- The Secretary of the Interior's Standards for the Treatment of Historic Properties (Secretary's Standards);
- The California Environmental Quality Act (CEQA);
- The California Register of Historical Resources (California Register);
- The California Public Resources Code;
- The City of Redlands Historic and Scenic Preservation Ordinance

NATIONAL REGISTER OF HISTORIC PLACES

The National Historic Preservation Act of 1966 established the National Register of Historic Places (National Register) as "an authoritative guide to be used by federal, state, and local governments, private groups and citizens to identify the Nation's historic resources and to indicate what properties should be considered for protection from destruction or impairment."[2] The National Register recognizes a broad range of historical and cultural resources that are significant at the national, state, and local levels and can include districts, buildings, structures, objects, prehistoric archaeological sites, historic-period archaeological sites, traditional cultural properties, and cultural landscapes.[3] Within the National Register, approximately 2,500 (3 percent) of the more than 90,000 districts, buildings, structures, objects, and sites are recognized as National Historic Landmarks or National Historic Landmark Districts as possessing exceptional national significance in American history and culture.[4]

Whereas individual historic properties derive their significance from one or more of the criteria discussed in the subsequent section, a historic district derives its importance from being a unified entity, even though it is often composed of a variety of resources. With a historic district, the historic resource is the district itself. The identity of a district results from the interrelationship of its resources, which can be an arrangement of historically or functionally related properties.[5] A district is defined as a geographic area of land containing a significant concentration of buildings, sites, structures, or objects united by historic events, architecture, aesthetic, character, and/or physical development. A district's significance and historic integrity determine its boundaries. A resource that is listed in or eligible for listing in the National Register is considered "historic property" under Section 106 of the National Historic Preservation Act.

Criteria

To be eligible for listing in the National Register, a resource must be at least 50 years of age, unless it is of exceptional importance as defined in Title 36 CFR, Part 60, Section 60.4(g). In addition, a resource must be significant in American history, architecture, archaeology, engineering, or culture. Four criteria for evaluation have been established to determine the significance of a resource:

- **A.** It is associated with events that have made a significant contribution to the broad patterns of our history;
- **B.** It is associated with the lives of persons significant in our past;
- **C.** It embodies the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

[2] 36 Code of Federal Regulations (CFR) 60, accessed on November 15, 2022 at: https://www.ecfr.gov/cgi-bin/text-idx?SID=b36f494ab8c19284178b4c593eda2a8f&tpl=/ecfrbrowse/Title36/36cfr60_main_02.tpl.

[3] The identification of archaeological sites and traditional cultural properties is outside the scope of this report.

[4] United States Department of the Interior, National Park Service, accessed on November 15, 2022 at: "National Historic Landmarks: Frequently Asked Questions," https://www.nps.gov/subjects/nationalhistoriclandmarks/faqs.htm.

[5] United States Department of the Interior, National Register Bulletin #15: How to Apply the National Register Criteria for Evaluation, 1997, 5.

D. It has yielded, or may be likely to yield, information important in prehistory or history.[6]

Integrity

In addition to meeting one or more of the criteria of significance, a property must have integrity, which is defined as "the ability of a property to convey its significance."[7] The National Register recognizes seven qualities that, in various combinations, define integrity. The seven factors that define integrity are location, design, setting, materials, workmanship, feeling, and association. To retain historic integrity a property must possess several, and usually most, of these seven aspects. Thus, the retention of the specific aspects of integrity is paramount for a property to convey its significance. In general, the National Register has a higher integrity threshold than State or local registers.

The National Register recognizes seven aspects or qualities that comprise integrity: location, design, setting, materials, workmanship, feeling, and association. These qualities are defined as follows:

- *Location* is the place where the historic property was constructed or the place where the historic event took place.
- *Design* is the combination of elements that create the form, plan, space, structure, and style of a property.
- *Setting* is the physical environment of a historic property.
- *Materials* are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.
- *Workmanship* is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
- *Feeling* is a property's expression of the aesthetic or historic sense of a particular period of time.
- *Association* is the direct link between an important historic event or person and a historic property.[8]

CALIFORNIA REGISTER OF HISTORICAL RESOURCES

The California Register of Historical Resources (California Register) is "an authoritative listing and guide to be used by State and local agencies, private groups, and citizens in identifying the existing historical resources of the State and to indicate which resources deserve to be protected, to the extent prudent and feasible, from substantial adverse change."[9] The California Register was enacted in 1992, and its regulations became official on January 1, 1998. The California Register is administered by the California Office of Historic Preservation (OHP). The criteria for eligibility for the California Register are based upon National Register criteria.[10] Certain resources are determined to be automatically included in the California Register, including California properties formally determined eligible for, or listed in, the National Register. To be eligible for the California

[6] United States Department of the Interior, National Register Bulletin #15: How to Apply the National Register Criteria for Evaluation, 1997, 8. Criterion D typically applies to potential archaeological resources, which is outside the scope of this report.

[7] United States Department of the Interior, National Register Bulletin #15: How to Apply the National Register Criteria for Evaluation, 1997, 44.

[8] U.S. Department of the Interior, National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation (Washington D.C.: National Park Service, 1995), 44-45.

[9] California Public Resources Code, Section 5024.1[a], accessed on November 15, 2022 at: http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PRC&sectionNum=5024.1.

[10] California Public Resources Code, Section 5024.1[b].

Register, a prehistoric or historic-period property must be significant at the local, State, and/or federal level under one or more of the following four criteria:

A. It is associated with events that have made a significant contribution to the broad patterns of local or regional history or the cultural heritage of California or the United States; or
B. It is associated with the lives of persons important to local, California or national history; or
C. It embodies the distinctive characteristics of a type, period, region or method of construction or represents the work of a master or possesses high artistic values; or
D. It has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California or the nation.[11]

A resource eligible for the California Register must meet one of the criteria of significance described above and retain enough of its historic character or appearance (integrity) to be recognizable as a historical resource and to convey the reason for its significance. It is possible that a historic resource may not retain sufficient integrity to meet the criteria for listing in the National Register, but it may still be eligible for listing in the California Register.

Additionally, the California Register consists of resources that are listed automatically and those that must be nominated through an application and public hearing process. The California Register automatically includes the following:

- California properties listed on the National Register and those formally determined eligible for the National Register;
- California Registered Historical Landmarks from No. 770 onward; and,
- Those California Points of Historical Interest that have been evaluated by the State Office of Historic Preservation (OHP) and have been recommended to the State Historical Resources Commission for inclusion on the California Register.

Other resources that may be nominated to the California Register include:

- Historical resources with a significance rating of Category 3 through 5 (those properties identified as eligible for listing in the National Register, the California Register, and/or a local jurisdiction register);
- Individual historical resources;
- Historic districts; and,
- Historical resources designated under any local ordinance.

CITY OF REDLANDS HISTORIC AND SCENIC PRESERVATION ORDINANCE

The City of Redlands adopted the Historic & Scenic Preservation Ordinance in 1986. The City maintains a list of nominated resources, which may be designated as a landmark or historic property and a district may be designated a historic and/or scenic or urban conservation district. The ordinance defines landmark, historic property, and historic and/or scenic district as:

[11] Criterion 4 addresses potential archaeological resources, which is outside the scope of this assessment.

LANDMARK: A building, site, or area with exceptional importance or character or exceptional historical or aesthetic interest or value as a part of the development, heritage, or cultural characteristics of the city, state, or nation.

HISTORIC PROPERTY: A separate structure or site fifty (50) years old or older that has significant historic, architectural, or cultural value but is not a landmark.

HISTORIC AND/OR SCENIC DISTRICT: A significant neighborhood, agricultural or passive recreational open space, an enclave or collection of historical buildings, the majority of which are fifty (50) years old or older and are contributors to the district, that may have been part of one settlement, architectural period, or era of development. A historic and scenic district has both historic and scenic value.

Additionally, the ordinance outlines the criteria for eligibility, any one of which may be used to determine designation:

- **A.** It has significant character, interest, or value as part of the development, heritage or cultural characteristics of the city of Redlands, state of California, or the United States;
- **B.** It is the site of a significant historic event;
- **C.** It is strongly identified with a person or persons who significantly contributed to the culture, history or development of the city;
- **D.** It is one of the few remaining examples in the city possessing distinguishing characteristics of an architectural type or specimen;
- **E.** It is a notable work of an architect or master builder whose individual work has significantly influenced the development of the city;
- **F.** It embodies elements of architectural design, detail, materials, or craftsmanship that represents a significant architectural innovation;
- **G.** It has a unique location or singular physical characteristics representing an established and familiar visual feature of a neighborhood, community, or the city;
- **H.** It has unique design or detailing;
- **I.** It is a particularly good example of a period or style;
- **J.** It contributes to the historical or scenic heritage or historical or scenic properties of the city (to include, but not be limited to, landscaping, light standards, trees, curbings, and signs);
- **K.** It is located within a historic and scenic or urban conservation district, being a geographically definable area possessing a concentration of historic or scenic properties which contribute to each other and are unified aesthetically by plan or physical development. (Ord. 1954 § 8(a), 1986)

Additional guidance for the evaluation of historical resources is included in the *Redlands Historic Context Statement,* which was formally adopted by the City of Redlands on September 19, 2017.[12] For additional information on evaluation criteria and integrity thresholds in the City of Redlands, see Section 6 below.

[12] City of Redlands, *Redlands Historic Context Statement,* prepared by Architectural Resources Group, 2017.

4.0 HISTORIC CONTEXT

City of Redlands[13]

The area that would come to contain the City of Redlands was originally occupied by the Serrano, a Native American group that lived in and around the San Bernardino Mountains. Serrano territory ranged north into the Mojave Desert, south to the edge of the San Bernardino Valley, west to the San Gabriel Mountains, and east as far as present-day Twentynine Palms.

In 1771, the Mission San Gabriel was founded as the fourth of California's 21 Franciscan missions. Located in San Gabriel, the mission sought to strengthen the Spanish economic and military influence in California, which was partially accomplished by the establishment of outposts and agricultural holdings well beyond the mission's physical base. San Gabriel Mission used thousands of acres of surrounding lands to grow crops to feed the mission population and its animals, and to raise cattle for their valuable tallow and hides. In 1819, the mission established an outpost at Guachama, in the future Redlands area, within a much larger holding it called Rancho San Bernardino. This outpost was later known as the Estancia and was more commonly referred to as the Asistencia, although both names appear to be modern assignations.[14]

In 1821, Mexico won its independence from Spain and California became a part of Mexico. The new Asistencia was only occupied for several years; around 1834, it was abandoned after attacks by non-neophyte Native Americans. The California missions were secularized that same year, and control of their properties were transferred to the Mexican government. New colonists quickly moved into the Rancho San Bernardino area to take advantage of the rich land and existing infrastructure—primarily the Mill Creek Zanja. As early as 1835, the Lugo family and the Bermudez family arrived to establish claim to the Redlands area.

In 1848, the signing of the Treaty of Guadalupe Hidalgo ended the Mexican-American War and established California as part of the United States. It also provided for the retention of private lands by their original Mexican owners. In the area of present-day Redlands, a group of farmers and ranchers including Berry Roberts acquired a claim to 160 acres in 1867. There, they repaired and expanded part of the existing water features to expand irrigation options in the area that would become Redlands.[15]

The 1869 completion of the transcontinental railroad and the subsequent spread of rail networks throughout the West over the next 20 years proved crucial to the development of Southern California. Settlement continued in the area that would eventually coalesce into Redlands, with the establishment of a series of small communities oriented around the Zanja as well as more scattered individual farms. Settlers formed the nascent community of Lugonia, which soon joined the existing settlements of Old San Bernardino and Crafton, founded between the two in the

[13] History of Redlands is excerpted and adapted from: City of Redlands, *Redlands Historic Context Statement,* prepared by Architectural Resources Group, 2017, 145.
[14] San Bernardino County Museum, "The 'Asistencia;'" San Bernardino History and Railroad Museum, "June 21, 1842- Lugo Map of Rancho San Bernardino," http://www.sbdepotmuseum.com/1800-1849/june-21-1842-lugo-map-ofrancho- san-bernardino.html.
[15] Edith Parker Hinckley, *On the Banks of the Zanja* (Claremont, CA: The Saunders Press, 1951), 41; Tom Atchley, "Looking for Ditches in All the Right Places," *Redlands Chronicles* (Redlands Area Historical Society newsletter, April 2010); USGS, *Development of Water Facilities in the Santa Ana River Basin, California, 1810-1968* (Prepared by USGS, the California Department of Water Resources, the San Bernardino Valley Municipal Water District, and the Western Municipal Water District of Riverside County, 1977), 12-14.

early 1870s and received the official name of Lugonia around 1877. Although the area was later known for its oranges, other products like apricots and peaches were typical of the area's early agricultural industry. As noted above, farmers grew a wide variety of fruit and nut crops in the San Bernardino Valley during the 1870s, and this continued well into the 1880s.[16]

The City of Redlands was founded in 1881 by E.G. Judson and Frank E. Brown. Judson and Brown bought 320 acres of land from the Southern Pacific Railroad, to increase to about 4,000 acres over the next few years.[17] The partners established the Redlands Water Company and filed a preliminary plat for the town of Redlands, named so for the area's reddish soil color. Redlands incorporated in November 1888, as approved by a majority vote. The incorporation included Lugonia, the Chicago Colony, and part of Crafton as well as Redlands.[18]

Into the twentieth century, Redlands came to be known for its robust citrus industry, which served as the main focus of its economy for several decades. Redlands' rail expansions meant it was easily accessible from Los Angeles via San Bernardino; they also ensured Redlands' agricultural industry was linked into national networks. The already-robust agricultural industry boomed, with an ever-stronger focus on oranges. The citrus industry came to dominate that of other crops after national demand for the sweet, shippable navel orange fueled the establishment of packing houses and cooperative operations along newly expanded railroad networks. By the turn-of-the century, the city's streetcar system electrified and expanded, its orange production boomed, and it gained a nationwide reputation as a picturesque and urbane city. The town became known as the "Washington Navel Orange Growing Capital of the World."[19] The University of Redlands was founded in 1907.

The Freeze of January 1913 had immediate and lasting impacts on agriculture in Redlands, starting with the virtual halt of citrus industry activity and extending to a years-long downturn in residential, commercial, and institutional development. The downturn in the local economy meant very few new residents moved to Redlands, and many of the city's working-class residents were forced to relocate elsewhere in search of employment. Wealthier residents of Redlands were less impacted, and most remained. Due to the overall economic lull, Redlands residential development slowed to a crawl until after World War I. Some houses were still constructed during this time, including Craftsman and period Revival examples in existing subdivisions and in rare new subdivisions like Cypress Court, but they were very few in number compared to the thousands constructed during the 1920s boom to come.

The end of World War I in 1918 meant the resurgence of development across Southern California, and with its citrus groves largely recovered from the freeze of 1913, Redlands experienced notable growth into the 1920s.[20] By 1927, Redlands' population exceeded 14,000 and hundreds of new homes had been built.[21] Redlands' commercial built environment saw a burst of activity during the 1920s just as its residential built environment did, as businesses recovered from the economic downturn and began to thrive again.

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[16] Hinckley, *On the Banks of the Zanja,* 48; Atchley, "Looking for Ditches."
[17] Hinckley, *On the Banks of the Zanja*, 61; Atchley, "Looking for Ditches."
[18] Hinckley, *On the Banks of the Zanja*, 68.
[19] City of Redlands, "History & Landmarks," accessed on November 7, 2022 at: https://www.cityofredlands.org/history-landmarks
[20] "Bright Future Is Seen for City of Redlands," *Los Angeles Times,* January 6, 1924.
[21] Irene Hinckley Kupfer, *Growing Up in Redlands* (Redlands: Arthur Press, 1979), 89.

The stock market crash of 1929 plunged the United States into the massive economic collapse known as the Great Depression. Over time, demand decreased for Redlands oranges and development activity in the City decreased. Once-prolific newspaper advertisements for new subdivisions suddenly stopped appearing, parcel sales rapidly diminished, and virtually no new building permits were issued. In the mid-1930s, relief began to arrive thanks to federal and state grants and work relief programs including the Works Progress Administration (WPA), the State Emergency Relief Administration (SERA), and the California Work Administration.[22]

The Redlands economic situation saw greater improvement as World War II loomed; in November 1941, it was announced that a new Army Air Corps supply depot would be established at the site of the county airport in San Bernardino County.[23] By the end of World War II in 1945, Redlands' future was looking brighter; the prosperity that was to come at mid-century would dramatically change the face of the city.

All of Southern California saw a massive population and development boom during the post-World War II period, and Redlands was no exception. New residents, including veterans, poured into California in search of jobs in the new industries that evolved from wartime defense work, new houses made possible by Veterans Administration (VA) loans, and GI Bill-funded education. Redlands offered all these things and more thanks to the nearby military installation and the University of Redlands. Due to the high demand, many citrus fields were developed into housing tracts. The postwar improvement of the regional freeway system, which would come to include the controversial construction of Interstate 10 through Redlands in 1962, opened up new commuting possibilities and accelerated Redlands' residential development and reputation as an attractive "bedroom city."

The most visible manifestation of Redlands' postwar growth was the many new residential subdivisions constructed where orange groves used to stand. Over 1,600 dwellings were constructed between 1946 and 1953.[24] Redlands' new construction reached its peak in 1964, right after the opening of Interstate 10, but then dropped off for a few years and did not reach its earlier levels until the end of the 1960s.

Redlands' commercial built environment also changed during the postwar period. New construction expanded well beyond the historic downtown commercial district, first following the new Highway 99 route (Redlands Boulevard) as realigned in 1946, then shifting north to catch traffic coming off Interstate 10 when it was completed in 1962. Motels, drive-in restaurants, service stations, walk-up food stands, and other operations popped up to serve the ever-increasing traffic between Los Angeles and Palm Springs. Redlands had seen city planning from its earliest years, but it reached new heights during the postwar period as city planners were faced with a population straining the limits of municipal systems. The most profound change to Redlands' street system came in 1962, with the completion of Interstate 10 through north Redlands. The freeway's route was much debated, with residents of north Redlands justifiably upset that it would tear through their neighborhood. Other options were considered, but in the end City Council turnover resulted in the election of a route just south of Colton Avenue.

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[22] Tom Atchley, "Great Depression Was Good to Redlands and Its Schools," *Redlands Chronicles* (Redlands Area Historical Society newsletter, September 2010).

[23] "Huge Depot Site Obtained," *Los Angeles Times,* November 11, 1941.

[24] Nathan D. Gonzales, "Midcentury Redlands" public lecture, 2015.

Beyond the changes in transportation networks, Redlands saw other massive institutional changes from the 1950s to the 1960s. Many new schools were constructed to serve the growing population, with new construction reflecting the characteristic mid-century configuration of one-story buildings with exterior walkways and connection to the outdoors. Growth continued into the 1970s, and by 1980, the population hit over 43,000.

Post-War Residential Development in Redlands[25]

Redlands' residential development exploded in the post-World War II period, as it was one of many Southern California cities to see an influx of new residents eager to live in the Golden State. Redlands boasted the exact things veterans, former defense workers, and their families were looking for: education (thanks to the University of Redlands and the GI Bill), work (thanks to the new aerospace industry growing around Norton Air Force Base), and most of all, homes of their own. It was the residential component of this triad that would prove to be the most profound shaper of Redlands' built environment during the postwar period.

Residential development boomed in the post-war years. Almost 3,700 dwellings were constructed between 1950 and 1960 alone; and that was well before the peak of residential construction seen in 1964.[26] While some were infill in older areas in both north and south Redlands, more were in completely new developments featuring cul-de-sacs, tract homes, attached garages, and in some cases, swimming pools. These subdivisions differed from those of earlier periods as most of their homes were developer-built; Redlands had really not seen this kind of development before 1946. Notable developer-built subdivisions during the postwar period included Monte Vista Estates (1952), multiple L.P. Scherer subdivisions (late 1950s), and Garden Terrace (1962).[27] Some other new subdivisions also featured custom-built homes, often designed by architects. Several "architecturally distinctive houses" were constructed in the postwar period. Notable architects active in Redlands during this period included Clare Henry Day, Clinton Marr, C. Paul Ulmer, Leon Armantrout, and Richard Neutra.[28]

The Federal Housing Administration (FHA) also played a major role in shaping postwar subdivisions across the nation, Southern California and Redlands included; the department's mortgage guarantee program meant people could afford down payments on a modest salary. Since developers wanted FHA approval of their plans to guarantee financing, most followed FHA design principles including curvilinear streets with cul-de-sacs; long blocks; minimal numbers of four-way intersections; and exclusion of alleys.[29] Most, but not all, of Redlands' new subdivisions followed the same pattern: developer-built houses in Ranch, Minimal Traditional, and Mid-Century Modern styles on curvilinear streets very much oriented to the automobile and not the pedestrian. Hillside developments in south Redlands tended not to have any sidewalks, while most in flatter neighborhoods did; street trees were not part of the plan, in most cases, in postwar subdivisions across the city.

[25] History of post-war residential development in Redlands is excerpted and adapted from: City of Redlands, *Redlands Historic Context Statement,* prepared by Architectural Resources Group, 2017, 145.
[26] Gonzales, "Midcentury Redlands."
[27] Gonzales, "Midcentury Redlands."
[28] City of Redlands, *Redlands Historic Context Statement,* prepared by Architectural Resources Group, 2017, 145.
[29] The California Department of Transportation (Caltrans), "Tract Housing in California, 1945-1973: A Context for National Register Evaluation," (Sacramento, CA: Caltrans, 2011), 16-17.

During the 1950s and 1960s, local developers like L.P. Scherer, Fosberg and Gregory, Citation Homes, and Nine Points were joined by developers from across Southern California wanting to get in on the Redlands "bedroom city" boom. As in earlier eras, single-family dwellings were the most dominant type during the postwar period; some subdivisions planned multi-family buildings along its edges at major streets, but most had no multi-family units at all. It was not until the late 1960s-early 1970s that multi-family residential construction really increased across Redlands as a whole, and by the 1970s, construction of massive apartment complexes in areas like the onetime dairy acreage along Brookside Avenue led to great local concern about overdevelopment.

As Redlands' population continued to grow, the city (somewhat reluctantly) allowed the construction of more multi-family residential units. This denser development alarmed many who had witnessed the transformation of the community's original character and were already worried about the loss of orange groves to subdivisions of single-family houses. Proposition R, a growth control ordinance adopted in 1978, actually had the opposite of its desired effect, at least in terms of multi-family units: only lands that were to be subdivided fell under the ordinance. This effectively slowed the construction of single-family residential subdivisions but accelerated the construction of massive apartment complexes on large parcels that did not require subdivision.

Development of the Baker Residence

The property at 130 Sierra Vista Drive is identified as Lot 11 in Tract 2261 of the Country Club Park Addition No. 4. Robert W. Baker acquired the lot about 1958, and in 1959, hired notable local architect Clare Henry Day to design a residence for the site. Developer L.P. Scherer, Inc. served as the contractor and landscaping was completed by Allen Dangermond.[30]

Baker Residence in 1960. Source: Redlands Daily Facts *1/22/1960.*

The residence was described at the time of its construction in the *Redlands Daily Facts* as an "attractive new home…specially designed for the knoll on which it is located by Clare Henry Day, architect." The residence was positioned to take advantage of the "unusual view of the San Bernardino Valley and the mountains."[31] The article continues to describe many of the building's materials and design features:

> The home is a California contemporary style frame structure with large window areas… It is of post and beam construction with a beam and plank roof. The insulation and roof covering of crushed rock is on top of the planking. The exterior is rough sawed redwood planking which has been finished in a sage brush green paint, wiped and sealed… Floor to

[30] "Building Permits Head for New September High," *Redlands Daily Facts,* September 5, 1958, 5.

[31] "Bakers New Home Presents Unusual Mountain View," *Redlands Daily Facts,* January 22, 1960, 7.

> ceiling windows flank the entrance off the carport… In the entrance a concrete screen separates it from the kitchen area. This is made from blocks having a Mayan design.[32]

In its original configuration the house was characterized by its expressed post-and-beam construction, prominent open carport connected to a recessed entrance porch marked by a distinctive wall of stack bond slumpstone, large corner windows, prominent stack bond slumpstone chimney, wood board-and-batten siding and plywood wall panels.

Past Owners/Occupants

The Baker Residence was owned and occupied by the Baker family from 1959 until at least 1971. Biographical information about the Baker family and subsequent known owners/occupants is included below.[33]

TABLE 3. SUMMARY OF OWNERS/OCCUPANTS

DATE	OWNER/OCCUPANT	SOURCE
1959-1971	Robert W. and Jean H. Baker	Newspapers; City Directories
1975-1998	Paul R. and Barbara B. Ennis	Newspapers
c. 2008-2018	Judy A. Misbach	City Directories
2018-Present	Celina M. and Bryan P. McKernan	City Directories

ROBERT W. AND JEAN H. BAKER

Robert W. Baker was born in 1924 in Washington. Baker moved to California with his family at a young age, settling in Beverly Hills. Jean Hentschke Baker was born in Redlands, California in 1926. The two met while studying at the University of Redlands and married in 1944. During World War II, Robert W. Baker attended officer's training at Columbia University in New York.[34]

Following the war, Jean listed her occupation as a "home maker" and was involved in golf.[35] Beginning in 1949, Robert Baker worked as an interior designer at the firm Baker-Crear Interiors with Vernon B. Crear.[36] The store was located at 122 Cajon Street in Redlands and was described as "complete with interior decorating and home furnishings… in addition [*sic*] to handling furniture, floor coverings and draperies, the store will feature interior decoration consultation service."[37]

The partnership between Baker and Crear dissolved in 1957, although Baker continued to operate the business under the same name.[38] Baker-Crear Interiors mostly completed interior design and furniture selection for residential properties in the Redlands area, including several model homes.[39] In 1961, the firm name was changed to Robert Baker Interiors and the company merged with The

[32] "Bakers New Home Presents Unusual Mountain View," *Redlands Daily Facts,* January 22, 1960, 7.
[33] Research was unable to determine owners from c. 1999 to 2007.
[34] "Miss Jean X. Hentschke Announces Engagement," *San Bernardino County Sun,* February 8, 1944, 10.
[35] United States Federal Census, Redlands, San Bernardino, California, 1950, accessed on November 7, 2022 at: ancestry.com; "Mrs. Baker Wins Stockton Gold Tourney," *Redlands Daily Facts,* March 31, 1976, 8.
[36] "Baker-Crear Make Firm Purchase," *Redlands Daily Facts,* May 8, 1954, 2.
[37] "Interior Decoration Store in Redlands," *The San Bernardino County Sun,* September 18, 1949, 12.
[38] "Notice of Dissolution," *Redlands Daily Facts,* January 26, 1957, 6.
[39] "Model Home Open at Country Club Unit NO. 2," *Redlands Daily Facts,* February 19, 1960, 9; "Baker-Crear Decorates, Furnishes Model Home," *Redlands Daily Facts,* April 30, 1960, 12; "Décor of Citation Model Homes by Baker Interiors," *Redlands Daily Facts,* February 9, 1962, 10.

Courtyard in Riverside. The firm was in operation until at least 1975, when the family moved from Redlands and the business license was cancelled.[40]

PAUL R. AND BARBARA B. ENNIS

Paul R. Ennis was born in Los Angeles in 1937; Barbara Boydston Ennis was born in Kansas that same year. Paul Ennis received an M.D. from the University of Southern California in 1963. Ennis entered the U.S. Navy where he completed his internship at the Naval Hospital in San Diego. He then worked in the Philippines for several years before returning to the United State. Ennis served at an internal medicine residency for three years in Torrance before moving to Redlands.[41] Mrs. Ennis received a nursing scholarship to attend the Queen of Angels School of Nursing in Los Angeles and graduated in 1957. She worked as a registered nurse.[42] Paul Ennis and Barbara Boydston married in 1958 in Los Angeles.

The Ennis family moved to Redlands in 1970 where Dr. Ennis worked as a physician at the Redlands Primary Care Physicians Group.

Associated Architects/Builders

CLARE HENRY DAY, FAIA

The Baker Residence was designed by architect Clare Henry Day, FAIA. Day was born in 1920 in Fort Lewis, Washington, but was mostly raised in Ohio. During World War II, Day worked as a cryptologist for the war effort.[43] Day received his B.S. in Architecture from the University of Cincinnati in 1950 and an AIA Certificate Award the same year. He relocated to Redlands in 1950 where he worked for two years under San Bernardino architect Howard E. Jones. In 1952, Day opened his own firm.[44] Day has credited architects R.M. Schindler, Richard Neutra, and Frank Lloyd Wright as influences on his work.[45]

Day quickly became a popular architect in Redlands and the surrounding area, designing commercial, industrial, institutional, and residential buildings. Notable projects include the Lange & Runkel Auto Agency Building; Henry G. Clement Middle School; Cram Elementary School; Mentone Elementary School; and the Redlands Swim Club, among others. He also designed Housing Projects 19-8 & 19-9. Public housing projects designed by Day included a development of 65 residences to the east of Lugonia Homes on Lugonia Avenue and Orange Street.[46]

Day also designed residences in the greater San Bernardino County, many of which were Mid-Century Modern in style. Day was prolific, designing over 35 residences and 100 public buildings

[40] "Baker Interiors Firm has 16-year History," *Redlands Daily Facts,* June 9, 1965, 40; "26 Businesses Cancel in February," *Redlands Daily Facts,* March 14, 1975, 3.
[41] "Dr. Ennis Joins Offices of Hill, Paul," *Redlands Daily Facts,* August 4, 1970, 4.
[42] "Scholarship Presented, Installation Conducted," *San Pedro News-Pilot,* May 25, 1956, 6; "27 Nurses to Graduate at Queens," *The Tidings,* June 28, 1957, 14.
[43] "World War II Veterans Forum," *Redlands Chronicles,* September 2015, accessed on February 21, 2023 at: RAHS-2015-9.pdf
[44] "California State Board of Architectural Examiners," *California Architect and Engineer* 188, no. 1 (August 1952): 9; "Clare Henry Day," AIA Historical Directory, 1970.
[45] "Architect Clare Henry Day to Speak at Historical Society," *Redlands Daily Facts,* October 19, 2008; "Redlands Architect Clare Day Shares Stories About Mid-Century Modern Design," *Redlands Daily Facts,* January 17, 2012.
[46] Since demolished; "Homes in New Public Housing Project Open," *Redlands Daily Facts,* February 26, 1961, 9.

during the course of his career.[47] In Redlands alone, Day designed over a dozen single-family residences, many of which remain extant (see Appendix A).

Day's residential architectural was primarily Mid-Century Modern in style, with design elements including floor-to-ceiling windows, flat roofs with widely overhanging eaves, and an emphasis on natural materials. Many of his residences were situated to take advantage of their setting, including maximizing views. A prominent example is the Gillespie House (2021 Vinton Way, extant), which is perched on a knoll. The two-story Gillespie House has a broad balcony, floor-to-ceiling windows, a flat roof with widely overhanging eaves, and wood exterior. Day also identified his design of the Edwin V. Banta Residence as a principal work in his 1970 listing in the AIA directory.[48] The Banta House has floor-to-ceiling windows, a flat roof with widely overhanging eaves, and a broad, stack bond slumpstone chimney.

Several residences designed by Day in Redlands were recorded in the *Redlands Daily Facts.* In 1957, Day designed the Porter Residence which was lauded by the *Redlands Daily Facts* as "suitably designed," "built to endure," and commanding "a fine view of the city and valley."[49] That same year, Day designed a residence for the Wilson family, which was also recorded in the *Redlands Daily* Facts: "Principally a wood-and-glass residence, the wood carries out the natural flavor of the bucolic life, while the many windows allow the canyons and hills around them to seem like their real neighbors."[50] Day's 1958 residence for the Stewart family was described as an "eye-catching home." The *Redlands Daily Facts* described the Stewart House and setting:

> To take advantage of the park-life view to the rear of their beautiful home, Mrs. and Mrs. Willard Stewart, 1333 Kincaid Street, have full-length windows along almost the entire back wall of their wide residence.[51]

Day's 1961 residence for the Campbell family similarly utilized wood and glass and was designed to take advantage of views and vistas, as recorded by the *Redlands Daily Facts:*

> The secluded location of the custom home is on a winding street that follows the contours of the land. The house is set in one of the "S's" that the street forms and has well established trees growing on the lot. The home was located on the lot so that the use of glass would enable a view of the mountains from almost any room. The rear of the home is almost a complete wall of glass from end to end. Because the home is on a raised position on the knoll above the street the public view into the home is blocked.[52]

Day received a Progressive Architecture award citation for his design of the San Bernardino Public Library in 1954. He established the Inland Chapter of the American Institute of Architects in 1955 and served on the Board of the California Architectural Foundation. Day also served as the director of the Southern California Regional Planning Association from 1966 to 1971 and worked as a part time instructor for Chaffey College. In 1996, Day was named a Fellow of the American

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[47] Darren Bradley, "Discovering Modernism in the Jewel of the Inland Empire," *Modernist Architecture,* April 24, 2016, accessed on November 14, 2022 at: http://modernistarchitecture.blogspot.com/2016/04/discovering-modernism-in-jewel-of.html

[48] "Clare Henry Day," AIA Historical Directory, 1970; "Clare Henry Day and Redlands Architecture," *Inland Empire,* May 25, 2011, accessed on November 14, 2022 at: https://inlandempire.us/clare-henry-day-and-redlands-architecture/

[49] "Porter's New Home Has Feeling of Permanence," *Redlands Daily Facts,* August 16, 1957, 9.

[50] "Wilsons' New Home Provides Outdoor Living," *Redlands Daily Facts,* November 8, 1957, 9.

[51] "Stewart Home Provides Room for Big Family," *Redlands Daily Facts,* May 30, 1958, 9.

[52] "Campbell Home Located on Knoll Above the City," *Redlands Daily Facts,* October 27, 1961, 10.

Institute of Architects.[53] The San Bernardino Valley Water Conservation District issued a proclamation commemorating Day in 2020 in honor of his service on his 100th birthday.[54] At 102 years of age, Day continues to be recognized for his many contributions to the City of Redlands.

Appendix A illustrates nineteen of Day's single-family residences in Redlands.

L.P. SCHERER, DEVELOPER

The Baker Residence was constructed by the L.P. Scherer company. The development company L.P. Scherer was founded by Louis P. Scherer. Louis P. Scherer was born in Fort Wayne, Indiana in 1899. Before moving to California, he won distinction in the construction of U.S. Veterans Administration Hospital Buildings in New York and the U.S. Post Office in Flint, Michigan. Scherer moved to San Bernardino County in the 1930s where he established L.P. Scherer.[55]

L.P. Scherer started as a construction company, mostly working on school and commercial buildings. Early commissions included the San Bernardino Senior High School; Burbank School; Wrightwood Elementary School; and Redlands Oil Company building.[56] In 1938, *The San Bernardino County Sun* described Scherer as "one of the most active building contractors in this locality."[57] Into the 1940s, L.P. Scherer continued to contract for individual projects, but also began to work on larger housing developments. The company developed numerous housing types, including single-family and multi-family residences, as well as more unique developments. For example, in 1943, the company constructed bunkhouses for migrant workers for the Redlands-Highlands Farm Labor Association as well as 100 trailer units for housing in Riverside.[58]

During the housing boom of the post-war years, L.P. Scherer became the largest subdivider in the City of Redlands. Specifically, L.P. Scherer came to dominate residential subdivisions and developments in Redlands during the 1950s and 1960s. In 1957 alone, the company accounted for 73% of the new lots created by subdivisions in city limits. An advertisement for the Sunnyside Grove Tract in 1957 read:

> With YOU in mind L.P. Scherer Inc. has planned and designed these homes to meet the modern California style of living. For nearly 25 years, Scherer organizations have been constructing homes and large buildings in the Redlands area—They have established a proven record of reliability and reputation for integrity. L.P. Scherer Inc., constructed California Homes offer you the best value for your money.[59]

In addition to residential developments, the company continued to work on other major construction projects in the area, including several schools and the Southern California Gas

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[53] AIA College of Fellows, *History & Directory* (2022): 241, accessed on February 21, 2023 at: https://issuu.com/aiacollegeoffellows/docs/2022_ebook_faia_directory.
[54] "Conservation District Issues Proclamation for the 100th Birthday of Clare Henry Day," *Redlands Community News,* November 5, 2020.
[55] Research did not uncover the exact year of the company's founding.
[56] "Work on Senior High Project Begins Soon," *The San Bernardino County Sun,* December 15, 1937, 19; "L.P. Scherer," *San Bernardino County Sun,* March 20, 1938, 30.
[57] "L.P. Scherer," *San Bernardino County Sun,* March 20, 1938, 30.
[58] "Labor Camp is Expanded for Coming Season," *San Bernardino County Sun,* August 27, 1943, 12; "Redlands Firm Wins Riverside Contract," *San Bernardino County Sun,* April 18, 1943, 12.
[59] Advertisement, "Redlands Newest Homes Sunnyside Grove," *San Bernardino County Sun,* July 12, 1957, 51.

Company's Eastern Division building in Riverside.[60] The firm appears to have been dissolved in the early 1980s. Louis P. Scherer passed away in 1984.

ALLEN DANGERMOND, LANDSCAPE ARCHITECT

The Baker Residence's landscape was designed by landscape architect Allen Dangermond. Dangermond was born in 1932 to Alice and Peter Dangermond Sr., owners of Dangermond's Nursery in Redlands. Dangermond studied ornamental horticulture at California Polytechnic University from 1950 to 1954 before taking over his family's nursery. During Redlands' post-war housing boom of the 1950s, Dangermond worked as a landscape contractor and designer for dozens of homes in the area. According to the *Redlands Daily Facts*, "A resident who owns a house built in the 1950s or 1960s likely has trees planted by Allen Dangermond."[61] As such, landscaping by Allen Dangermond is common in Redlands, especially in residential settings.

Dangermond also worked as a citrus grower. He leased and managed a grapefruit grove from 1965 to 1972. In 1979, he purchased 15 acres of oranges and grapefruits. He also served on the boards of numerous packinghouses and growers' associations, including Sunkist, Riverside-Arlington Fruit Exchange, Orange Heights Packing House, Redlands Foothill Groves, and Queen Colony Fruit Exchange, among others.

Dangermond completed the landscaping for the campus of Environmental Systems Research Institute (ESRI) in Redlands in 1969. He also designed landscaping for local schools and parks, including the Community Park and Crafton Park in Redlands. He continued to operate Dangermond's Nursery until 1997. Allen Dangermond died in 2009.[62]

Mid-Century Modern Architecture

The Baker Residence was designed in the Mid-Century Modern style of architecture. Mid-century Modern is a term used to describe the post-World War II iteration of the International Style in both residential and commercial design. The International Style was characterized by geometric forms, smooth wall surfaces, and an absence of exterior decoration. Mid-century Modern represents the adaptation of these elements to the local climate and topography, as well as to the postwar need for moderately-priced homes. In Southern California, this often meant the use of wood post-and-beam construction. Mid-century Modernism is often characterized by a clear expression of structure and materials, large expanses of glass, and open interior plans. In residential buildings, post-and-beam became the preferred method of construction for Mid-Century Modern architects. Post-and-beam construction was characterized by large expanses of glass, vertical posts, open floor plans, and mass-produced materials. Because post-and-beam residences were relatively easy to construct, they were often mass-produced in order to meet the demand for housing after World War II.

The roots of Mid-Century Modernism can be traced to early Modernists like Richard Neutra and Rudolph Schindler, whose local work inspired "second generation" Modern architects like Gregory Ain, Craig Ellwood, Harwell Hamilton Harris, Pierre Koenig, Raphael Soriano, and many more.

[60] "Gas Company Awards Contract to L.P. Scherer," *Redlands Daily Facts,* July 23, 1963, 7.
[61] "Allen Dangermond Was Landscape Architect," *Redlands Daily Facts,* August 27, 2009.
[62] "Allen Dangermond Was Landscape Architect," *Redlands Daily Facts,* August 27, 2009.

These post-war architects developed an indigenous Modernism that was born from the International Style but matured into a fundamentally regional style, fostered in part by *Art and Architecture* magazine's pivotal Case Study Program (1945-1966). The style gained popularity because its use of standardized, prefabricated materials permitted quick and economical construction. It became the predominant architectural style in the postwar years and is represented in almost every property type, from single-family residences to commercial buildings to gas stations.

Character-defining features include:

- One or two-story configuration
- Horizontal massing
- Simple geometric forms
- Expressed post-and-beam construction, in wood or steel
- Flat roof or low-pitched gable roof with wide overhanging eaves and cantilevered canopies
- Unadorned wall surfaces
- Wood, plaster, brick or stone used as exterior wall panels or accent materials
- Flush-mounted metal frame fixed windows and sliding doors, and clerestory windows
- Exterior staircases, decks, patios, and balconies
- Little or no exterior decorative detailing
- Obscured or recessed entry door

5.0 PHYSICAL DESCRIPTION

Current Setting

The Baker Residence is located in the southeastern region of the City of Redlands. The property comprises a single parcel and is generally bounded by Sierra Vista Drive to the north, Escondido Road to the east, E. Sunset Drive to the south, and other single-family residences to the west.

The surrounding area is characterized primarily by its hilly topography and low-rise single-family residential development, often set in tract developments, dating from the 1950s through 2010s. The Baker Residence is surrounded by residential uses on all sides. The 80-acre Redlands Country Club is located immediately to the north of the property; founded in 1896, many of the single-family tract developments in the area built during the post-war era were set alongside the country club.

The residence is set back from the street atop a terrace front yard. There is a long driveway that ascends to the motor court at the southeast side of the house. The site is heavily wooded. The landscaping immediately surrounding the Baker Residence was designed at the time of the building's completion in the late 1950s by Dangermond. Designed landscape features include tiered hillside planting beds on the knoll, mature trees, and shrubs. Hardscaping includes square concrete pavers arranged to form a walkway to the main entrance. There are also several stone walls around the perimeter of the property. There is a large patio alongside the swimming pool.

Baker Residence

The Baker Residence is a one-story Mid-Century Modern style building of wood post-and-beam construction. It has a 'T'-shaped plan, asymmetrical composition, and an attached garage.

The building has a low-pitched gable roof with open eaves, exposed rafters, and overhanging rakes. There is an exterior chimney with synthetic stone veneer on the east façade. Exterior walls are clad primarily in wood board-and-batten siding; the northwestern section of the building is clad in composite siding. Fenestration consists primarily of large, fixed windows and clerestory windows in the gable ends. Other window types include vinyl casement and awning windows and a glass block window. A stained-glass window is located on the west façade. The primary entrance is asymmetrically located on the east façade building and consists of a four-light glazed door with fixed sidelights and a transom light.

The primary entrance is accessible via a walkway of concrete pavers. Secondary entrances have sliding double vinyl doors along the north and east façades. A wood door is located along the northwestern corner of the building. The garage has overhead sectional vinyl doors.

ALTERATIONS

The Baker Residence has been substantially altered since its original construction in 1959. Although no permits were available for these alterations, original building plans and photographs document the alterations and additions that were completed over time.[63]

The original ballast roofing, a distinctive feature of Mid-century Modern design, was replaced at an unknown date with membrane roofing.

Alterations along the east façade as shown in original photograph and building plan (top, bottom) and current photograph (middle) include the enclosure of carport; relocation of front door; and addition, among others. At least seven windows were added to the building. *Source:* Redlands Daily Facts *1/22/1960; HRG; A.K. Smiley Public Library.*

The house's primary east façade has been substantially altered and reconfigured from its original design. The carport, a prominent feature of the original design and a typical characteristic of Mid-century Modern residences, was enclosed and converted to a garage. This work included the installation of vinyl garage doors on the primary (east) façade and solid walls between the original exposed posts. The original recessed entrance porch was enclosed and its distinctive stack bond slump stone wall, another prominent feature of the original design that marked the main entrance, was removed, as was the original flush wood entrance door. The primary entrance was relocated to the southeast corner of the living room, and the distinctive corner window was

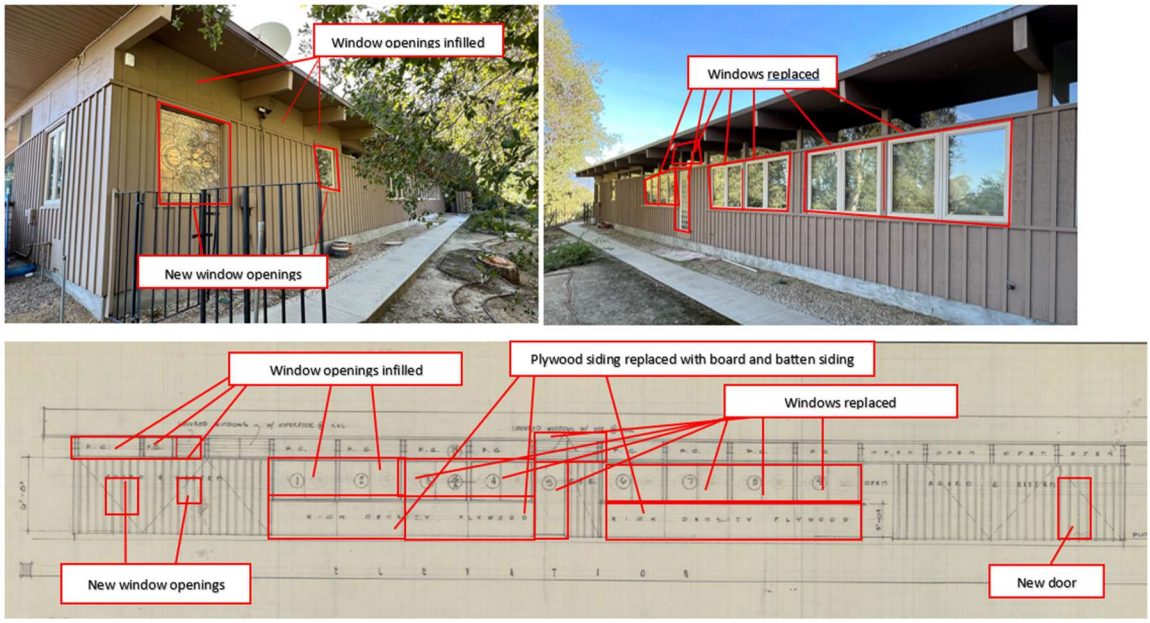
[63] Building plans by Clare Henry Day courtesy of the A.K. Smiley Library.

altered to install a contemporary style four-lite door with sidelights. The prominent stack bond slump stone chimney, another distinctive characteristic of the original Mid-century Modern design, was clad in manufactured stone veneer; and a small addition was constructed immediately north of the chimney, altering the composition of the living room wall and eliminating the original clerestory in this location. Manufactured stone veneer has also been applied as a base along the façade. Cumulatively, these changes have substantially altered the original form, materials, and appearance of the primary façade and reconfigured the historic entry sequence and the exterior and interior spatial relationships.

On the north façade, three fixed clerestory windows were removed and the openings filled with plywood panels. A vinyl casement window was installed in a new opening. Three original metal framed sliding glass doors were replaced with incompatible vinyl sliding doors. The family room and master bedroom were both enlarged to the north, which included removal of the original board-and-batten siding. Two new windows were installed in the family room. These alterations altered the historic design and solid-to-void composition of the north façade.

Photographs showing window/door replacement and additions/expansions in red. *Source: HRG.*

On the west façade, fourteen original windows have been removed. Three original clerestory windows were removed and the openings filled with plywood panels, and the jalousie clerestory windows in the bathroom were replaced with vinyl window units. Two original sliding windows were removed and the openings filled with board-and-batten siding. The original bathroom window was replaced with glass block. Six original sliding windows were replaced with new vinyl windows, and the original plywood wall panels below them were replaced with new board-and-batten siding. Two new windows and a new door were cut into the façade, and the original opening into the carport was filled.



Photographs and building plans showing locations of new window openings, removed features, and new windows and door along the west façade. *Source: HRG; A.K. Smiley Public Library.*

The south façade of the residence was completely obscured when the carport was enclosed and an addition. The south façade of the carport was enclosed using composite siding. A frosted glass window and vinyl window were installed along this façade. The enclosure of the carport is a significant change to the original design, altering or obscuring original character-defining features and changing the relationship of solid to void.

Photographs of the current enclosed garage/south façade (top); building plan of original south façade (bottom). *Source: HRG; A.K. Smiley Public Library.*

EXISTING CONDITIONS PHOTOGRAPHS

Historic Resources Group, November 2022

Overview of Baker Residence, East Façade, facing west.

East Façade and Primary Entrance, Baker Residence, facing northwest.

Primary Entrance, East Façade, Baker Residence, facing west.

North and East Façades, Baker Residence, facing southwest.

North Façade and Pool, Baker Residence, facing south.

Secondary Entrance, North Façade, Baker Residence, facing south.

North and West Façades, Baker Residence, facing southeast.

West façade, Baker Residence, facing southeast.

Detail of Doors, West façade, Baker Residence, facing east.

West Façade, Baker Residence, facing northeast.

West and East Façades, Baker Residence, facing northwest.

South Façade, Baker Residence, facing north.

Garage, East Façade, Baker Residence, facing northwest.

Lower Lawn, Baker Residence, facing north.

Overview of Baker Residence from Lower Lawn, facing south.

Driveway, Baker Residence, facing west.

6.0 EVALUATION GUIDELINES

Redlands Historic Context Statement

The Baker Residence was evaluated using the guidelines set forth in the *Redlands Historic Context Statement,* which was formally adopted by the City of Redlands on September 19, 2017.[64] Evaluation guidelines for residential development (1946-1980) include associated property types, geographic locations, and integrity overview. These property features, as well as significance, integrity considerations, and registration requirements for each Criterion are included below.

EVALUATION GUIDELINES: RESIDENTIAL DEVELOPMENT, 1946-1980

Buildings evaluated under this theme [residential development, 1946-1980] are significant for their association with Redlands' residential development during the post-World War II period. They may also be significant for their association with individuals who played an important role in this period of Redlands' history, or as excellent examples of an architectural type. Both single-family residences and multi-family residences dating to this period are abundant in Redlands; postwar single-family residences are the most common property type in the city. A few residences have been designated individually, but no historic districts dating to the postwar period have been designated.

Associated Property Types

- Single-Family Residences
- Multi-Family Residences
- Ancillary Buildings
- Subdivision Planning Features
- Historic Districts

Residential resources may include single-family residences; multi-family residences (including unified complexes containing multiple buildings, like courtyard apartments); ancillary buildings like garages; features related directly to subdivision development, including entrance markers, streetlamps, street trees, curbs, sidewalks, and walls; and geographically unified groupings of residential properties (historic districts).

Geographic Location(s)

Numerous residential subdivisions were established in Redlands from the late 1940s through the 1970s; this activity took place in every area of Redlands that had not already been completely built out. New infill also took place on a lot-by-lot basis in older areas like Lugonia and some of the older subdivisions.

Integrity Overview

A property that is significant must also retain certain aspects of integrity in order to express its historic significance. Determining which aspects are most important to a particular property type necessitates an understanding of its significance and essential physical characteristics. The rarity of a property type should also be considered when assessing integrity. As resources associated

[64] City of Redlands, *Redlands Historic Context Statement,* prepared by Architectural Resources Group, 2017.

with this theme are abundant, the integrity of eligible properties should be relatively high. A greater degree of alterations may not preclude a resource from being eligible, though a building must still retain sufficient integrity to convey its significance, using the guide below.

CRITERION A/1/A, B, G, J, K (EVENTS/PATTERN OF DEVELOPMENT)

Significance

- An individual property eligible under this theme may be significant:
- For its association with patterns of postwar residential development in Redlands; and/or
- As the site of a significant historic event from this period; and/or
- For being a component of a historic and scenic or urban conservation district.

Integrity Considerations

A property that is significant for its historic association is eligible if it retains the essential physical features that comprised its character or appearance during the period of its association with the important event or historical pattern. A residential property from this period should retain integrity of location, setting, design, feeling, and association, at a minimum, in order to convey the important association with the city's development during this period. A property that has lost some historic materials or details may still be eligible if it retains the majority of the features that illustrate its original style and appearance in terms of the massing, spatial relationships, proportion, and fenestration pattern. A property is not eligible if it retains some basic features conveying form and massing, but has lost the majority of features that characterized its appearance during its historical period.

Registration Requirements

To be eligible under this theme, a resource should, at a minimum:

- Date to the period of significance (1946-1980), and
- Retain the essential aspects of integrity, and
- Retain enough of its essential physical features to sufficiently convey its association with the historic context.

CRITERION B/2/C (ASSOCIATION WITH AN IMPORTANT PERSON)

Significance

- For its association with a person (or persons) significant in the history of Redlands.

Integrity Considerations

A property that is significant for its association with a significant person should retain integrity of location, setting, design, feeling, and association, at a minimum, in order to convey its historic association with a significant individual.

Registration Requirements

To be eligible under this theme, a resource should, at a minimum:

- Date to the period of significance (1946-1980), and
- Retain the essential aspects of integrity, and

- Retain enough of its essential physical features to sufficiently convey its association with the historic context, and
- Be directly associated with the notable person's productive period – the time during which she or he attained significance.

POST-WAR DEVELOPMENT: CRITERION C/3/E, F, G, H, I, J, K (ARCHITECTURAL MERIT)

Significance

An individual property eligible under this theme may be significant:

- As an excellent or rare example of an architectural type from the period, and/or
- As an embodiment of a significant architectural innovation, and/or
- As a contributor to the historical heritage of the city.

Integrity Considerations

A property that is significant for its architectural type, for its embodiment of a significant innovation, and/or as a contributor to the historical heritage of the city should retain integrity of design, and feeling, and association, at a minimum, in order to be eligible. A property that has lost some historic materials or details may still be eligible if it retains the majority of the features that illustrate its original style and appearance in terms of the massing, spatial relationships, proportion, pattern of windows and doors, texture of materials, and ornamentation. A property is not eligible if it retains some basic features conveying form and massing but has lost the majority of features that originally characterized its type. It is important to note that properties that may be significant for their architectural style and/or for their design by a significant architect or master builder fall under the Architecture and Design context and have different integrity requirements.

Registration Requirements

To be eligible under this theme, a resource should, at a minimum:

- Date to the period of significance (1946-1980), and
- Retain the essential aspects of integrity, and
- Retain enough of its essential physical features to sufficiently convey its association with the historic context, and
- Retain the essential character-defining features of the type.

ARCHITECTURE AND DESIGN: CRITERION C/3/E, F, G, H, I, J, K (ARCHITECTURAL MERIT)

Buildings evaluated under this context and its various subthemes are significant as excellent examples of their architectural styles, and/or for representing the work of a significant architect. Some designed landscapes may also be significant under this context as exceptional examples of landscape architecture. A wide variety of property types are evaluated under this context.

Integrity Overview

An individual property that is significant must also retain certain aspects of integrity in order to express its historic significance. Determining which aspects are most important to a particular property type necessitates an understanding of its significance and

essential physical characteristics. The rarity of a property type and of an architectural style should also be considered when assessing integrity. In general, properties being evaluated for their architectural significance are held to a higher integrity threshold than those being evaluated under other contexts. The following is a guide.

Significance
An individual property eligible under this theme may be significant:

- As the notable work of an architect or master builder; and/or
- For embodying elements representing a significant innovation; and/or
- For being an established visual feature; and/or
- For unique design or detailing; and/or
- As a particularly good example of a period or style; and/or
- As a contributor to the heritage of the city; and/or
- For being a component of a historic and scenic or urban

Integrity Considerations
An individual property significant for its architecture is eligible if it retains most of the physical features that constitute its style or technique. It should retain integrity of design, workmanship, materials, and feeling, at a minimum, in order to be eligible for its architectural merit. A property that has lost some historic materials or details may still be eligible if it retains the majority of the features that illustrate its original style and appearance in terms of the massing, spatial relationships, proportion, pattern of windows and doors, texture of materials, and ornamentation. A property is not eligible if it retains some basic features conveying form and massing but has lost the majority of features that originally characterized its style or type.

Registration Requirements
To be eligible under this theme, a resource should, at a minimum:

- Date to the period of significance (1946-1980), and
- Retain the essential aspects of integrity, and
- Retain enough of its essential physical features to sufficiently convey its association with the historic context, and
- Retain the essential character-defining features of the type.

7.0 EVALUATION OF ELIGIBILITY

The Baker Residence was designed by Clare Henry Day, FAIA in 1959 for then-owners Robert W. and Jean H. Baker. Clare Henry Day, FAIA is a notable local architect who was particularly prolific in post-war residential development in Redlands during the 1950s. At the time of its construction, the Baker Residence was an excellent example of the Mid-Century Modern style of architecture and historically exhibited a high quality of design and distinctive characteristics of the style. However, as discussed below, an analysis of the Baker Residence shows that the property has undergone extensive alterations, and no longer retains the essential aspects of integrity required by the *Redlands Historic Context Statement* to convey that significance. Due to these alterations, the property no longer represents an excellent example of Mid-century Modern architecture or of Day's work as a locally significant architect.

The Baker Residence is evaluated below against established eligibility criteria and integrity thresholds for listing in the National Register and the California Register, and as a Riverside Historic Landmark or Resource.

Evaluation of Significance

CRITERION A/1/A, B, G, J, K (EVENTS/PATTERN OF DEVELOPMENT)

According to guidance from the National Park Service, to be considered eligible for designation for representing an important event or pattern of development, a property must be associated with one or more events that are clearly important within an associated context; and the property's specific association with the events or trends must be considered important as well; mere association is not enough. The important association can be with a specific event marking an important moment in American pre-history or history; or with a pattern of events or a historic trend that made a significant contribution to the development of a community, a State, or the nation.[65]

The Baker Residence is an individual example of the post-World War II housing boom in the city, when large swaths of Redlands were developed as housing tracts and developments. The property does not have singular physical characteristics representing an established and/or familiar visual feature of the neighborhood but is rather one of numerous single-family residences developed in the area. The Baker Residence is one of over 3,700 residences built in the immediate postwar era. It is not associated with an early or notable tract development, and it does not represent a catalyst for residential development in the area. The construction of an individual residence within a larger subdivision does not meet the threshold required for eligibility under this criterion. As such, the building does not have significant interest or value as part of the development of Redlands, and no evidence has been found to suggest that it is the site of a significant event that is clearly important within an associated context.

Therefore, the Baker Residence is not significant under Criterion A/1/A, B, G, J, or K.

CRITERION B/2/C (ASSOCIATION WITH AN IMPORTANT PERSON)

According to the National Park Service, properties may be eligible for an association with the lives of persons significant in our past. Persons "significant in our past" refers to individuals whose activities are demonstrably important within a local, state, or national historic context. A property is not eligible if its only justification for significance is that it was owned or used by a person who

[65] *National Register Bulletin 15*, 12.

is a member of an identifiable profession, class, or social or ethnic group. In addition, the property must be associated with a person's productive life, reflecting the time period when he or she achieved significance.

Early residents of the Baker Residence included Robert W. and Jean H. Baker, an interior designer and homemaker, respectively, and Paul R. and Barbara B. Ennis, a doctor and nurse, respectively. While Robert Baker was an active interior designer in Redlands, most of his work was limited to private, residential commissions including several model homes. There is no evidence that Baker's designs received any notable awards or recognition, or that he made a significant contribution to history through his work.

Research did not uncover any information that would imply that the Bakers or other past occupants were demonstrably important within a local, state, or national historic context. The Baker Residence is therefore not strongly identified with a person or persons who significantly contributed to the culture, history, or development of the city.

Therefore, the Baker Residence is not significant under Criterion B/2/C.

CRITERION C/3/E, F, G, H, I, J, K (ARCHITECTURAL MERIT)

The Baker Residence was designed by prominent local architect Clare Henry Day, FAIA in 1959. At the time of its initial construction, the Baker Residence exhibited notable character-defining features of the Mid-Century Modern style, including its expressed post-and-beam construction, low-pitched gable roof, prominent carport, recessed entrance porch, stack bond slumpstone chimney and entry wall, flush wood entry door, and corner windows. However, the building has undergone substantial alterations since its original construction, as described in greater detail in Section 5, and no longer retains significant character-defining features of its original design.

As stated in the *Redlands Historic Context Statement,* "properties being evaluated for their architectural significance are held to a *higher integrity threshold* [emphasis added] than those being evaluated under other contexts." A property that has lost some historic materials or details may still be eligible if it retains *the majority* [emphasis added] of the features that illustrate its original style and appearance in terms of the massing, spatial relationships, proportion, pattern of windows and doors, texture of materials, and ornamentation."[66]

The numerous alterations to the Baker Residence include:

- Replacement of original ballast roof with membrane roofing
- Reconfiguration of the primary east façade
- Enclosure of the original carport
- Enclosure of the original recessed entry porch
- Removal of original stack bond slump stone entry wall
- Removal of the original flush wood entrance door
- Relocation of the primary entrance
- Installation of an incompatible stock entrance door
- Alteration of the southeast corner window to accommodate new entrance
- Re-cladding of stack bond slump stone chimney with incompatible manufactured stone veneer
- Installation of incompatible manufactured stone veneer wall base
- Two additions on the primary façade

[66] Architectural Resources Group, *Redlands Historic Context Statement,* 245-246.

- Two additions to the secondary, north façade
- Removal of at least twenty original windows; these were either infilled or replaced with incompatible vinyl units
- Replacement of three original aluminum framed sliding glass doors with incompatible vinyl units
- Installation of at least seven incompatible new vinyl windows in new window openings
- Removal/replacement of some original siding

These alterations to the Baker Residence have removed distinctive materials, altered historic spatial relationships, and changed the fundamental design of the building. As designed by architect Clare Henry Day, the primary façade of the Baker Residence had a concealed primary entrance, open carport, and prominent stack bond slump stone chimney and entry wall. Alterations to this façade, including reconfiguring the primary entrance, enclosing the carport and porch, and re-cladding the chimney in manufactured stone veneer, have altered the essential physical features of this façade to an extent that it no longer reflects Day's original design intent. These changes have radically altered the building's historic entry sequence and exterior and interior spatial relationships; the relationships of solid to void on the primary façade; the pattern of windows and doors; and the texture and appearance of original materials that characterized the Mid-century Modern design.[67]

Although some of these alterations, such as the use of board-and-batten siding on new and infill walls, may at first appear compatible with the original design and materials, the cumulative effect of these multiple change is the loss of the property's historic integrity such that it no longer reflects its original Mid-century Modern design. As recognized in the *Redlands Historic Context Statement,* "the cumulative impact of multiple minor alterations may compromise a resource's overall integrity."[68] Analysis shows that the quantity and type of alterations have compromised the residence's original design and materials to the extent that it no longer sufficiently represents an excellent example of the Mid-Century Modern style nor an important example of Clare Henry Day's work. Day was extremely active in Redlands in the 1950s and 1960s, and there are many houses still extant in the city with a higher degree of historic integrity and that better reflect his significance as a local architect. While a survey of all Henry Clare Day-designed residences in Redlands is outside the scope of this evaluation, eighteen other examples of the architect's work are included in Appendix A for reference.

As a result of the extensive alterations, the Baker Residence does not retain sufficient integrity to convey any potential significance under Criterion C/3/E, F, G, H, I, J, K.

Evaluation of Integrity

Historic integrity is the ability of a property to convey its significance and is defined as the "authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's prehistoric or historic period."[69] The National Park Service defines seven aspects of integrity for historic resources. These are *location*, *design*, *setting*, *materials*, *workmanship*, *feeling*, and *association*.

[67] Kay D. Weeks and Anne E. Grimmer, *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings* (Washington, D.C.: U.S. Department of the Interior, National Park Service, 1995);

[68] Architectural Resources Group, *Redlands Historic Context Statement,* 245-246.

[69] U. S. Department of the Interior, National Park Service, *National Register Bulletin 16A: How to Complete the National Register Nomination Form* (Washington, DC: 1997), 4.

Additionally, the *Redlands Historic Context Statement* provides guidance for the analysis of integrity based on the potential significance and type of property evaluated. The *Redlands Historic Context Statement* provides the following guidance for potential significance derived from an architecture style and/or as the work of a master architect:

> An individual property that is significant must also retain certain aspects of integrity in order to express its historic significance. Determining which aspects are most important to a particular property type necessitates an understanding of its significance and essential physical characteristics. The rarity of a property type and of an architectural style should also be considered when assessing integrity. In general, properties being evaluated for their architectural significance are held to a higher integrity threshold than those being evaluated under other contexts.
>
> An individual property significant for its architecture is eligible if it retains most of the physical features that constitute its style or technique. It should retain integrity of *design, workmanship, materials,* and *feeling*, at a minimum, in order to be eligible for its architectural merit. A property that has lost some historic materials or details may still be eligible if it retains the majority of the features that illustrate its original style and appearance in terms of the massing, spatial relationships, proportion, pattern of windows and doors, texture of materials, and ornamentation. A property is not eligible if it retains some basic features conveying form and massing but has lost the majority of features that originally characterized its style or type.[70]

As noted in the *Redlands Historic Context Statement* and relevant for this integrity analysis, properties eligible for architectural significance have a *"higher integrity threshold"* [emphasis added] than properties associated with other contexts. The property should also retain (at a minimum) integrity of *design, workmanship, materials,* and *feeling.* Even if a building has been altered, it should retain *"the majority of the features"* [emphasis added] that "illustrate its original style and appearance in terms of massing, spatial relationships, proportion, pattern of windows and doors, texture of materials and ornamentation."

The integrity of the Baker Residence is evaluated below based on the seven aspects of integrity as identified by the National Park Service and according to the guidance in the *Redlands Historic Context Statement*.

Location: The Baker Residence remains in its original location on the site. Therefore, it retains integrity of *location*.

Design: The Baker Residence has undergone substantial alterations since its initial construction in 1959 and as a result has lost many of the distinctive materials and features that characterized its original Mid-Century Modern design. Two additions on the primary façade, relocation of the primary entrance, and enclosure of the original carport and entrance porch have enveloped and reconfigured the primary east façade and altered the building's "massing, spatial relationships, [and] proportion." At least twenty original windows were removed and replaced with incompatible vinyl units; five original openings were infilled; seven new window openings were created with incompatible vinyl window units; and three original aluminum framed sliding glass doors were replaced with incompatible vinyl units. As a result, the building's original "pattern of

[70] Architectural Resources Group, *Redlands Historic Context Statement*.

windows and doors" has been drastically altered. The replacement of the ballast roof, removal or re-cladding of the distinctive stack bond slump stone wall and chimney, replacement of original plywood panels, and the installation of incompatible manufactured stone veneer and composite siding have substantially changed the building's "texture of materials." The primary entrance, which historically faced the carport and was accessed from a recessed porch, was relocated to the east wall of the living room, eliminating the historic exterior and interior spatial relationships as well as the distinctive corner window. The cumulative effect of these multiple alterations is the elimination of the majority of features that illustrated the original massing, spatial relationships, pattern of windows and doors, and materials and conveyed the building's original Mid-century Modern design. Therefore, the property does not retain integrity of *design*.

Setting: The Baker Residence was constructed as a single-family residence surrounded by landscaping on a knoll adjacent to postwar housing development. The building retains the setting of its immediate surroundings, including the landscaped terracing. Therefore, it retains integrity of *setting.*

Materials: While the Baker House retains some original materials, including some fixed windows and exterior board-and-batten siding, many of the Baker Residence's most distinctive original character-defining materials have been removed or altered since the time of its construction. All original operable aluminum sash windows have been removed and replaced with incompatible vinyl units. Three of the fixed glass clerestory windows were replaced with plywood panels and three were replaced with frosted glass. All five of the original wood doors have been replaced. The original rough sawn redwood plank siding was replaced with composite siding at various locations; the original plywood wall panels on the west façade were removed. The original entrance porch's stack bond slump stone wall was removed, and the very prominent stack bond slump stone chimney was veneered with incompatible manufactured stone, which was also applied to the base of some exterior walls. The ballast roof was removed, and the building was reroofed with membrane roofing. Therefore, the property does not retain integrity of *materials.*

Workmanship: Because of the alterations identified above in the discussions of *design* and *materials*, the Baker Residence does not retain substantial physical evidence of mid-20th century construction techniques and aesthetic principals, including finishes and design elements. Therefore, it does not retain integrity of *workmanship*.

Feeling: The Baker Residence does not retain integrity of *design*, *materials*, or *workmanship*, and thus no longer expresses the aesthetic and historic sense of an intact 1950s Mid-Century Modern style building designed by notable local architect Clare Henry Day, FAIA. Therefore, it does not retain integrity of *feeling*.

Association: *Association* is the direct link between an important historic event or person and a historic property. No evidence has been found to indicate that the Baker Residence is associated with important historic events or persons. Therefore, integrity of *association* is not applicable.[71]

[71] *Association* is the link between a building and an important event of person. According to the National Park Service, integrity of association is not applicable for the evaluation of properties as the work of an architect or as an example of an architectural style.

Summary of Eligibility Findings

According to guidance from the National Park Service, "A property important for illustrating a particular architectural style or construction technique must retain most of the physical features that constitute that style or technique."[72] As stipulated in the eligibility criteria and integrity considerations of the *Redlands Historic Context Statement,* a residential property from the post-war era that is eligible for designation for architectural merit must be an "excellent or rare example of an architectural type from the period." A property eligible for architectural style and/or an association with a master architect must retain a "majority of its features." The context statement requires that properties considered under these contexts are held to a "higher integrity threshold" for eligibility.

The Baker Residence is not significant under Criteria A/1/A, B, G, J, K or B/2/C. Although the building was originally a Mid-century Modern design by notable and prolific local architect Clare Henry Day, FAIA, it has been substantially altered and no longer retains sufficient integrity of design, materials, workmanship, or feeling to convey any potential significance under Criterion C/3/ E, F, G, H, I, J, K. Therefore, the Baker Residence is not eligible for listing in the National Register or California Register, or for designation as a City of Redlands Historic Landmark or Resource.

[72] U.S. Department of the Interior, National Park Service, National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation" (Washington, D.C.: National Park Service, 1990), 46.

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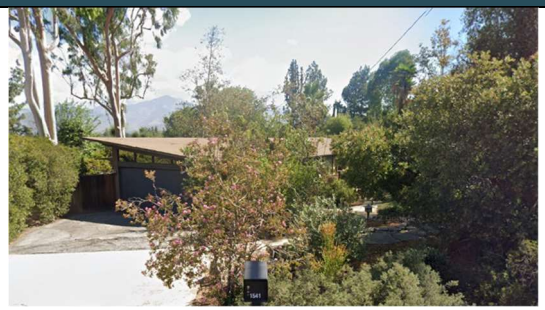
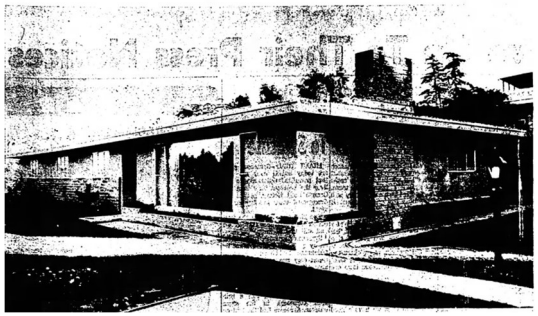
APPENDIX A

REPRESENTATIVE LIST OF RESIDENCES BY CLARE HENRY DAY, FAIA IN REDLANDS (IN CHRONOLOGICAL ORDER)

ADDRESS	RESOURCE NAME	BUILT DATE	PHOTOGRAPH (Source)
1525 Crown Street	Bert. P Marcum Residence	1953	*Redfin*
2021 Vinton Way	Gillespie Residence	1954	*Redfin*

ADDRESS	RESOURCE NAME	BUILT DATE	PHOTOGRAPH (Source)
1541 Crown Street	Ottis F. Kampmeier Residence	1955	 *GoogleEarth*
1429 Mira Monte Drive	Alan S. Porter Residence	1957	*GoogleEarth*
1248 Highland Avenue	Earl G. Witmer Residence	1957	*CRMLS*

ADDRESS	RESOURCE NAME	BUILT DATE	PHOTOGRAPH (Source)
1533 Margarita Drive	Robert L. Reaves Residence	1957	*GoogleEarth*
30957 E. Sunset Drive	Robert Wilson Residence	1957	*GoogleEarth*
30443 E. Sunset Drive	Edwin V. Banta Residence	1957	*GoogleEarth*

ADDRESS	RESOURCE NAME	BUILT DATE	PHOTOGRAPH (Source)
605 Terracina Boulevard	Arnold Michal Residence	1957	 *Redlands Daily Facts,* January 2, 1959, 9.
45 Sunset Drive	Clive W. McDonald Residence	1958	*Redfin*
538 E. Mariposa Drive	E.F. Barnett Residence	1958	*GoogleEarth*

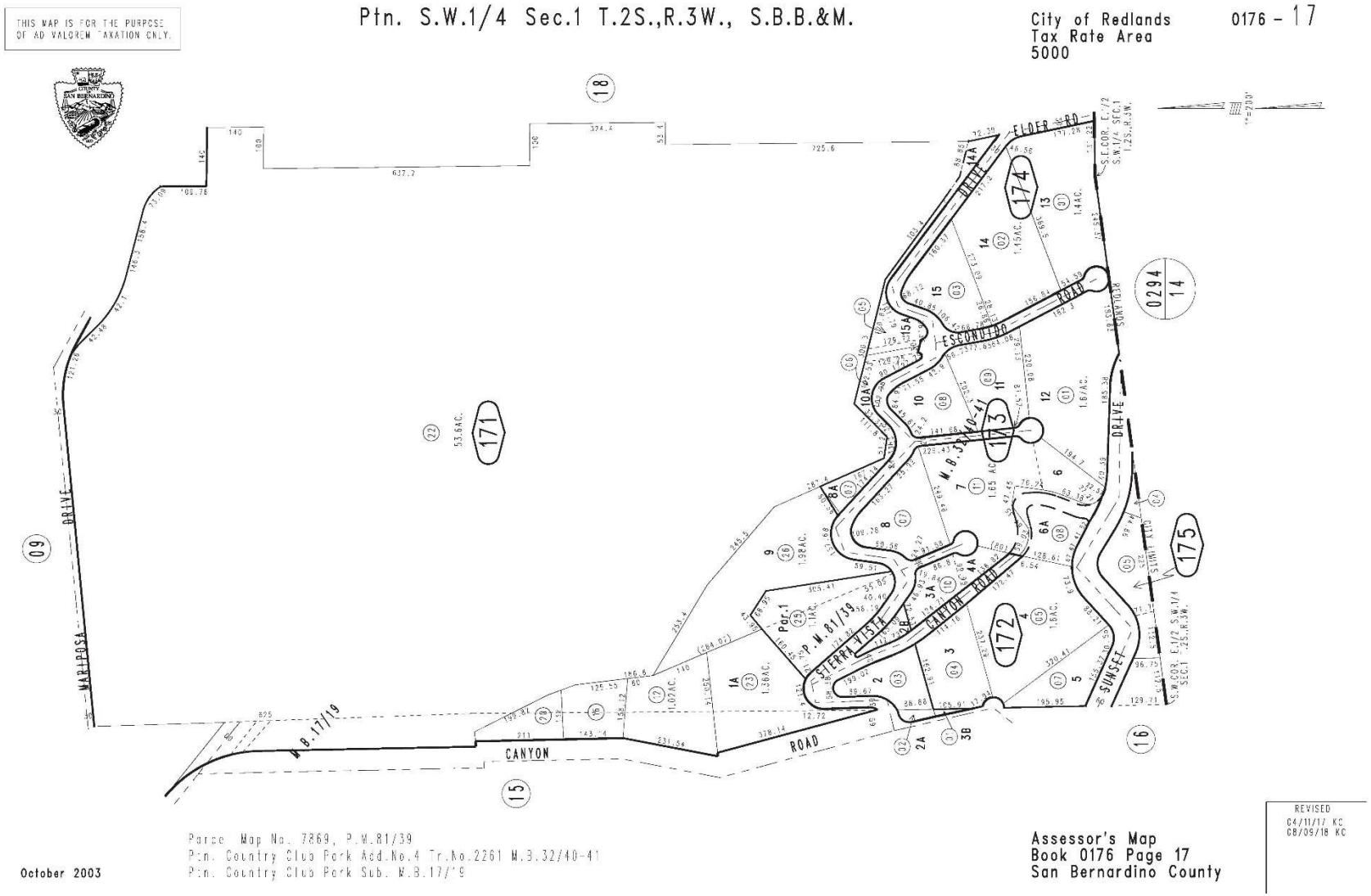
ADDRESS	RESOURCE NAME	BUILT DATE	PHOTOGRAPH (Source)
1501 (1325) Kincaid Street	Willard M. Stewart	1958	*CRMLS*
130 Sierra Vista Drive	Robert Baker Residence	1959	*HRG*
221 Mariposa Drive	Robert Campbell Residence	1959	*GoogleEarth*

ADDRESS	RESOURCE NAME	BUILT DATE	PHOTOGRAPH (Source)
1525 Serpentine Drive	John F. Runkel Residence	1960	*CRMLS*
1471 Rosehill Crest	Lloyd A. Dayes	1967	*GoogleEarth*
30980 E. Sunset Drive	James N. Hicks Residence	1968	*GoogleEarth*

ADDRESS	RESOURCE NAME	BUILT DATE	PHOTOGRAPH (Source)
76 W. Sunset Drive	Bert Marcum Residence	1969	*GoogleEarth*
1316 Drake Ridge Crest	Robert C. Mack Residence	1969	*CRMLS*

APPENDIX B

PARCEL MAP



APPENDIX C

HISTORIC AERIAL PHOTOGRAPHS

TOP-DOWN VIEWS

1957 aerial photograph. Project Site outlined in red. Flight ID c-23023. Frame 7-80. University of California Santa Barbara Aerial Photography Collection.

1959 aerial photograph. Project Site outlined in red. Flight ID AXL-1959. Frame 16w-114. University of California Santa Barbara Aerial Photography Collection

1962 aerial photograph. Project Site outlined in red. Flight ID c-24244. Frame 3-432. University of California Santa Barbara Aerial Photography Collection.

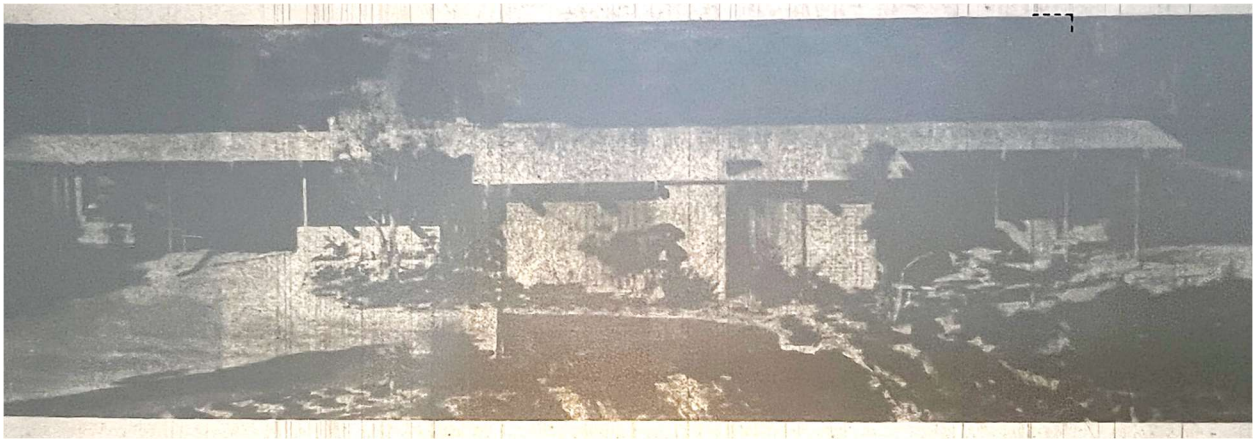
1966 aerial photograph. Project Site outlined in red. Flight ID 112-1. Frame 7. University of California Santa Barbara Aerial Photography Collection.

1995 aerial photograph. Project Site outlined in red. Flight ID NAPP-2C. Frame 6875-2C. University of California Santa Barbara Aerial Photography Collection.

2004 aerial photograph. Project Site outlined in red. Flight ID EAG-RV-04. Frame 1034. University of California Santa Barbara Aerial Photography Collection.

APPENDIX D

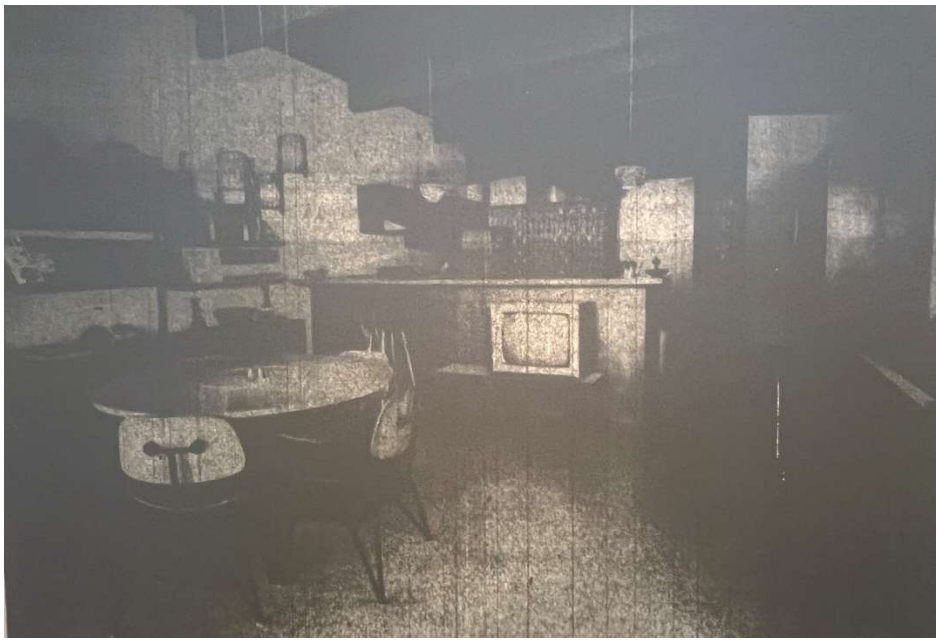
HISTORIC PHOTOGRAPHS



Baker Residence, exterior, 1960. Source: *Redlands Daily Facts* 1/22/1960.

Baker Residence, entrance, 1960. Source: Redlands Daily Facts *1/22/1960*.

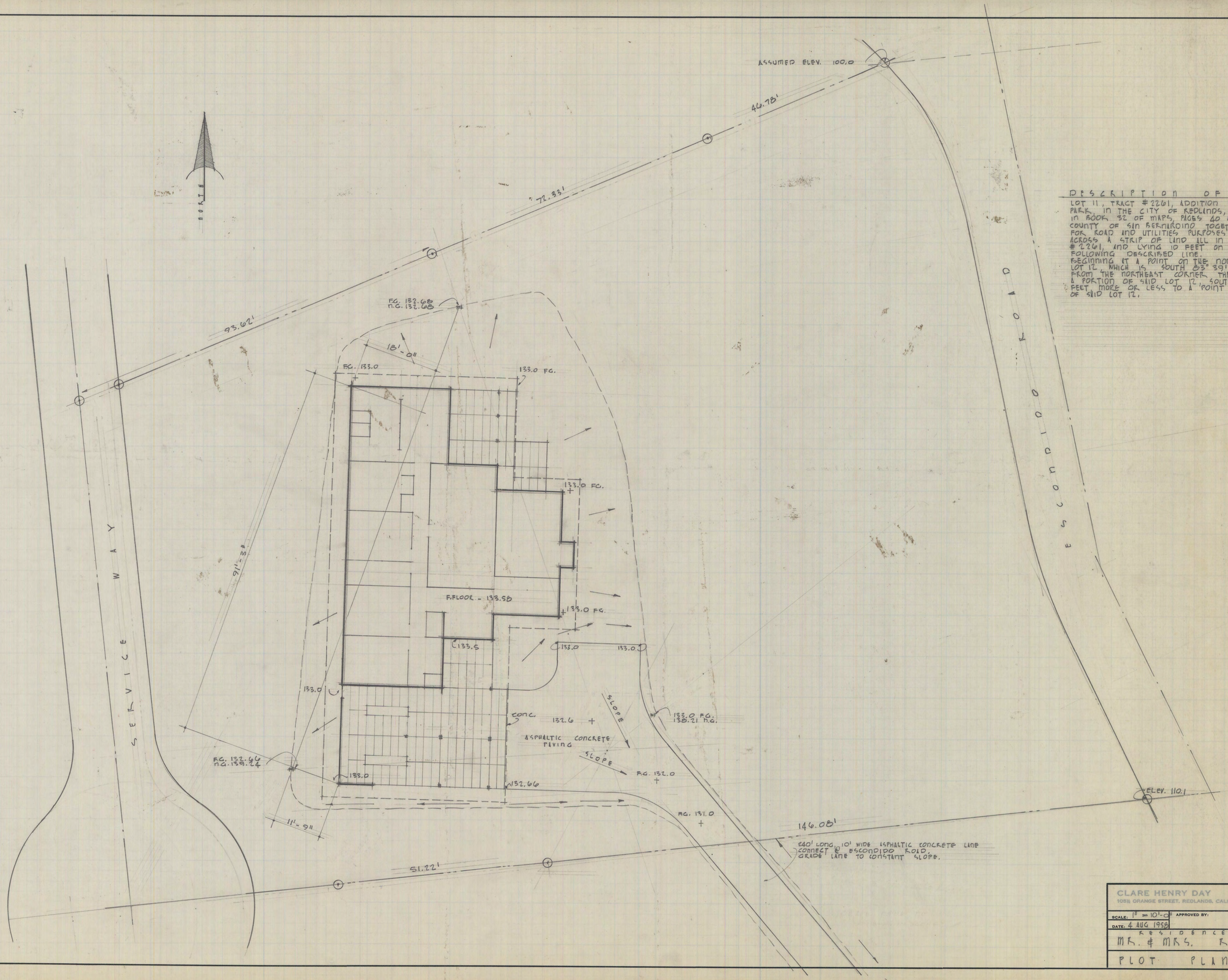
Baker Residence, living room, 1960. Source: Redlands Daily Facts *1/22/1960.*



Baker Residence, family room and kitchen, 1960. Source: Redlands Daily Facts *1/22/1960.*

APPENDIX E

HISTORIC BUILDING PLANS



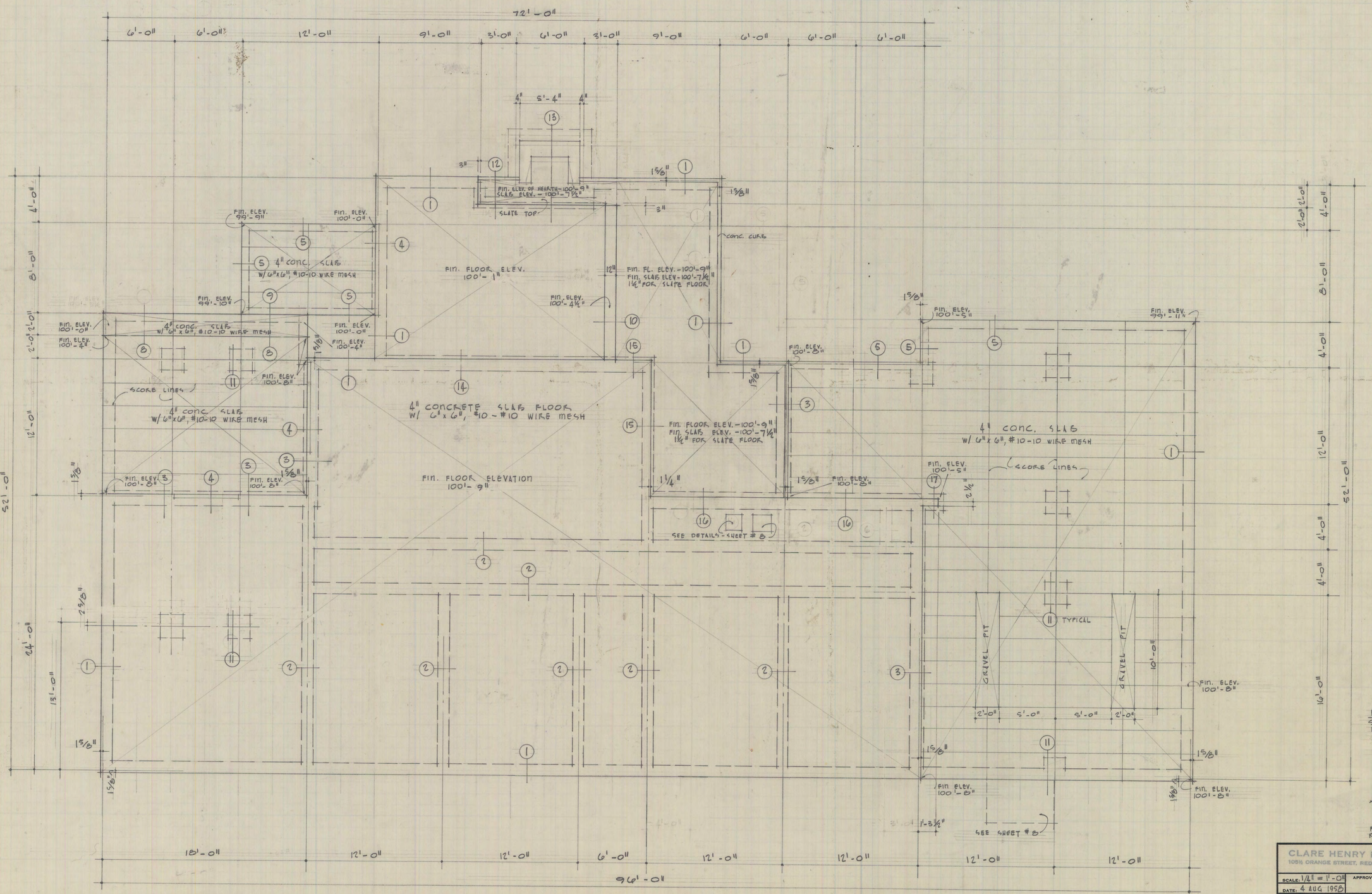
DESCRIPTION OF PROPERTY

LOT 11, TRACT #2261, ADDITION #4 TO COUNTRY CLUB PARK, IN THE CITY OF REDLINDS, AS PER PLAT RECORDED IN BOOK 32 OF MAPS, PAGES 40 AND 41, RECORDS OF COUNTY OF SAN BERNARDINO TOGETHER WITH AN EASEMENT FOR ROAD AND UTILITIES PURPOSES OVER, UPON AND ACROSS A STRIP OF LAND ALL IN LOT 12 OF SAID TRACT #2261, AND LYING 10 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED LINE.
BEGINNING AT A POINT ON THE NORTH LINE OF SAID LOT 12 WHICH IS SOUTH 83° 39' WEST 92.96 FEET FROM THE NORTHEAST CORNER THEREOF; THENCE ACROSS A PORTION OF SAID LOT 12, SOUTH 49° 06' EAST 227 FEET MORE OR LESS TO A POINT ON THE EASTERLY LINE OF SAID LOT 12.

CLARE HENRY DAY — ARCHITECT
105½ ORANGE STREET, REDLANDS, CALIFORNIA — PHONE PYRAMID 2-3165

SCALE: 1" = 10'-0"	APPROVED BY:	DRAWN BY R.D. CHAP
DATE: 4 AUG 1958		REVISED
RESIDENCE FOR MR. & MRS. ROBERT BAKER		
PLOT PLAN		DRAWING NUMBER 1 OF 8

24X36 PRINTED ON NO. 1000H-4 CLEARPRINT



NOTE:
SCORE EXTERIOR SLABS AS INDICATED. 6'-0" O.C. x 2'-0" O.C.

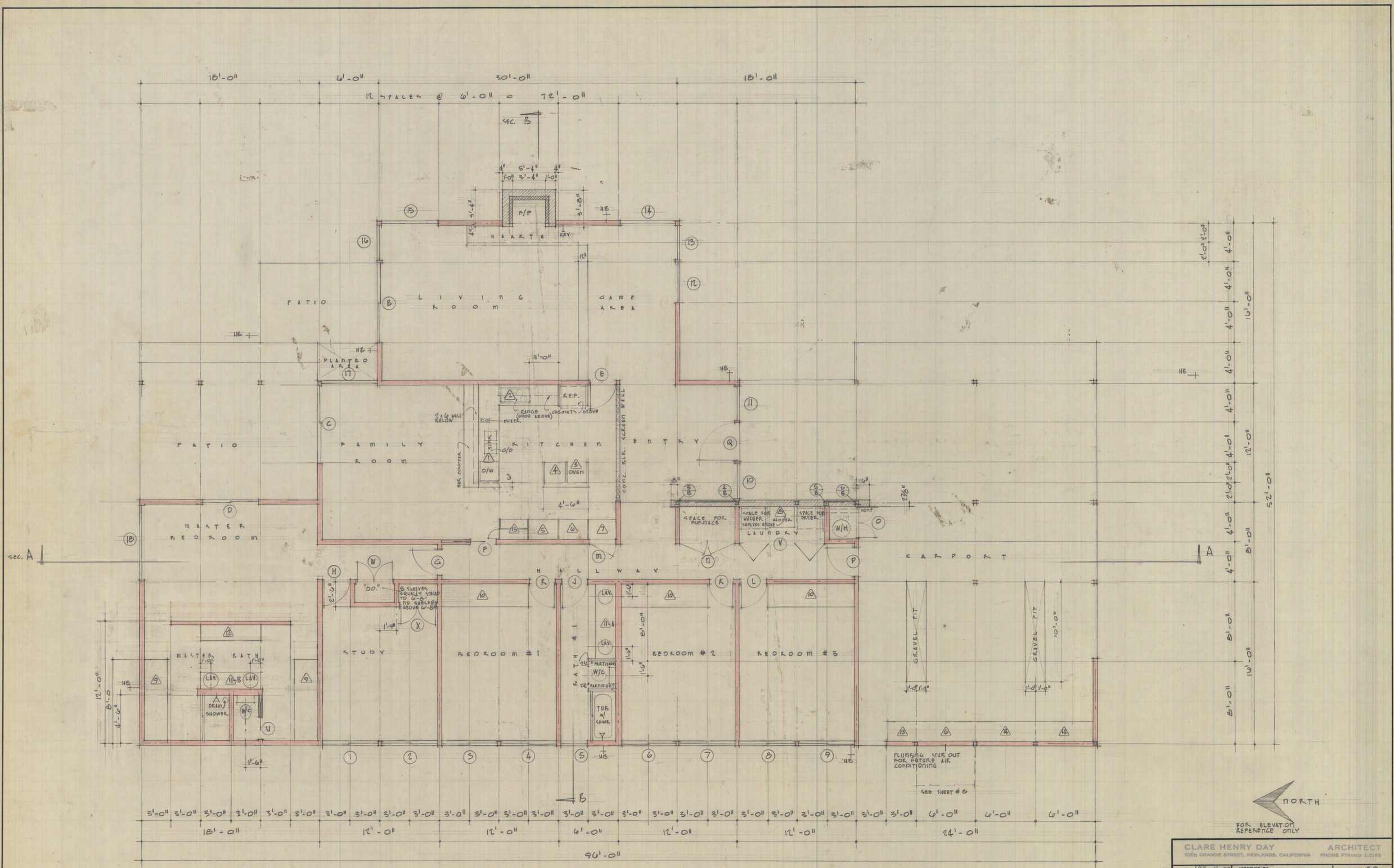
NORTH

FOR ELEVATION REFERENCE ONLY

CLARE HENRY DAY — ARCHITECT
105½ ORANGE STREET, REDLANDS, CALIFORNIA — PHONE PYRAMID 2-3165

SCALE: 1/4" = 1'-0"	APPROVED BY:	DRAWN BY RD
DATE: 4 AUG 1958		REVISED
RESIDENCE FOR MR. & MRS. ROBERT BAKER		
FOUNDATION PLAN		DRAWING NUMBER 2 OF 8

24X36 PRINTED ON NO. 1000H-4 CLEARPRINT



NOTE:
△ - INDICATES CABINET REFERENCE - SEE CABINET SECTIONS

CLARE HENRY DAY — ARCHITECT
105½ ORANGE STREET, REDLANDS, CALIFORNIA — PHONE PYRAMID 2-3165

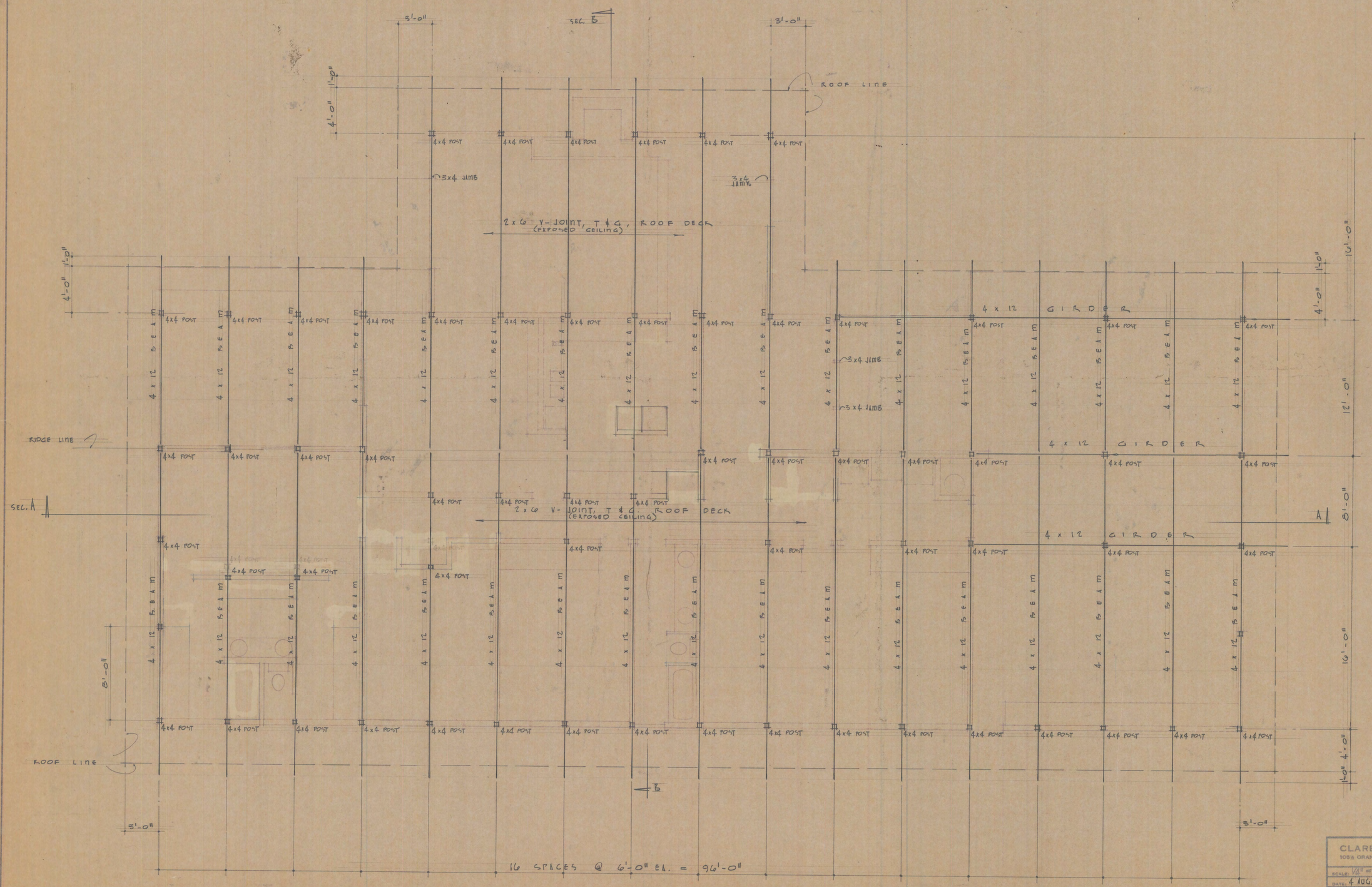
SCALE: 1/4" = 1'-0"	APPROVED BY:	DRAWN BY RD
DATE: 4 AUG. 1958		REVISED RD

RESIDENCE FOR
MR. & MRS. ROBERT BAKER

FLOOR PLAN

DRAWING NUMBER 3 OF 8

24X36 PRINTED ON NO. 1000H-4 CLEARPRINT



NORTH

FOR ELEVATION REFERENCE ONLY

CLARE HENRY DAY — ARCHITECT
1035 ORANGE STREET, REDLANDS, CALIFORNIA — PHONE PYRAMID 2-3155

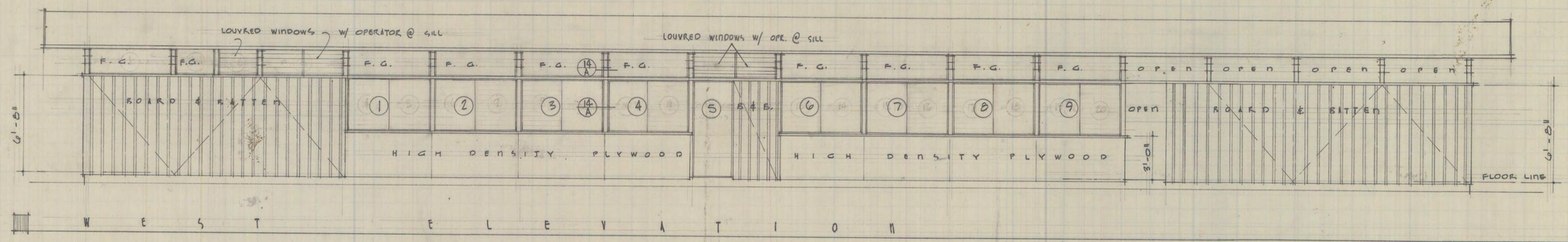
SCALE: 1/4" = 1'-0"	APPROVED BY:	DRAWN BY: RD
DATE: 4 AUG. 1958		REVISED

RESIDENCE FOR MR. & MRS. ROBERT BAKER

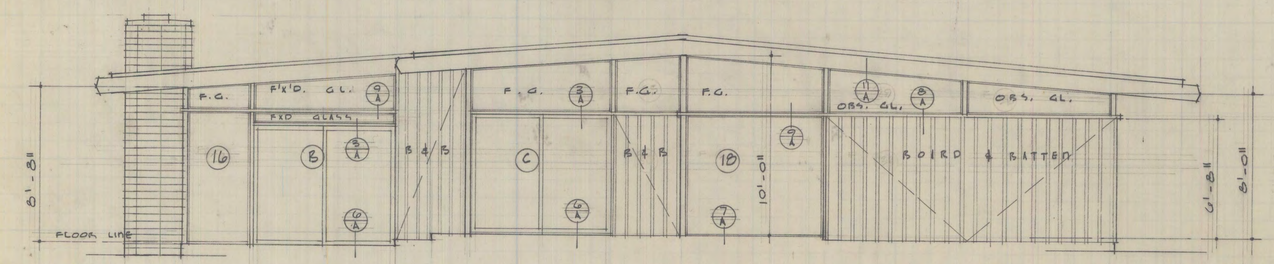
ROOF FRAMING PLAN

DRAWING NUMBER 4 OF 8

24X36 PRINTED ON NO. 1200%-4 CLEARPRINT

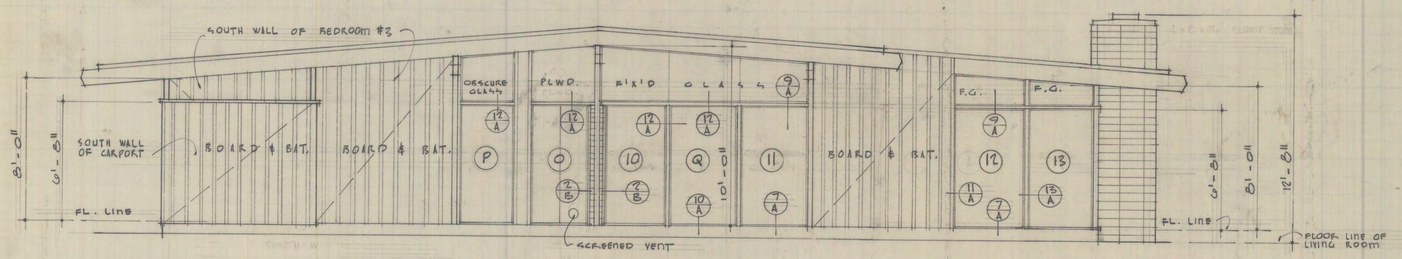


WEST ELEVATION

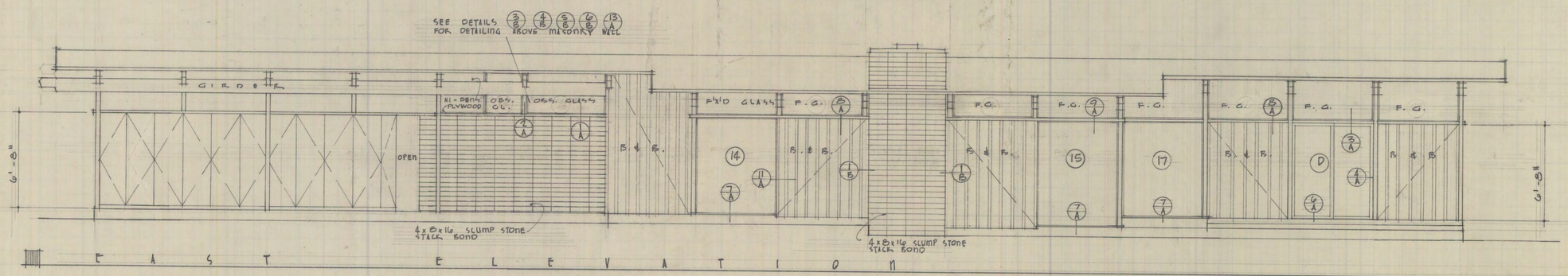


NORTH ELEVATION

NOTES
BROKEN DIAGONAL LINES INDICATE 1x6 LET-IN BRACING
EXTERIOR SIDING - 1x8 ROUGH SAWN BOARDS W/
1x2 ROUGH SAWN BATTENS (BATTENS TO BE CENTERED
ON BEAM LINES.



SOUTH ELEVATION



EAST ELEVATION

CLARE HENRY DAY
1051½ ORANGE STREET, REDLANDS, CALIFORNIA
ARCHITECT
PHONE PYRAMID 2-3165

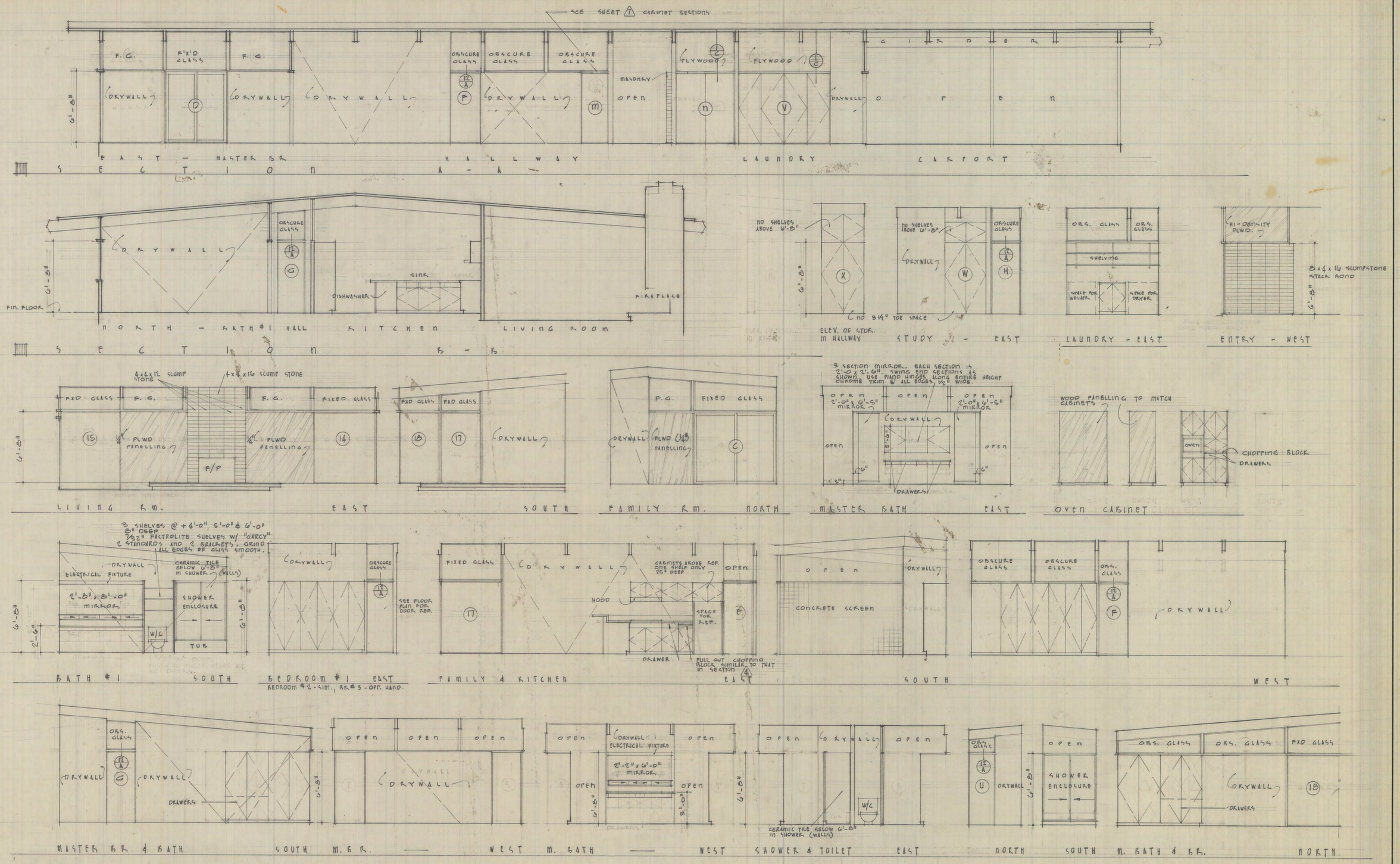
SCALE: 1/4" = 1'-0"	APPROVED BY:	DRAWN BY R.D.
DATE: 4 AUG. 1958		REVISED R.D.

RESIDENCE FOR
MR. & MRS. ROBERT BAKER

EXTERIOR ELEVATIONS

DRAWING NUMBER 5 OF 8

24X36 PRINTED ON NO. 1000H-4 CLEARPRINT



NOTES:

- BROKEN DIAGONAL LINES ON WALLS INDICATE 1 x 6 LET-IN BRACING. BRACING OF NORTH WALL OF BATH #1 (SHOWN ON SECTION B-B) IS TYPICAL OF ALL CORRESPONDING WALLS OF ALL BEDROOMS AND STUDY & OF SOUTH WALL OF BATH #1.
- ALL PLYWOOD ABOVE DOORS (INT. & EXT.) SHALL MATCH DOORS UNLESS OTHERWISE NOTED.
- SEE FLOOR PLAN FOR CABINET REFERENCES

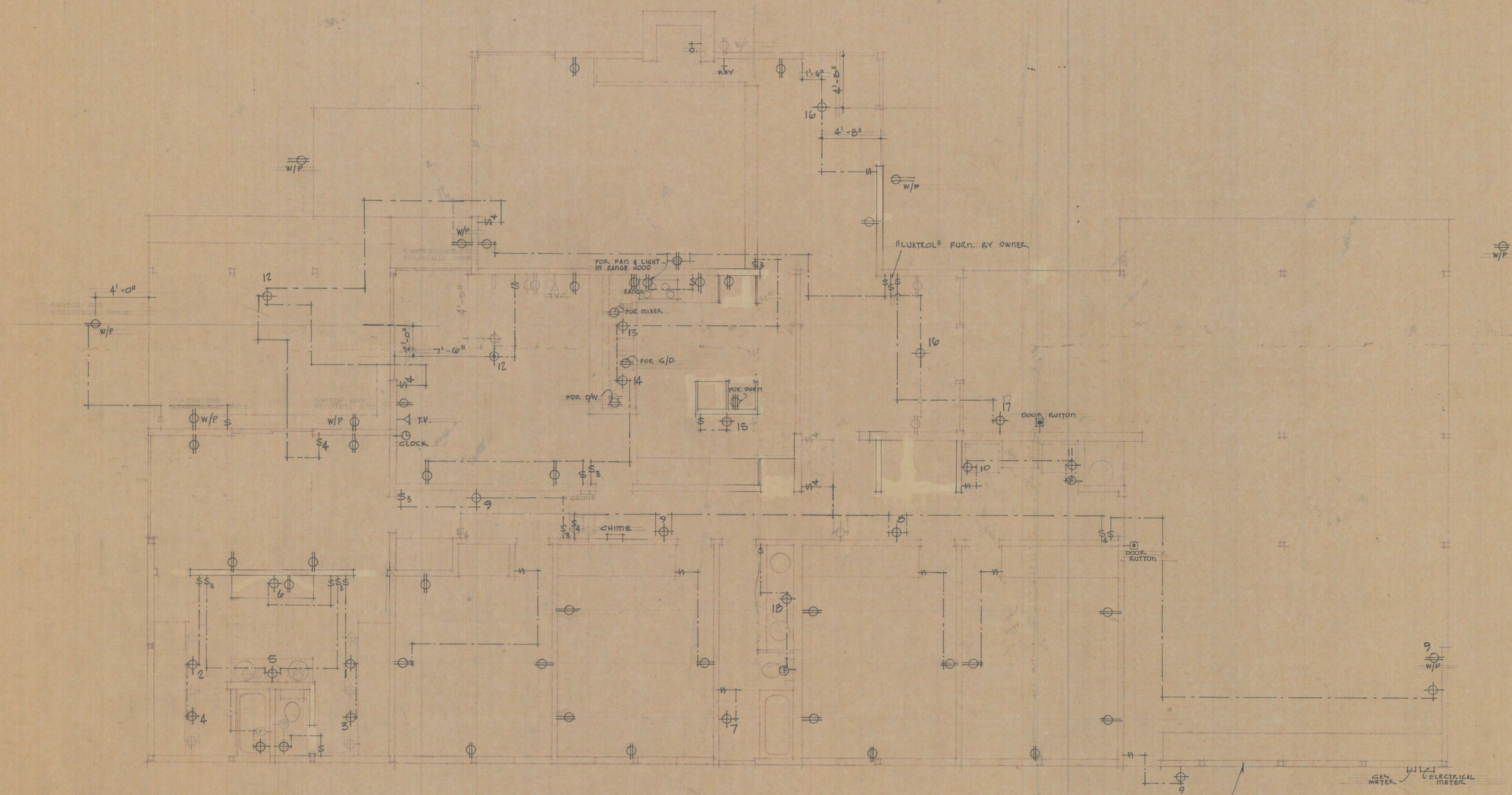
CLARE HENRY DAY — ARCHITECT
105½ ORANGE STREET, REDLANDS, CALIFORNIA — PHONE PYRAMID 2-3168

SCALE: 1/4" = 1'-0"	APPROVED BY:	DRAWN BY RD
DATE: 4 AUG 1958		REVISED RD

RESIDENCE FOR
MR. & MRS. ROBERT BAKER

INT. ELEVATIONS & SECTIONS — DRAWING NUMBER 6 OF 8

24X36 PRINTED ON NO. 1000H-4 CLEARPRINT



NOTE:
ALL SWITCHED CONVENIENCE OUTLETS SHALL HAVE ONLY ONE OUTLET SWITCHED
INTERIOR OUTLET BOXES TO BE + 4½" TO CENTER OF BOX

NOTE:
STUB OUT ELECTRICAL FOR FUTURE AIR CONDITIONING.

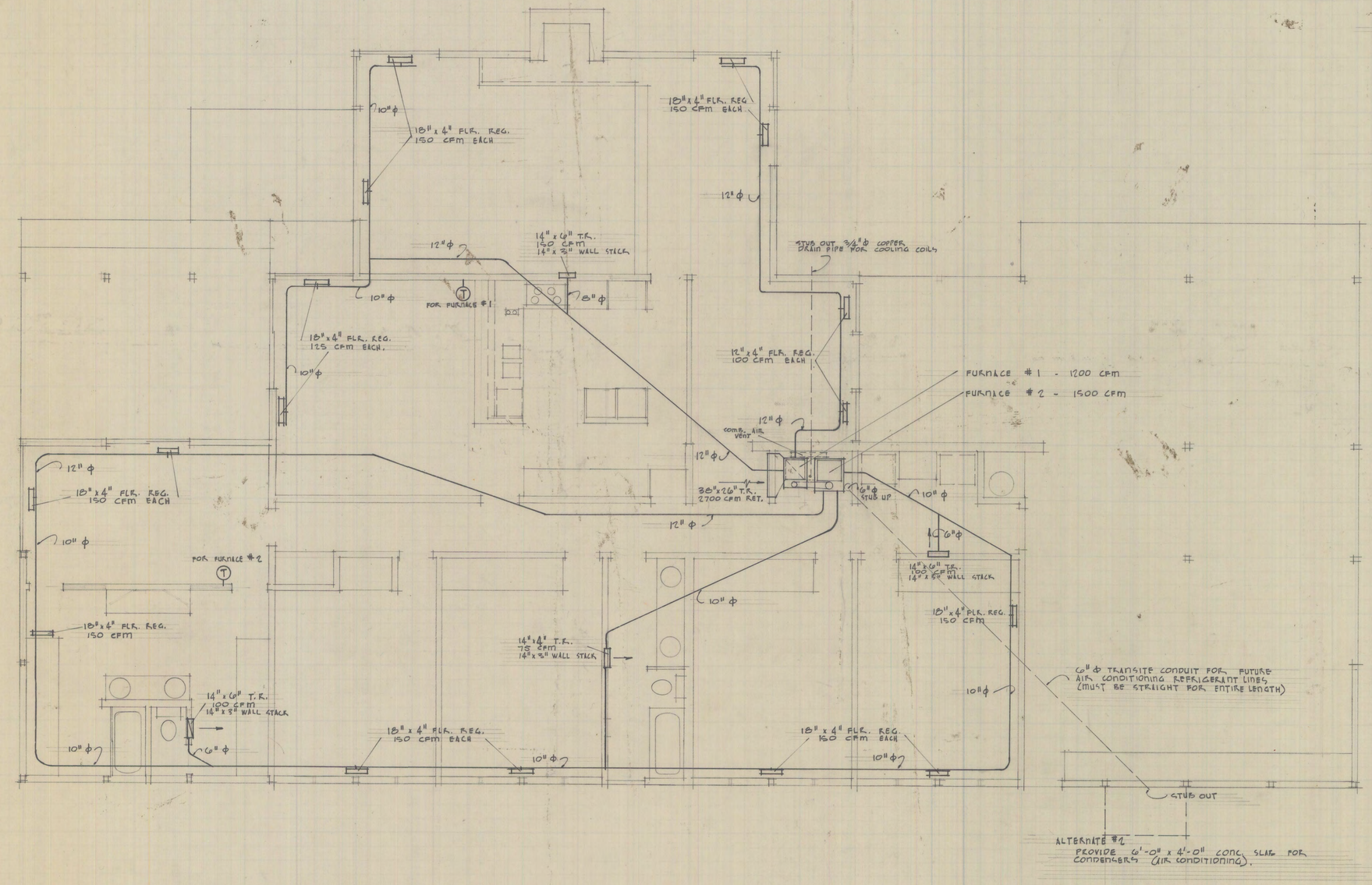
NORTH
FOR ELEVATION REFERENCE ONLY

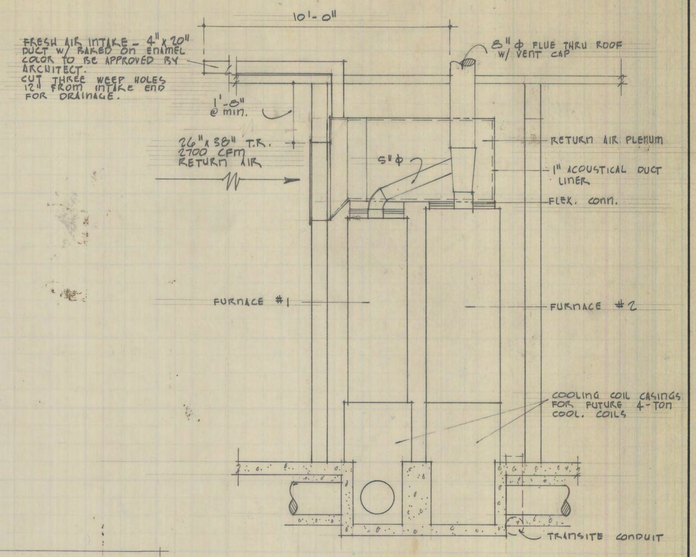
CLARE HENRY DAY — ARCHITECT
105½ ORANGE STREET, REDLANDS, CALIFORNIA — PHONE PYRAMID 2-3155

SCALE: 1/4" = 1'-0"	APPROVED BY:	DRAWN BY: RD
DATE: 4 AUG. 1958		REVISED:

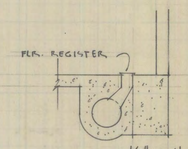
RESIDENCE FOR
MR & MRS. ROBERT BAKER

ELECTRICAL PLAN — DRAWING NUMBER 7 OF 8

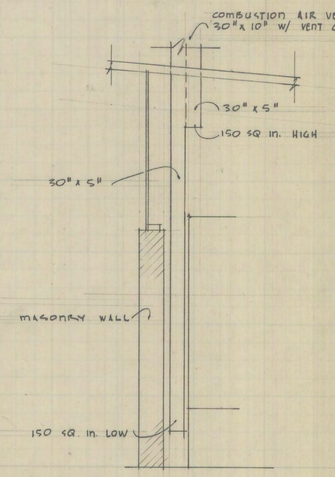




1/2" = 1'-0"



1/2" = 1'-0"



FOR ELEVATION REFERENCE ONLY

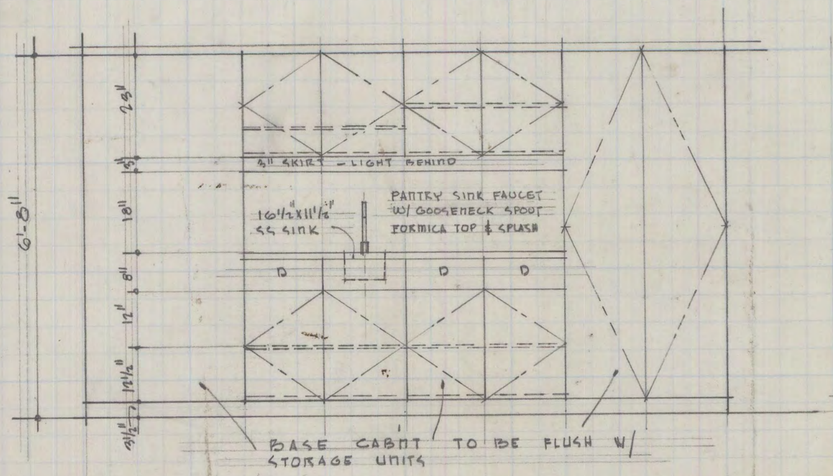
CLARE HENRY DAY — ARCHITECT
105½ ORANGE STREET, REDLANDS, CALIFORNIA — PHONE PYRAMID 2-3165

SCALE: 1/4" = 1'-0"	APPROVED BY:	DRAWN BY: R.D
DATE: 4 AUG 1958		REVISED

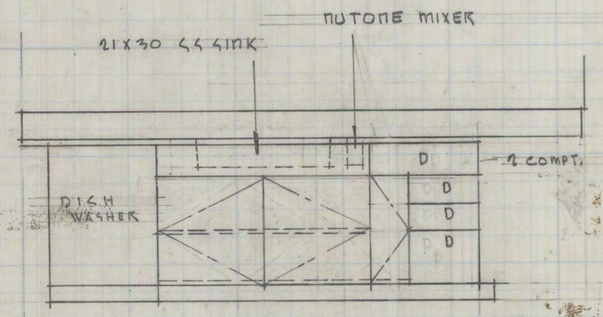
RESIDENCE FOR
MR & MRS. ROBERT BAKER

MECHANICAL PLAN — DRAWING NUMBER 8 OF 8

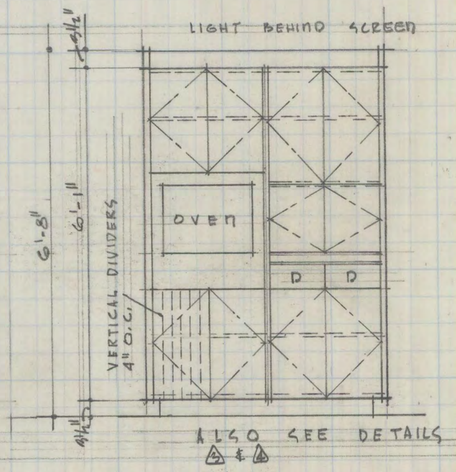
24X36 PRINTED ON NO. 1000H-4 CLEARPRINT



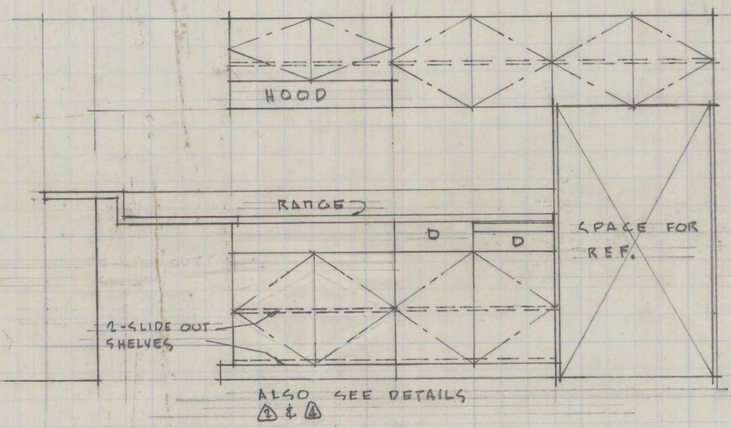
WEST WALL KITCHEN



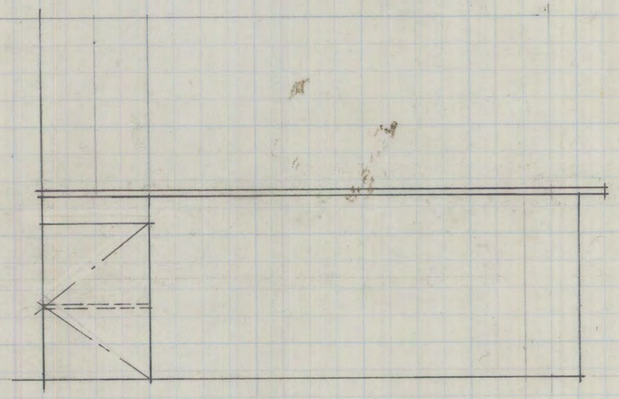
COUNTER FROM KITCHEN



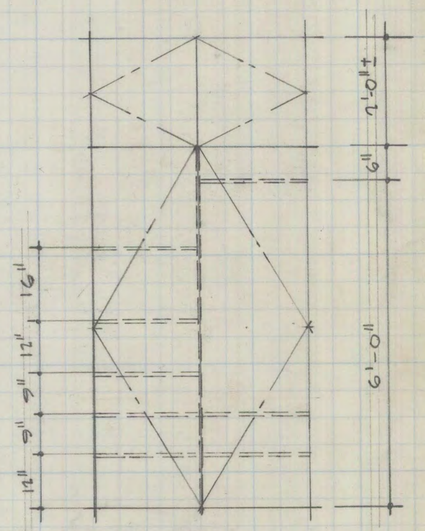
OVEN CABINET



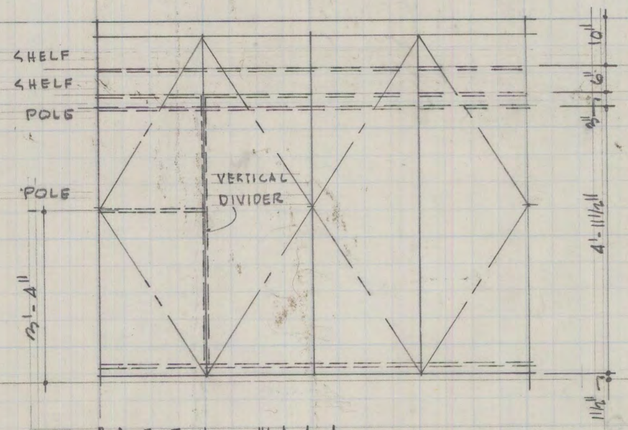
EAST WALL KITCHEN



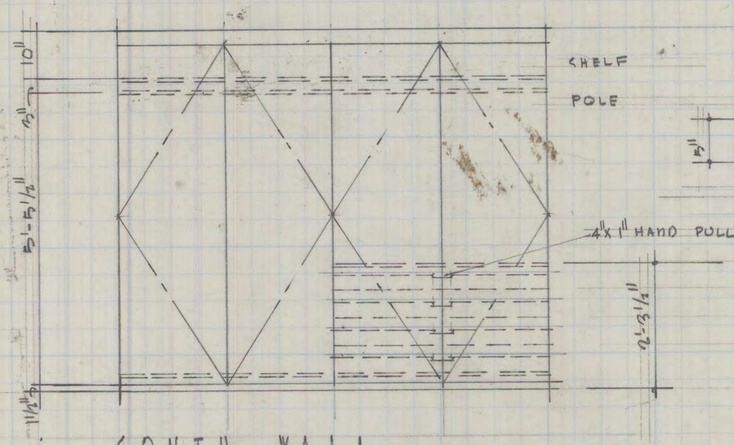
COUNTER FROM FAMILYROOM



HALL STORAGE

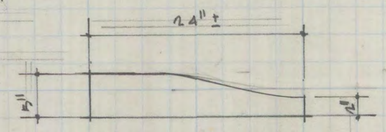


NORTH WALL
MASTER BEDROOM WARDROBES

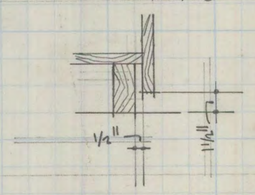


SOUTH WALL

CABINET ELEVATIONS
SCALE 1½" = 1'-0"



WARDROBE DRAWERS
SCALE 1" = 1'-0"



TOE SPACE @ WARDROBES
SCALE 1½" = 1'-0"

CABINET DETAILS FOR
MR. & MRS ROBERT BAKER
CLARE HENRY DAY - ARCHITECT 57.12
10 OCT 58 GFB

APPENDIX F

DPR FORMS

Page 1 **of** 14 ***Resource Name or #:** (Assigned by recorder) Baker Residence

P1. Other Identifier:

***P2. Location:** ☐ **Not for Publication** ■ **Unrestricted**

***a. County** Los Angeles County

***b. USGS 7.5' Quad** Redlands **Date** 1995 **T** 1S; **R** 3W; __ **of** __ **of Sec** __ **B.M.**

c. Address 130 Sierra Vista Drive **City** Redlands **Zip** 92373

d. UTM: **Zone** 11S, 486217.7 **mE/** 3764385.3 **mN**

e. Other Locational Data: APN: 0176-173-09

***P3a. Description:**

The Baker Residence is a one-story Mid-Century Modern style building of wood post-and-beam construction. It has a 'T'-shaped plan, asymmetrical composition, and an attached garage.

The building has a low-pitched gable roof with open eaves, exposed rafters, and overhanging rakes. There is a broad, stacked stone chimney on the east façade. Exterior walls are clad primarily in wood board-and-batten siding; the northwestern section of the building is clad in composite siding. Fenestration consists primarily of large, fixed glass windows and clerestory windows set at the gable ends. Other window types include vinyl casement and awning windows and a glass block window. A single stained-glass window is located on the west façade. The building has a recessed primary entrance along the east façade with a glazed door with fixed sidelights and transom lights. (*See Continuation Sheet)*

***P3b. Resource Attributes:** HP2. Single family property

P5a. Photograph or Drawing (Photograph required for buildings, structures, and objects.)

***P4. Resources Present:** ■Building ☐Structure ☐Object ☐Site ☐District ☐Element of District ☐Other (Isolates, etc.)

P5b. Description of Photo:
View facing northwest, November 2022

***P6. Date Constructed/Age and Source:**
■ Historic ☐ Prehistoric ☐ Both
1959

***P7. Owner and Address:**
Celina and Bryan McKernan
130 Sierra Vista Drive
Redlands, California 92373

***P8. Recorded by:**
Alexandra Madsen and Christine Lazzaretto
Historic Resources Group
12 S. Fair Oaks Avenue, Suite 200
Pasadena, CA 91105

***P9. Date Recorded:** March 2023

***P10. Survey Type:** (Describe)
Intensive

***P11. Report Citation:** (Cite survey report and other sources, or enter "none.") Historic Resources Group, "Baker Residence Historic Resources Evaluation Report," prepared for the City of Redlands, March 2023.

***Attachments:** ☐ NONE ☐ Location Map ■Continuation Sheet ■Building, Structure, and Object Record ☐Archaeological Record ☐ District Record ☐Linear Feature Record ☐Milling Station Record ☐Rock Art Record ☐Artifact Record ☐Photograph Record ☐ Other (List):

BUILDING, STRUCTURE, AND OBJECT RECORD

***Resource Name or #** (Assigned by recorder) Baker Residence ***NRHP Status Code** 6Z

B1. Historic Name: Baker Residence

B2. Common Name: Baker Residence

B3. Original Use: Residential B4. Present Use: Residential

***B5. Architectural Style:** Mid-Century Modern

***B6. Construction History:**

The property at 130 Sierra Vista Drive is identified as Lot 11 in Tract 2261 of the Country Club Park Addition No. 4. Robert W. Baker acquired the lot sometime in the 1950s, and in 1959, hired notable local architect Clare Henry Day to design a residence for the site. Developer L.P. Scherer, Inc. served as the contractor and landscaping was completed by Allen Dangermonds. *(See Continuation Sheet)*

***B7. Moved?** ■**No** ☐**Yes** ☐**Unknown** **Date:** _____ **Original Location:** _____

***B8. Related Features:** None

B9a. Architect: Clare Henry Day b. Builder: L.P. Scherer

***B10. Significance: Theme** N/A **Area** N/A

Period of Significance N/A **Property Type** N/A **Applicable Criteria** None

Findings

Jean H. Baker. Clare Henry Day is a notable local architect who was particularly prolific in post-war residential development in Redlands during the 1950s. At the time of its construction, the Baker Residence was an excellent example of the Mid-Century Modern style of architecture and historically exhibited a high quality of design and distinctive characteristics of the style. However, as discussed below, an analysis of the Baker Residence shows that the property has undergone extensive alterations, and no longer retains the essential aspects of integrity. Due to these alterations, the property does not serve as an excellent example of Day's work as a locally significant architect. *(See Continuation Sheet)*

B11. Additional Resource Attributes: (List attributes and codes) None

***B12. References:**

"27 Nurses to Graduate at Queens." *The Tidings.* June 28, 1957.

Advertisement. "Redlands Newest Homes Sunnyside Grove." *San Bernardino County Sun.* July 12, 1957.

"Allen Dangermond Was Landscape Architect." *Redlands Daily Facts.* August 27, 2009.

(See Continuation Sheet)

B13. Remarks:

***B14. Evaluator:** Historic Resources Group

***Date of Evaluation:** March 2023

(This space reserved for official comments.)

***P3a. Description: (Continued…)**

The primary entrance is accessible via a walkway of concrete pavers. Secondary entrances have sliding double vinyl doors along the north and east façades. A wood door is located along the northwestern corner of the building. The garage has sectional vinyl doors. To the north of the Baker Residence, the woodland garden has a small brook that collects into several pools. Vegetation includes mature trees, shrubs, grasses, and flowers. Hardscaping in the woodland garden includes winding concrete pathways and scattered brick planters.

The residence is set back from the street atop a terrace front yard. There is a long driveway that ascends to the motor court at the southeast side of the house. The site is heavily wooded. The landscaping immediately surrounding the Baker Residence was designed at the time of the building's completion in the late 1950s by Dangermond. Designed landscape features include tiered hillside planting beds on the knoll, mature trees, and shrubs. Hardscaping includes square concrete pavers arranged to form a walkway to the main entrance. There are also several stone walls around the perimeter of the property. There is a large patio alongside the swimming pool.

Alterations

The Baker Residence has been substantially altered since its original construction in 1959. Although no permits were available for these alterations, original building plans and photographs document the alterations and additions that were completed over time. The original ballast roofing, a distinctive feature of Mid-century Modern design, was replaced at an unknown date with membrane roofing.

The house's primary east façade has been substantially altered and reconfigured from its original design. The carport, a prominent feature of the original design and a typical characteristic of Mid-century Modern residences, was enclosed and converted to a garage. This work included the installation of vinyl garage doors on the primary (east) façade and solid walls between the original exposed posts. The original recessed entrance porch was enclosed and its distinctive stack bond slump stone wall, another prominent feature of the original design that marked the main entrance, was removed, as was the original flush wood entrance door. The primary entrance was relocated to the southeast corner of the living room, and the distinctive corner window was altered to install a contemporary style four-lite door with sidelights. The prominent stack bond slump stone chimney, another distinctive characteristic of the original Mid-century Modern design, was clad in manufactured stone veneer; and a small addition was constructed immediately north of the chimney, altering the composition of the living room wall and eliminating the original clerestory in this location. Manufactured stone veneer has also been applied as a base along the façade. Cumulatively, these changes have substantially altered the original form, materials, and appearance of the primary façade and reconfigured the historic entry sequence and the exterior and interior spatial relationships.

On the north façade, three fixed clerestory windows were removed and the openings filled with plywood panels. A vinyl casement window was installed in a new opening. Three original metal framed sliding glass doors were replaced with incompatible vinyl sliding doors. The family room was enlarged to the north, which included removal of the original board-and-batten siding and installation of two new windows. These alterations altered the historic design and solid-to-void composition of the north façade.

On the west façade, fourteen original windows have been removed. Three original clerestory windows were removed and the openings filled with plywood panels, and the jalousie clerestorys in the bathroom were replaced with vinyl window units. Two original sliding windows were removed and the openings filled with board-and-batten siding. The original bathroom window was replaced with glass block. Six original sliding windows were replaced with new vinyl windows, and the original plywood wall panels below them were replaced with new board-and-batten siding. Two new windows and a new door were cut into the façade, and the original opening into the carport was filled.

The south façade of the residence was completely obscured when the carport was enclosed and an addition. The south façade of the carport was enclosed using composite siding. A frosted glass window and vinyl window were installed along this façade. The enclosure of the carport is a significant change to the original design, altering or obscuring original character-defining features and changing the relationship of solid to void.

***B10. Significance (Continued…):**

Baker House Development

The property at 130 Sierra Vista Drive is identified as Lot 11 in Tract 2261 of the Country Club Park Addition No. 4. Robert W. Baker acquired the lot about 1958, and in 1959, hired notable local architect Clare Henry Day to design a residence for the site. Developer L.P. Scherer, Inc. served as the contractor and landscaping was completed by Allen Dangermond. The residence was described at the time of its construction in the *Redlands Daily Facts* as an "attractive new home…specially designed for the knoll on which it is located by Clare Henry Day, architect." The residence was positioned to take advantage of the "unusual view of the San Bernardino Valley and the mountains." The article continues to describe many of the building's materials and design features: "The home is a California contemporary style frame structure with large window areas… It is of post and beam construction with a beam and plank roof. The insulation and roof covering of crushed rock is on top of the planking. The exterior is rough sawed redwood planking which has been finished in a sage brush green paint, wiped and sealed… Floor to ceiling windows flank the entrance off the carport… In the entrance a concrete screen separates it from the kitchen area. This is made from blocks having a Mayan design."

In its original configuration the house was characterized by its expressed post-and-beam construction, prominent open carport connected to a recessed entrance porch marked by a distinctive wall of stack bond slumpstone, large corner windows, prominent stack bond slumpstone chimney, wood board-and-batten siding and plywood wall panels.

POST-WAR RESIDENTIAL DEVELOPMENT IN REDLANDS

Redlands' residential development exploded in the post-World War II period, as it was one of many Southern California cities to see an influx of new residents eager to live in the Golden State. Redlands boasted the exact things veterans, former defense workers, and their families were looking for: education (thanks to the University of Redlands and the GI Bill), work (thanks to the new aerospace industry growing around Norton Air Force Base), and most of all, homes of their own. It was the residential component of this triad that would prove to be the most profound shaper of Redlands' built environment during the postwar period.

Residential development boomed in the post-war years. Almost 3,700 dwellings were constructed between 1950 and 1960 alone; and that was well before the peak of residential construction seen in 1964. While some were infill in older areas in both north and south Redlands, more were in completely new developments featuring cul-de-sacs, tract homes, attached garages, and in some cases, swimming pools. These subdivisions differed from those of earlier periods as most of their homes were developer-built; Redlands had really not seen this kind of development before 1946. Notable developer-built subdivisions during the postwar period included Monte Vista Estates (1952), multiple L.P. Scherer subdivisions (late 1950s), and Garden Terrace (1962). Some other new subdivisions also featured custom-built homes, often designed by architects. Several "architecturally distinctive houses" were constructed in the postwar period. Notable architects active in Redlands during this period included Clare Henry Day, Clinton Marr, C. Paul Ulmer, Leon Armantrout, and Richard Neutra.

The Federal Housing Administration (FHA) also played a major role in shaping postwar subdivisions across the nation, Southern California and Redlands included; the department's mortgage guarantee program meant people could afford down payments on a modest salary. Since developers wanted FHA approval of their plans to guarantee financing, most followed FHA design principles including curvilinear streets with cul-de-sacs; long blocks; minimal numbers of four-way intersections; and exclusion of alleys. Most, but not all, of Redlands' new subdivisions followed the same pattern: developer-built houses in Ranch, Minimal Traditional, and Mid-Century Modern styles on curvilinear streets very much oriented to the automobile and not the pedestrian. Hillside developments in south Redlands tended not to have any sidewalks, while most in flatter neighborhoods did; street trees were not part of the plan, in most cases, in postwar subdivisions across the city.

During the 1950s and 1960s, local developers like L.P. Scherer, Fosberg and Gregory, Citation Homes, and Nine Points were joined by developers from across Southern California wanting to get in on the Redlands "bedroom city" boom. As in earlier eras, single-family dwellings were the most dominant type during the postwar period; some subdivisions planned multi-family buildings along its edges at major streets, but most had no multi-family units at all. It was not until the late 1960s-early 1970s that multi-family residential construction really increased across Redlands as a whole, and by the 1970s, construction of massive apartment complexes in areas like the onetime dairy acreage along Brookside Avenue led to great local concern about overdevelopment.

***B10. Significance (Continued…):**

ROBERT W. AND JEAN H. BAKER

Robert W. Baker was born in 1924 in Washington. Baker moved to California with his family at a young age, settling in Beverly Hills. Jean Hentschke Baker was born in Redlands, California in 1926. The two met while studying at the University of Redlands and married in 1944. During World War II, Robert W. Baker attended officer's training at Columbia University in New York.

Following the war, Jean listed her occupation as a "home maker." Robert Baker worked as an interior designer at the firm Baker-Crear Interiors with Vernon B. Crear. The store was located at 122 Cajon Street in Redlands and was described as "complete with interior decorating and home furnishings… in addition [*sic*] to handling furniture, floor coverings and draperies, the store will feature interior decoration consultation service." In 1961, the firm name was changed to Robert Baker Interiors and the company merged with The Courtyard in Riverside. The firm was in operation until at least 1965.

PAUL R. AND BARBARA B. ENNIS

Paul R. Ennis was born in Los Angeles in 1937; Barbara Boydston Ennis was born in Kansas that same year. Paul Ennis received an M.D. from the University of Southern California in 1963. Ennis entered the U.S. Navy where he completed his internship at the Naval Hospital in San Diego. He then worked in the Philippines for several years before returning to the United State. Ennis served at an internal medicine residency for three years in Torrance before moving to Redlands. Mrs. Ennis received a nursing scholarship to attend the Queen of Angels School of Nursing in Los Angeles and graduated in 1957. She worked as a registered nurse. Paul Ennis and Barbara Boydston married in 1958 in Los Angeles. The Ennis family moved to Redlands in 1970 where Dr. Ennis worked as a physician at the Redlands Primary Care Physicians Group.

CLARE HENRY DAY, FAIA

The Baker Residence was designed by architect Clare Henry Day. Day was born in 1920 in Fort Lewis, Washington, but was mostly raised in Ohio. Day received his B.S. in Architecture from the University of Cincinnati in 1950 and an AIA Certificate Award the same year. He relocated to Redlands in 1950 where he worked for two years under San Bernardino architect Howard E. Jones. In 1952, Day opened his own firm.

Day quickly became a popular architect in Redlands and the surrounding area, designing commercial, industrial, institutional, and residential buildings. Notable projects include Housing Project 19-8 & 19-9; Lange & Runkel Auto Agency Building; Henry G. Clement Middle School; Cram Elementary School; Mentone Elementary School; and the Redlands Swim Club, among others. Day also designed numerous residences in the greater San Bernardino County, many of which were designed in the Mid-Century Modern style of architecture. Day was prolific, designing over 35 residences and 100 public buildings during the course of his career. In Redlands alone, Day designed over a dozen single-family residences, many of which remain extant. In 1970, he identified his design of the E.V. Banta Residence as a principal work.

Day received a Progressive Architecture award citation for his design of the San Bernardino Public Library in 1954. He established the Inland Chapter of the American Institute of Architects in 1955 and served on the Board of the California Architectural Foundation. Day also served as the director of the Southern California Regional Planning Association from 1966 to 1971 and worked as a part time instructor for Chaffey College. In 1996, Day was named a Fellow of the American Institute of Architects.

The San Bernardino Valley Water Conservation District issued a proclamation commemorating Day in 2020 in honor of his service on his 100th birthday. At 102 years of age, Day continues to be recognized for his many contributions to the City of Redlands.

L.P. SCHERER

The Baker Residence was constructed by the L.P. Scherer company. The development company L.P. Scherer was founded by Louis P. Scherer. Louis P. Scherer was born in Fort Wayne, Indiana in 1899. Before moving to California, he won distinction in the construction of U.S. Veterans Administration Hospital Buildings in New York and the U.S. Post Office in Flint, Michigan. Scherer moved to San Bernardino County in the 1930s where he established L.P. Scherer.

L.P. Scherer started as a construction company, mostly working on school and commercial buildings. Early commissions included the San Bernardino Senior High School; Burbank School; Wrightwood Elementary School; and Redlands Oil Company building. In 1938, *The San Bernardino County Sun* described Scherer as "one of the most active building contractors in this locality."

***B10. Significance (Continued…):**

Into the 1940s, L.P. Scherer continued to contract for individual projects, but also began to work on larger housing developments. The company developed numerous housing types, including single-family and multi-family residences, as well as more unique developments. For example, in 1943, the company constructed bunkhouses for migrant workers for the Redlands-Highlands Farm Labor Association as well as 100 trailer units for housing in Riverside. During the housing boom of the post-war years, L.P. Scherer became the largest subdivider in the City of Redlands. Specifically, L.P. Scherer came to dominate residential subdivisions and developments in Redlands during the 1950s and 1960s. In 1957 alone, the company accounted for 73% of the new lots created by subdivisions in city limits. In addition to residential developments, the company continued to work on other major construction projects in the area, including several schools and the Southern California Gas Company's Eastern Division building in Riverside. The firm appears to have been dissolved in the early 1980s. Louis P. Scherer passed away in 1984.

ALLEN DANGERMOND, LANDSCAPE ARCHITECT

The Baker Residence's landscape was designed by landscape architect Allen Dangermond. Dangermond was born in 1932 to Alice and Peter Dangermond Sr., owners of Dangermond's Nursery in Redlands. Dangermond studied ornamental horticulture at California Polytechnic University from 1950 to 1954 before taking over his family's nursery. During Redlands' post-war housing boom of the 1950s, Dangermond worked as a landscape contractor and designer for dozens of homes in the area. According to the *Redlands Daily Facts*, "A resident who owns a house built in the 1950s or 1960s likely has trees planted by Allen Dangermond. Dangermond also worked as a citrus grower. He leased and managed a grapefruit grove from 1965 to 1972. In 1979, he purchased 15 acres of oranges and grapefruits. He also served on the boards of numerous packinghouses and growers' associations, including Sunkist, Riverside-Arlington Fruit Exchange, Orange Heights Packing House, Redlands Foothill Groves, and Queen Colony Fruit Exchange, among others. Dangermond completed the landscaping for the campus of Environmental Systems Research Institute (ESRI) in Redlands in 1969. He also designed landscaping for local schools and parks, including the Community Park and Crafton Park in Redlands. He continued to operate Dangermond's Nursery until 1997. Allen Dangermond died in 2009.

MID-CENTURY MODERN ARCHITECTURE

The Baker Residence was designed in the Mid-Century Modern style of architecture. Mid-century Modern is a term used to describe the post-World War II iteration of the International Style in both residential and commercial design. The International Style was characterized by geometric forms, smooth wall surfaces, and an absence of exterior decoration. Mid-century Modern represents the adaptation of these elements to the local climate and topography, as well as to the postwar need for moderately-priced homes. In Southern California, this often meant the use of wood post-and-beam construction. Mid-century Modernism is often characterized by a clear expression of structure and materials, large expanses of glass, and open interior plans.

The roots of the style can be traced to early Modernists like Richard Neutra and Rudolph Schindler, whose local work inspired "second generation" Modern architects like Gregory Ain, Craig Ellwood, Harwell Hamilton Harris, Pierre Koenig, Raphael Soriano, and many more. These post-war architects developed an indigenous Modernism that was born from the International Style but matured into a fundamentally regional style, fostered in part by *Art and Architecture* magazine's pivotal Case Study Program (1945-1966). The style gained popularity because its use of standardized, prefabricated materials permitted quick and economical construction. It became the predominant architectural style in the postwar years and is represented in almost every property type, from single-family residences to commercial buildings to gas stations. Character-defining features include:

-One or two-story configuration
-Horizontal massing
-Simple geometric forms
-Expressed post-and-beam construction, in wood or steel
-Flat roof or low-pitched gable roof with wide overhanging eaves and cantilevered canopies
-Unadorned wall surfaces
-Wood, plaster, brick or stone used as exterior wall panels or accent materials
-Flush-mounted metal frame fixed windows and sliding doors, and clerestory windows
-Exterior staircases, decks, patios, and balconies
-Little or no exterior decorative detailing
-Obscured or recessed entry door

***B10. Significance (Continued…):**

The Baker Residence was evaluated using the guidelines set forth in the *Redlands Historic Context Statement.* Evaluation guidelines for residential development (1946-1980) include associated property types, geographic locations, and integrity overview. Buildings evaluated under this theme are significant for their association with Redlands' residential development during the post-World War II period. They may also be significant for their association with individuals who played an important role in this period of Redlands' history, or as excellent examples of an architectural type. Single-family residences … dating to this period are abundant in Redlands; postwar single-family residences are the most common property type in the city. A few residences have been designated individually, but no historic districts dating to the postwar period have been designated.

EVALUATION OF ELIGIBILITY

The Baker Residence was designed by Clare Henry Day, FAIA in 1959 for then-owners Robert W. and Jean H. Baker. Clare Henry Day, FAIA is a notable local architect who was particularly prolific in post-war residential development in Redlands during the 1950s. At the time of its construction, the Baker Residence was an excellent example of the Mid-Century Modern style of architecture and historically exhibited a high quality of design and distinctive characteristics of the style. However, as discussed below, an analysis of the Baker Residence shows that the property has undergone extensive alterations, and no longer retains the essential aspects of integrity required by the *Redlands Historic Context Statement* to convey that significance. Due to these alterations, the property no longer represents an excellent example of Mid-century Modern architecture or of Day's work as a locally significant. The Baker Residence is evaluated below against established eligibility criteria and integrity thresholds for listing in the National Register and the California Register, and as a Riverside Historic Landmark or Resource.

CRITERION A/1/A, B, G, J, K (EVENTS/PATTERN OF DEVELOPMENT)

According to guidance from the National Park Service, to be considered eligible for designation for representing an important event or pattern of development, a property must be associated with one or more events that are clearly important within an associated context; and the property's specific association with the events or trends must be considered important as well; mere association is not enough. The important association can be with a specific event marking an important moment in American pre-history or history; or with a pattern of events or a historic trend that made a significant contribution to the development of a community, a State, or the nation.

The Baker Residence is an individual example of the post-World War II housing boom in the city, when large swaths of Redlands were developed as housing tracts and developments. The property does not have singular physical characteristics representing an established and/or familiar visual feature of the neighborhood but is rather one of numerous single-family residences developed in the area. The Baker Residence is one of over 3,700 residences built in the immediate postwar era. It is not associated with an early or notable tract development, and it does not represent a catalyst for residential development in the area. The construction of an individual residence within a larger subdivision does not meet the threshold required for eligibility under this criterion. As such, the building does not have significant interest or value as part of the development of Redlands, and no evidence has been found to suggest that it is the site of a significant event that is clearly important within an associated context.

Therefore, the Baker Residence is not significant under Criterion A/1/A, B, G, J, or K.

CRITERION B/2/C (ASSOCIATION WITH AN IMPORTANT PERSON)

According to the National Park Service, properties may be eligible for an association with the lives of persons significant in our past. Persons "significant in our past" refers to individuals whose activities are demonstrably important within a local, state, or national historic context. A property is not eligible if its only justification for significance is that it was owned or used by a person who is a member of an identifiable profession, class, or social or ethnic group. In addition, the property must be associated with a person's productive life, reflecting the time period when he or she achieved significance.

Early residents of the Baker Residence included Robert W. and Jean H. Baker, an interior designer and homemaker, respectively, and Paul R. and Barbara B. Ennis, a doctor and nurse, respectively. While Robert Baker was an active interior designer in Redlands, most of his work was limited to private, residential commissions including several model homes. There is no evidence that Baker's designs received any notable recognition, or that he made a significant contribution to history through his work.

*B10. Significance (Continued…):

CRITERION B/2/C (ASSOCIATION WITH AN IMPORTANT PERSON)

Research did not uncover any information that would imply that the Bakers or other past occupants were demonstrably important within a local, state, or national historic context. The Baker Residence is therefore not strongly identified with a person or persons who significantly contributed to the culture, history, or development of the city.

Therefore, the Baker Residence is not significant under Criterion B/2/C.

CRITERION C/3/E, F, G, H, I, J, K (ARCHITECTURAL MERIT)

The Baker Residence was designed by prominent local architect Clare Henry Day, FAIA in 1959. At the time of its initial construction, the Baker Residence exhibited notable character-defining features of the Mid-Century Modern style, including its expressed post-and-beam construction, low-pitched gable roof, prominent carport, recessed entrance porch, stack bond slumpstone chimney and entry wall, flush wood entry door, and corner windows. However, the building has undergone substantial alterations since its original construction, as described in greater detail in Section 5, and no longer retains significant character-defining features of its original design.

As stated in the *Redlands Historic Context Statement,* "properties being evaluated for their architectural significance are held to a *higher integrity threshold* [emphasis added] than those being evaluated under other contexts." A property that has lost some historic materials or details may still be eligible if it retains *the majority* [emphasis added] of the features that illustrate its original style and appearance in terms of the massing, spatial relationships, proportion, pattern of windows and doors, texture of materials, and ornamentation."

Alterations to the Baker Residence include: replacement of original ballast roof with membrane roofing, reconfiguration of the primary east façade; enclosure of the original carport; enclosure of the original recessed entry porch; removal of original stack bond slump stone entry wall; removal of the original flush wood entrance door; relocation of the primary entrance; installation of an incompatible stock entrance door; alteration of the southeast corner window to accommodate new entrance; re-cladding of stack bond slump stone chimney with incompatible manufactured stone veneer; installation of incompatible manufactured stone veneer wall base; two additions on the primary façade; removal of at least twenty original windows; these were either infilled or replaced with incompatible vinyl units; replacement of three original aluminum framed sliding glass doors with incompatible vinyl units; and installation of at least seven incompatible new vinyl windows in new window openings.

These alterations to the Baker Residence have removed distinctive materials, altered historic spatial relationships, and changed the fundamental design of the building. As designed by architect Clare Henry Day, the primary façade of the Baker Residence had a concealed primary entrance, open carport, and prominent stack bond slump stone chimney and entry wall. Alterations to this façade, including reconfiguring the primary entrance, enclosing the carport and porch, and re-cladding the chimney in manufactured stone veneer, have altered the essential physical features of this façade to an extent that it no longer reflects Day's original design intent. These changes have radically altered the building's historic entry sequence and exterior and interior spatial relationships; the relationships of solid to void on the primary façade; the pattern of windows and doors; and the texture and appearance of original materials that characterized the Mid-century Modern design.

Although some of these alterations, such as the use of board-and-batten siding on new and infill walls, may at first appear compatible with the original design and materials, the cumulative effect of these multiple change is the loss of the property's historic integrity such that it no longer reflects its original Mid-century Modern design. As recognized in the *Redlands Historic Context Statement,* "the cumulative impact of multiple minor alterations may compromise a resource's overall integrity." Analysis shows that the quantity and type of alterations have compromised the residence's original design and materials to the extent that it no longer sufficiently represents an excellent example of the Mid-Century Modern style nor an important example of Clare Henry Day's work. Day was extremely active in Redlands in the 1950s and 1960s, and there are many houses still extant in the city with a higher degree of historic integrity and that better reflect his significance as a local architect.

As a result of the extensive alterations, the Baker Residence does not retain sufficient integrity to convey any potential significance under Criterion C/3/E, F, G, H, I, J, K.

***B10. Significance (Continued…):**

EVALUATION OF ELIGIBILITY (CONTINUED)

INTEGRITY ANALYSIS

Historic integrity is the ability of a property to convey its significance and is defined as the "authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's prehistoric or historic period." The National Park Service defines seven aspects of integrity for historic resources. These are *location*, *design*, *setting*, *materials*, *workmanship*, *feeling*, and *association*. The integrity of the Baker Residence is evaluated below based on these seven aspects.

Location: The Baker Residence remains in its original location on the site. Therefore, it retains integrity of *location.*

Design: The Baker Residence has undergone substantial alterations since its initial construction in 1959 and as a result has lost many of the distinctive materials and features that characterized its original Mid-Century Modern design. Two additions on the primary façade, relocation of the primary entrance, and enclosure of the original carport and entrance porch have enveloped and reconfigured the primary east façade and altered the building's "massing, spatial relationships, [and] proportion." At least twenty original windows were removed and replaced with incompatible vinyl units; five original openings were infilled; seven new window openings were created with incompatible vinyl window units; and three original aluminum framed sliding glass doors were replaced with incompatible vinyl units. As a result, the building's original "pattern of windows and doors" has been drastically altered. The replacement of the ballast roof, removal or re-cladding of the distinctive stack bond slump stone wall and chimney, replacement of original plywood panels, and the installation of incompatible manufactured stone veneer and composite siding have substantially changed the building's "texture of materials." The primary entrance, which historically faced the carport and was accessed from a recessed porch, was relocated to the east wall of the living room, eliminating the historic exterior and interior spatial relationships as well as the distinctive corner window. The cumulative effect of these multiple alterations is the elimination of the majority of features that illustrated the original massing, spatial relationships, pattern of windows and doors, and materials and conveyed the building's original Mid-century Modern design. Therefore, the property does not retain integrity of *design.*

Setting: The Baker Residence was constructed as a single-family residence surrounded by landscaping on a knoll in a postwar housing development. The building retains the setting of its immediate surroundings, including the landscaped terracing. Therefore, it retains integrity of *setting.*

Materials: While the Baker House retains some original materials, including some fixed windows and exterior board-and-batten siding, many of the Baker Residence's most distinctive original character-defining materials have been removed or altered since the time of its construction. All original operable aluminum sash windows have been removed and replaced with incompatible vinyl units. Three of the fixed glass clerestory windows were replaced with plywood panels and three were replaced with frosted glass. All five of the original wood doors have been replaced. The original rough sawn redwood plank siding was replaced with composite siding at various locations; the original plywood wall panels on the west façade were removed. The original entrance porch's stack bond slump stone wall was removed, and the very prominent stack bond slump stone chimney was veneered with incompatible manufactured stone, which was also applied to the base of some exterior walls. The ballast roof was removed, and the building was reroofed with membrane roofing. Therefore, the property does not retain integrity of *materials.*

Workmanship: Because of the alterations identified above in the discussions of *design* and *materials*, the Baker Residence does not retain substantial physical evidence of mid-20th century construction techniques and aesthetic principals, including finishes and design elements. Therefore, it does not retain integrity of of *workmanship.*

Feeling: The Baker Residence does not retain integrity of *design*, *materials*, or *workmanship*, and thus no longer expresses the aesthetic and historic sense of an intact 1950s Mid-Century Modern style building designed by notable local architect Clare Henry Day, FAIA. Therefore, it does not retain integrity of *feeling.*

Association: Association is the direct link between an important historic event or person and a historic property. No evidence has been found to indicate that the Baker Residence is associated with important historic events or persons. Therefore, integrity of *association* is not applicable.

SUMMARY OF ELIGIBILITY FINDINGS

According to guidance from the National Park Service, "A property important for illustrating a particular architectural style or construction technique must retain most of the physical features that constitute that style or technique." And as stipulated in the eligibility criteria of the *Redlands Historic Context Statement,* residential properties from the post-war era that are eligible for designation for architectural merit must be an "excellent or rare example of an architectural type from the period" and requires residential properties from the post-war era retain higher thresholds of integrity for listing under architectural merit. According to the context statement, "A property that is significant for its architectural type, for its embodiment of a significant innovation, and/or as a contributor to the historical heritage of the city should retain integrity of design, feeling, and association, at a minimum, in order to be eligible."

The Baker Residence is not significant under Criteria A/1/A, B, G, J, K or B/2/C. Although the building was originally a Mid-century Modern design by notable and prolific local architect Clare Henry Day, it has undergone substantial alterations and no longer retains sufficient integrity to convey any potential significance under Criterion C/3/ E, F, G, H, I, J, K. Therefore, the Baker Residence is not eligible for listing in the National Register or California Register, or for designation as a City of Redlands Historic Landmark or Resource.

***B12. References (Continued…):**

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Additional Documentation

EXISTING CONDITIONS PHOTOGRAPHS

Overview of Baker Residence, East façade, facing west.

Primary entrance, east façade, Baker Residence, facing west.

North and east façades, Baker Residence, facing southwest.

North façade and pool, Baker Residence, facing south.

Secondary entrance, north façade, Baker Residence, facing south.

North and West Façades, Baker Residence, facing southeast.

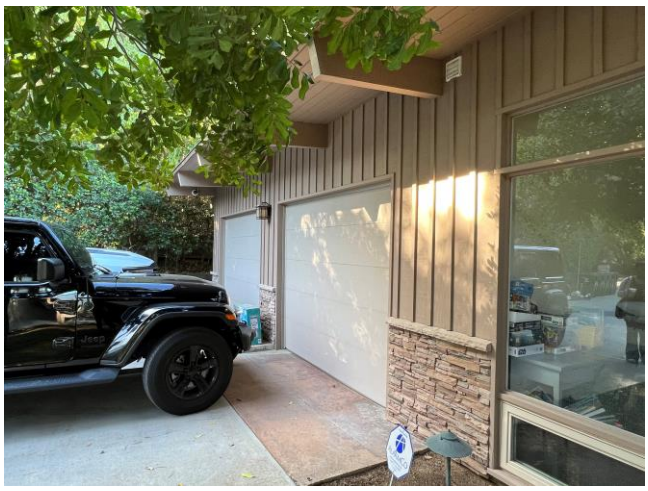
Additional Documentation

EXISTING CONDITIONS PHOTOGRAPHS

West façade, Baker Residence, facing southeast.

West façade, Baker Residence, facing northeast.

West and east façades, Baker Residence, facing northwest.



Garage, east façade, Baker Residence, facing northwest.

Lower lawn, Baker Residence, facing north.

Overview of Baker Residence from lower lawn, facing south.

Additional Documentation

SELECTED HISTORIC PHOTOGRAPHS

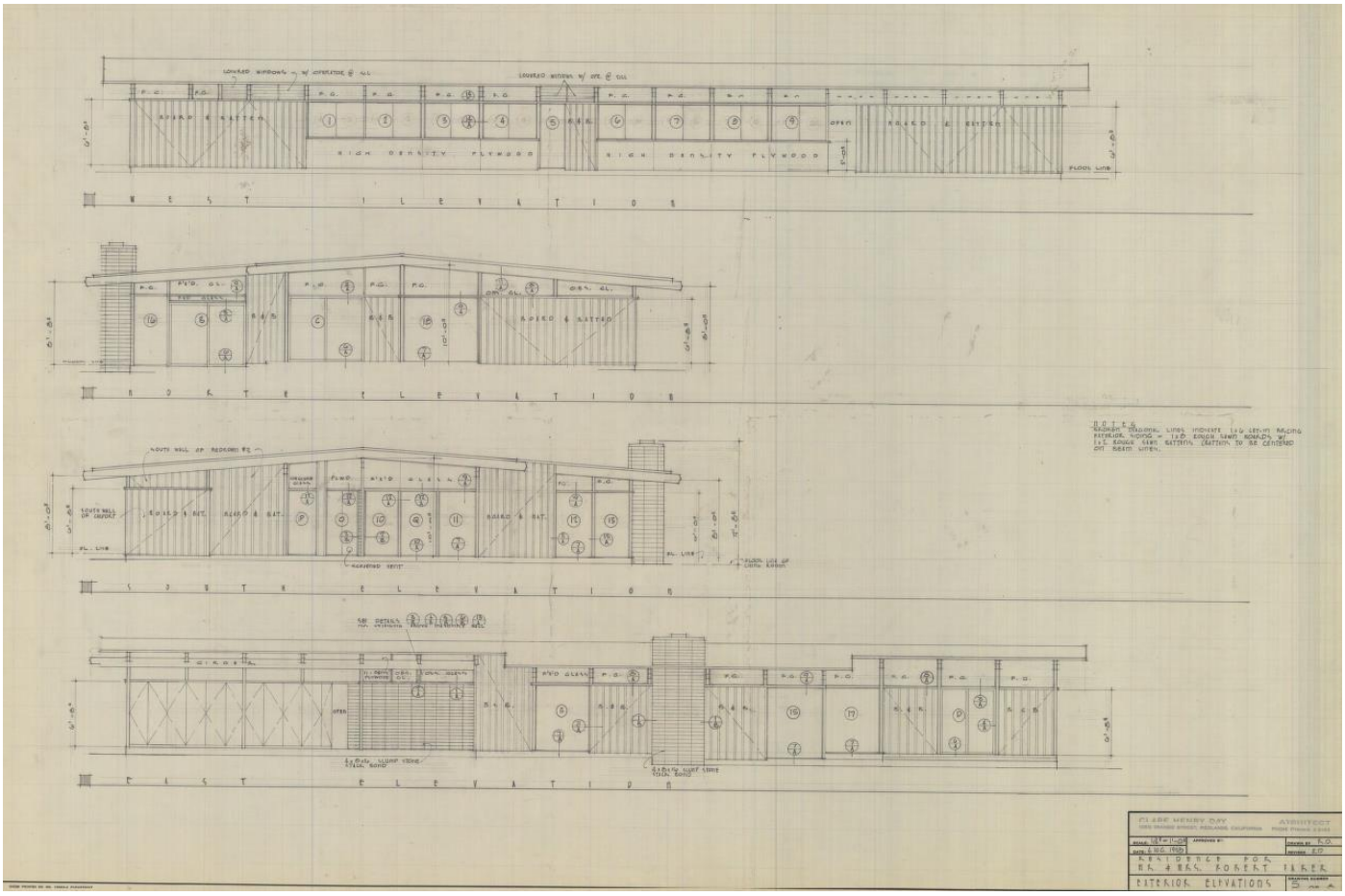
Baker Residence, exterior, 1960. Source: *Redlands Daily Facts* 1/22/1960.

Baker Residence, entrance (left) and family room and kitchen (right), 1960. Source: Redlands Daily Facts 1/22/1960.

Baker Residence, living room, 1960. Source: Redlands Daily Facts 1/22/1960.

Additional Documentation

BUILDING PLANS



Building plans for Baker Residence, Calre Henry Day, AIA. Source: A.K. Smiley Public Library.

REQUEST FOR HISTORIC AND SCENIC PRESERVATION COMMISSION ACTION

V.A. BRYAN AND CELINA MCKERNAN, APPLICANT
(PROJECT PLANNER: SEAN REILLY)

PUBLIC HEARING to consider **Demolition No. 357,** a proposal to demolish an existing 2,794 square foot single family dwelling over 50 years of age located at 130 Sierra Vista Drive (APN: 0176-173-09-0000). This project qualifies for an exemption from the California Environmental Quality Act (CEQA) pursuant to Section 15301(l)(1) (Existing Facilities) of the CEQA Guidelines.

HISTORIC AND SCENIC PRESERVATION MEETING: February 2, 2023

Planner: Sean Reilly, Principal Planner

PROCEDURE FOR PUBLIC HEARING

1. Chairperson declares the meeting open as a public hearing.
2. Chairperson calls upon staff for report.
3. Chairperson calls for questions/comments from members of the Commission.
4. Chairperson calls upon applicant, or its representative, for comments/testimony.
5. Chairperson calls for comments/questions/testimony from members of the public (3 minutes per speaker).
6. Chairperson calls upon the applicant, or representative, for rebuttal comments (5 minutes).
7. Chairperson closes the public hearing.
8. Commission considers the motion(s) and votes.

SYNOPSIS

1. Historic Designation: The structure is not designated as a historic resource, nor is it located within a historic district, by the City of Redlands, the State of California, or the United States Government.

2. Existing Land Use: Zoning: Residential Estate (R-A)
General Plan: Very Low Density Residential

3. Historic and Scenic Preservation Commission submittal dates:
   (A) Submittal Dates: August 11, 2021
   (B) Date Accepted as Complete: September 23, 2021
   (C) Historic and Scenic Preservation Commission Meeting: February 2, 2023

4. Attachments:
   (A) Location Map and Aerial Photo

(B) Existing Conditions Photographs
(C) Historic Resource Evaluation
(D) Preliminary Environmental Checklist
(E) Resolution No. 2023-01 with Exhibit A (Conditions of Approval)

PROPOSAL / BACKGROUND

The applicant, Bryan and Celina McKernan, have submitted an application to demolish a 2,712 square foot single family residence located at 130 Sierra Vista Drive which they purchased in 2019 (Attachment A – Location Map and Aerial Photograph). The single-family residence was originally constructed in 1958 for Robert Baker, who was the owner of a local Redlands interior design and decorating company. Clare Henry Day, an architect known for his mid-century modern work throughout the inland empire is listed on the original building permits as the architect who designed this home. The home is a one-story Mid-Century Modern style building of wood post-and-beam construction. It has a 'T'-shaped plan, asymmetrical composition, and an attached garage (Attachment B – Site Photos).

Recognizing that the home was designed Clare Henry Day, who could be considered a notable architect, City staff hired a qualified consultant to prepare a Historical Resource Evaluation (HRE). Historic Resources Group completed the HRE for the property in January 2023, which included significant property research, and evaluated the home to determine its eligible for listing in the National Register of Historic Places, the California Register of Historic Resources, and/or as a City of Redland Historic Landmark or Historic Resource. The HRE is included as Attachment C and portions of the Historic Resources Evaluation are included within the analysis section of this report.

In 1958, permits were issued for construction of the eight (8) room single family residence and carport. Aerial images verify that the structure was constructed as of 1959. Although there have been numerous alterations to the home, permits were limited to items such as re-roofing, heating and air conditioning, and septic tank improvements.

The home is not a designated historic resource, nor has it been previously surveyed. However, in accordance with Redlands Municipal Code Section 15.44.070 for the demolition of a structure of fifty (50) years of age this demolition requires review by the Historic and Scenic Preservation Commission.

The Historic and Scenic Preservation Commission is authorized to determine the potential historical significance of the structure and the need for any further environmental review, it may also subsequently approve, condition or deny the demolition permit application. If the Commission determines that the structure has no historical significance and the permit application is approved, the application is exempt from further review by the City unless an appeal is made to the City Council. If no appeal is filed within the time provided, the Development Services Department may

issue the demolition permit in accordance with the Redlands Municipal Code.

If the Commission determines that the structure has historical significance, the Commission would then direct staff to conduct additional environmental review and subsequently approve, condition, or deny the application.

ANALYSIS

The subject property is not recorded in the list of local historic resources and is not subject to the procedures in Section 2.24 of the Redlands Municipal Code. However, Section 15.44.070 requires that prior to the demolition of any structure over 50 years old, the Historic and Scenic Preservation Commission is required to determine whether the structure is historically significant. Section 2.62.170 establishes the City's criteria for historic significance.

Section 15301(l)(1) of the California Environmental Quality Act states that the demolition and removal of individual small structure (one-single family residence) is exempt from environmental review. In addition, Section 15064.5 of the California Environmental Quality Act refers to the California Public Resource Code, which provides guidance as to what is considered a "historic resource" or "eligible resource."

The analysis in this section is based upon City staff's research and the research and analysis contained with the Historic Resource Evaluation (HRE) prepared by Historic Resources Group dated January 2023. The HRE was prepared using primary and secondary sources related to the history and development of the property, including reference materials available at the A.K. Smiley Public Library in Redlands and field inspection of the property. Identification of physical features and historic integrity were ascertained during the site visit and through review of available building plans and other archival materials.

Below, City and State criteria for historic significance are listed with justification as to why this structure is not historically significant.

A) Local Criteria for Significance

Section 2.62.170(A): It has significant character, interest, or value as part of the development, heritage or cultural characteristics of the City of Redlands, State of California, or the United States.

Permits were issued for construction of the home in 1958 and aerial images verify that the structure was constructed as of 1959. The home is a modest example of the post-World War II housing boom in the city, when large swaths of Redlands were developed as housing tracts and developments. It is one of over 3,700 residences built during this decade and was not associated with an early or notable tract development. As such, the

building does not have significant interest as part of the development of Redlands. A comprehensive newspaper search and research conducted at the A.K. Smiley Library's Heritage Room by City staff did not reveal any evidence that this structure makes a significant contribution to the development, heritage or cultural characteristics of the City, State, or Country.

Section 2.62.170(B): It is the site of a significant historic event.

Based on the research conducted by staff through local and regional newspaper database searches, building records, and ownership history, it has been determined that the land on which the building is located is not the site of a significant historic event.

Section 2.62.170(C): It is strongly identified with a person or persons who significantly contributed to the culture, history or development of the city.

Staff conducted research at the A.K. Smiley Library Heritage Room and through newspaper.com. The table (as shown below) lists the residents associated to the subject property based on the information provided by the City Directories located at the A.K. Smiley Library's Heritage Room and Newspapers.com.

Year	Name(s)	Occupation
1959-1971	Robert Baker	Interior Designer
1975 - 1998	Paul R. Ennis	Doctor
2003 - 2008	Rick Pence	Construction Contractor
2008 - 2018	Gregory Misbach	Doctor
2018 - Present	Celina and Bryan McKernan	Construction Contractor

The newspaper research that was conducted for each of these individuals revealed no significant information. The individuals listed above had professional occupations and are not known to have significantly contributed to the culture, history or development of the city and further, the information found related to these individuals was not closely tied to this specific home.

As previously stated, the home was designed by notable Redlands architect Clare Day. Clare Day is known for his Mid-Century Modern style of design for residential, commercial and institutional buildings. Some of his contributions to the local area include Clement Middle school, Redlands Paint on Redlands Blvd., Cram Elementary School in Highland, and several homes within the south hills of Redlands. While the home was designed by Clare Day, it is not one of his more notable works. In addition, while Clare Day is a notable local architect, he would not be someone who is considered to have significantly contributed to the culture, history or development of the City.

Section 2.62.170(D): It is one of the few remaining examples in the City possessing distinguishing characteristics of an architectural type or specimen.

There are several homes with Mid-Century Modern architecture in the City of Redlands. Although this home may not be one of the few remaining homes in the City of this architectural type, it is one of approximately 13 homes in Redlands designed by Clare Day. At the time of its initial construction, the residence exhibited significant character-defining features of the Mid-Century Modern style and reflected Day's work as an important local architect. However, the building has undergone substantial alterations since its original construction, including relocation of the primary entrance, replacement of most windows and doors, enclosure of the original carport, replacement of some original siding, and re-cladding of the prominent exterior fireplace. Because of these alterations the property is no longer an excellent example of the Mid-Century Modern style nor an important example of Clare Henry Day's work. Day was extremely active in Redlands in the 1950s and 1960s, and there are many houses still extant with higher integrity in the City that better reflect his significance as a local architect. The home does not retain sufficient integrity to convey any potential significance under this criterion.

Section 2.62.170(E): It is a notable work of an architect or master builder whose individual work has significantly influenced the development of the city.

Please see the response above for Section 2.62.170.D. The City's building permit records indicate that the architect for the home was Clare Henry Day, and that the home was built in 1958. Clare Day is a notable local architect responsible for the design of several Mid-Century Modern homes in the City. The home has been substantially modified from its original condition and there are other existing, more intact examples with higher integrity representing the architect's work, therefore this would not be considered an important example of Clare Day's work.

Section 2.62.170(F): It embodies elements of architectural design, detail, materials, or craftsmanship that represents a significant architectural innovation.

As discussed under Section 2.62.170.D above. At the time of its initial construction, the residence exhibited significant character-defining features of the Mid-Century Modern style. However, the building has undergone substantial alterations since its original construction. Because of these alterations the property is no longer an excellent example of the Mid-Century Modern style. Therefore, the home does not retain sufficient integrity to convey any potential significance under this criterion.

Section 2.62.170(G): It has a unique location or singular physical characteristics representing an established and familiar visual feature of a neighborhood, community, or the city.

The property is located at 130 Sierra Vista Drive on the south side of the City of Redlands in an area with relatively low-density residential development. Sierra Vista Drive does not carry high traffic volumes and is designed with no curb, gutter or sidewalk and it is located at a lower elevation than most of the surrounding homes. Additionally, the home's surroundings are hilly with dense trees and landscaping which limits views of the home from the adjacent streets. For these reasons, the home is not particularly visible from the roadway and would not be considered a significant or familiar visual feature of the neighborhood, community, or city.

Section 2.62.170(H): It has unique design or detailing.

Please refer to the response above for Section 2.62.170.D. At the time of its initial construction, the residence exhibited significant character-defining features of the Mid-Century Modern style. However, the building has undergone substantial alterations since its original construction, including relocation of the primary entrance, replacement of most windows and doors, enclosure of the original carport, replacement of some original siding, and re-cladding of the prominent exterior fireplace. Because of these alterations the home does not retain sufficient integrity to convey any potential significance under this criterion.

Section 2.62.170(I): It is a particularly good example of a period or style.

Please refer to the response above for Section 2.62.170.D. At the time of its initial construction, the residence exhibited significant character-defining features of the Mid-Century Modern style. However, the building has undergone substantial alterations since its original construction. Because of these alterations the property is no longer an excellent example of the Mid-Century Modern style.

Section 2.62.170(J): It contributes to the historical or scenic heritage or historical or scenic properties of the city (to include, but not be limited to, landscaping, light standards, trees, curbing, and signs).

The home does not contribute to a group of historic or scenic properties within the City. It is not located within any historic district, and it is not individually designated as a historic resource. The property is located at 130 Sierra Vista Drive on the south side of the City of Redlands in an area with relatively low-density residential development. Sierra Vista Drive does not carry high traffic volumes and is designed with no curb, gutter or sidewalk and it is located at a lower elevation than most of the surrounding homes. The home is not particularly visible and does not contribute to any scenic heritage or contribute to any scenic properties.

Section 2.62.170(K): It is located within a historic and scenic or urban conservation district, being a geographically definable area possessing a concentration of historic or

scenic properties which contribute to each other and are unified aesthetically by plan or physical development.

Refer to the response under 2.62.170.G and 2.62.170.J above. The site is not located within any historic district and would not be considered a part of a collection or concentration of historic or scenic properties that contribute to each other. The home is located in an area with rolling hills and lower density development. The home sits on a knoll that is surrounded by thick trees and vegetation, and it is not particularly visible from the adjacent properties or roadways.

B) CEQA Criteria for Significance

In addition to the City of Redlands criteria, Section 15064.5 of the California Environmental Quality Act refers to the California Public Resource Code, which provides findings for what may be considered a “historic resource” or “eligible resource”. Staff has provided responses related to each of these findings below.

A. Associated with events have made a significant contribution to the broad patterns of California History and cultural heritage.

Please refer to the response above for Section 2.62.170(A). In addition, a thorough record search of local newspapers and City directories did not indicate that this property is associated with any specific events that may have contributed to California’s history or cultural heritage.

B. Is associated with the lives of persons important in our past.

Please refer to the response provided under Section 2.62.170(C), above. The structure is not associated with the lives of persons important in our past.

C. Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values.

Please refer to the response provided under Section 2.62.170(D), above.

D. Has yielded, or may be likely to yield, information in prehistory or history.

Based on the review of the criteria above as it relates to the demolition of the structure, it is not historically significant and approval of the proposed project will not cause a substantial adverse change in the significance of a historical resource as defined in §15064.5 further, there is no evidence that the site is likely to yield valuable information regarding pre-history.

Criteria for Historic Integrity

In addition to meeting one or more of the criteria for historic significance, a property must have "integrity," which is the ability of a property to convey its significance. The HRE evaluated the property based upon the National Parks Service's seven aspects of integrity for historic resources. These are location, design, setting, materials, workmanship, feeling, and association.

The preparation of the HRE included a field inspection and a comparison of the original building plans to the existing site conditions. During this comparison by Historic Resources Group, the following alterations were discovered:

- The carport was enclosed to serve as an attached garage at an unknown time. This work included removal of the original girder and door, repaving of part of the driveway, and installation of composite siding along the south façade. A new door was installed in the enclosed garage along the west façade and a new vinyl window was installed along the south façade.
- Along the east façade, the original slumpstone concrete block wall between the residence and carport was removed. Along the same façade, board and batten siding and a large, fixed glass window were also installed. The front door was relocated from its original location along the southeast corner of the east façade to a more prominent centralized location along the façade. Stone veneer was added around much of the building and was used to reclad the original slumpstone chimney.
- On the north façade, several fixed glass clerestory windows were removed and replaced with plywood. A new vinyl casement window was installed. The family room was enlarged to the north, which included removing some board-and-batten siding and installing new vinyl sliding doors.
- Along the west façade, several new window openings were created, fitted with vinyl windows. The majority of the original windows were replaced, including the original louvered windows, with either plywood or vinyl casement windows. A glass block window was installed in the master bathroom. Original plywood cladding was also replaced.

The analysis found that the property only retained integrity in two of the seven categories (location and setting). The home remains in its original location on the site, and it retains the original setting. However, due to the alterations detailed above, integrity of design, materials, workmanship, and feeling are not intact.

C) Conclusion of Analysis

According to guidance from the National Park Service, "A property important for illustrating a particular architectural style or construction technique must retain most of

the physical features that constitute that style or technique." And as stipulated in the eligibility criteria of the Redlands Historic Context Statement, residential properties from the post-war era that are eligible for designation for architectural merit must be an "excellent or rare example of an architectural type from the period" and requires residential properties from the post-war era retain higher thresholds of integrity for listing under architectural merit. According to the context statement, "A property that is significant for its architectural type, for its embodiment of a significant innovation, and/or as a contributor to the historical heritage of the city should retain integrity of design, feeling, and association, at a minimum, in order to be eligible."

Although the building was originally a Mid-century Modern design by notable and prolific local architect Clare Henry Day, it has undergone substantial alterations and no longer retains sufficient integrity to convey any potential significance under the required Criteria. Therefore, the Baker Residence is not eligible for listing in the National Register or California Register, or for designation as a City of Redlands Historic Landmark or Resource.

ENVIRONMENTAL REVIEW

Section 15.44.060 of the Redlands Municipal Code requires an environmental checklist be prepared for all demolition permit applications involving structures over 50 years old (Attachment D). This checklist is intended to provide an environmental analysis of the project, which is used to aid in the determination of the structure's eligibility for consideration as a "historic resource" or an "eligible resource," and if demolition of the structure would qualify for a Notice of Exemption pursuant to Section 15301 of the California Environmental Quality Act Guidelines.

Section 15301(l) of the California Environmental Quality Act provides a categorical exemption for certain types of demolitions and states that the demolition and removal of individual small structure (one-single family residence) is exempt from environmental review. However, a categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

Staff has analyzed the demolition of this structure utilizing both the City's criteria for historic designation and the State's guidelines for determining the structure's eligibility as a historical resource in conjunction with the Historic Resource Evaluation prepared by Historic Resources Group. Based upon the upon Staff research and the Historic Resource Evaluation, Staff believes that the home at 130 Sierra Vista Drive is not eligible for consideration as a "historic resource" or an "eligible resource" and meets the criteria for an exemption from CEQA.

STAFF RECOMMENDATION

Staff recommends that the Historic and Scenic Preservation Commission approve Demolition No. 357 based on the facts presented in this staff report and subject to the recommended Conditions of Approval.

MOTIONS

If the Historic and Scenic Preservation Commission deems it appropriate, staff recommends the following motion:

"I move that the Historic and Scenic Preservation Commission adopt Resolution No. 2023-01 approving Demolition Permit No. 357, based on the facts within this staff report and subject to the attached Conditions of Approval."

March 10, 2023

Bryan McKernan
McKernan, Inc.
605 East Stuart Avenue
Redlands, CA 92374
Sent by Email: bryan@mckernaninc.com

RE: Cultural Resources Peer Review for the 130 Sierra Vista Drive Project, Redlands, California

Greetings:

At the request of McKernan, Inc., ECORP Consulting, Inc. conducted a peer review of the following report:

- Historic Resources Group. 2023. Historical Resource Evaluation Report, Baker Residence, 130 Sierra Vista Drive, Redlands.

ECORP's peer review of the above-referenced report did not include a pedestrian field survey, updated inventory or records search, re-evaluation, or tribal consultation, and does not constitute a legal opinion. The information reviewed included only the above-referenced report and corresponding site record, and did not include records search information.

The peer review was conducted by Senior Architectural Historian Nathan Hallam, Ph.D. Dr. Hallam is a professional architectural historian who meets the Secretary of the Interior's Professional Qualifications Standards for history and architectural history.

HISTORIC RESOURCES GROUP REPORT SUMMARY

Historic Resources Group (HRG) prepared a Historical Resource Evaluation Report (Report) in 2023 for the Baker Residence located at 130 Sierra Vista Drive in Redlands, California. The research, field inspection, and analysis were performed by Christine Lazzaretto, Alexandra Madsen, and John LoCascio, all of whom meet the Secretary of the Interior's Professional Qualifications Standards in their respective fields.

HRG prepared the Report to determine if the Baker Residence is eligible for inclusion in the National Register of Historic Places and the California Register of Historical Resources, and to determine if the property is eligible for designation as a Redlands Historic Landmark or Historic Resource.

HRG determined that the Baker Residence is not significant under Criteria A/1/A, B, G, J, K (Events/Pattern of Development) or Criteria B/2/C (Association with an Important Person). HRG implied, but did not explicitly state, that the Baker Residence possesses significance under Criteria C/3/ E, F, G, H, I, J, K (Architectural Merit) for representing the work of the architect Clare Henry Day. However, HRG also determined that the Baker Residence has undergone substantial alterations and no longer retains sufficient integrity to adequately represent Day's work, making it not eligible for inclusion in the National

Register of Historic Places or the California Register of Historical Resources, and not eligible for designation as a City of Redlands Historic Landmark or Historic Resource.

ECORP COMMENTS AND RECOMMENDATIONS

Below, ECORP provides comments for specific components of HRG's Report. These include the Report's historic contexts, physical description of the Baker Residence, evaluation of eligibility, and appendices. Where no comment was provided, ECORP generally concurs with HRG's analysis.

4.0 Historic Context

City of Redlands, Post-War Residential Development in Redlands, and Development of the Baker Residence

HRG provides a context addressing the post-World War II housing boom that transformed Redlands into a Southern California "bedroom city." To support this context, HRG cites the Redlands Historic Context Statement (2015); a 2015 public lecture delivered by local historian Nathan D. Gonzales; and the Caltrans essay *Tract Housing in California, 1945-1973: A Context for National Register Evaluation* (2011). HRG also uses historic newspaper research to discuss the construction of the Baker Residence in 1959. These contexts effectively provide a basis for HRG's Criteria A/1/A, B, G, J, K evaluation of the Baker Residence.

Past Owners/Occupants

HRG provides a context addressing the past owners and occupants of the Baker Residence. These included Robert and Jean Baker and Phil and Barbara Ennis. HRG uses historic newspapers and census records to discuss the lives and careers of all four individuals. This context effectively provides a basis for HRG's Criteria B/2/C evaluation of the Baker Residence.

Associated Architects/Builders and Mid-Century Modern Architecture

HRG provides a context addressing the Baker Residence's architects/builders and "Mid-Century Modern" (MCM)-style residential architecture. HRG uses historic newspapers, architectural journals, and American Institute of Architects (AIA) publications to discuss the careers of architect Clare Henry Day, home builder L.P. Scherer, and landscape architect Allen Dangermond. HRG also discusses MCM architecture, an ambiguous term that indicates a time period more than an identifiable style. HRG does not adequately support its MCM discussion with secondary sources, making it authoritatively uncertain. Considering the substance of the information provided, HRG might have presented the discussion as a context discussing *Post-and-Beam Residential Architecture*. *Atomic Ranch* is another architectural style identifier that some recorders assign to houses such as the Baker Residence. HRG does, however, provide a list of MCM character-defining features. Despite some shortcomings of its discussion in the "Mid-Century Modern Architecture" section, these contexts effectively provide a basis for HRG's Criteria C/3/ E, F, G, H, I, J, K evaluation of the Baker Residence.

5.0 Physical Description

HRG provides descriptions of the Baker Residence and its landscaping, setting, and alterations over time. These include a precise and well-illustrated accounting of alterations to the property's building footprint and its east, north, and west elevations. In lieu of building permits, HRG expertly compares current photographs of the Baker Residence to Clare Henry Day's 1959 architectural drawings. Crucially, this information provides a basis for HRG's discussion of integrity in its evaluation of the Baker Residence.

7.0 Evaluation of Eligibility

After providing a statement explaining the guidelines set forth in the *Redlands Historic Context Statement* for residential development (1946–1980), HRG evaluates the Baker Residence's eligibility for inclusion in the National Register of Historic Places and California Register of Historical Resources, and its eligibility for designation as a City of Redlands Historic Landmark or Historic Resource.

Criterion A/1/A, B, G, J, K (Events/Pattern of Development)

ECORP concurs with HRG's determination that the Baker Residence was not a catalyst for development in Redlands during the 1945–1980 period, making it not eligible under Criteria A/1/A, B, G, J, K.

Criterion B/2/C (Association with an Important Person)

ECORP concurs with HRG's determination that the Baker and Ennis couples do not qualify as persons significant in our past, making the Baker Residence not eligible under Criteria B/2/C.

Criterion C/3/E, F, G, H, I, J, K (Architectural Merit)

ECORP does not agree with the manner in which HRG evaluates the Baker Residence's eligibility under Criteria C/3/E, F, G, H, I, J, K. HRG vaguely implies that the Baker Residence is eligible for representing the work of architect Clare Henry Day but does not explicitly affirm its eligibility. HRG's discussion instead focuses on the Baker Residence's numerous alterations, which belongs in the Report's subsequent discussion of integrity.

Evaluation of Integrity

ECORP concurs with HRG's determination that the Baker Residence possesses integrity of Location and Setting but does not possess integrity of Design, Materials, Workmanship, and Feeling due to numerous alterations. Cumulatively, these alterations compromise the Baker Residence's ability to adequately represent the architect Clare Henry Day's work, making it not eligible for inclusion in the National Register of Historic Places and California Register of Historical Resources and not eligible for designation as a City of Redlands Historic Landmark or Historic Resource.

HRG makes two important errors, however, by failing to establish (1) the Baker Residence's Period of Significance and (2) the date of the alterations. Without a Period of Significance, HRG cannot claim that the alterations occurred after the Period of Significance, which is what causes historic properties to lose eligibility in instances of compromised integrity. Similarly, without also assigning the alterations a date,

HRG cannot claim that the alterations occurred after the Period of Significance. In lieu of building permits associated with the alterations, ECORP recommends interviewing the current property owner to seek information about when the alterations occurred.

HRG does not address the Baker Residence's potential for contributing to a historic district. However, the building's compromised integrity implies that it would not qualify as a contributor to any historic district.

Appendices

HRG provides appendices that include a list of Redlands residences designed by Clare Henry Day, a parcel map, aerial photographs, and historic images and historic plans of the Baker Residence. Lastly, HRG provides a California Department of Parks and Recreation (DPR)-523 site record for the Baker Residence. The site record conveys the same information from the Report, which is appropriate. The site record does not, however, include a DPR-523J Location Map. Similarly, assuming the Baker Residence possesses significance under Criteria C/1 (HRG does not explicitly affirm this), the DPR-523B Building, Structure, Object form should list a Theme, Area, Period of Significance, and a Property Type under heading B10. The "Applicable Criteria" section can remain "N/A" because the Baker Residence is not eligible due to compromised integrity.

CONCLUSIONS

Although HRG's Report contains some technical oversights, as noted above, ECORP concurs with HRG's determination that the Baker Residence is not eligible for inclusion in the National Register of Historic Places or the California Register of Historical Resources, and not eligible for designation as a City of Redlands Historic Landmark or Historic Resource.

If you have any questions or would like to discuss these issues in further detail, please contact me at nhallam@ecorpconsulting.com or by phone at (916) 782-9100.

Sincerely,

Nathan Hallam, Ph.D.
Senior Architectural Historian

REQUEST FOR HISTORIC AND SCENIC PRESERVATION COMMISSION ACTION

V-B. BRYAN AND CELINA MCKERNAN, APPLICANT
(PROJECT PLANNER: SEAN REILLY)

PUBLIC HEARING to consider **Demolition No. 357** – A request to demolish an existing 2,794 square foot single family dwelling over 50 years of age located at 130 Sierra Vista Drive (APN: 0176-173-09-0000). This project may qualify for an exemption from the California Environmental Quality Act (CEQA) pursuant to Section 15301(l)(1) (Existing Facilities) of the CEQA Guidelines.

HISTORIC AND SCENIC PRESERVATION MEETING: April 6, 2023

Planner: Sean Reilly, Principal Planner

PROCEDURE FOR PUBLIC HEARING

1. Chairperson declares the meeting open as a public hearing.
2. Chairperson calls upon staff for report.
3. Chairperson calls for questions/comments from members of the Commission.
4. Chairperson calls upon applicant, or its representative, for comments/testimony.
5. Chairperson calls for comments/questions/testimony from members of the public (3 minutes per speaker).
6. Chairperson calls upon the applicant, or representative, for rebuttal comments (5 minutes).
7. Chairperson closes the public hearing.
8. Commission considers the motion(s) and votes.

SYNOPSIS

1. Historic Designation: The structure is not designated as a historic resource, nor is it located within a historic district, by the City of Redlands, the State of California, or the United States Government.

2. Existing Land Use: Zoning: Residential Estate (R-A)
General Plan: Very Low Density Residential

3. Historic and Scenic Preservation Commission submittal dates:
   (A) Submittal Dates: August 11, 2021
   (B) Date Accepted as Complete: September 23, 2021
   (C) Historic and Scenic Preservation Commission Meeting: February 2, 2023
   (D) Historic and Scenic Preservation Commission Meeting: April 6, 2023

4. Attachments:
   (A) Location Map and Aerial Photo
   (B) Existing Conditions Photographs
   (C) February 2, 2023, HSPC Staff Report
   (D-1) Updated Historic Resource Evaluation (Clean)
   (D-2) Updated Historic Resource Evaluation (Redlined)
   (E) Historic Resource Evaluation Peer Review (Applicant Prepared)
   (F) Preliminary Environmental Checklist
   (G-1) Resolution No. 2023-01 (For Approval)
   (G-2) Resolution No. 2023-01 (For Denial)

PROPOSAL / BACKGROUND

Project Description

The applicant, Bryan and Celina McKernan, have submitted an application to demolish a 2,712 square foot single family residence located at 130 Sierra Vista Drive which they purchased in 2019 (Attachment A – Location Map and Aerial Photograph). The single-family residence was originally constructed in 1958 for Robert Baker, who was the owner of a local Redlands interior design and decorating company. Clare Henry Day, an architect known for his Mid-Century Modern work throughout the inland empire is listed on the original building permits as the architect who designed this home. The home is a one-story Mid-Century Modern style building of wood post-and-beam construction. It has a 'T'-shaped plan, asymmetrical composition, and an attached garage (Attachment B – Site Photos).

The home is not a designated historic resource, nor has it been previously surveyed. However, in accordance with Redlands Municipal Code Section 15.44.070 for the demolition of a structure of fifty (50) years of age this demolition requires review by the Historic and Scenic Preservation Commission (HSPC).

Historical Evaluation

City staff hired a qualified consultant to prepare a Historical Resource Evaluation. Historic Resources Group completed the Historical Resource Evaluation for the property in January 2023, which included significant property research, and evaluated the home to determine its eligibility for listing in the National Register of Historic Places, the California Register of Historic Resources, and/or as a City of Redland Historic Landmark or Historic Resource. The report concluded that although the building was originally a Mid-century Modern design by notable and prolific local architect Clare Henry Day, it has undergone substantial alterations and no longer retains sufficient integrity to convey any potential significance under the required Criteria to be eligible for listing.

HSPC Review

The project was originally reviewed by the HSPC on February 2, 2023. The staff report for this meeting is included as Attachment C. At that time, the project was presented as well as the findings of the Historical Resource Evaluation. The Commission requested additional information to be included in the Historical Resource Evaluation and continued this item to an unspecified date. The Commission requested additional details related to Clare Day's biographical information, his body of work within the City, and information related to significant homes that he designed within the City. The Commission requested additional details related to the alterations that had been made to the home which the Historical Resource Evaluation concluded reduced the homes integrity and had questions about the evaluation of the property's integrity. In addition, the Commission requested updates to Appendix A of the Historical Resource Evaluation, which includes a representative list of residences designed by Clare Day.

City staff has worked with Historic Resources Group to prepare an updated report (see Attachment D). Following the completion of the revised Historical Resource Evaluation, the applicant hired a consultant (chosen from the City's list of qualified consultants) to prepare a peer review of the city's Historical Resource Evaluation. The peer review of the Historical Resource Evaluation is included as Attachment E to this report. This staff report summarizes updates to the Historical Resource Evaluation as well as the peer review.

DISCUSSION

Revised Historic Resource Evaluation

Following the February 2, 2023 Historic and Scenic Preservation Commission meeting, the City's consultant, Historic Resources Group (HRG) updated the Historic Resources Evaluation for the subject property. The report contains updates throughout to address the input received from the Commission. In addition to the "clean" version of the Historic Resource Evaluation, a redlined version of the report is also included, which indicates the changes that have been made (Attachment F).

The revised report provides additional details on related to the original architect (Clare Henry Day) beginning on page 15. The report identifies that Day was named a Fellow of the American Institute of Architects and lists some prominent examples of his Mid-Century Modern work such as the such as the homes at 2021 Vinton Way and the home at 30443 E. Sunset Drive, known as the Banta House, which Day identified as a principal work in his 1970 listing in the AIA directory. Other examples of Day's noted as well as details related to how these homes were designed to provide views of the surrounding area.

Alterations are further detailed within the revised Historic Resource Evaluation. Beginning on page 22, the analysis includes photos of the originally constructed home, the original building plans and the current condition. The report illustrates in red on the images for each façade where alterations have occurred and describes them in detail on page 37. These alterations are listed below.

- Replacement of original ballast roof with membrane roofing
- Reconfiguration of the primary east façade
- Enclosure of the original carport
- Enclosure of the original recessed entry porch
- Removal of original stack bond slump stone entry wall
- Removal of the original flush wood entrance door
- Relocation of the primary entrance
- Installation of an incompatible stock entrance door
- Alteration of the southeast corner window to accommodate new entrance
- Re-cladding of stack bond slump stone chimney with incompatible manufactured stone veneer
- Installation of incompatible manufactured stone veneer wall base
- Two additions on the primary façade
- Two additions to the secondary, north façade
- Removal of at least twenty original windows; these were either infilled or replaced with incompatible vinyl units
- Replacement of three original aluminum framed sliding glass doors with incompatible vinyl units
- Installation of at least seven incompatible new vinyl windows in new window openings
- Removal/replacement of some original siding

In the discussion of alterations, the Historic Resource Evaluation cites the Redlands Historic Context Statement, “properties being evaluated for their architectural significance are held to a *higher integrity threshold* [emphasis added] than those being evaluated under other contexts.” A property that has lost some historic materials or details may still be eligible if it retains the *majority* [emphasis added] of the features that illustrate its original style and appearance in terms of the massing, spatial relationships, proportion, pattern of windows and doors, texture of materials, and ornamentation.”

As stated on page 37, “These alterations to the Baker Residence have removed distinctive materials, altered historic spatial relationships, and changed the fundamental design of the building. As designed by architect Clare Henry Day, the primary façade of the Baker Residence had a concealed primary entrance, open carport, and prominent stack bond slump stone chimney and entry wall. Alterations to this façade, including reconfiguring the primary entrance, enclosing the carport and porch, and re-cladding the

chimney in manufactured stone veneer, have altered the essential physical features of this façade to an extent that it no longer reflects Day's original design intent. These changes have radically altered the building's historic entry sequence and exterior and interior spatial relationships; the relationships of solid to void on the primary façade; the pattern of windows and doors; and the texture and appearance of original materials that characterized the Mid-century Modern design."

The report also states that while "some of these alterations, such as the use of board-and-batten siding on new and infill walls, may at first appear compatible with the original design and materials, the cumulative effect of these multiple change is the loss of the property's historic integrity such that it no longer reflects its original Mid-century Modern design. As recognized in the Redlands Historic Context Statement, "the cumulative impact of multiple minor alterations may compromise a resource's overall integrity." Analysis shows that the quantity and type of alterations have compromised the residence's original design and materials to the extent that it no longer sufficiently represents an excellent example of the Mid-Century Modern style nor an important example of Clare Henry Day's work."

The integrity section within the Historic Resource Evaluation was updated to include additional discussion of the guidance provided in the City of Redlands Historic Context Statement to analyze integrity for potential significance derived from an architectural style and/or as the work of a master architect. The Historic Context Statement states "An individual property significant for its architecture is eligible if it retains most of the physical features that constitute its style or technique. It should retain integrity of design, workmanship, materials, and feeling, at a minimum, in order to be eligible for its architectural merit." The integrity of the Baker Residence is then evaluated based on the seven aspects of integrity as identified by the National Park Service and according to the guidance in the Redlands Historic Context Statement.

The integrity analysis found that the property only retained integrity in two of the seven categories (location and setting). The home remains in its original location on the site, and it retains the original setting. However, due to the alterations detailed above, integrity of design, materials, workmanship, and feeling are not intact.

Peer Review of Historic Resource Evaluation

The applicant hired ECORP Consulting, a consultant from the City's list of qualified consultants, to provide a peer review of the Historic Resources Evaluation prepared by HRG. The peer review was conducted by Senior Architectural Historian Nathan Hallam, PhD. Dr. Hallam is a professional architectural historian who meets the Secretary of the Interior's Professional Qualifications Standards for history and architectural history.

The peer review provides a summary of the Historic Resource Evaluation and provides comments and recommendations on its content. The peer review notes a few technical

oversights within the Historic Resource Evaluation, but ultimately concurs with the determination that the home is not eligible for inclusion in the National Register of Historic Places or the California Register of Historical Resources, and not eligible for designation as a City of Redlands Historic Landmark or Historic Resource.

CONCLUSION

According to guidance from the National Park Service, “A property important for illustrating a particular architectural style or construction technique must retain most of the physical features that constitute that style or technique.” And as stipulated in the eligibility criteria of the Redlands Historic Context Statement, residential properties from the post-war era that are eligible for designation for architectural merit must be an “excellent or rare example of an architectural type from the period” and requires residential properties from the post-war era retain higher thresholds of integrity for listing under architectural merit. According to the context statement, “A property that is significant for its architectural type, for its embodiment of a significant innovation, and/or as a contributor to the historical heritage of the city should retain integrity of design, feeling, and association, at a minimum, in order to be eligible.” Based upon the analysis in the Historic Resource Evaluation, the home has undergone substantial alterations and no longer retains sufficient integrity of design, materials, workmanship or feeling to convey any potential significance under the required Criteria. Therefore, the Baker Residence is not eligible for listing in the National Register or California Register, nor is it eligible for designation as a City of Redlands Historic Landmark or Resource.

ENVIRONMENTAL REVIEW

Section 15.44.060 of the Redlands Municipal Code requires an environmental checklist be prepared for all demolition permit applications involving structures over 50 years old (Attachment G). This checklist is intended to provide an environmental analysis of the project, which is used to aid in the determination of the structure’s eligibility for consideration as a “historic resource” or an “eligible resource,” and if demolition of the structure would qualify for a Notice of Exemption pursuant to Section 15301 of the California Environmental Quality Act Guidelines.

Section 15301(l) of the California Environmental Quality Act provides a categorical exemption for certain types of demolitions and states that the demolition and removal of individual small structure (one-single family residence) is exempt from environmental review. However, a categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

Staff has analyzed the demolition of this structure utilizing both the City’s criteria for historic designation and the State’s guidelines for determining the structure’s eligibility as a historical resource in conjunction with the Historic Resource Evaluation prepared by HRG. Based upon the upon staff research and the Historic Resource Evaluation

report by a qualified consultant, staff believes that the structure at 130 Sierra Vista Drive is not eligible for consideration as a “historic resource” or an “eligible resource.” Therefore, the application meets the criteria for exemption from CEQA.

STAFF RECOMMENDATION

Staff recommends that the Historic and Scenic Preservation Commission approve Demolition No. 357 based on the facts and findings presented in the staff report, and subject to the recommended Conditions of Approval.

MOTIONS

If the Historic and Scenic Preservation Commission deems it appropriate, staff recommends the following motion:

“I move that the Historic and Scenic Preservation Commission adopt Resolution No. 2023-01 approving Demolition Permit No. 357, based on the facts within this staff report and subject to the attached Conditions of Approval.”

Alternative Motion

Alternatively, the Commission may choose to deny the demolition. If so, the following motion is provided:

“I move that the Historic and Scenic Preservation Commission adopt Resolution No. 2023-01 to deny Demolition Permit No. 357.”

RECEIVED

APR 10 2023

Redlands City Clerk

NOTICE OF APPEAL FROM A DECISION OF THE HISTORIC & SCENIC PRESERVATION COMMISSION

Pursuant to the Redlands Municipal Code, the undersigned hereby appeals a decision of the Historic & Scenic Preservation Commission of the City of Redlands as follows:

Project Name or Permit Number: Demo Permit 357

Decision being appealed: denial of demolition permit

Date of Commission's decision: 04/06/2023

Grounds of Appeal: Blatant disregard for the report performed and peer reviewed by City contracted and approved professional historians which unequivocally stated that our home is not historically relevant

Name of Appellant (print): Bryan and Celina McKernan

Address of Appellant: 130 Sierra Vista Dr

City, State: Redlands, CA Zip: 92373

Telephone: 909.307.5650 E-mail: bryan@mckernaninc.com

Signature of Appellant:

Appeal Filing Requirements:

(1) Applicable appeal filing fee.
(2) Submission of 15 copies of plans and/or proposal to the Development Services Department, Planning Division (if appealed by the Applicant).

REDLANDS

Staff Use Only:

Date Received: APR 10 2023

ONE STOP PERMIT CENTER

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

PRELIMINARY ENVIRONMENTAL CHECKLIST FORM

1. Project Title: Demolition No. 357

2. Lead Agency Name and Address:
City of Redlands
Development Services Department
35 Cajon Street, Suite 20
Redlands, CA 92373

Mailing Address:
City of Redlands
Development Services Dept. – Planning
P.O. Box 3005
Redlands, CA 92373

3. Contact Person & Telephone: Sean Reilly, Principal Planner, (909) 798-7555 option 2.

4. Project Location: 130 Sierra Vista, Redlands, CA (Assessor Parcel Number: 0176-173-09-0000)

5. Project Sponsor's Name and Address:
Bryan and Celina McKernan
130 Sierra Vista Drive
Redlands, Ca 92373

6. General Plan Designation: Very Low Density Residential

7. Zoning Designation: Residential Estate (R-A)

8. Description of Project:

The applicant, Bryan and Celina McKernan, proposes to demolish an existing single family residence that is approximately 2,712 square feet. As a part of the project all of the structures would be removed from the property. The structure is over 50 years of age and is located at 130 Sierra Vista within the Residential Estate (R-A) District.

9. Existing On-site Land Use and Setting: The property is located at the intersection of Escondido Road and Sierra Vista Drive. The property has been improved with a single family residence, and attached garage.

10. Surrounding General Plan and Land Uses:

	General Plan	Zoning	Land Use
North:	Very Low Density Residential	Residential Estate (R-A)	Single Family Residence
South:	Very Low Density Residential	Residential Estate (R-A)	Single Family Residence
West:	Very Low Density Residential	Residential Estate (R-A)	Single Family Residence
East:	Very Low Density Residential	Residential Estate (R-A)	Single Family Residence

11. Other public agencies whose approval is required (e.g., permits, financing approval, or participation agreement): None

12. Have California Native American tribes traditionally and culturally affiliated with the project area requested consultation pursuant to Public Resources Code section 21080.3.1? If so, has consultation begun?

Not Applicable. This Preliminary Environmental Checklist is being prepared to augment a potential finding of Exemption from the California Environmental Quality Act (CEQA), in accordance with Section(s) 15301 (Existing Facilities) of the CEQA Guidelines.

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

☐ Aesthetics	☐ Greenhouse Gas Emissions	☐ Public Services
☐ Agriculture & Forestry Resources	☐ Hazards & Hazardous Materials	☐ Recreation
☐ Air Quality	☐ Hydrology/Water Quality	☐ Transportation
☐ Biological Resources	☐ Land Use & Planning	☐ Tribal Cultural Resources
☐ Cultural Resources	☐ Mineral Resources	☐ Utilities & Service Systems
☐ Energy	☐ Noise	☐ Wildfire
☐ Geology and Soils	☐ Population & Housing	☐ Mandatory Findings of Significance

ENVIRONMENTAL DETERMINATION:

On the basis of this initial evaluation:

(✓) I find that the Proposed Project could not have a potentially significant effect on the environment, and the Proposed Project qualifies for an EXEMPTION from further environmental review.

( ) I find that the Proposed Project could not have a potentially significant effect on the environment. A NEGATIVE DECLARATION will be prepared.

( ) I find that although the Proposed Project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by, or agreed to, by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.

( ) I find that the Proposed Project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.

( ) I find that the Proposed Project MAY have a "Potentially Significant Impact" or "Potentially Significant Unless Mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standard and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.

( ) I find that although the Proposed Project could not have a significant effect on the environment, because all potentially significant effects 1) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and 2) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the Proposed Project. No further review is required.

_____

Sean Reilly, Principal Planner
City of Redlands
January 17, 2023

EVALUATION OF ENVIRONMENTAL IMPACTS:

1) A brief explanation is required for all determinations, except "No Impact" determinations that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A "No Impact" determination is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g. the project falls outside a fault rupture zone). A "No Impact" determination should be explained where it is based on project-specific factors as well as general standards (e.g., the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).
2) All determinations and discussion must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
3) Once the lead agency has determined that a particular physical impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. "Potentially Significant Impact" is appropriate if there is substantial evidence that an effect may be potentially significant. If there are one or more "Potentially Significant Impact" entries in any section of this Initial Study, then an Environmental Impact Report (EIR) must be prepared to fully analyze the identified issue(s).
4) “Negative Declaration: Less Than Significant With Mitigation Incorporated" applies where the incorporation of mitigation measures has reduced an effect from "Potentially Significant Impact" to a "Less than Significant Impact." The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from Section XVII, "Earlier Analyses," may be cross-referenced).
5) Earlier analyses may be used where, pursuant to the tiering, program EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration (CEQA Guidelines Section 15063(c)(3)(D)). In such cases, a brief discussion should identify the following:
   a) Earlier Analyses Used. Identify and state where they are available for review.
   b) Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.
   c) Mitigation Measures. For any effects that are determined to be “Less than Significant with Mitigation Measures Incorporated,” describe the mitigation measures which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.
6) Lead agencies are encouraged to incorporate into the checklist any and all references to information sources for potential impacts (e.g., General Plan maps or exhibits, zoning ordinances, specific plans, etc.). Reference to a previously-prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.
7) Supporting Information Sources. A source list should be attached and other sources used or individuals contacted should be cited in the discussion. In this Initial Study, a References section is provided at the end of the document.
8) This is only a suggested form, and lead agencies are free to use different formats. However, lead agencies should normally address the questions from this checklist that are relevant to a project’s environmental effects in whatever format is selected.
9) The explanation of each issue should identify:
   a) The significance criteria or threshold, if any, used to evaluate each question; and,
   b) The mitigation measure identified, if any, to reduce the impact to less than significance.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
I. **AESTHETICS.** Would the project:				
a) Have a substantial adverse effect on a scenic vista?	☐	☐	☐	☒
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	☐	☐	☐	☒
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	☐	☐	☐	☒
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?	☐	☐	☐	☒

Aesthetics – Discussion

a) *No Impact.* The proposed project will not have an adverse effect on a scenic vista or scenic highway. The proposed project is the demolition of a single family residence which is not located within a scenic vista or along a scenic highway.

b) *No Impact.* The proposed demolition of a single family residence will not damage scenic resources, including trees, rock outcroppings, or historic buildings within a state scenic highway. The property is not located along a state scenic highway and the building itself is not historic or located within a historic or scenic district. There are no known rock outcroppings on-site.

c) *No Impact.* The proposed project will not degrade the existing visual character or affect the quality of the site and its surroundings. The demolition of the single family residence would not create a change in the appearance of the surroundings. The project is a demolition which will remove a structure from a property which is not particularly visible from the adjacent surroundings. Overall, the demolition of the single-family residence would not substantially degrade the existing visual character of the area.

d) *No Impact.* The proposed project is a demolition and it will not create a new source of substantial light or glare, which would adversely affect day or nighttime views in the area. Lighting and glare will be reduced because of the demolition and removal of the structure onsite.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
II. **AGRICULTURE & FOREST RESOURCES.** In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry & Fire Protection regarding the state's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment project; and forest carbon measurement methodology provided in Forest Protocols adopted by the California Air Resources Board. Would the project:				
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	☐	☐	☐	☒
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract.	☐	☐	☐	☒
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g)?	☐	☐	☐	☒
d) Result in the loss of forest land or conversion of forest land to non-forest use?	☐	☐	☐	☒
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?	☐	☐	☐	☒

Agriculture & Forest Resources – Discussion

a) *No Impact.* The project includes the demolition of a single family residence. The property does not include Prime Farmland and the demolition of the single family residence will not convert Prime Farmland or Unique Farmland of Statewide Importance to a non-agricultural use.

b) *No Impact.* The demolition will not conflict with existing zoning for agricultural use, or a Williamson Act contract. The property is within a developed residential area in a residential zoning district. The demolition does not include any proposal to change the zoning district nor is the property under the Williamson Act contract.

c) *No Impact.* This demolition is located in an area that is zoned for residential development. The property does not contain any forest land (as defined in Public Resources Code section 12220(g), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production. As such, removal of the structures on the property will not create an impact on forest land or timberland.

d) *No Impact.* The demolition will not result in the loss of forest land or conversion of forest land to non-forest use, as the property does not contain any forest land or propose the conversion of any forest land to non-forest use.

e) *No Impact.* This demolition is located in an area surrounded by a single family residences and the demolition of the home on the property would not result in the conversion of any farmland or forest area. Therefore, no impacts will occur related to agriculture or forest resources.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
III. **AIR QUALITY**. Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:				
a) Conflict with or obstruct implementation of the applicable air quality plan?	☐	☐	☐	☒
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	☐	☐	☐	☒
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is nonattainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?	☐	☐	☐	☒
d) Expose sensitive receptors to substantial pollutant concentrations?	☐	☐	☐	☒
e) Create objectionable odors affecting a substantial number of people?	☐	☐	☐	☒

Air Quality – Discussion

a, b) *No Impact.* The proposed project will not conflict with or obstruct implementation of the applicable air quality plan. The proposed project will not violate any air quality standard or contribute substantially to an existing or projected air quality violation.

c) *No Impact.* The proposed project will not result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard.

d) *No Impact.* The proposed project will not expose sensitive receptors to substantial pollutant concentrations. Additionally, the demolition process shall comply with Chapter 15.44 of the Redlands Municipal Code which regulates the demolition of structures.

e) *No Impact.* The proposed project will not create objectionable odors affecting a substantial number of people. Additionally, the demolition process shall comply with Chapter 15.44 of the Redlands Municipal Code which regulates the demolition of structures.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
IV. BIOLOGICAL RESOURCES. Would the project:				
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish & Wildlife or U.S. Fish & Wildlife Service?	☐	☐	☐	☒
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations, or by the California Department of Fish & Wildlife or U.S. Fish and Wildlife Service?	☐	☐	☐	☒
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	☐	☐	☐	☒
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	☐	☐	☐	☒
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	☐	☐	☐	☒
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	☐	☐	☐	☒

Biological Resources – Discussion

a) *No Impact.* The property is located within an urbanized area and the project scope is limited to the demolition of the existing residential structure. This demolition will not have a substantial adverse effect, either directly or through habitat modifications. All work completed will be required to adhere to all local, State, and Federal laws.

b) *No Impact.* There are no riparian habitats or other sensitive natural communities within the project area and no disturbance beyond the limits of the subject property is proposed.

c) *No Impact.* The proposed project will not have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means. No protected wetlands exist within the subject property.

d) *No Impact.* The project includes the demolition of an existing single family residence, and related improvements that have been previously developed and will not interfere substantially with the movement of any native residential or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites.

e) *No Impact.* The proposed project will not conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance.

f) *No Impact.* The proposed project is the demolition of a single-family home and it will not conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
V. **CULTURAL RESOURCES.** Would the project:				
a) Cause a substantial adverse change in the significance of a historical resource as defined in § 15064.5?	☐	☐	☒	☐
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to § 15064.5?	☐	☐	☒	☐
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	☐	☐	☐	☒
d) Disturb any human remains, including those interred outside of formal cemeteries?	☐	☐	☐	☒

Cultural Resources – Discussion

a) *Less than Significant Impact.* The historical significance of the project has been reviewed pursuant to the findings of Public Resources Code Section 5024.1, Title 14 CCR, Section 4852) which are as follow.

The analysis in this section is based upon City staff's research and the research and analysis contained with the Historic Resource Evaluation (HRE) prepared by Historic Resources Group dated January 2023. The HRE was prepared using primary and secondary sources related to the history and development of the property, including reference materials available at the A.K. Smiley Public Library in Redlands and field inspection of the property. Identification of physical features and historic integrity were ascertained during the site visit and through review of available building plans and other archival materials.

A. Associated with events have made a significant contribution to the broad patterns of California History and cultural heritage.

Permits were issued for construction of the home in 1958 and aerial images verify that the structure was constructed as of 1959. The home is a modest example of the post-World War II housing boom in the city, when large swaths of Redlands were developed as housing tracts and developments. It is one of over 3,700 residences built during this decade and was not associated with an early or notable tract development. As such, the building does not have significant interest as part of the development of Redlands. A comprehensive newspaper search and research conducted at the A.K. Smiley Library's Heritage Room by City staff did not reveal any evidence that this structure makes a

significant contribution to the development, heritage or cultural characteristics of the City, State, or Country.

B. Is associated with the lives of persons important in our past.

Staff conducted research at the A.K. Smiley Library Heritage Room and through newspaper.com. The table (as shown below) lists the residents associated to the subject property based on the information provided by the City Directories located at the A.K. Smiley Library's Heritage Room and Newspapers.com.

Year	Name(s)	Occupation
1959-1971	Robert Baker	Interior Designer
1975 - 1998	Paul R. Ennis	Doctor
2003 - 2008	Rick Pence	Construction Contractor
2008 - 2018	Gregory Misbach	Doctor
2018 - Present	Celina and Bryan McKernan	Construction Contractor

The newspaper research that was conducted for each of these individuals revealed no significant information. The individuals listed above had professional occupations and are not known to have significantly contributed to the culture, history or development of the city and further, the information found related to these individuals was not closely tied to this specific home.

As previously stated, the home was designed by notable Redlands architect Clare Day. Clare Day is known for his Mid-Century Modern style of design for residential, commercial and institutional buildings. Some of his contributions to the local area include Clement Middle school, Redlands Paint on Redlands Blvd., Cram Elementary School in Highland, and several homes within the south hills of Redlands. While the home was designed by Clare Day, it is not one of his more notable works. In addition, while Clare Day is a notable local architect, he would not be someone who is considered to have significantly contributed to the culture, history or development of the City.

C. Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values.

Please refer to the response provided under Section 2.62.170(D), above.

D. Has yielded, or may be likely to yield, information in prehistory or history.

There are several homes with Mid-Century Modern architecture in the City of Redlands. Although this home may not be one of the few remaining homes in the City of this architectural type, it is one of approximately 13 homes in Redlands designed by Clare Day. At the time of its initial construction, the residence exhibited significant character-defining features of the Mid-Century Modern style and reflected Day's work as an

important local architect. However, the building has undergone substantial alterations since its original construction, including relocation of the primary entrance, replacement of most windows and doors, enclosure of the original carport, replacement of some original siding, and re-cladding of the prominent exterior fireplace. Because of these alterations the property is no longer an excellent example of the Mid-Century Modern style nor an important example of Clare Henry Day's work. Day was extremely active in Redlands in the 1950s and 1960s, and there are many houses still extant with higher integrity in the City that better reflect his significance as a local architect. The home does not retain sufficient integrity to convey any potential significance under this criterion.

Based on the review of the criteria above as it relates to the demolition of the structure, it is not historically significant and approval of the proposed project will not cause a substantial adverse change in the significance of a historical resource as defined in §15064.5 further, there is no evidence that the site is likely to yield valuable information regarding pre-history.

b) *No Impact.* The building and site have not yielded any information regarding prehistory or history. The building will not likely yield information about the past. Therefore, approval of the proposed project will not cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5.

c) *No Impact.* The proposed project will not directly or indirectly destroy a unique paleontological resource or site, or unique geologic feature as significant ground disturbance is not proposed.

d) *No Impact.* The proposed project will not disturb any human remains, including those interred outside of formal cemeteries.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
VI. **ENERGY.** Would the project:				
a) Result in potentially significant environmental impact due to wasteful, inefficient, or unnecessary consumption of energy resources, during project construction or operation?	☐	☐	☐	☒
b) Conflict with or obstruct a state or local plan for renewable energy or energy efficiency?	☐	☐	☐	☒

Energy – Discussion

a) *No Impact.* The project is the demolition of a single-family residence. The demolition and removal of the structure of the residential structure would not result in the inefficient, wasteful, or unnecessary consumption of energy. The Project would therefore not cause or result in the need for additional energy producing or transmission facilities. The Project would not engage in wasteful or inefficient uses of energy and aims to achieve energy conservations goals within the State of California. Therefore, no impact would occur in relation to this issue.

b) *No Impact.* Redlands Municipal Code Chapter 15.18 requires that all new development projects (e.g., commercial, industrial, residential, etc.) comply with the California Green Building Standards, Title 24, Part 11 (known as CalGreen). However, the proposed project does not include the construction. The demolition of on single-family residence will not conflict with or obstruct any State or local plan for renewable energy or energy efficiency. There will be no impact.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
VII. **GEOLOGY & SOILS.** Would the project:				
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury or death involving:				
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology, Special Publication 42.	☐	☐	☐	☒
ii) Strong seismic ground shaking?	☐	☐	☐	☒
iii) Seismic-related ground failure, including liquefaction?	☐	☐	☐	☒
iv) Landslides?	☐	☐	☐	☒
b) Result in substantial soil erosion or the loss of topsoil?	☐	☐	☐	☒
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	☐	☐	☐	☒
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	☐	☐	☐	☒
e) Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?	☐	☐	☐	☒

Geology & Soils – Discussion

a) *No Impact.* The proposed project is a demolition and will remove a structure from the site. It will not expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving: Rupture of a known earthquake fault; Strong seismic ground shaking; Seismic-related ground failure, including liquefaction; and, landslides.

b) *No Impact.* Disturbance within the project site will be limited to the immediate location surrounding the home and the site is not being cleared or graded as a result of this project. The proposed project will not result in substantial soil erosion or the loss of topsoil.

d) *No Impact.* Adoption of the proposed project is not located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property.

e) *No Impact.* The proposed project does not have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of waste water. The project is a demolition of a single-family home, which is not currently utilizing sewer service and septic is in place on-site.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
VIII. **GREENHOUSE GAS EMISSIONS.** Would the project:				
a) Generate gas emissions, either directly or indirectly, that may have a significant impact on the environment?	☐	☐	☐	☒
b) Conflict with an applicable plan, policy or regulation adopted for the purposes of reducing the emissions of greenhouse gases?	☐	☐	☐	☒

Greenhouse Gas Emissions – Discussion

a) *No Impact.* The proposed project will not generate gas emissions, either directly or indirectly, that may have a significant impact on the environment.

b) *No Impact.* The proposed project will not conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
IX. **HAZARDS & HAZARDOUS MATERIALS.** Would the project:				
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	☐	☐	☐	☒
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	☐	☐	☐	☒
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	☐	☐	☐	☒
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	☐	☐	☐	☒
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	☐	☐	☐	☒
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	☐	☐	☐	☒
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	☐	☐	☐	☒
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	☐	☐	☐	☒

Hazards & Hazardous Materials – Discussion

a) *No Impact.* The proposed project will not create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials. Prior to the issuance of a demolition permit, a demolition application shall be submitted to the City of

Redlands Building and Safety Division for approval per the regulations set forth in the California Building Code. Additionally, the demolition process shall comply with Chapter 15.44 of the Redlands Municipal Code which regulates the demolition of structures and the abatement of hazardous materials.

b) *No Impact.* The proposed project will not create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment. Additionally, the demolition process shall comply with Chapter 15.44 of the Redlands Municipal Code which regulates the demolition of structures and the abatement of hazardous materials.

c) *No Impact.* The proposed project will not emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school. The nearest public school is Mariposa Elementary School, which is approximately one mile from the proposed project. The demolition process will be required to comply with Chapter 15.44 of the Redlands Municipal Code which regulates the demolition of structures and the abatement of hazardous materials.

d) *No Impact.* The proposed project is not located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5. This was verified by the Envirostor and GeoTracker database, as a result, would not create a significant hazard to the public or the environment.

e - f) *No Impact.* The proposed project is the demolition of a single-family residence which is not located within the immediate vicinity of a public or private airstrip. Therefore, the project would not result in a safety hazard for people residing or working in the project area. The project is not located in an airport land use plan.

g) *No Impact.* The project is the demolition of a single-family residence on an existing lot adjacent to established roadways. The proposed project will not impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan.

h) *No Impact.* The proposed project is a demolition which will remove structured from the property. Any new construction will be required to obtain permits and will be review for consistency with existing Building, Fire and Municipal Codes. The proposed project will not expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
X. **HYDROLOGY & WATER QUALITY.** Would the project:				
a) Violate any water quality standards or waste discharge requirements?	☐	☐	☐	☒
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	☐	☐	☐	☒
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	☐	☐	☐	☒
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?	☐	☐	☐	☒
e) Create or contribute runoff water which would exceed the capacity of existing or planned storm water drainage systems or provide substantial additional sources of polluted runoff?	☐	☐	☐	☒
f) Otherwise substantially degrade water quality?	☐	☐	☐	☒
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	☐	☐	☐	☒
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?	☐	☐	☐	☒
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	☐	☐	☐	☒
j) Inundation by seiche, tsunami, or mudflow?	☐	☐	☐	☒

Hydrology & Water Quality – Discussion

a) *No Impact.* The proposed project is the demolition of a single family residence. No discharge will be created due to the removal of the structures onsite. The proposed project will not violate any water quality standards or waste discharge requirements.

b) *No Impact.* The project consists of demolishing a single-family residence, and is not expected to utilize groundwater supplies. The proposed project will not substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level.

c) *No Impact.* The project is the demolition of a single family residence. The proposed project will not substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner that would result in flooding on- or offsite.

d) *No Impact.* The proposed project is a demolition and will remove impervious surface area from the site. This should result in a reduction in the amount of runoff from the site. The proposed project will not create or contribute runoff water, which would exceed the capacity of existing or planned storm water drainage systems or provide substantial additional sources of polluted runoff.

g) *No Impact.* The proposed project is the demolition of a single-family residence and does not propose any new housing. The proposed project will not place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map. The proposed project will not place within a 100-year flood hazard area structures that would impede or redirect flood flows.

h) *No Impact.* The proposed project is the removal of a structure, and it will not expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam.

f) *No Impact.* The project is not located in an area subject to seiche, tsunami, or mudflow. No impact will occur.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
XI. **LAND USE & PLANNING.** Would the project:				
a) Physically divide an established community?	☐	☐	☐	☒
c) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to, the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	☐	☐	☐	☒
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	☐	☐	☐	☒

Land Use & Planning – Discussion

a) *No Impact.* The proposed project will remove an existing structure from the site but will not change the property boundaries.

b) *No Impact.* The proposed project will not conflict with the zoning ordinance or general plan or other applicable land use plan as it only consists of the demolition of an existing single family dwelling.

c) *No Impact.* The proposed demolition of the single family residence does not conflict with any conservation or natural community plan as it located in an urban area.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
XII. **MINERAL RESOURCES.** Would the project:				
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	☐	☐	☐	☒
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	☐	☐	☐	☒

Mineral Resources – Discussion

a) *No Impact.* The removal of the structures on-site will not change the availability of mineral resources and the project is not located near a mineral resource recovery area. No impact will occur related to these issues.

b) *No Impact.* The removal of the structures will not result in the loss of availability of a locally important mineral source as delineated on a local general plan, or specific plan.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
XIII. **NOISE.** Would the project:				
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	☐	☐	☒	☐
b) Exposure of persons to or generation of excessive ground borne vibration or ground borne noise levels?	☐	☐	☒	☐
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	☐	☐	☐	☒
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	☐	☐	☐	☒
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	☐	☐	☐	☒
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	☐	☐	☐	☒

Noise – Discussion

a) *Less Than Significant Impact.* The proposed project will not result in exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies. The proposed project will not result in exposure of persons to or generation of excessive ground borne vibration or ground borne noise levels.

b) *Less than Significant Impact.* The proposed project will not result in a substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project. Project will be required to comply with the City's Noise Ordinance.

c) *No Impact.* The project is located approximately 4.00 south of the Redlands Municipal Airport. The proposed project is a demolition of a single family residence. This demolition would not expose people residing or working in the project area to excessive noise levels within the vicinity of an airport.

d) *No Impact.* The proposed project is not within the vicinity of a private airstrip. The proposed project is the demolition of a small building structure. This demolition would not expose people residing or working in the project area to excessive noise levels.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
XIV. **POPULATION & HOUSING.** Would the project:				
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of road or other infrastructure)?	☐	☐	☐	☒
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☒
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☒

Population & Housing – Discussion

a) *No Impact.* The proposed project is the demolition of a single-family residence. No extension of infrastructure is proposed by this project and no population growth is anticipated.

b) *No Impact.* The proposed project is the demolition of one single-family residence. The demolition would not result in the displacement of substantial existing housing that would require the construction of replacement housing elsewhere.

c) *No Impact.* The proposed project will not result in the displacement of a substantial number of people that would require the construction of a replacement housing.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
XV. **PUBLIC SERVICES.** Would the project:				
a) Result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:				
i) Fire protection?	☐	☐	☐	☒
ii) Police protection?	☐	☐	☐	☒
iii) Schools?	☐	☐	☐	☒
iv) Parks?	☐	☐	☐	☒
v) Other public facilities?	☐	☐	☐	☒

Public Services – Discussion

a) i) and ii) *No Impact.* Police and fire protection for the project site are provided by the City of Redlands. Calls for service are not expected to result from the demolition of the home. The proposed project will not result in the need for new or additional public facilities such as Police or Fire stations, vehicles, or additional staff as it is the removal of a structure and does not include the addition construction any new facility that could contribute to a significant increase in police or fire calls for service. No impact is anticipated in relation to this issue.

iii), iv), and v) *No Impacts.* The proposed project is not expected to impact or result in a need for new or altered general governmental services provided by the City of Redlands, the Redlands Unified School District, or other government agencies. The proposed project is a demolition and will result in the removal of a single-family residence from the property. It will not result in the need for new or additional public facilities such as public libraries, parks, or meeting facilities. The project does not induce significant residential growth requiring additional school facilities, nor will it directly generate the need for new additional park land. In terms of cumulative effects, the proposed project would not create any public services or facilities issues beyond that anticipated in the *General Plan EIR*. Therefore, no impacts will occur related to these issues.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
XVI. **RECREATION.** Would the project:				
a) Increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	☐	☐	☐	☒
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which have an adverse physical effect on the environment?	☐	☐	☐	☒

Recreation – Discussion

a) *No Impact.* The proposed project is the demolition of a single-family residence. The removal of the structure on this site will not contribute to an increased demand for recreational facilities.

b) *No Impact.* The project will not affect existing or planned recreational facilities, nor create a significant new demand for additional recreational facilities.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
XVII. **TRANSPORTATION.** Would the project:				
a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	☐	☐	☐	☒
b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	☐	☐	☐	☒
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that result in substantial safety risks?	☐	☐	☐	☒
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	☐	☐	☐	☒
e) Result in inadequate emergency access?	☐	☐	☐	☒
f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	☐	☐	☐	☒

Transportation – Discussion

a-f) *No Impact.* The proposed project is the demolition of a single-family residence. The removal of these structures would not create additional vehicle trips, or result in changes to vehicle circulation patterns, emergency access, and transit facilities. The demolition of the single-family residence and accessory structures will not conflict with congestion on any major roads or highways or conflict with any applicable plan, ordinance or policy establishing measures of effectiveness for the performance of circulation systems.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
XVIII. **TRIBAL CULTURAL RESOURCES.** Would the project:				
a) Would the project cause a substantial adverse change in the significance of a tribal cultural resource, defined in Public Resources Code section 21074 as either a site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe, and that is:	☐	☐	☐	☒
i) Listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources as defined in Public Resources Code section 5020.1(k); or,				
ii) A resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code Section 5024.1. In applying the criteria set forth in subdivision (c) of Public Resource Code Section 5024.1, the lead agency shall consider the significance of the resource to a California Native American tribe.	☐	☐	☐	☒

Tribal Cultural Resources – Discussion

a) *No Impact.* The subject site was initially developed as a single-family residence, which is proposed for demolition. No subsurface activities will occur as a result of the demolition of the structures on-site, beyond the removal of slabs and foundations. Grading of the site is not proposed in the scope of this demolition.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
XIX. **UTILITIES & SERVICE SYSTEMS.** Would the project:				
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	☐	☐	☐	☒
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	☐	☐	☐	☒
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	☐	☐	☐	☒
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	☐	☐	☒	☐
e) Result in a determination by the wastewater treatment provider, which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	☐	☐	☒	☐
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	☐	☐	☒	☐
g) Comply with federal, state, and local statutes and regulations related to solid waste?	☐	☐	☐	☒

Utilities & Service Systems – Discussion

a) *No Impact.* The demolition of the single-family residence will not result in an increase in waste water treatment because no new building is proposed as a part of this project that would require waste water treatment.

b, c) *No Impact*. The proposed project will not require the construction of a new water or wastewater treatment facility which could cause significant environmental effects. The proposed project is the demolition and removal of an existing single-family home and it will not require the construction of storm water drainage facilities which could cause significant environmental effects.

d) *No Impact*. The demolition of the existing single-family residence will not result in the need for additional water supplies.

e) No *Impact*. The demolition of the existing single-family residence will not result in an additional demand for wastewater treatment by its provider.

f) *No Impact*. The proposed demolition of one single-family residence will not generate waste that will exceed the capacity of the landfill.

g) *No Impact*. The proposed demolition will require the issuance of building permit, issued by the Development Services Department. As a part of permit issuance, compliance with all applicable federal, state, and local statutes and regulations related to solid waste is required.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
XX. **WILDFIRE.** If located in or near state responsibility areas or lands classified as very high fire hazard severity zones, would the Project:				
a) Substantially impair an adopted emergency response plan or emergency evacuation plan?	☐	☐	☐	☒
b) Due to slope, prevailing winds, and other factors, exacerbate wildfire risks, and thereby expose project occupants to, pollutant concentrations from a wildfire or the uncontrolled spread of a wildfire?	☐	☐	☐	☒
c) Require the installation or maintenance of associated infrastructure (such as roads, fuel breaks, emergency water sources, power lines or other utilities) that may exacerbate fire risk or that may result in temporary or ongoing impacts to the environment?	☐	☐	☐	☒
d) Expose people or structures to significant risks, including downslope or downstream flooding or landslides, as a result of runoff, post-fire slope instability, or drainage changes?	☐	☐	☐	☒

<u>Wildfire – Discussion</u>

a, b, c, d) *No Impact.* The proposed project is a demolition, which will remove a structure from the project location. Any future construction on the site would be required to comply with the California Building Code and the Redlands Municipal Code. Therefore, there will be no impacts.

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
XXI. **MANDATORY FINDINGS OF SIGNIFICANCE.**				
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	☐	☐	☐	☒
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.)	☐	☐	☐	☒

Issues:	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	☐	☐	☐	☒

Mandatory Findings of Significance – Discussion

a) *No Impact.* The proposed project will not have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory.

b) *No Impact.* The proposed project will not have impacts that are individually limited, but cumulatively considerable.

c) *No Impact.* The proposed project will not have environmental effects that will cause substantial adverse effects on human beings, either directly or indirectly.

REFERENCES

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California State Geoportal. "California Fire Hazard Severity Zone Viewer." 2020. https://gis.data.ca.gov/datasets/789d5286736248f69c4515c04f58f414

Department of Toxic Substances Control. "Envirostor." https://www.envirostor.dtsc.ca.gov/public/map/?myaddress=Redlands

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State Water Resources Control Board. "Geotracker." Accessed 24 August 2021. https://geotracker.waterboards.ca.gov/profile_report.asp?global_id=T0607100096

U.S. Fish and Wildlife Service. "National Wetlands Inventory." 8 March 2021. https://www.fws.gov/wetlands/data/mapper.html

RESOLUTION NO. 2023-01

A RESOLUTION OF THE HISTORIC AND SCENIC PRESERVATION COMMISSION OF THE CITY OF REDLANDS DENYING DEMOLITION NO. 357 TO DEMOLISH AN APPROXIMATELY 2,794 SQUARE FOOT SINGLE FAMILY DWELLING LOCATED AT 130 SIERRA VISTA DRIVE (APN: 0176-173-09-0000).

WHEREAS, Brian McKernan, property owner, has submitted an application for Demolition No. 357 to demolish a 2,794 square-foot single-family residential dwelling located at 130 Sierra Vista within the Estate Residential (R-A) zone (APN: 0176-173-09-0000); and

WHEREAS, notice of this Historic and Scenic Preservation Commission public hearing for the Project was duly published in the Redlands Daily Facts by the Secretary to the Historic and Scenic Preservation Commission; and

WHEREAS, on April 6, 2023, the Historic and Scenic Preservation Commission held a public hearing and considered the staff report, oral report, the testimony and the written evidence submitted by and on behalf of the applicant and by members of the public; and

WHEREAS, the proposed demolition may significantly alter a historic resource, may cause potentially significant impacts to the environment or a historic resource or historic district, and therefore is not exempt from environmental review in accordance with the California Environmental Quality Act (CEQA) Guidelines. Alternatively, CEQA Guidelines Section 15270 pertains to projects which are disapproved.

NOW, THEREFORE, BE IT RESOLVED BY THE HISTORIC AND SCENIC PRESERVATION COMMISSION OF THE CITY OF REDLANDS AS FOLLOWS:

Section 1. The proposed project may significantly alter a historic resource and may cause potentially significant impacts to the environment, or a historic resource as defined by CEQA Guidelines Section 15064.5(b), and therefore, is not exempt from environmental review in accordance with the CEQA Guidelines. Alternatively, CEQA Guidelines Section 15270 pertains to projects which are disapproved.

Section 2. The application for Demolition No. 357 is hereby denied.

Section 3. This Resolution shall become effective upon adoption. If no appeal is filed within ten days (by April 17, 2023) in accordance with the Redlands Municipal Code, then the decision shall become final on April 17, 2023, at 5:00 p.m.

ADOPTED, SIGNED AND APPROVED this 6th day of April, 2023.

Kurt Heidelberg, Chair, Historic and Scenic Preservation Commission

ATTEST:

for

Linda McCasland, Secretary

I, Linda McCasland, Historic and Scenic Preservation Commission Secretary of the City of Redlands, hereby certify that the foregoing resolution was duly adopted by the Historic and Scenic Preservation Commission at a regular meeting thereof held on the 6th day of April, 2023, by the following vote:

AYES: 0
NOES: 5
ABSENT: 2
ABSTAINED: 0

for

Linda McCasland, Secretary, Historic and Scenic Preservation Commission

RESOLUTION NO. 8471

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS UPHOLDING THE APPEAL OF THE HISTORIC AND SCENIC PRESERVATION COMMISSION'S TO DENY DEMOLITION PERMIT NO. 357 AND APPROVING DEMOLITION PERMIT NO. 357

WHEREAS, Brian McKernan, property owner, has submitted an application for Demolition Permit No. 357 to demolish a 2,794 square-foot single-family residential dwelling located at 130 Sierra Vista within the Estate Residential (R-A) zone (APN: 0176-173-09-0000); and

WHEREAS, notice of the February 2, 2023, Historic and Scenic Preservation Commission public hearing for Demolition No. 357 was mailed to the owners of record of all properties within 300 feet of the subject property by the Secretary to the Historic and Scenic Preservation Commission; and

WHEREAS, on February 2, 2023, the Historic and Scenic Preservation Commission held a public hearing and considered the staff report, oral report, the testimony and the written evidence submitted by and on behalf of the applicant and by members of the public; and

WHEREAS, on February 2, 2023, the Historic and Scenic Preservation Commission Continued the Demolition No. 357 to an unspecified date; and

WHEREAS, notice of the April 6, 2023, Historic and Scenic Preservation Commission public hearing was mailed to the owners of record of all properties within 300 feet of the subject property; and

WHEREAS, on April 6, 2023, the Historic and Scenic Preservation Commission held a public hearing and considered the staff report, oral report, the testimony and the written evidence submitted by and on behalf of the applicant and by members of the public; and

WHEREAS, following the public hearing on April 6, 2023, the Historic and Scenic Preservation Commission found:

a) Although a structure may not retain sufficient integrity to meet the criteria for listing in the National Register, it can still be eligible for listing in the California Register, per California Code of Regulations, Title 14, Chapter 11.5, Section 4852(c); and
b) Despite the alterations that have been made to the Baker residence, the residence still retains sufficient integrity, such that it is an eligible historic resource under the California Register guidelines; and
c) The demolition of the Baker residence would significantly alter an historic resource; and

WHEREAS, Brian and Celina McKernan ("Appellant"), has filed a timely application on April 10, 2023, to appeal the Historic and Scenic Preservation Commission's decision to deny Demolition Permit No. 357; and

WHEREAS, on May 2, 2023, the City Council held a duly noticed public hearing to consider the Appeal of the Historic and Scenic Preservation Commission's decision to deny Demolition Permit No. 357, and considered the findings and analysis of the Historic Resource Evaluation report, as modified, prepared by Historic Resources Group, the peer review report prepared by ECORP, the verbal and written testimony of City Staff, the applicant and public comments from members of the public.

WHEREAS, CEQA Guidelines Section 15301 (Existing Facilities) provides for exemption the California Environmental Quality Act (CEQA), and the project qualifies for this exemption; and

WHEREAS, the Historic Resources Evaluation report found that the following alterations to character defining features of the Baker residence have been made to the original structure:

a) Replacement of original ballast roof with membrane roofing
b) Reconfiguration of the primary east façade
c) Enclosure of the original carport
d) Enclosure of the original recessed entry porch
e) Removal of original stack bond slump stone entry wall
f) Removal of the original flush wood entrance door Relocation of the primary entrance
g) Installation of an incompatible stock entrance door
h) Alteration of the southeast corner window to accommodate new entrance
i) Re-cladding of stack bond slump stone chimney with incompatible manufactured stone veneer
j) Installation of incompatible manufactured stone veneer wall base
k) Two additions on the primary façade
l) Two additions to the secondary, north façade
m) Removal of at least twenty original windows; these were either infilled or replaced with incompatible vinyl units
n) Replacement of three original aluminum framed sliding glass doors with incompatible vinyl units
o) Installation of at least seven incompatible new vinyl windows in new window openings
p) Removal/replacement of some original siding

WHEREAS, based on the findings of the Historic Resources Evaluation report and following the public hearing on May 2, 2023, for the Appeal of the Historic and Scenic Preservation Commission's decision on Demolition Permit No. 357, the City Council found:

1. Due to the compromised historic integrity of the Baker residence, the structure is not eligible for listing in the National Register or California Register, nor is it eligible for designation as a City of Redlands Historic Landmark or Resource; and
2. Demolition Permit No. 357 would not substantially alter an eligible historic resource, and is therefore exempt from the preparation of a negative

declaration or environmental impact report under the California Environmental Quality Act.

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

Section 1. The recitals set forth above are true and correct and are incorporated by reference herein.

Section 2. Based on the evidence and testimony presented to the City Council during the public hearing, including the findings and analysis of the Historic Resource Evaluation report, as modified, prepared by Historic Resources Group and the peer review report prepared by ECORP, the applicant's Appeal of the Historic and Scenic Preservation Commission's decision to deny Demolition Permit No. 357 is hereby upheld, reversing the Historic and Scenic Preservation Commission's denial.

Section 3. The approval of Demolition Permit No. 357 is Exempt from the California Environmental Quality Act per Section 15301(l)(1) (Existing Facilities), and there is no substantial evidence of any potentially significant impacts.

Section 4. Demolition Permit No. 357 is hereby approved subject to the conditions of approval contained in Exhibit A attached to this Resolution.

Section 5. This Resolution shall become effective upon adoption.

ADOPTED, SIGNED, AND APPROVED this 2nd day of May, 2023.

_____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, do hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting thereof held on the 2nd day of May, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

_____
Jeanne Donaldson, City Clerk

EXHIBIT A
DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION

CONDITIONS OF APPROVAL FOR
DEMOLITION PERMIT NO. 357

1. This approval is to demolish an approximately 2,794 square-foot, single-family residential dwelling over 50 years of age located at 130 Sierra Vista Drive (APN: 0293-141-32-0000)

2. Prior to demolition, a building permit shall be obtained from the Development Services Department.

3. The issuance of any permits shall comply with all provisions of the Redlands Municipal Code, including Section 15.44 which regulates the demolition of structures.

4. All demolition activities shall be limited to the hours from 7:00 a.m. to 6:00 p.m., Monday through Saturday, and prohibited on Sundays and Federal Holidays.

5. The applicant for this permit, and its successors and assigns, shall defend, indemnify and hold harmless the City of Redlands, and its elected officials, officers, agents, and employees, from and against any and all claims, actions, and proceedings to attack, set aside, void or annul the approval of this permit by the City, or brought against the City due to acts or omissions in any way connected to the applicant's project that is the subject of this permit. This indemnification shall include, but not be limited to, damages, fees, costs, liabilities, and expenses incurred in such actions or proceedings, including damages for the injury to property or persons, including death of a person, and any award of attorneys' fees. In the event any such action is commenced to attack, set aside, void, or annul all, or any, provisions of this permit, or is commenced for any other reason against the City for acts or omissions relating to the applicant's project, within fourteen (14) City business days of the same, the applicant shall file with the City a performance bond or irrevocable letter of credit (together, the "Security") in a form and in an amount satisfactory to the City, to ensure applicant's performance of its defense and indemnity obligations under this condition. The failure of the applicant to provide the Security shall be deemed an express acknowledgment and agreement by the applicant that the City shall have the authority and right, without objection by the applicant, to revoke all entitlements granted for the project pursuant to this permit. The City shall have no liability to the applicant for the exercise of City's right to revoke this permit.

RESOLUTION NO. 8472

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS DENYING THE APPEAL OF THE HISTORIC AND SCENIC PRESERVATION COMMISSION'S DECISION TO DENY DEMOLITION PERMIT NO. 357.

WHEREAS, Brian McKernan, property owner, has submitted an application for Demolition Permit No. 357 to demolish a 2,794 square-foot single-family residential dwelling located at 130 Sierra Vista within the Estate Residential (R-A) zone (APN: 0176-173-09-0000); and

WHEREAS, notice of the February 2, 2023, Historic and Scenic Preservation Commission public hearing for the Project was mailed to the owners of record of all properties within 300 feet of the subject property by the Secretary to the Historic and Scenic Preservation Commission; and

WHEREAS, on February 2, 2023, the Historic and Scenic Preservation Commission held a public hearing and considered the staff report, oral report, the testimony and the written evidence submitted by and on behalf of the applicant and by members of the public; and

WHEREAS, on February 2, 2023, the Historic and Scenic Preservation Commission Continued the Project to an unspecified date; and

WHEREAS, notice of the April 6, 2023, Historic and Scenic Preservation Commission public hearing was mailed to the owners of record of all properties within 300 feet of the subject property by the Secretary to the Historic and Scenic Preservation Commission; and

WHEREAS, on May 2, 2023, the Historic and Scenic Preservation Commission held a public hearing and considered the staff report, oral report, the testimony and the written evidence submitted by and on behalf of the applicant and by members of the public; and

WHEREAS, following the public hearing on April 6, 2023, the Historic and Scenic Preservation Commission found that despite alterations that had been made to the original home, the structure still retains sufficient integrity, such that it remains an historic resource and that the demolition would significantly alter a historic resource; and

WHEREAS, the Historic and Scenic Preservation Commission found:

a) Despite the changes made to the original structure, the Baker residence retains sufficient integrity to meet the criteria for listing in the California Register as it has the potential to yield significant scientific or historical information; and
b) Demolition of the Baker residence would significantly alter a historic resource and therefore is not exempt from environmental review in accordance with the California Environmental Quality Act (CEQA) Guidelines; and

WHEREAS, based on these findings, the Historic and Scenic Preservation Commission denied Demolition Permit No. 357; and

WHEREAS, Brian and Celina McKernan ("Appellant"), has filed a timely application on April 10, 2023, to appeal the Historic and Scenic Preservation Commission's denial of the Demolition Permit No. 357; and

WHEREAS, on May 2, 2023, the City Council held a duly noticed public hearing to consider the Appeal of the Historic and Scenic Preservation Commission's decision to deny denial of Demolition Permit No. 357, and considered verbal and written testimony of City Staff, the applicant and public comments from members of the public.

WHEREAS, following the public hearing on May 2, 2023, for the Appeal of the Historic and Scenic Preservation Commission's decision to deny Demolition Permit No. 357, the City Council concurred with the Commission's findings and analysis that found:

a) Despite the changes made to the original structure, the Baker residence retains sufficient integrity to meet the criteria for listing in the California Register as it has the potential to yield significant scientific or historical information; and
b) Demolition of the Baker residence would significantly alter a historic resource and therefore is not exempt from environmental review in accordance with the California Environmental Quality Act (CEQA) Guidelines; and

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

Section 1. The recitals set forth above are true and correct and are incorporated by reference herein.

Section 2. Approval of Demolition Permit No. 357 will significantly alter a historic resource and will cause significant impacts to the environment, as defined by CEQA Guidelines Section 15064.5(b), and therefore, is not exempt from environmental review in accordance with the CEQA Guidelines.

Section 3. Based on the evidence and testimony presented to the City Council during the public hearing, including the findings and analysis of the Historic and Scenic Preservation Commission, the City Council hereby denies the Appeal and upholds the decision of the Historic and Scenic Preservation Commission to deny Demolition Permit No. 357.

ADOPTED, SIGNED, AND APPROVED this 2nd day of May, 2023.

_____
Eddie Tejeda, Mayor

ATTEST:

_____
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, do hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting thereof held on the 2nd day of May, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

_____
Jeanne Donaldson, City Clerk

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of the Enterprise License Agreement with Esri for a period of 3 years at an amount not-to-exceed $273,409 for mapping software and services (Management Services/Finance Director Garcia)

MOTION(S):

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

I move to approve the Enterprise License Agreement with Esri for a period of 3 years at an amount not-to-exceed $273,409 for mapping software and services.

RECOMMENDATION:

Staff recommends that the City Council approve the Enterprise License Agreement with Esri for a period of 3 years at an amount not-to-exceed $273,409 for mapping software and services.

DISCUSSION:

In May 2011, the City entered into an Enterprise License Agreement (ELA) with Esri to use Esri's software and services. At the time, that was the first ELA that Esri entered into with a city the size of Redlands. The agreement presented herein would represent the City's fifth consecutive ELA with Esri to date. This type of licensing agreement has allowed Redlands to expand the use of Esri's mapping software throughout the City. Esri ArcGIS Desktop software continues to be an integral part of the business process for many departments in the City. The City has also taken advantage of Esri's ArcGIS Online platform to deliver the City's Geographic Information System (GIS) system in a more mobile setting, to field workers and also to members of the public. The City has been using Esri products to develop important applications supporting the work of

many departments. Esri ArcGIS Server software allows the City to easily display information to the public in a map format. The City's GIS currently maintains more than 300 layers and has dozens of interactive map applications and dashboards that were developed with and require Esri licensing. These include polling locations, Zoning, General Plan, City Capital Improvement Projects, Road Closures, and water shutdowns, which are readily available to the public. (GIS Open Data Hub). Some examples are highlighted below:

- Development Services:
  - City of Redlands Zoning app: Zone App
  - OneStop Map: used to locate projects and provide a visual explanation of the surrounding area through important layers such as parcels, address points, different boundaries, fire hazard areas, streets, street lights, traffic signals, and aerial imagery among others. There are 3 versions available for users: ArcMap, ArcGIS Pro, and OneStop Web App.
  - Its analysis tools have contributed to the development of the Pavement Accelerated Repair Implementation Strategy (PARIS) and the Street Lighting Upgrade Program.
  - CityWorks: several layers used by CityWorks have been developed and are maintained through Esri products, used for permitting through the One Stop Permit Center for processing work orders for general infrastructure maintenance.
  - Esri's Business Analyst app is an integral part of the Development Services Department’s efforts to attract new and expanded business to the City of Redlands.
  - Licensing for ArcGIS Urban will also help City departments visualize existing and proposed private development projects in a real-time 3D web viewer.
- Facilities & Community Services:
  - Parks Map Tour App: Parks Tour App
  - Street Sweeping App: Street Sweeping App
  - City Trees App: City Trees App.
  - Homeless Outreach: developed with Survey123.
- Fire Department:
  - Weed Abatement Program: using Survey123 for data collection and ArcGIS Dashboards to visualize and update the status of the inspections.
  - Fireworks Reporter: using Survey123 for data collection and ArcGIS Dashboards to visualize and update the status of the reports.
  - Fire department hub: Fire Department Hub
  - Esri software was used during the COVID-19 pandemic to inform residents of open businesses and analyze at-risk populations.
- Police Department:
  - Spillman: all the layers used by the Police Department’s Spillman Computer-Aided Dispatch program are being maintained and are hosted using Esri Products.

    - Redlands PD K9 Weekly Evaluation: developed with Survey123.
    - Racial and Identity Profiling Act Legislation (RIPA) Stop Survey: An initial version of RIPA was developed using Survey123.
    - Crime analysis to aid in the deployment of law enforcement resources.
    - It is used to visually present traffic collision data throughout the City, which was a key input into the development of the City's successful grant applications for the Safe Routes to Schools program.
- Municipal Utilities and Engineering:
    - City Streetlights App: Streetlights App
    - All the city's water distribution system is currently updated through Esri products both in the field and to add new features through our desktop version. Some layers include wells, valves, treatment plants, water main, hydrants, meters, and laterals, among others.
    - Sewer Cleaning App: Sewer Cleaning App
    - All the sewer system infrastructure is maintained through Esri products.
- Open Government:
    - Its ArcGIS Hub service is used to display and organize the City's Open Data web mapping applications and GIS data downloads.

The current License Agreement incorporates new applications and subscriptions which are listed below:

- ArcGIS Developer Subscriptions: this will allow the GIS team to extend and customize our current GIS applications with scripts and extensions.
- Site Scan: This is a cloud-based drone mapping software to support data collection of current or future drone users within the city. This application will allow easy web visualization and further analysis of collected data.
- 10-Day Training Pass: this will allow the GIS team and users to keep their knowledge and skills updated. This is especially important as Esri launches new updates of their application every year or less in some cases.
- 100 ArcGIS Online Worker Annual Subscription: this will reduce ArcGIS online viewers and allow field workers who only need to visualize data to update.
- ArcGIS Mission: we are planning to start using ArcGIS Mission in year 2. This is an application focused on Police and Fire departments which will allow them to provide tactical situational awareness to their teams about real-time events and activities. This tool will allow teams to share their location, track movements, gain insights, and will increase transparency throughout incidents.

The GIS team plans to leverage new projects to benefit the city and some examples are:

- City Hub update: GIS is currently planning new and relevant content, allowing internal and external stakeholders access to both data and applications. The development of the new hub will have internal and external pages, allowing content to specific users, and will be developed in three stages and providing content by the department.

- Fire Department Risk Assessment: with the support of Esri, GIS and the Fire Department will start working on a fire risk assessment that will allow prioritized fire prevention activities. This project will be part of a pilot project with Esri and their new Risk Assessment solution team.
- ArcGIS Missions: the Police, Fire Department, and GIS will be participating in a pilot project with Esri to test ArcGIS Mission through a test scenario. This pilot study will allow each of the departments involved to identify needs and plan ahead to be ready for the actual deployment.
- Parcel Viewer: GIS is currently working on updating the parcel layer that is being used in different applications targeting different users. A planned project is to develop a Parcel Viewer for internal users and it will be hosted in the internal city hub.
- Police and Fire dashboards: GIS is planning to launch different dashboards to support both departments' activities, including crime and call for service analytics, a new EOC dashboard, and updated applications.
- Migrating water, stormwater, and sewer systems: one of the big projects planned by the GIS team is to transfer the current water, stormwater, and sewer data layers within ArcGIS from a geometric network to a utility network. The migration will bring great benefits for both users and the GIS team, who are constantly updating them. This is a long-term project that will be done over several months with Esri Professional Services guidance.

The cost of the Enterprise License Agreement is $273,409 over the next three years. This represents an increase of roughly $70,000, reflecting the updated pricing as well as the addition of several new products. This is a sole source procurement.

ALTERNATIVES:

Do not approve the Enterprise License Agreement. This is not recommended, however, due to the extent of workflows dependent on currently existing Esri applications.

STRATEGIC PLAN:

- Supports Objective A-1: Enhance fiscal and operational practices to support fiscal stability, transparency, and data-driven decisions.
- Supports Objective B-1: Business Attraction: Increase efforts to identify/target/attract new retail, service, healthcare and technology businesses as identified in the Economic Development Action Plan (Section 1.1; 1.2; 1.3)
- Supports Objective B- 2: Tourism: Increase tourism by marketing Redlands as a destination and expand/enhance the Downtown area and related events as identified in the Economic Development Action Plan (Sections 4.1, 4.2, 4.3).

- Supports Objective C-6: Citywide Drainage Master Plan Implementation
- Supports Objective C-9: Water and Wastewater Pipeline Replacement Program
- Supports Objective C-11: PARIS Program
- Supports Objective D-5: Open Space Weed Abatement

SUBMITTED BY:
Danielle Garcia, Management Services/Finance Director

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

REVIEWED BY:
Yvette M. Abich Garcia, City Attorney
Janice McConnell, Assistant City Manager
Dana Abramovitz-Daniel, Procurement Manager

PREPARED BY:
Claudia Caceres, GIS Supervisor

Fiscal Impact

Fiscal Year:	2023
Appropriation Required Y/N:	No
Amount:	273,409
Budgeted Y/N:	Y
Account No.:	604900

Discussion:

Funding for this enterprise license agreement is included in the Management Services Department's adopted budget for Fiscal Years 2023 & 2024. Amounts for FY 2025 will be included in the Department's subsequent fiscal year budget requests.

FY 2023: $83,636
FY 2024: $94,636
FY 2025: $95,136

Attachments

Esri Enterprise License Agreement 2023
Esri Quotation # Q-494181

Esri Use Only:
Cust. Name _____
Cust. # _____
PO # _____
Esri Agreement # _____

SMALL ENTERPRISE AGREEMENT
COUNTY AND MUNICIPALITY GOVERNMENT
(E214-3)

This Agreement is by and between the organization identified in the Quotation (**"Customer"**) and **Environmental Systems Research Institute, Inc.** (**"Esri"**).

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

Table A
List of Products

Uncapped Quantities

Desktop Software and Extensions (Single Use)
ArcGIS Desktop Advanced
ArcGIS Desktop Standard
ArcGIS Desktop Basic
ArcGIS Desktop Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager, ArcGIS Data Reviewer

Enterprise Software and Extensions
ArcGIS Enterprise (Advanced and Standard)
ArcGIS Monitor
ArcGIS Enterprise Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager, ArcGIS Data Reviewer

Enterprise Additional Capability Servers
ArcGIS Image Server

Developer Tools
ArcGIS Runtime Standard
ArcGIS Runtime Analysis Extension

Limited Quantities
One (1) Professional subscription to ArcGIS Developer
Two (2) ArcGIS CityEngine Single Use Licenses
250 ArcGIS Online Viewers
250 ArcGIS Online Creators
37,500 ArcGIS Online Service Credits
250 ArcGIS Enterprise Creators
5 ArcGIS Insights in ArcGIS Enterprise
5 ArcGIS Insights in ArcGIS Online
50 ArcGIS Location Sharing for ArcGIS Enterprise
50 ArcGIS Location Sharing for ArcGIS Online
4 ArcGIS Parcel Fabric User Type Extensions (Enterprise)
4 ArcGIS Utility Network User Type Extensions (Enterprise)
4 ArcGIS Trace Network User Type Extensions (Enterprise)

OTHER BENEFITS

Number of Esri User Conference registrations provided annually	**4**
Number of Tier 1 Help Desk individuals authorized to call Esri	**4**
Maximum number of sets of backup media, if requested*	**2**
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

*Additional sets of backup media may be purchased for a fee

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

_____
(Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: _____

Address: _____

City, State, Postal Code: _____

Country: _____

Quotation Number (if applicable): _____

Telephone: _____

Fax: _____

E-mail: _____

1.0—Additional Definitions

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at https://www.esri.com/en-us/legal/terms/full-master-agreement and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—Additional Grant of License

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—Term, Termination, and Expiration

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—Product Updates

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at https://support.esri.com/en/other-resources/product-life-cycle. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—Maintenance

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at https://www.esri.com/en-us/legal/terms/maintenance). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.

2. The Tier 1 Help Desk will be fully trained in the Products.

3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.

4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.

5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer’s organization.

6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.

2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.

3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.

5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—Endorsement and Publicity

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—Administrative Requirements

7.1 **OEM Licenses.** Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 **Annual Report of Deployments.** At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—Ordering, Administrative Procedures, Delivery, and Deployment

8.1 **Orders, Delivery, and Deployment**

a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download, operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

c. Esri's federal ID number is 95-2775-732.

d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 **Order Requirements.** Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.

b. The following information will be included in each Ordering Document:

(1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
(2) Order number
(3) Applicable annual payment due

9.0—Mergers, Acquisitions, or Divestitures

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.

9.2 If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.

9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.

Quotation # Q-494181

Date: April 4, 2023

Customer # 381702 **Contract #**

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

City of Redlands
Management Services
35 Cajon St Ste 222
Redlands, CA 92373

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 4/4/2023 To: 7/3/2023

ATTENTION: Danielle Garcia
PHONE: (909) 798-7507
EMAIL: dgarcia@cityofredlands.org

Material	Qty	Term	List Price	Discount	Unit Price	Total
168179	1	Year 1	$56,700.00	0%	$56,700.00	$56,700.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription						
168179	1	Year 2	$56,700.00	0%	$56,700.00	$56,700.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription						
168179	1	Year 3	$56,700.00	0%	$56,700.00	$56,700.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription						
173625	1		$4,500.00	0%	$4,500.00	$4,500.00
Site Scan for ArcGIS Operator Annual Subscription USA Hosted. This user type license is the foundation of Site Scan for ArcGIS. It provides drone operators the ability to create and fly drone missions using Site Scan Flight Planning, and to upload drone flight data into Site Scan Manager for processing into 2D and 3D outputs. In addition to the ability to fly a drone and upload images for processing, Site Scan Operators have the same privileges as a Site Scan Access License, including ability to download, edit, analyze, and share project data using the Site Scan Manager web interface. What's Included: Access to Site Scan for ArcGIS Flight Planning iOS App, Access to Site Scan for ArcGIS Manager Web App, Unlimited data processing and storage in private cloud, Unlimited View Only Licenses, Technical support (Email/phone support [7AM to 7PM PT: Monday thru Friday], E Learning online knowledge base.						
173632	1		$500.00	3.2%	$484.00	$484.00
Site Scan Single Access USA Hosted Annual Subscription - Year 1						
180147	1		$3,500.00	50%	$1,750.00	$1,750.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:	Email:	Phone:
Jacqueline Scott	jacqueline_scott@esri.com	(909) 793-2853 x1650

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

SCOTTJ **This offer is limited to the terms and conditions incorporated and attached herein.**

Quotation # Q-494181

Date: April 4, 2023

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 4/4/2023 To: 7/3/2023

Customer # 381702 Contract #

City of Redlands
Management Services
35 Cajon St Ste 222
Redlands, CA 92373

ATTENTION: Danielle Garcia
PHONE: (909) 798-7507
EMAIL: dgarcia@cityofredlands.org

Material	Qty	Term	List Price	Discount	Unit Price	Total
Drone2Map Advanced for ArcGIS Online Annual Subscription - Year 1						
174382	10		$895.00	5%	$850.25	$8,502.50
10-Day Esri Training Pass: Year 1						
157511	250		$0.00	0%	$0.00	$0.00
Small Enterprise Agreement Public Safety ArcGIS Online Creator in Continually Staffed Environment - Year 1						
157519	250		$0.00	0%	$0.00	$0.00
Small Enterprise Agreement Public Safety Enterprise Creator in Continually Staffed Environment - Year 1						
159166	1		$10,000.00	50%	$5,000.00	$5,000.00
ArcGIS Hub Premium: ArcGIS Online Community Annual Subscription - Year 1						
178731	2		$3,300.00	50%	$1,650.00	$3,300.00
ArcGIS Urban Online Annual Subscription - Year 1						
169044	1		$4,400.00	50%	$2,200.00	$2,200.00
ArcGIS Suite Online Annual Subscription - Year 1						
178625	4		$100.00	20%	$80.00	$320.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:	**Email:**	**Phone:**
Jacqueline Scott	jacqueline_scott@esri.com	(909) 793-2853 x1650

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Quotation # Q-494181

Date: April 4, 2023

Customer # 381702 **Contract #**

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

City of Redlands
Management Services
35 Cajon St Ste 222
Redlands, CA 92373

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 4/4/2023 To: 7/3/2023

ATTENTION: Danielle Garcia
PHONE: (909) 798-7507
EMAIL: dgarcia@cityofredlands.org

Material	Qty	Term	List Price	Discount	Unit Price	Total
ArcGIS Business Analyst Web App Standard Online Annual Subscription - Year 1						
178624	1		$1,100.00	20%	$880.00	$880.00
ArcGIS Business Analyst Standard Online Bundle Annual Subscription - Year 1						
173625	1		$4,500.00	0%	$4,500.00	$4,500.00
Site Scan for ArcGIS Operator Annual Subscription USA Hosted. This user type license is the foundation of Site Scan for ArcGIS. It provides drone operators the ability to create and fly drone missions using Site Scan Flight Planning, and to upload drone flight data into Site Scan Manager for processing into 2D and 3D outputs. In addition to the ability to fly a drone and upload images for processing, Site Scan Operators have the same privileges as a Site Scan Access License, including ability to download, edit, analyze, and share project data using the Site Scan Manager web interface. What's Included: Access to Site Scan for ArcGIS Flight Planning iOS App, Access to Site Scan for ArcGIS Manager Web App, Unlimited data processing and storage in private cloud, Unlimited View Only Licenses, Technical support (Email/phone support [7AM to 7PM PT: Monday thru Friday], E Learning online knowledge base.						
173632	1		$500.00	3.2%	$484.00	$484.00
Site Scan Single Access USA Hosted Annual Subscription - Year 2						
180147	1		$3,500.00	50%	$1,750.00	$1,750.00
Drone2Map Advanced for ArcGIS Online Annual Subscription - Year 2						
174382	10		$895.00	5%	$850.25	$8,502.50
10-Day Esri Training Pass: Year 2						

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Material	Qty	Term	List Price	Discount	Unit Price	Total
157511	250		$0.00	0%	$0.00	$0.00
Small Enterprise Agreement Public Safety ArcGIS Online Creator in Continually Staffed Environment - Year 2						
157519	250		$0.00	0%	$0.00	$0.00
Small Enterprise Agreement Public Safety Enterprise Creator in Continually Staffed Environment - Year 2						
159166	1		$10,000.00	50%	$5,000.00	$5,000.00
ArcGIS Hub Premium: ArcGIS Online Community Annual Subscription - Year 2						
178731	2		$3,300.00	50%	$1,650.00	$3,300.00
ArcGIS Urban Online Annual Subscription - Year 2						
169044	1		$4,400.00	50%	$2,200.00	$2,200.00
ArcGIS Urban Suite Online Annual Subscription - Year 2						
178625	4		$100.00	20%	$80.00	$320.00
ArcGIS Business Analyst Web App Standard Online Annual Subscription - Year 2						
178624	1		$1,100.00	20%	$880.00	$880.00
ArcGIS Business Analyst Standard Online Bundle Annual Subscription - Year 2						

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PHONE: (909) 798-7507
EMAIL: dgarcia@cityofredlands.org

Material	Qty	Term	List Price	Discount	Unit Price	Total
173258	4		$550.00	50%	$275.00	$1,100.00
ArcGIS Mission Manager for ArcGIS Enterprise Annual Subscription - Year 2						
172487	1		$13,200.00	50%	$6,600.00	$6,600.00
ArcGIS Mission Server Up to Four Cores Annual Subscription - Year 2						
172567	1		$6,600.00	50%	$3,300.00	$3,300.00
ArcGIS Mission Server Up to Four Cores Staging Server Annual Subscription - Year 2						
173625	1		$5,000.00	0%	$5,000.00	$5,000.00
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List Price Total:	$334,450.00
Discount:	$61,040.50
Subtotal:	$273,409.50
Sales Tax:	$0.00
Estimated Shipping and Handling (Surface Delivery):	$0.00
Contract Price Adjust:	$0.00
Total:	$273,409.50

Year 1 = $83,636.50
Year 2 = $94,636.50
Year 3 = $95,136.50

3-Year Total = $273,409.50

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

DATE: 05/02/2023

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration and adoption of Resolution No. 8439 amending the Display Policy for the United States, State, Local and Other Flags to Authorize the Flying of the Rainbow Pride Flag at City Hall in the Month of June (City Attorney Abich Garcia)

MOTION(S):

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

I move to adopt Resolution No. 8439.

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 8439 to approve an amendment to the City's Display Policy for the United States, State, Local and Other Flags ("Flag Display Policy") to authorize the flying of the Rainbow Pride Flag at City Hall during the month of June.

DISCUSSION:

This item was initially introduced at the March 21, 2023, City Council meeting. To permit the full Council to consider this item, the matter was continued to the May 2, 2023, meeting.

Generally, the First Amendment does not require government to allow all speech on city property. The U.S. Supreme Court has adopted what is known as "forum analysis" to determine whether government can control speech on government-owned property:

1. A "traditional public forum is a place that has traditionally been used by the public for the free exchange of ideas such as a public park. Government

regulation of a traditional public forum is severely restricted and must serve a “compelling government interest” and the regulation must be “narrowly drawn” to achieve that interest.

2. A “designated” or “limited public forum” is property which the government has intentionally opened for expressive activity under certain conditions and restrictions which only need be reasonable (“reasonable time, place or manner restrictions”) but must be viewpoint neutral. The City Council Chambers is an example of a “designated” or “limited public forum” where there can be time limits on speakers, decorum rules, but the public cannot be prohibited from criticizing the City Council.

3. A “nonpublic forum” is all remaining government property that is not dedicated to general public speech or free exchange of ideas. The government may prohibit all forms of free expression on government property that is a nonpublic forum so long as such prohibition is not based on a speaker’s viewpoint.

Once the government allows public speech on government property that is a nonpublic forum, it “opens up the forum” and creates a limited public forum where expressive activity subject to viewpoint neutral regulations must be allowed or (depending on the facts) may even create a “traditional public forum” where all forms of speech must be allowed with very limited regulations.

However, when the government is speaking on its own behalf (“government speech”), the First Amendment restrictions related to the various government-established forums discussed above do not apply. In a unanimous U.S. Supreme Court decision in the case, *Surtleff v. City of Boston* (May 22, 2022), the Court held that the City of Boston violated the free speech rights of an activist when it refused his request to fly a Christian flag on a flag pole outside city hall because the City had allowed its flag poles to be used by various speakers without regulation, restriction or involvement by the City Council. The Court acknowledged that when the government has a clear policy and guidelines, the government may advance its own speech without requiring viewpoint neutrality when the government itself is the speaker, so long as the government speech does not show religious preference or encourage a certain vote in an election.

Under the “government speech doctrine”, if the City has a written policy with clear guidelines, it may select which flag(s) it wishes to fly as an expression of its own speech on city-owned flag poles, so long as the City does not endorse religion or encourage a certain vote in an election. Many cities are adopting policies to permit “Commemorative Flags” -- flags that identify with a specific date, historical event, cause, nation or group of people whereby the City honors or commemorates that date, event, cause, nation or people by flying the flag as an expression of the City’s official sentiments. Currently, the City’s Flag Display Policy only permits the flying of the flags of the U.S., State of California, City of

Redlands and the POW/MIA flag.

For the Council's consideration is Resolution No. 8439 which amends the Flag Display Policy to expressly allow the flying of the Rainbow Pride Flag at City Hall for the month of June.

ALTERNATIVES:

The City Council may consider an amendment to the Flag Display Policy to allow the flying of the Rainbow Pride Flag and other commemorative flags subject to an established procedure.

The City Council may consider making no amendment to the Flag Display Policy which would continue to restrict the use of city-owned flag poles to displaying only the U.S., State of California and City of Redlands flags and the POW/MIA flag.

STRATEGIC PLAN:

Priority C: Diversity and Inclusion

SUBMITTED BY:
Yvette M. Abich Garcia, City Attorney

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

REVIEWED BY:
Janice McConnell, Assistant City Manager

PREPARED BY:
Yvette M. Abich Garcia, City Attorney

Fiscal Impact

Fiscal Year: FY 2022-23

Discussion:

There is no fiscal impact.

Attachments

Resolution No. 8439

RESOLUTION NO. 8439

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS AMENDING THE DISPLAY POLICY FOR THE UNITED STATES, STATE, CITY AND OTHER FLAGS

WHEREAS, in honor of the nation, and in recognition of state and local government, the City of Redlands regularly displays flags on and around City facilities; and

WHEREAS, rules and customs pertaining to the display and use of the United States flag have been established by Executive Order of the federal government for use by civilians and civilian groups and organizations; and

WHEREAS, it is the desire of the City Council of the City of Redlands ("this City Council") that all City departments use and display the United States flag in accordance with such established rules and customs; and

WHEREAS, over two thousand Americans, six hundred fifty from this state, who served in the United States armed forces during the war in Indochina are still listed as prisoners of war or missing in action; and

WHEREAS, this nation is deeply indebted to its servicemen and servicewomen of all wars and conflicts for their courage and sacrifice, and should demonstrate its special commitment to the missing men, women and their families by obtaining the release of those still held prisoner of war and the fullest possible accounting from the responsible governments regarding those Americans listed as missing in action; and

WHEREAS, the Prisoner of War/Missing in Action (POW/MIA) flag is a powerful symbol of the plight of these prisoners of war and missing Americans and reminds the public of the commitment this nation must have in determining the fate of its servicemen and servicewomen; and

WHEREAS, this City Council has determined it is appropriate that the POW/MIA flag should be displayed at certain public buildings throughout the City to increase public awareness of the issue of prisoners of war and those missing in action and to gain public support for the efforts of the United States government to resolve this matter; and

WHEREAS, it is further the desire of the City Council to amend the current written policy for the display and use of the United States flag, state and local flags and other flags to expressly authorize the display of the Rainbow Pride Flag in the month of June as an expression of the City's official sentiments in honor of the Lesbian, Gay, Bisexual, Transgender, Queer Plus (LGBTQ+) community of the City of Redlands.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Redlands hereby repeals Resolution No. 6633, amends, restates and approves the Display

Policy for the United States, State, City and other flags attached hereto as Exhibit "A."

ADOPTED, SIGNED AND APPROVED this 2nd day of May, 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 approved by the City Council at a regular meeting thereof held on the 2nd day of May, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Jeanne Donaldson, City Clerk

EXHIBIT "A"

CITY OF REDLANDS DISPLAY POLICY FOR THE UNITED STATES, STATE, LOCAL AND OTHER FLAGS

POLICY ON DISPLAYING THE UNITED STATES FLAG

Any City department displaying the United States, the State of California and City of Redlands Flags and/or other flags subject to this policy on any City building or grounds shall comply with this policy.

It is proper to display the United States Flag from sunrise to sunset during business hours at each City facility when weather permits. The flag may also be displayed at night if illuminated by a light.

The flag should be raised briskly and lowered slowly and ceremoniously.

When on display, the flag is accorded the place of honor, always positioned to its own right. Place it to the right of the speaker or staging area or sanctuary. Other flags should be to the left.

The United States Flag should be at the center and at the highest point of the group when a number of flags of states, localities or societies are grouped for display.

When one flag is used with the United States Flag and the staffs are crossed, the flag of the United States Flag is placed on its own right with its staff in front of the other flag.

When displaying the flag against a wall, vertically or horizontally, the flag's union (stars) should be at the top, to the flag's own right, and to the observer's left.

POLICY ON DISPLAYING OTHER FLAGS

It is the policy of the City of Redlands that the City's flag poles are not intended to serve as a forum for free expression by the public or a particular group, but rather for the display of the Flags of the United States, the State of California and the City of Redlands. The flag poles located at all City facilities may be used to display other flags as may be expressly authorized by this policy as an expression of the City's official sentiments for a specific date, historical event, cause, nation or group of people reflecting the values and traditions of the United States, the State of California and the City of Redlands, and whereby the City honors or commemorates that date, event, cause, nation or people by flying the flag.

A. POW/MIA FLAG.

The Redlands City Council acknowledges the POW/MIA flag is a powerful symbol of the plight of prisoners of war and missing Americans and reminds the public of the commitment this nation must have in determining the fate of its servicemen and servicewomen. On August 10, 1990, the 101st Congress passed U.S. Public Law 101-355, which recognized the POW/MIA flag and designated it "as the symbol of our Nation's concern and commitment to resolving as fully as possible the fates of Americans still prisoner, missing and unaccounted for in Southeast Asia, thus ending the uncertainty for their families and the Nation." Thus, it is appropriate that the POW/MIA flag should be displayed at public buildings throughout this City, during daily/normal business hours at each City facility when weather permits, to increase public awareness of the issue of prisoners of war and those missing in action and to gain public support for the efforts of the United States government to resolve this matter.

In flying the flag from one flag pole, the POW/MIA flag is flown directly below the United States flag and above any state flag.

If flying the United States flag, POW/MIA and State flags from two poles, the POW/MIA flag should be flown from the same pole as the United States flag, with the state flag flying from the pole to the left.

If flying flags from three poles, the National Colors occupy the place of prominence (the right), with the POW/MIA flag immediately to the left of the United States flag, and the state flag to the left of the POW/MIA flag.

B. RAINBOW PRIDE FLAG.

The flag pole located at City Hall shall be used to display the Rainbow Pride Flag as an expression of the City's official sentiments in support of the LGBTQ+ community of the City of Redlands. The City of Redlands has a diverse community and is committed to supporting visibility, dignity and equality for all people in the community, and strives to be a place where all residents and visitors feel accepted and welcome.

The Rainbow Pride Flag shall be displayed on the flag pole located at City Hall for no more than 30 consecutive days in the month of June.

POLICY ON DISPLAYING THE FLAG AT HALF STAFF

All City departments shall display the flag(s) at half staff at City buildings and grounds where flags are normally displayed in accordance with this policy.

By Public Law 322, 103rd Congress, approved September 13, 1994 states, "…by order of the President, the flag shall be flown at half staff upon the death of principal figures of the United States government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign

dignitaries, the flag is to be displayed at half staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession, the Governor of that State, territory, or possession may proclaim that the United States flag shall be flown at half staff. The flag shall be flown at half staff thirty days from the death of the President or a former President; ten days from the death of the Vice-President, the Chief Justice or a retired Chief Justice of the United States, or an Associate Justice of the Supreme Court, or the Speaker of the House of Representatives; from the day of death until internment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice-President, or Governor of a State, territory, or possession; and on the day of death and the following day for a member of Congress.

Display of Flag at half staff in Honor of Deceased Person

The flags of the United States, the State of California and the City of Redlands may be flown at half staff upon the death of public officials at all levels of government. When death of the public official to be so honored is verified, flags shall be flown at half staff immediately. The flags shall remain at half staff during each day they are normally flown until lowered at the end of the day on which the funeral is solemnized.

On occasions where public safety personnel are killed in the line of duty, the Redlands City Council may deem it appropriate to order all flags flown at half staff. Finally, the honor and reverence accorded this solemn act should not be diminished by the display of the flag at half staff on occasions of local tragedy.

METHOD FOR PLACING FLAG AT HALF STAFF

The flag shall be raised to the peak for an instant and then lowered to the half staff position midway between the top and the bottom of the staff. The flag should be again raised to the peak before it is lowered for the day. The flag must never touch the ground when being raised or lowered. The flag should be raised briskly and lowered slowly and ceremoniously. At no time shall any other flag be above the United States Flag. When the United States Flag is lowered to half staff position, other flags should similarly be lowered.

WHEN TO DISPLAY FLAG AT HALF STAFF

Memorial Day

The flags of the United States, the State of California and the City of Redlands are flown at half staff until 12:00 noon, and raised to the peak for the remainder of the day. This is covered by Public Law 829 passed by the 77th Congress. The flags of the United States, the State of California and the City of Redlands shall be flown at half staff on Memorial Day.

The POW/MIA flag shall also be flown at half staff on Memorial Day.

Veterans' Day

The flags of the United States, the State of California and the City of Redlands shall be flown at half staff on Veterans' Day.

The POW/MIA flag shall also be flown at half staff on Veteran's Day.

National Korean War Veterans' Armistice Day

National POW/MIA Day

The Council recognizes the third Friday in September of each year as a day for POW/MIA and their families throughout the City of Redlands. The City shall display the POW/MIA flag daily at all City facilities where flags are normally displayed

Peace Officers Memorial Day

The United States flag will be flown at half staff at all City facilities where flags are normally displayed each year on May 15th, in accordance with Public Law 103-322 and the Congressional Joint Resolution approved October 1, 1962, designating May 15th of each year as "Peace Officers Memorial Day," and the week in which it falls as "Police Week."

Other Days

It is customary to honor prominent public officials holding office at the time of their deaths. City of Redlands shall use the following list:

Federal Government: President, Vice President, US Supreme Court Justice, Members of Congress and a Secretary of an executive or military department.

State Government: Governor, incumbent judge of the Superior Court or Justice Court*

City Officials: City Mayors and Council Members

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

DATE: 05/02/2023

TO: The Successor Agency Board of Directors

SUBJECT: Approve the regular meeting minutes of April 4, 2023 (Secretary Donaldson)

MOTION:

I move to approve the regular meeting minutes of April 4, 2023

Attachments

Regular meeting minutes of April 4, 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 April 4, 2023 at 5:00 P.M.

Present:	Eddie Tejeda, Mayor Paul Barich, Mayor Pro Tempore Jenna Guzman-Lowery, Council Member Mario Saucedo, Council Member
Absent:	Denise Davis, Council Member
Staff:	Charles M. Duggan, Jr., City Manager; Yvette M. Abich Garcia, City Attorney; Jeanne Donaldson, City Clerk; Janice McConnell, Assistant City Manager; Chris Boatman, Assistant City Manager; Carl Baker, Public Information Officer; Chris Catren, Police Chief; Danielle Garcia, Management Services/Finance Director; Brian Desatnik, Development Services Director; John Harris, Municipal Utilities and Engineering Director; Rich Sessler, Fire Chief

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

RECONVENE CITY COUNCIL MEETING

Mayor Tejeda reconvened the meeting at 6:00 P.M. and announced that comments could be presented in-person, via Zoom, via cell phone or landline. An invocation was provided by Mayor Pro Tempore Barich. The pledge of allegiance to the American flag was conducted by the Student Lighthouse Team of Bryn Mawr Elementary School.

PRESENTATIONS

Redlands Pet Adoption

Animal Services Supervisor Jodi Kroeger and Animal Services Officer Trevor Houser introduced “Frankie”, a five-year-old female Pit Bull mix who is available for adoption, along with thirty-seven other dogs and eight cats at the Redlands Animal Shelter. Ms. Kroeger informed the Council there had been twenty-nine dogs and five cats adopted in March 2023.

Teacher of Excellence Certificates

Mayor Tejeda presented Teacher of Excellence certificates to Ana Aguirre, Krista Burgess, and Andrea Jessup of Redlands Unified School District. The Mayor noted that Jennifer Baldwin, another recipient was unable to attend tonight's meeting.

DMV/Donate Life California

Mayor Tejeda presented a Proclamation declaring the month of April 2023, as DMV/Donate Life California to John and Susan VanCampen, representing One Legacy.

Dolores Huerta Day Proclamation

Council Member Saucedo presented a Proclamation recognizing Dolores Huerta Day to Connie Aguirre, Dolores Cortez, Maria Pilar Lara, and Jessie Agnus Lara.

PUBLIC COMMENT

Teamsters Support- Rich Smith, representing the Teamsters Local 1932, stressed the importance of treating all City bargaining units with respect and dignity during labor negotiations. Over 100 additional City employees were present showing their support.

Pride Flag For and Against - Jay Zercher spoke in opposition to revising the current flag policy and flying the pride flag in June as he thought this action would cause divisiveness and discriminate against other groups. Tracy Wise and Felipe Albertao supported flying the Pride Flag as a way to show that Redlands welcomes everyone.

Various Concerns - Dennis Bell announced A.K. Smiley Library was seeking public input for the Library's 5-year strategic plan and he recommended everyone take the survey. He was concerned about the workplace culture of the Redlands Police Department and he complained that the Arrow Train had very low ridership.

Memorial Plaque - Tom Fontanes suggested the Council consider providing funds for a memorial plaque at the Palm Springs Air Museum for Dr. Robert White, in memory of his Distinguished Flying Cross.

Earth Day Support - Aaron Guest thanked the City and ANCA for their efforts in supporting the goals of Earth Day.

CONSENT CALENDAR

Minutes

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, the minutes of the regular meeting of March 21, 2023.

Vote: 4 - 0 Passed

Donate Life Month Proclamation

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, the issuance of a proclamation declaring the month of April, 2023 as National Donate Life Month.

Vote: 4 - 0 Passed

Earth Day Proclamation

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, the issuance of a proclamation declaring April 22, 2023, as Earth Day.

Vote: 4 - 0 Passed

Arts, Culture, and Creativity Month Proclamation

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, the issuance of a proclamation declaring the month of April 2023 as Arts, Culture, and Creativity Month.

Vote: 4 - 0 Passed

Dolores Huerta Day Proclamation

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, the issuance of a proclamation declaring April 10, 2023, as Dolores Huerta Day.

Vote: 4 - 0 Passed

Citizens' Measure T Oversight Committee Appointment

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council appointed, by roll call vote, Edward Millican (District 3) to serve a two-year term on the Measure T Oversight Committee ending March 21, 2025.

Vote: 4 - 0 Passed

Support Letter of AB 1000 Good Neighbor Policy

Assistant City Manager McConnell provided background on AB 1000 and requested the City Council authorize Mayor Tejeda to sign a letter on behalf of the City of Redlands in support of AB 1000 Good Neighbor Policy. As public comment, Dennis Bell thought the timing was too late. Jimmy Elrod of Southwest Carpenters Union, LIUNA (Laborers Union) members Alex Zamora, Bill Quisenberry, Al Sanchez, Thomas Ruiz, Alex Artiaga, and Jose Garcia, and Bill Blankenship of NAIOP Inland Empire opposed AB 1000 stating it was a job killer, took away local control, was only recently proposed and needed more time for vetting. They encouraged the City to take more time and consider all options, such as the new bill proposed by Assemblymember Ramos.

Those in support of AB 1000 were Maria Rizvi, representing Assemblymember Eloise Reyes, who sponsored the bill, Joquin Castillejos, Felipe Albertao and a member of ICIJ. They questioned the merits of the Ramos Bill and pointed to the concerns of outdoor vendors who

are suffering health impacts from working so closely to warehouses. Andy Hoder urged the Council to seek a balance of protecting health and safety without losing sight of the economic benefits of warehouses.

Council Members discussed their concerns, including how the bill might affect local control, whether they should consider an alternative bill, AB 1748 as proposed by Assemblymember James Ramos, the idea of tabling the item for a future date, the notion of community over industry and questions surrounding the sustainability of warehouses.

On motion of Council Member Mario Saucedo, seconded by Mayor Pro Tempore Paul Barich, the City Council, by roll call vote, authorized Mayor Tejeda to sign a letter on behalf of the City in support of AB 1000 Good Neighbor Policy.

Vote: 2 - 2 Failed

NAY: Mayor Eddie Tejeda
Council Member Jenna Guzman-Lowery

Bid Rejection Water and Wastewater Laboratory Services

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council rejected, by roll call vote, all bids received for Water and Wastewater Laboratory Services and directed staff to solicit new bids.

Vote: 4 - 0 Passed

Emergency Resolution No. 8065 Report

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, to receive and file the report regarding Emergency Resolution No. 8065 proclaiming the existence of a local emergency in response to COVID-19 (Coronavirus Disease 2019).

Vote: 4 - 0 Passed

Resolution No. 8455 Emergency Paramedic Services Special Tax

Fire Chief Sessler reviewed Resolution No. 8455 establishing the rate for the voter-approved special tax for emergency paramedic services for Fiscal Year 2023-2024 and that in 1985, the voters approved this special tax assessment necessary to fund anticipated paramedic expenses, provided the special tax rate does not exceed the maximum allowance limits as set forth in Ordinance No. 1900. As public comment, Dennis Bell wondered how much of the General Fund was being used to pay for this program and he recommended the City use Measure T funds.

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, Resolution No. 8455 establishing the rate for the voter-approved special tax for emergency paramedic services for Fiscal Year 2023-2024.

Vote: 4 - 0 Passed

Resolution No. 8454 Intent to Vacate Street Right-of-Way

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, Resolution No. 8454 declaring the City Council's intention to vacate excess street right-of-way (Street Vacation No. 189) that is 30 feet in width and approximately 927 feet in length, and totaling approximately 28,805 square feet in area, located on the north side of Edgemont Drive along the property frontages of 212 and 226 Edgemont Drive (APNs: 0294-141-33-0000 and 0294-141-12-0000). This proposal is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines (Development Services Director Desatnik)

Vote: 4 - 0 Passed

Resolution No. 8458 Outside City Utility Connection

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, Resolution No. 8458 for a new connection to the City of Redlands water distribution system and sewer collection system at 1231 Ansley Lane in the unincorporated community of Mentone, Tract 13514, Lot 7, Outside City Case No. 23-01; and determined that the Resolution is exempt from environmental review pursuant to Sections 15303(a) and 15319(b) of the California Environment Quality Act (CEQA) guidelines.

Vote: 4 - 0 Passed

Resolution No. 8456 Outside City Water Service Agreement

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, Resolution No. 8456 relating to Pre-Annexation Agreement No. 23-01 for the provision of water service to a vacant lot for a water connection and sewer connection for a proposed single-family residence on a vacant parcel located at 1231 Ansley Lane in the unincorporated community of Mentone, (APN: 029-391-07-0000); and determined that approval of this resolution is exempt from environmental review pursuant to Sections 15319 and 15303(d) of the California Environmental Quality Act (CEQA) guidelines.

Vote: 4 - 0 Passed

Resolution No. 8459 Outside City Utility Connection

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, Resolution No. 8459 for a new connection to the City of Redlands water distribution system and sewer collection system at 1235 Ansley Lane in the unincorporated community of Mentone, Tract 13514, Lot 8, Outside City Case No. 23-02; and determined that the Resolution is exempt from environmental review pursuant to Sections 15303(a) and 15319(b) of the California Environment Quality Act (CEQA) guidelines.

Vote: 4 - 0 Passed

Resolution No. 8457 Outside City Water Service Agreement

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council adopted, by roll call vote, Resolution No. 8457 relating to Pre-Annexation Agreement No. 23-02 for the provision of water and sewer service to a vacant lot for a proposed single-family residence on a vacant parcel located at 1235 Ansley Lane in the unincorporated community of Mentone, (APN: 029-391-08-0000) and determine that adoption of this Resolution is exempt from environmental review pursuant to Sections 15319 and 15303(d) of the California Environmental Quality Act (CEQA) guidelines.

Vote: 4 - 0 Passed

Support of AB 1708

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council authorized, by roll call vote, Mayor Tejeda to sign a letter on behalf of the City of Redlands in support of AB 1708.

Vote: 4 - 0 Passed

COMMUNICATIONS

ANCA Earth Day Events

Mayor Tejeda introduced Richard Corneille, of Accelerate Neighborhood Climate Action (ANCA) who provided a timeline of activities planned in celebration of Saturday, April 22 Earth Day. This year the celebration is called "A Day of Climate Action in Redlands", and will offer 30 projects throughout the community, including both hands-on and educational activities. Mayor Tejeda encouraged everyone to participate in Earth Day activities and presented a Proclamation in celebration of Earth Day to Mr. Corneille and Linda Richards.

NEW BUSINESS

Ordinance No. 2922 Re-introduction Sidewalk Vending

Assistant City Manager Boatman summarized Ordinance No. 2922 to establish regulations governing sidewalk vendors within City limits. He explained that on March 21, 2023, the City Council approved the introduction of the ordinance of the City of Redlands adding Chapter 12.45 and amending Chapter 12.44 to the Redlands Municipal Code. In 2018, the California Legislature passed Senate Bill 946 which prohibits cities from banning sidewalk vending outright or from otherwise restricting sidewalk vendors in the public right-of-way and in public parks. Upon approval of the introduction of Ordinance No. 2922, staff identified a few minor revisions and typos that are necessary for clarification of the new ordinance.

In recent years, the city has seen a trend in the operation of sidewalk vendors within the city limits. Some vendors have risked the health and safety of the public by creating traffic hazards and operating without appropriate health or food handling permits. Currently, the City's Municipal Code does not contain regulations for the operation of sidewalk vendors.

Speakers opposed to the ordinance included, Eddie Sanchez, Felipe Albertao, Lyzzeth Mendoza, Neha Basu, Jessica Alocer, Yeni Ruiz, David Freidman, Tracy Wise, Alissa Slaughter, Javier Hernandez, Ana Gonzales, Joquin Castillejos, and representatives from Revolution Carts, Richard Gomez and Matt Geller. They focused on the benefits that sidewalk vendors bring to a community, such as neighborhood vitality, economic value and safer streets. They urged the Council to table the matter and take more time to thoroughly examine the proposed recommendations as submitted by Maribel Nunez from Inland Equity Community Land Trust and in partnership with Inland Coalition for Immigrant Justice.

Andrea Ramirez questioned the need to re-introduce this item, supported the ordinance, as is, and thought it necessary to protect the public's health and safety and require vendors to comply with all state, county and city regulations. Through a lengthy Council Member discussion, the merits of the ordinance were debated. Mayor Pro Tem Barich and Council Member Guzman-Lowery agreed to meet as an ad hoc committee, study the recommendations as submitted by Mirable Nunez and report back to the Council.

On motion of Council Member Jenna Guzman-Lowery, seconded by Council Member Mario Saucedo, the City Council agreed, by roll call vote, to delay the vote on the matter and authorized Mayor Pro Tem Barich and Council Member Guzman-Lowery to meet as an ad hoc committee to review the recommendations as provided by Maribel Nunez of the Inland Equity Community Land Trust and in partnership with ICIJ Coalition and report back to the City Council in May 2023.

Vote: 3 - 1 Passed

NAY: Mayor Eddie Tejeda

Resolution No. 8460 National Opioids Settlement Agreements

City Attorney Abich Garcia presented Resolution No. 8460 regarding approval of National Opioids Settlement Agreements with Allergan, CVS, Teva, Walgreens, and Walmart. The resolution would authorize the City to participate in the national settlements with the Settling Defendants on the terms and conditions of those settlement agreements. On April 5, 2022, the City Council approved an agreement with San Bernardino County to reallocate Redlands' portion of the settlement proceeds to be used by the County for its county-wide opioid remediation programs. These settlements, if agreed and adopted, will provide substantial funds to states and subdivisions for abatement of the opioid epidemic across the country and will impose changes in the way the Settling Defendants conduct their business with regard to the distribution of opioid medications.

On motion of Mayor Pro Tempore Paul Barich, seconded by Council Member Jenna Guzman-Lowery, the City Council approved, by roll call vote, Resolution No. 8460 authorizing the City to participate in the national settlements with the Settling Defendants on the terms and conditions of those settlement agreements; and authorized the City Manager to execute the referenced settlement agreements.

Vote: 4 - 0 Passed

PUBLIC HEARING

Ordinance No. 2955 Warehouse Projects Development & Operating Standards

Mayor Tejeda declared the meeting open as a public hearing and called on Brian Foote, Planning Manager of Development Services, for a summary of Ordinance No. 2955 for Ordinance Text Amendment No. 365 to amend Title 18 (Zoning Regulations) of the Redlands Municipal Code to establish new development standards and operating standards for warehouse development projects within the City. The proposed ordinance would require a Conditional Use Permit for new warehouse development projects in Commercial Manufacturing (C-M), Light Industrial (M-1), General Industrial (M-2), and Industrial (I-P) zones. On February 21, 2023, the City Council held a public hearing, received public comments, and discussed the proposed ordinance. Councilmembers suggested the possibility of a prohibition on all new warehouse developments in the City, and continued the matter so that staff could research the potential for a zoning code amendment. Staff recommended it was not advisable to implement a total prohibition on new warehouse development projects, as there are very few remaining large vacant lots in the City within one mile of a freeway that could support the development of a new warehouse/distribution center.

As public comment, Jimmy Elrod, of Southwest Carpenters Union, Bill Blankenship of NAOP Inland Empire and Nicole Torstvet, Development Director of Prologis, all fully supported the new standards and recommended the Council introduce the Ordinance tonight. One written comment was received from Donald Weder, President of Seven W enterprises, Inc., expressing confidence in the Council's decision. With no further comment, Mayor Tejeda closed the public hearing. Each Council Member thanked the staff for their efforts and echoed their support of the ordinance.

On motion of Council Member Mario Saucedo, seconded by Council Member Jenna Guzman-Lowery, the City Council introduced, by roll call vote, Ordinance No. 2955 and found that the Ordinance is exempt pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the California Environmental Quality Act Guidelines.

Vote: 4 - 0 Passed

COUNCIL MEMBER ANNOUNCEMENTS AND ACTIVITIES

Mayor Pro Tem Barich encouraged everyone to participate in the Earth Day activities on April 22.

ADJOURNMENT

There being no further action required the meeting adjourned at 9:07 P.M. The next regular meeting of the City of Redlands City Council will be held on April 18, 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, 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 Guzman-Lowery, the minutes of the regular meeting of March 7, 2023 were unanimously approved, by roll call vote.

Vote: 4 – 0 Passed (Board Member Davis Absent)

ADJOURNMENT

There being no further business, the Successor Agency Board of Directors' meeting was adjourned at 9:08 P.M. The next regular meeting of the Agency will be held on May 2, 2023.