

# CITY OF REDLANDS

## CITY COUNCIL

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### AGENDA

FEBRUARY 3, 2026

**MARIO SAUCEDO**  
Mayor

**MARC SHAW**  
Mayor Pro Tempore

**PAUL BARICH**  
Council Member

**EDDIE TEJEDA**  
Council Member

**DENISE DAVIS**  
Council Member  
\*\*\*

**JEANNE DONALDSON**  
City Clerk

**PHILLIP DOOLITTLE**  
City Treasurer



**CHARLES M. DUGGAN JR.**  
City Manager

**YVETTE M. ABICH GARCIA**  
City Attorney

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

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

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# AGENDA

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

**TUESDAY, FEBRUARY 3, 2026**

**To join via Zoom on a computer, laptop, or smart device**

Please visit [www.zoom.us](http://www.zoom.us), click on Join a Meeting

Enter the **Meeting ID 896 2789 8341**, then run the Zoom launcher

**To join via Zoom with audio only (cell phone or landline):**

Dial **1-877-853-5247**

Enter the **Meeting ID 896 2789 8341**

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

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

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

**• To provide comment while participating from Council Chambers:**

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

**• To provide comment through Zoom (on a computer, laptop, or smart device):**

- Click the "Raise Hand" button and the moderator will unmute you when it is your turn to speak

**• To provide comment via audio only (cell phone or landline):**

- Dial \*9 to "Raise Hand". The moderator will identify you by your area code and last 3 numbers of your telephone number when it is your turn to speak.



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

5:00 P.M.

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

B. **Public Comment**

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

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

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

One Case:

1. Coyote Aviation v. City of Redlands, et al. San Bernardino County Superior Court Case No. CIVSB2418252

6:00

D. **Reconvene City Council Meeting**

E. **Invocation by Council Member Barich**

**Pledge of Allegiance by Victoria 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. Presentation of the Black History Month Proclamation to Redlands Community Reunion Members, Jimmy Dixon, Sandra Dixon, Audree Jones-Taylor, Karen Hill, Donna Calloway, Reggie Harrison, Tony Smith, and Vicky McSwain (Mayor Saucedo)

H. **Public Comment - City Council**

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

I. **Consent Calendar**

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

1. Approve minutes of the regular meeting of January 20, 2026, and the special meeting minutes of January 14, 2026, and January 23, 2026 (City Clerk Donaldson)
2. Authorize Mayor Saucedo to sign a letter to Southern California Edison regarding electrical infrastructure capacity in District 2 (Council Member Tejada)
3. Authorize issuance of a proclamation declaring the month of February 2026 as Black History Month in the City of Redlands (Mayor Saucedo)
4. Approve the recommendation for the appointment of Austin Crane to serve the remainder of a four-year term, ending May 1, 2028, on the Airport Advisory Board (Mayor Pro Tem Shaw)

5. Approve recommendations for the appointment of Dr. Iyan Barrera-Sandri to serve the remainder of a four-year term ending December 21, 2029, and Jake Mayuga-Allen to serve the remainder of a four-year term ending December 20, 2028, on the Traffic and Parking Commission (Council Member Davis)
6. Approve recommendations for the re-appointments of Daniel Goham and Daniel Rodriguez and appoint Robert Schooley to each serve a four year term on the Cultural Arts Commission (Council Member Barich)
7. Adopt Resolution No. 8748 for new connections to the City of Redlands water distribution and sewer collection systems for seven vacant parcels located at the northeast corner of the intersection Nice Avenue and Turquoise Avenue and identified as county of San Bernardino Assessor's Parcel Numbers 0298-103-14-0000 through 0298-103-20-0000 in the unincorporated community of Mentone within San Bernardino County and determine that approval of the Resolution is exempt from environmental review pursuant to Sections 15303 and 15319 of the California Environment Quality Act (CEQA) guidelines (Assistant City Manager Boatman)
8. Approve the Mills Act Contract with the property owners for the single-family residence located at 1106 West Highland Avenue, within the West Highland Avenue Historic and Scenic District (Historic District No. 7), and determine that approval of the agreement is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines (Assistant City Manager Boatman)
9. Approve a Cooperative Purchase of Getac Mobile Data Computers from Code 3 Technologies in the amount of \$94,386.50 (Management Services/Finance Director Garcia)
10. Accept grant award from Yuhaaviatam of San Manuel Nation to fund the Redlands Emergency Services Academy in the amount of \$60,000 for FY2025-26 and FY2026-27 and authorize an additional appropriation of the same amount to the Police Department (Police Chief Tolber)
11. Adopt Resolution No. 8746 approving a Memorandum of Understanding pursuant to Penal Code Sections 830.7(b) and 836, outlining the authority and responsibilities of the University of Redlands and the Redlands Police Department in accordance with the Jeanne Clery Act, California Act and California Education Code Section 67381 (Police Chief Tolber)
12. Approve the Professional Services Agreement with ICF Consultant, LLC., dba ICF Consulting Group, Inc., for Zero Emission Vehicle Fleet Review and Assessment Services in an amount not to exceed \$137,896.93, and determine that approval of the agreement is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act (Facilities and Community Services Director Crocker)

**J. Communications**

1. Annual Report of the Street Tree Commission given by Chairwoman Chris Sedmack (Facilities and Community Services Director Crocker)
2. Discussion and possible action relating to the Food Security Task Force and continued coordination with community partners addressing food insecurity (Assistant City Manager Boatman)

**K. Public Hearings**

1. Consideration of Ordinance No. 2999 Amending Title 6 (Animals) and Title 18 (Zoning Regulations), and Resolution No. 8747 amending residential specific plans, to update permitted and accessory land uses and development standards for the keeping of hens within single-family residential zoning districts. The proposal qualifies for exemption from environmental review in accordance with Sections 15061(b)(3) and 15378(b)(5) of the California Environmental Quality Act Guidelines.

(Mayor to declare meeting open as a public hearing)  
(Assistant City Manager Boatman)

**L. New Business**

1. Consideration of the proposed project listing for the 2026-2027 Community Development Block Grant Program Year, and authorization for submittal of the 2026-2027 Cooperating City Recommended Projects Form to the County of San Bernardino Community and Housing Division (Assistant City Manager Boatman)
2. Consideration of rejection of the lowest bid, approval of a Public Works Contract with Alcorn Fence Company for guardrail installations at Garden Street and Redlands Boulevard, for an amount not to exceed \$293,195.95, and determine that the project is exempt from environmental review pursuant to Section 15301 of the State's guidelines implementing the California Environmental Quality Act (Facilities and Community Services Director Crocker)

**M. Individual Council Member Announcements and/or Reports on Activities**

*(No collective discussion or action.)*

1. Individual Council Member Report on Activities for January 2026 from Mayor Pro Tem Shaw (City Clerk Donaldson)

**N. Adjournment**

The next regular meeting of the City Council will be held on February 17, 2026.

*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](http://www.cityofredlands.org). Agendas, staff reports and minutes of the City Council of the City of Redlands are available online at: [www.cityofredlands.org](http://www.cityofredlands.org).*



## City Council Meeting

I. 1.

**DATE:** 02/03/2026

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

**SUBJECT:** Approve minutes of the regular meeting of January 20, 2026, and the special meeting minutes of January 14, 2026, and January 23, 2026 (City Clerk Donaldson)

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### **MOTION:**

I move to approve the regular meeting minutes of January 20, 2026, and the special meeting minutes of January 14, 2026, and January 23, 2026.

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### **Attachments**

Regular Meeting Minutes of January 20, 2026

Special Meeting Minutes of January 14, 2026

Special Meeting Minutes of January 23, 2026

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# MINUTES

Regular meeting of the City Council of the City of Redlands held in the Council Chambers, Civic Center, 35 Cajon Street, on January 20, 2026 at 5:00 P.M.

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

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

Mayor Saucedo called the meeting to order and explained that comments could be presented in-person, via Zoom, via cell phone or landline. He offered the public an opportunity to provide comment on any item on the agenda for the closed session. Council Member Davis recused herself from voting on Item C.2, due to property ownership within 500 feet of the Grove School.

## PUBLIC COMMENT

None forthcoming

## CLOSED SESSION

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

Property:	0292-401-01 (Vacant Land)
Agency Negotiators:	Charles M. Duggan, City Manager; Christopher Boatman, Assistant City Manager
Negotiating Party:	Terry W. Tompson, Director, Real Estate Services Department, County of San Bernardino
Under Negotiation:	Terms of payment and price for possible purchase of property by the City

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

Property:	APN: 0292-166-08-0000 (Grove School)
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Agency Negotiators:	Charles M. Duggan, City Manager; Christopher Boatman, Assistant City Manager
Negotiating Party:	Dr. Michelle Sweezey, Head of School, The Grove School
Under Negotiation:	Terms of possible property transfer to Grove School

RECONVENE CITY COUNCIL MEETING

The meeting reconvened at 6:00 P.M. with an invocation by Council Member Davis followed by the pledge of allegiance to the American flag.

CLOSED SESSION REPORT

City Attorney Garcia announced there was no reportable action taken during the closed session. She noted that Council Member Davis recused herself from voting on Item C.2, due to property ownership within 500 feet of the Grove School.

PUBLIC COMMENT

Stop Sign Request - Yesenia Amaya and Alejandra Pastran urged the Council to address their traffic and safety concerns regarding Brockton Avenue, and they requested the City install a stop sign or add speed bumps at Brockton and Berkeley Drive. They complained that people drive recklessly with no regard for residents.

City Manager Duggan stated the City is currently reviewing this request.

Cypress & Cajon Traffic Signal - Bob Scarpace raised concerns with the recent approval to install a traffic signal at Cypress Avenue and Cajon Street, which he said would not eliminate accidents. He was worried about students due to the proximity of Kingsbury Elementary, and he feared the signal would prompt drivers to speed and rush to make the light. He suggested instead, the City install a double stop sign.

CONSENT CALENDAR

Minutes

On motion of Mayor Pro Tem Marc Shaw, seconded by Council Member Paul Barich, the City Council unanimously approved, by roll call vote, the regular meeting minutes of December 16, 2025.

**Vote:** 5 - 0 Passed

### Citizens' Measure T Oversight Committee Appointments

On motion of Mayor Pro Tem Marc Shaw, seconded by Council Member Paul Barich, the City Council unanimously appointed, by roll call vote, Matthew Swenson of the Redlands Professional Firefighter's Association to serve the remainder of a one-year term as the public safety bargaining unit member on the Measure T Oversight Committee ending July 18, 2026; and appointed Eli Salazar of the Teamsters to serve the remainder of a one-year term as the non-public safety bargaining unit member on the Measure T Oversight Committee ending July 18, 2026.

**Vote:** 5 - 0 Passed

### Utilities Advisory Committee Appointments

On motion of Mayor Pro Tem Marc Shaw, seconded by Council Member Paul Barich, the City Council unanimously reappointed, by roll call vote, Aholibama Ojeda, Dan Jimenez, John James, and Richard Corneille to each serve another two-year term on the 2026 Utilities Advisory Committee beginning January 17, 2026, and ending January 16, 2028; and appointed Damian Northcutt, Edwina Thomas, and Paul Toor to each serve a two-year term on the 2026 Utilities Advisory Committee beginning January 17, 2026, and ending January 16, 2028, in support of the water and wastewater rate study.

**Vote:** 5 - 0 Passed

### Library Board of Trustees Appointments

On motion of Mayor Pro Tem Marc Shaw, seconded by Council Member Paul Barich, the City Council unanimously reappointed, by roll call vote, William Hatfield and Kate Pretorius to each serve a three-year term on the Library Board of Trustees ending January 1, 2029.

**Vote:** 5 - 0 Passed

### Ordinance No. 2993 ADU Development Standards/Design Regulations

Staff requested this item be pulled from the agenda. The matter will be brought back to the Council for consideration at a future meeting.

### Side Letter Agreements RAFME and RPFA

On motion of Mayor Pro Tem Marc Shaw, seconded by Council Member Paul Barich, the City Council unanimously approved, by roll call vote, the side letter agreements between the City of Redlands and (i) the Redlands Association of Fire Management Employees and (ii) the Redlands Professional Firefighters Association, which amend and modify the respective articles within each Memorandum of Understanding pertaining to longevity pay, for the purpose of ensuring compliance with California Public Employees' Retirement System (CalPERS) reporting requirements; and approved Salary Resolution No. 8749, including the updated salary schedule for the Redlands Association of Fire Management

Employees and the Redlands Professional Firefighters Association.

**Vote: 5 - 0 Passed**

Terminate Public Works Contract WWTP Hillside Stabilization Project

On motion of Mayor Pro Tem Marc Shaw, seconded by Council Member Paul Barich, the City Council unanimously terminated, by roll call vote, the Public Works Construction Contract with Demo Leaders, Inc. for the WWTP Hillside Stabilization Project; and rejected all bids received for the WWTP Hillside Stabilization Project and directed staff to solicit new bids for the project. After issuance of the Notice of Award, the contractor became nonresponsive and later notified the City that, due to unforeseen circumstances, they were unable to execute the Contract. The second-lowest bidder was deemed nonresponsive due to significant errors in their bid, and the remaining bids exceeded both the construction cost estimate and the available budget.

**Vote: 5 - 0 Passed**

Ordinance No. 2988 Vicious and Potentially Dangerous Dogs

On motion of Mayor Pro Tem Marc Shaw, seconded by Council Member Paul Barich, the City Council unanimously adopted, by roll call vote, Ordinance No. 2988 amending in its entirety Chapter 6.05 of Title 6 of the Redlands Municipal Code relating to Vicious and Potentially Dangerous Dogs.

**Vote: 5 - 0 Passed**

Ordinance No. 2989 Noisy Animals

On motion of Mayor Pro Tem Marc Shaw, seconded by Council Member Paul Barich, the City Council unanimously adopted, by roll call vote, Ordinance No. 2989 amending in its entirety Section 6.24.120 of Chapter 6.24 of Redlands Municipal Code regulating Noisy Animals.

**Vote: 5 - 0 Passed**

COMMUNICATIONS

Annual Report Parks and Recreation Commission

Chairman Douglas Gonzales presented the Annual Report of the Parks and Recreation Advisory Commission (PRC). He shared notable achievements of the Commission, including, working with the consultant in preparation of the Parks Master Plan, pursuit of a native garden initiative, Israel Beal Park tree dedication, Leland Silvester Bain park bench dedication at the Redlands Lawn Bowling Club, the outreach efforts to engage the public and gather feedback to help shape the future of Texonia Park, and the annual review of sports field use allocations. He noted that Vice Chair Justin Weekley had recently announced he would be stepping down from the commission, and Mr. Gonzales thanked him for all his great work over the years. Director Crocker addressed a question

about the timeline to implement the use of Coyazo Park for the Jr. All American Football program and suggested use could begin as early as this spring, but first the City will need to take ownership of the park. Mayor Saucedo and Council Member Barich congratulated the Commission on their commitment to the city.

### Annual Report Airport Advisory Board

Chairperson Jason Golembeski, of the Airport Advisory Board (AAB), presented the annual report of accomplishments and activities planned for 2026. The Board acts in an advisory capacity to the City Council with the main goal of making the facility a safer place. A review of projects in 2025 included, West ramp reseal project, the Compass Rose repaint with the Redlands Airport Association, continued coyote wildlife mitigation, taxiway light audit and fix, and fence vegetation clearance. Events held at the airport included Plane Or Treat and Stuff a Plane (Redlands Airport Association). He was pleased to report that Ted Richardson, the new airport supervisor, has stepped into his role, making an immediate and positive impact. He said the aviation business is thriving, and he highlighted the airport's operational numbers. He added there is still ongoing discussion related to proposed airspace changes. Looking ahead to 2026, the Board will begin a new quarterly meeting schedule, will welcome new members, monitor upcoming projects, and continue to involve the community to grow interest in the airport. Mayor Saucedo and Mayor Pro Tem Shaw thanked the board members for the dedication and service.

### NEW BUSINESS

#### Ad Hoc Subcommittee to Develop License Agreement with RHMA

Assistant City Manager Boatman introduced the recommendation to establish an Ad Hoc Subcommittee to develop a License Agreement with the Redlands Historical Museum Association for the Museum of Redlands. On June 17, 2025, the City Council approved a Real Estate Transfer Agreement between the City of Redlands and the Redlands Historical Museum Association (RHMA), through which RHMA conveyed ownership of the Museum of Redlands property at 1 North Center Street, to the City, at no cost.

A License Agreement would address matters such as RHMA's use of office space, access to shared facilities, operation of the Museum store and event pavilion, financial reporting requirements, and coordination of volunteers and fundraising activities. Developing this agreement will provide clarity regarding roles and responsibilities, protect the City's interests as the property owner, and ensure RHMA has clearly defined parameters under which it may continue to support and enhance the Museum of Redlands. Any proposed agreement developed through this process would be brought back to the full City Council for consideration and approval at a future public meeting. The Ad Hoc Subcommittee would be limited in scope and duration, and would automatically dissolve upon completion of its task.

On motion of Mayor Mario Saucedo, seconded by Mayor Pro Tem Marc Shaw, the City Council unanimously approved, by roll call vote, the formation of an Ad Hoc City Council Subcommittee to work with City staff to develop a License Agreement for Redlands Historical Museum Association's ongoing role at the Museum of Redlands, which will automatically dissolve without further action by this City Council upon Council consideration of the proposed agreement; and appointed Council Member Barich and Council Member Davis to serve on the Ad Hoc Museum of Redlands Subcommittee.

**Vote: 5 - 0 Passed**

#### LFG Blower Skid and Flare Purchase for CA Street Landfill & WWTP

Facilities and Community Services Director Crocker reviewed the request to purchase a landfill gas (LFG) blower skid and flare for the California Street Landfill and Wastewater Treatment Plant in an amount not to exceed \$961,500. The landfill's current flare system, used to safely burn off landfill gas, is more than 25 years old and has reached the end of its useful life. Aging flares are less efficient, may release harmful pollutants such as methane and volatile organic compounds, and present safety risks including uncontrolled gas releases or fire hazards.

In addition, new federal and regional regulations, including the EPA's 2024 Clean Air Act updates and South Coast Air Quality Management District's (SCAQMD) Rule 1118.1, require stricter emissions controls and monitoring than the current system can provide. Replacing the existing flare with an ultra-low emissions flare system will maintain compliance and improve safety. This system is specifically designed to handle both landfill gas (LFG) and wastewater digester gas (DG), operating under hazardous conditions while meeting all federal, state, and SCAQMD requirements.

On motion of Mayor Pro Tem Marc Shaw, seconded by Council Member Eddie Tejada, the City Council unanimously determined, by roll call vote, that approval of this purchase 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 purchase of a landfill gas blower skid and flare for the California Street Landfill and Wastewater Treatment Plant in an amount not-to-exceed \$961,500.

**Vote: 5 - 0 Passed**

#### Veterinary Services and Medical Supplies Agreement

Facilities and Community Services Department Director Crocker summarized an agreement with VVC of California, LLC. dba Pet Hospital of Redlands + Urgent Care to provide veterinary services and medical supplies to the Redlands Animal Services Division for a three-year term for an amount not to exceed \$774,156. The proposal from Pet Hospital of Redlands demonstrated capacity to meet service needs, reporting and communication with the division and reflected an understanding of operational requirements based on their prior performance with other public entities.

On motion of Mayor Mario Saucedo, seconded by Council Member Paul Barich, the City Council unanimously determined, by roll call vote, that approval of the veterinary services agreement is exempt from environmental review pursuant to Section 15061(b)(3) of the State's Guidelines implementing the California Environmental Quality Act, as the activity will not have a significant effect on the environment; and approved the agreement with VVC of California, LLC. dba Pet Hospital of Redlands + Urgent Care to provide veterinary services and medical supplies to the Redlands Animal Services Division for an amount not to exceed \$774,156.00.

**Vote: 5 - 0 Passed**

#### COUNCIL MEMBER ANNOUNCEMENTS AND ACTIVITIES

Mayor Saucedo enjoyed several Christmas and holiday events. He attended the SBCTA's first meeting in 2026, a broker's open house for the North Palisades project, an Interfaith Shabbat celebration at Congregation Emanu El, and the MLK Youth Kamp at The Village SBC.

Mayor Pro Tem Shaw submitted his report of activities for the month of December 2025, as available online and attached to the staff report.

Council Member Barich attended the Library Board meeting.

Council Member Tejada participated in an introductory meeting with new representatives from Amazon to get to know their public relations team.

Council Member Davis enjoyed a Girl Scout event held at Fire Station No. 1, thanked Chief Tolber for her presentation to Youth Council, attended the first meeting of the Food Security Task Force, the opening of an exhibit at the Civil Rights Institute in Riverside, and enjoyed an Interfaith Shabbat celebration at Congregation Emanu El.

#### ADJOURNMENT

There being no further action required the meeting adjourned at 6:38 P.M. The next regular meeting of the City of Redlands City Council will be held on February 3, 2026.

# MINUTES

Special meeting of the City Council of the City of Redlands held in the Citrus Center, Second Floor Conference Room, 300 E. State Street, on January 14, 2026 at 5:00 P.M.

- Present: Mario Saucedo, Mayor  
 Marc Shaw, Mayor Pro Tem  
 Paul Barich, Council Member
- Absent: Eddie Tejada, Council Member  
 Denise Davis, Council Member
- Staff: Charles M. Duggan, Jr., City Manager; John Bakhit, Lead Labor Negotiator; Jeanne Donaldson, City Clerk; Janice McConnell, Assistant City Manager; Chris Boatman, Assistant City Manager; Robert Meteau, HR/Risk Management Director; Danielle Garcia, Management Services/Finance Director; James Garland, Assistant Finance Director

Mayor Saucedo called the special meeting to order and offered the public an opportunity to provide comment on any subject within the jurisdiction of the City Council.

PUBLIC COMMENT

None forthcoming

CLOSED SESSION

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

Agency Negotiator:	John Bakhit, Janice McConnell, Robert Meteau, Jorge Castillo
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 8:30 P.M.

CLOSED SESSION REPORT

Lead Labor Negotiator Bakhit announced that no reportable action was taken during the closed session.

ADJOURNMENT

The special meeting adjourned at 8:30 P.M.

# MINUTES

Special meeting of the City Council of the City of Redlands held in the Citrus Center, Second Floor Conference Room, 300 E. State Street, on January 23, 2026 at 5:00 P.M.

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

Staff: Charles M. Duggan, Jr., City Manager; Yvette M. Abich Garcia, City Attorney; John Bakhit, Lead Labor Negotiator; Jeanne Donaldson, City Clerk; Janice McConnell, Assistant City Manager; Chris Boatman, Assistant City Manager; Robert Meteau, HR/Risk Management Director; Danielle Garcia, Management Services/Finance Director; James Garland, Assistant Finance Director; Bob Longmire, Classification and Compensation Consultant

Mayor Saucedo called the special meeting to order and offered the public an opportunity to provide comment on any subject within the jurisdiction of the City Council.

## PUBLIC COMMENT

None forthcoming

## CLOSED SESSION

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

Agency Negotiator:	John Bakhit, Janice McConnell, Robert Meteau, Jorge Castillo
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 5:59 P.M.

CLOSED SESSION REPORT

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

ADJOURNMENT

The special meeting adjourned at 5:59 P.M.



## City Council Meeting

I. 2.

**DATE:** 02/03/2026

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

**SUBJECT:** Authorize Mayor Saucedo to sign a letter to Southern California Edison regarding electrical infrastructure capacity in District 2 (Council Member Tejeda)

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### **MOTION(S):**

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

I move that the City Council authorize Mayor Saucedo to sign a letter addressed to Southern California Edison requesting immediate attention.

### **RECOMMENDATION:**

Authorize Mayor Saucedo to sign the attached letter addressed to Southern California Edison requesting immediate attention to electrical infrastructure capacity issues affecting approved development projects in District 2.

### **DISCUSSION:**

At the request of Council Member Tejeda, this item brings forward a proposed letter to Southern California Edison regarding electrical infrastructure capacity limitations that may affect several City-approved commercial and residential development projects in District 2. These limitations have the potential to delay both public and private projects.

The attached letter outlines concerns regarding insufficient electrical infrastructure to support approved development projects, including commercial and residential developments. The letter requests that Southern California Edison prioritize the planning and construction of necessary electrical infrastructure in the affected areas and emphasizes the importance of timely improvements to avoid extended delays that could adversely affect the community.

**ALTERNATIVES:**

City Council may deny the recommendation.

**STRATEGIC PLAN:**

Not Applicable

**SUBMITTED BY:**

Janice McConnell, Assistant City Manager

**REVIEWED BY:**

Charles M. Duggan Jr., City Manager

**PREPARED BY:**

Whitney Mesna, Management Analyst

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**Fiscal Impact**

**Discussion:**

There is no fiscal impact associated with this action.

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**Attachments**

Southern California Edison- Letter

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**MARIO SAUCEDO**  
Mayor

300 E. State Street, Suite 690, Redlands, CA 92373  
909-798-7510  
msaucedo@cityofredlands.org

City of  
**REDLANDS**

MARC SHAW  
Mayor Pro Tempore

PAUL BARICH  
Council Member

EDDIE TEJEDA  
Council Member

DENISE DAVIS  
Council Member

**February 3, 2026**

**Mr. Brian Chen**

**C/O Mark Cloud**  
Government Affairs Manager  
Southern California Edison

**Dear Mr. Chen:**

The Members of the City Council of the City of Redlands respectfully submit this letter requesting immediate attention from Southern California Edison. Recently, Council Members were made aware of insufficient electrical infrastructure to provide power to several city approved commercial and residential developments in District 2.

The City Council is extremely concerned about this situation and the potential adverse impact it may have on current and future development in Redlands. The city has quite a few public and private projects in the pipeline that are essential improvements for the future of the City of Redlands. As you may be aware, the city is planning a new police station at the intersection of Alabama Street and Redlands Boulevard. Construction activity has also begun on the approved State Street Village mall redevelopment project. In addition, there are three commercial and residential projects located in District 2 that were approved by the City Council in 2025, with some approval occurring prior to that year. At least one of these projects has a planned grocery store which would serve an area of the city that currently has no local choices for shopping.

As a result of this discovery, the Members of the City Council of the City of Redlands discussed this matter during the meeting held on February 3, 2026, and unanimously voted to direct the Mayor to sign this letter to convey a sense of urgency regarding this situation to our partners at SCE.

We respectfully request that SCE place the highest priority on the construction of electrical infrastructure for the affected areas in Redlands. Delays of two or three years for infrastructure installation are not in the best interest of our constituents. We look forward to hearing from SCE in response to this communication.

**Sincerely,**

**Mario Saucedo**  
Mayor  
City of Redlands



## City Council Meeting

I. 3.

**DATE:** 02/03/2026

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

**SUBJECT:** Authorize issuance of a proclamation declaring the month of February 2026 as Black History Month in the City of Redlands (Mayor Saucedo)

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### **MOTION:**

I move to authorize the issuance of a Proclamation declaring the month of February 2026 as Black History Month in the City of Redlands.

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### **Attachments**

Black History Month Proclamation

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# PROCLAMATION

## *Black History Month*

**WHEREAS**, Black History Month, celebrated annually during the month of February, was created by Carter G. Woodson in 1926 to highlight the contributions and accomplishments made by the Black community to our Nation, which until then had been omitted; and

**WHEREAS**, the Redlands Community Reunion stands as a living testament to the resilience, history, and enduring spirit of Redlands' Black and Brown communities. Rooted in love for their hometown and deep respect for those who built it, the Redlands Community Reunion was created to honor our past, celebrate our present, and strengthen our future; and

**WHEREAS**, the vision for this gathering began years ago, when community conversations made clear that something precious was being lost — the connection between generations, families, classmates, neighbors, and friends who helped shape Redlands' cultural and civic fabric; and

**WHEREAS**, in 2022 under the leadership of Jimmy Dixon, who courageously declared, "The time is now," that vision became a reality. What began as an idea became a movement to bring people home — to laugh together, remember together, and stand together in pride; and

**WHEREAS**, over the past four years, this Reunion has grown into a powerful expression of unity and cultural preservation — a reminder that Redlands is not just a place on a map, but a home held in the hearts of its people. Whether they have remained in Redlands or moved away, Redlands Community Reunion has reaffirmed that the roots of its people here still matter; and

**WHEREAS**, as we celebrate Black History Month, the Redlands Community Reunion stands as an example of how community-led leadership preserves history, strengthens identity, and builds bridges across generations. With the torch being passed forward toward 2027 and beyond, this work will continue — ensuring that the legacy of Redlands' Black and Brown families remain visible, honored, and alive.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Redlands hereby declares the month of February 2026 as Black History Month, and encourages residents to fight racism, intolerance and prejudice through education, kindness, compassion, and understanding.

**IN WITNESS WHEREOF**, we hereunto affix our signatures and Official Seal of the City of Redlands on this 3<sup>rd</sup> day of February 2026.

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Mario Saucedo, Mayor

*Attest:*

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Jeanne Donaldson, City Clerk



## City Council Meeting

I. 4.

**DATE:** 02/03/2026

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

**SUBJECT:** Approve the recommendation for the appointment of Austin Crane to serve the remainder of a four-year term, ending May 1, 2028, on the Airport Advisory Board (Mayor Pro Tem Shaw)

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### **MOTION:**

I move to appoint Austin Crane to serve the remainder of a four-year term on the Airport Advisory Board, ending May 1, 2028.

### **RECOMMENDATION:**

Pursuant to the Redlands Municipal Code, appointments to this Board are made by the Mayor and approved by the City Council. However, Mayor Saucedo has expressed his desire to rotate recommendations for commission and board appointments among the City Council members. Mayor Pro Tem Shaw has been delegated authority by Mayor Saucedo to make the recommendation for this appointment. It is recommended by Mayor Saucedo and Mayor Pro Tem Shaw that Austin Crane serve the remainder of a four-year term on the Airport Advisory Board, ending May 1, 2028.

### **DISCUSSION:**

Airport Advisory Board Member Richard Jones passed away in October 2025 leaving a vacancy with a term expiring on May 1, 2028. In December, the City issued a public notice soliciting applications for the Airport Advisory Board. The public notice was concurrently aired on Redlands TV and posted on the community bulletin board at the A. K. Smiley Public Library. The local newspapers also received distribution of the public notice. One new application and three applications from a previous posting were included for consideration.

After reviewing all eligible applications, Mayor Pro Tem Shaw is recommending Austin Crane to serve the remainder of the four-year term ending on May 1,

2028.

The Airport Advisory Board consists of five members, as follows:

- Jason Golumbeski
- Amber Harrison
- Vacant
- Val Dotchkov
- Robert Pearce

**ALTERNATIVE:**

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

**SUBMITTED BY:**

Janice McConnell, Assistant City Manager

**REVIEWED BY:**

Charles M. Duggan, Jr., City Manager

**PREPARED BY:**

Amy Edwards, Senior Administrative Assistant

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**Attachments**

Airport Notice

Airport Advisory Applications

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City of  
**REDLANDS**

Incorporated 1888  
300 E. State Street, Suite 690, Redlands, CA 92373  
909-798-7510  
[www.cityofredlands.ca.us](http://www.cityofredlands.ca.us)

**PUBLIC NOTICE**

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

**AIRPORT ADVISORY BOARD**

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

The Airport Advisory Board meets quarterly on the third Thursday of January, April, July, and October at 6:00 p.m.

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

Applications will be accepted until January 7, 2026.

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

12/3/25

**CITY OF REDLANDS  
COMMISSION APPLICATION FORM**

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

**COMMISSION/BOARD APPLIED FOR**  
**Airport Advisory Board**

Name Austin Crane

Address [REDACTED]

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

Email [REDACTED]

Occupation College Student/Pilot/Mechanic at Empire Bowl

**Reasons for desiring to serve – relevant experience and qualifications:**

**I'm currently a college student and licensed pilot that is active in the flying community. I**

**currently maintain ownership of an airplane based at the Redlands Airport. I feel with my**

**desire to learn, aviation knowledge, and long-term interest in the field allows me to**

**contribute to strategic discussions about airport operations, safety, community impact, and**

**future growth.**

Signature Austin Crane

Date 1/07/2026

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

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

(1) Doug Wolfe

(2) Will Mossontte

Telephone [REDACTED]

Telephone [REDACTED]

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

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

CITY OF REDLANDS  
COMMISSION APPLICATION FORM

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

COMMISSIONBOARD APPLIED FOR

Aircraft Advisory Board

Name James Spee

Address [Redacted]

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

Email [Redacted]

Occupation

Reasons for desiring to serve – relevant experience and qualifications:

I am a long time aircraft owner and previously rented a hangar at REI. My father ran an airport in Maple Valley Washington from 1967 to 1981. I spent a lot of time there working on airplanes, helping build hangars, and learning to fly. I have lived in Redlands since 1989.

I am a professor of business at University of Redlands and am familiar with the issues at REI.

Signature *James Spee*

Date 10/27/25

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

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

(1) Robert E. Jordan

(2) Richard Moore

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Telephone [Redacted]

Telephone [Redacted]

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

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

CITY OF REDLANDS  
COMMISSION APPLICATION FORM

(Please note that this form is a public record that may be subject to disclosure upon request.) City Manager's Office

COMMISSION\BOARD APPLIED FOR  
Redlands Airport Commision

APR - 7 2025

Name Joseph Fass

Received

Address [Redacted]

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

Email [Redacted]

Occupation former business owner

Reasons for desiring to serve – relevant experience and qualifications:  
My wife and I reside within the airport influence area. I would enjoy participating

on the commission to learn and provide input on future plans and ongoing operations

as well as to provide a voice for impacted homeowners.

Signature [Handwritten Signature]

Date 4-2-25

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

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

(1) Becca Petersen

(2) Ruth Tracer

Telephone [Redacted]

Telephone [Redacted]

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

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

✓ address verified - TE

**CITY OF REDLANDS  
COMMISSION APPLICATION FORM**

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

**COMMISSION BOARD APPLIED FOR  
Airport Advisory Board**

Name Philipp Edelmann

Address [REDACTED]

Telephone (Work) \_\_\_\_\_ (Cell / Home) [REDACTED]

Email [REDACTED]

Occupation Director of Production - Netflix

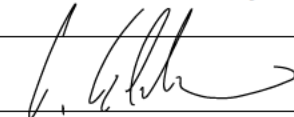
**Reasons for desiring to serve – relevant experience and qualifications:  
I'm a private pilot license holder and passionate about airports and airplanes.**

I manage large teams at my dayjob at Netflix, organizing complex projects and solving problems

on a daily basis. I'm extremely organized, a good public speaker and well connected.

Admittedly, I know airport operations only from a private pilot's POV, but I'm a quick study

and eager to learn more. Sincerely, Philipp Edelmann

Signature  Date 4/14/2025

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

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

(1) Evan Sanford  
Exec. Director  
Redlands Chamber of Commerce

(2) Chris Alvarez  
Rotary Club of Redlands

Telephone [REDACTED]

Telephone [REDACTED]

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

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



## City Council Meeting

I. 5.

**DATE:** 02/03/2026

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

**SUBJECT:** Approve recommendations for the appointment of Dr. Iyan Barrera-Sandri to serve the remainder of a four-year term ending December 21, 2029, and Jake Mayuga-Allen to serve the remainder of a four-year term ending December 20, 2028, on the Traffic and Parking Commission (Council Member Davis)

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### **MOTION:**

1. I move to appoint Dr. Iyan Barrera-Sandri to serve the remainder of a four-year term on the Traffic and Parking Commission, ending December 21, 2029; and
2. I move to appoint Jake Mayuga-Allen to serve the remainder of a four-year term on the Traffic and Parking Commission, ending December 20, 2028.

### **RECOMMENDATION:**

It is recommended by Mayor Saucedo and Council Member Davis that the City Council consider these appointments to the Traffic and Parking Commission. Pursuant to the Redlands Municipal Code, appointments to this commission are made by the Mayor and approved by the City Council. However, Mayor Saucedo has expressed his desire to rotate recommendations for commission and board appointments among the City Council members; therefore, Council Member Davis has been delegated authority by Mayor Saucedo to make the recommendation for these appointments.

### **DISCUSSION:**

Traffic and Parking Commissioner Donivan Fox's term expired on December 21, 2025 and he resigned at the end of his term. Commissioner Patrick Taylor resigned from the commission before his term expired on December 20, 2028. In December, the City issued a public notice soliciting applications for the Traffic

and Parking Commission. The public notice was concurrently aired on Redlands TV and posted on the community bulletin board at the A. K. Smiley Public Library. The local newspapers also received distribution of the public notice. Three new applications were received and one application from a previous posting were considered. Council Member Davis is recommending the appointment of Dr. Iyan Barrera-Sandri to serve the remainder of a four-year term ending December 21, 2029 and Jake Mayuga-Allen to serve the remainder of a four-year term ending December 20, 2028 to the Traffic and Parking Commission.

The Traffic and Parking Commission consists of four members and a student member as follows:

- Kevin Morningstar
- Bill Waddell
- Vacant
- Vacant
- Xavier Ramon Castellon (student)

**ALTERNATIVE:**

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

**SUBMITTED BY:**

Janice McConnell, Assistant City Manager

**REVIEWED BY:**

Charles M. Duggan, Jr., City Manager

**PREPARED BY:**

Amy Edwards, Senior Administrative Assistant

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**Attachments**

Public Notice

Applications

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City of  
**REDLANDS**

Incorporated 1888  
300 E. State Street, Suite 690, Redlands, CA 92373  
909-798-7510  
[www.ci.redlands.ca.us](http://www.ci.redlands.ca.us)

**PUBLIC NOTICE**

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

**TRAFFIC AND PARKING COMMISSION**

The Traffic and Parking Commission carries on educational activities in traffic matters, supervises the preparation and publication of traffic reports, receives complaints relating to traffic matters, and recommends to the City Council ways and means of improving traffic conditions and the administration and enforcement of traffic regulations. This commission also advises the City Council on the development of adequate parking for commercial and retail uses, recommend policies to encourage, develop and support adequate parking within the City, recommend actions for the establishment of long-term parking plans for the City and, in particular, the Downtown Redlands Business Area, and advises the City Council in the administration of resources for the development of parking. The Commission may also assist other advisory groups such as the Planning Commission in matters relating to parking.

The Traffic and Parking Commission meets quarterly on the fourth Thursday of February, May, August, and November at 6:00 p.m. Residents interested in applying for the non-salaried position on this commission may request application forms from the City Clerk's Office, City Hall, 35 Cajon Street, Suite 4, Phone: 798-7510, or by downloading an application from the City's website at [www.cityofredlands.org](http://www.cityofredlands.org)

Deadline for filing applications is January 7, 2026.

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

12/3/25

**CITY OF REDLANDS  
COMMISSION APPLICATION FORM**

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

**COMMISSION\BOARD APPLIED FOR  
Traffic and Parking Commission**

Name Dr. Iyan Barrera-Sandri

Address [REDACTED]

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

Email [REDACTED]

Occupation Instructional Designer

**Reasons for desiring to serve – relevant experience and qualifications:**

Lived in Redlands for past 20 year, traivaled on foot, car, and train throughout.

Have seen both unsafe traffic places for pedestrians and car travelers, almost getting hit.

Good parking policy, including removing minimums and smart fees, is pro-small business.

I have become interested in urban design and promoting livable cities and community for all.

I have been active in City politic in the past, and enjoy understanding and reviewing policy.

Signature Iyan Barrera-Sandri Digitally signed by Iyan Barrera-Sandri  
Date: 2025.12.21 13:20:48 -08'00' Date 12/21/2025

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

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

(1) Dr. Lisa Olson

(2) Mackenzie Dawes

[REDACTED]

[REDACTED]

Redlands Ca 92374

Redlands Ca 92374

Telephone [REDACTED]

Telephone [REDACTED]

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

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

**CITY OF REDLANDS  
COMMISSION APPLICATION FORM**

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

**COMMISSION\BOARD APPLIED FOR  
Traffic and Parking Commission**

Name Jake Mayuga-Allen

Address [REDACTED]

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

Email [REDACTED]

Occupation Project Management for Electrical Contractor

**Reasons for desiring to serve – relevant experience and qualifications:  
As a runner and cyclist on the roads of Redlands, I have a personal interest in the safety**

**and effectiveness of our streets. I believe a city thrives when residents and visitors  
can get where they're going in a timely manner and spend more time enjoying the city,  
rather than circling the block looking for parking. I have a bachelor's degree in  
Environmental Design and currently work in commercial construction.**

Signature Jake Mayuga-Allen Digitally signed by Jake Mayuga-Allen  
DN: cn=J, cn=Jake Mayuga-Allen, o=Prime Electric Inc, ou=OR, cn=Jake Mayuga-Allen  
Reason: I agree to the terms defined by the placement of my signature on this document.  
Date: 2025.12.12 17:51:55-08'00' Date 12/9/2025

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

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

(1) Kelley Bader (2) Sean Johnson

Telephone [REDACTED] Telephone [REDACTED]

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

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

**CITY OF REDLANDS  
COMMISSION APPLICATION FORM**

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

**COMMISSIONBOARD APPLIED FOR**

Name : Ryan McNaughton

Address: [REDACTED]

Telephone (Work): N/A

(Cell/ Home): [REDACTED]

Email: [REDACTED]

Occupation: Architect's Apprentice

**Reasons for desiring to serve – relevant experience and qualifications:**

To whom it may concern,

Traffic and parking are a matters of health, safety, equality, and unavoidably, political choices about which modes of transportation are prioritized. My enduring passion for multimodal transportation solutions and urban design has led me to follow the various international approaches to the mobility issues shared by so many cities. Towards that end I have pursued relevant skills such as architectural design and 3D modeling, Python/Matlab coding of nodal networks (traffic is an excellent example of a nodal network), and independent research in books like "The Death and Life of Great American Cities" by Jane Jacobs and "The High Cost of Free Parking" by Donald Shoup. I hope that these passions, beliefs, and skills make me a fitting candidate for this commission. I appreciate your consideration, and thank you.

**Signature** *Ryan McNaughton*

**Date:** 12/21/2025

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

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

(1) Shan McNaughton:

Redlands Architect

Telephone: [REDACTED]

(2) Andrew Christopherson:

Redlands School Principal

Telephone: [REDACTED]

**Return Application to: Office of the City Council, C/O Office of the City Manager**

**300 E. State Street, Suite 690, Redlands, CA 92373  
OR by email to RedlandsOCM@cityofredlands.org**

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

CITY OF REDLANDS  
COMMISSION APPLICATION FORM

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

COMMISSION\BOARD APPLIED FOR

RECEIVED

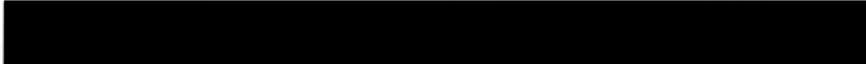
Traffic & Parking

APR 14 2025

Name Desire Reyes

Redlands City Clerk

Address



Telephone (Work) (Cell / Home)



Email



Occupation Hospitality / Parking Manager

Reasons for desiring to serve – relevant experience and qualifications:

Care & concern for our community, our downtown area has a serious parking issue and I want to help in some way and after all my community involvement with the chamber of commerce leadership redlands I have an eagerness to serve

Signature

Date

4/14/25

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

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

(1) Dan Jimenez

(2) Jansu Phillips

Telephone



Telephone



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

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



## City Council Meeting

I. 6.

**DATE:** 02/03/2026

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

**SUBJECT:** Approve recommendations for the re-appointments of Daniel Goham and Daniel Rodriguez and appoint Robert Schooley to each serve a four year term on the Cultural Arts Commission (Council Member Barich)

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### MOTION:

1. I move to reappoint Daniel Gohman to serve a second four-year term on the Cultural Arts Commission ending January 6, 2030.
2. I move to reappoint Daniel Rodriguez to serve a second four-year term on the Cultural Arts Commission ending January 6, 2030.
3. I move to appoint Robert Schooley to serve a four-year term on the Cultural Arts Commission ending January 6, 2030.

### RECOMMENDATION:

It is recommended by Council Member Barich that the City Council consider the reappointment of Daniel Gohman and Daniel Rodriguez and to appoint Robert Schooley to the Cultural Arts Commission to each serve a four-year term. Pursuant to the Redlands Municipal Code, appointments to this commission are made by the Mayor and approved by the City Council. However, Mayor Saucedo has expressed his desire to rotate recommendations for commission and board appointments among the City Council Members; therefore, Council Member Barich has been delegated authority by Mayor Saucedo to make the recommendation for these appointments.

**DISCUSSION:**

Three commissioners on the Cultural Arts Commission had terms ending January 6, 2025, Daniel Gohman, Daniel Rodriguez, and Rick Cummings. Commissioners Gohman and Rodriguez expressed interest in seeking reappointment, and are in good standing with the commission. A public notice was released in December 2025, requesting interested residents to submit an application for the Cultural Arts Commission. In addition, the public notice was concurrently aired on Redlands TV and posted at the community bulletin board at the A. K. Smiley Public Library. The local newspapers also received distribution of the public notices. Nine new applications were received from the recent posting, and four from previous postings were considered.

The Cultural Arts Commission consists of five members as follows:

- Brian Ball
- Vacant
- Edie Punt
- Daniel Rodriguez
- Daniel Gohman

**ALTERNATIVE:**

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

**SUBMITTED BY:**

Janice McConnell, Assistant City Manager

**REVIEWED BY:**

Charles M. Duggan, Jr., City Manager

**PREPARED BY:**

Amy Edwards, Senior Administrative Assistant

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**Attachments**

Public Notice  
Applications

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City of  
**REDLANDS**

Incorporated 1888  
300 E. State St, Suite 690, Redlands, CA 92373  
909-798-7510  
[www.ci.redlands.ca.us](http://www.ci.redlands.ca.us)

**PUBLIC NOTICE**

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

**CULTURAL ARTS COMMISSION**

The Cultural Arts Commission promotes public interest in arts, recommends new arts programs and sources of funding for those programs, assists the City Council by recommending policies to encourage, develop and support the arts in Redlands, and advises the City Council in the administration of the City's "Art in Public Places" program.

The Cultural Arts Commission meets quarterly on the second Monday of March, June, September, and December at 4:00 p.m. Residents interested in applying for the non-salaried position on this commission may request application forms from the City Clerk, City Hall, 35 Cajon Street, Suite 4, or by phone 798-7510, or from the City's website at [www.cityofredlands.org](http://www.cityofredlands.org)

Deadline for filing applications is January 7, 2026.

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

12/3/25

**CITY OF REDLANDS  
COMMISSION APPLICATION FORM**

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

**COMMISSION\BOARD APPLIED FOR**

Cultural Arts Commission

Name **Daniel Gohman**

Address [Redacted]

Telephone (Work) [Redacted] (Cell / Home) \_\_\_\_\_

Email [Redacted]

Occupation \_\_\_\_\_

**Reasons for desiring to serve – relevant experience and qualifications:** In addition to serving  
In addition to serving on the Cultural Arts Commission for the past four years, the last  
two as chair of the commission, I have built my career around art in the community.

I am currently the Executive Director of the Artlands Creative, an arts nonprofit based in Redlands.

I have previously worked in film, television, and media for companies like ABC News, Technicolor, & the USA Today

Network. I attend UC Riverside and have a BA in Film & Culture.

Signature \_\_\_\_\_ Date 1/7/2026

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

- |                                    |                                  |
|------------------------------------|----------------------------------|
| (1) <u>Danielle Giudici Wallis</u> | (2) <u>Margo Mullen Previous</u> |
| <u>Previous Commissioner</u>       | <u>Commissioner</u>              |
| <u>U of R Professor</u>            | <u>Public Artist</u>             |

Telephone [Redacted] Telephone [Redacted]

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

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CITY OF REDLANDS  
COMMISSION APPLICATION FORM

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



COMMISSION\BOARD APPLIED FOR

CULTURAL ARTS COMMISSION

Name DANIEL RODRIGUEZ

Address [REDACTED]

Telephone (HOME) [REDACTED]

(Cell) [REDACTED]

Email [REDACTED]

Occupation RETIRED / ADMINISTRATOR-MANAGER

Reasons for desiring to serve – relevant experience and qualifications: Have been involved in the Arts for most of my life performing as a dancer or as a musician at various venues.

As a former Employee of the City, I encouraged and supported the creation of the Arts Commission whereby I drafted the Ordinance adopted by the City Council. My 45-years of experience as a Director or Manager of Parks and Recreation has provided me the tools and interest to encourage public and political support and funding for the arts.

Signature *Daniel Rodriguez*

Date MARCH 30, 2022

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

(1) LINDA DEREBERY

(2) CURTISS B. ALLEN, JR.

[REDACTED]  
REDLANDS, CA 92374

[REDACTED]  
HIGHLAND, CA 92346

Telephone [REDACTED]

Telephone [REDACTED]

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

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*✓ Address Verified*

**CITY OF REDLANDS  
COMMISSION APPLICATION FORM**

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**COMMISSION\BOARD APPLIED FOR**

Cultural Arts Commission

Name Alexander Masushige

Address [REDACTED]

Telephone (Work) \_\_\_\_\_ (Cell / Home) [REDACTED]

Email [REDACTED]

Occupation Art Educator and Curriculum Developer

**Reasons for desiring to serve – relevant experience and qualifications:**

As an art educator of ten years, a core aspect of my pedagogy is expanding access to art and art education. It would be a privilege to support the cultural arts commission toward growing the diverse art scene that Redlands is known for. I bring experience with grant writing, developing strategic plans, organizing large art events, research methods, and non-profit leadership. I hold a Bachelor's degree in art education and a Masters degree in learning and teaching alongside an art teaching credential. I am currently in pursuit of a doctorate in education through the University of Louisiana.

Signature Alexander Masushige Date 12/29/2025

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

(1) <u>Annie Buckley</u>	(2) <u>Steven Rodriguez</u>
<u>Director - Prison Arts Collective</u>	<u>Music Director - Rialto High School</u>
<u>Director - SDSU Arts Institute</u>	<u>VAPA Chair - Rialto High School</u>

Telephone [REDACTED] Telephone [REDACTED]

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**CITY OF REDLANDS  
COMMISSION APPLICATION FORM**

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**COMMISSION\BOARD APPLIED FOR**

Cultural Arts Commission

Name Amira Amaar

Address [REDACTED]

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

Email [REDACTED]

Occupation Compliance and Policy Analyst

**Reasons for desiring to serve – relevant experience and qualifications:**

~~I am interested in serving on the Cultural Arts Commission because I value community connection, inclusion, and how arts and cultural programming contribute to a city's identity and quality of life. As a Redlands resident and parent, I appreciate initiatives that are accessible and representative of diverse perspectives.~~

~~Professionally, I work in higher education at the International Center at the University of California, Irvine, where I support international and multicultural communities through policy and collaborative decision-making. I have also been selected for the upcoming Leadership Redlands program, which emphasizes civic engagement and community service.~~

DocuSigned by:  
**Signature** Amira Amaar **Date** 1/7/2026

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

(1) Dr. Shaheen Zakeria (2) Ruth Ortega

Telephone [REDACTED] Telephone [REDACTED]

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**CITY OF REDLANDS  
COMMISSION APPLICATION FORM**

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**COMMISSION BOARD APPLIED FOR**

Cultural Arts Commission

Name Andrea Ceja

Address [REDACTED]

Telephone (Work) [REDACTED]

(Cell / Home) [REDACTED]

Email [REDACTED]

Occupation Graphic Designer

**Reasons for desiring to serve – relevant experience and qualifications:**

I live in Redlands, I'm an artist. I like seeing pretty things and know that Redlands is a beautiful city but there's also room for more. Sometimes I see art that makes me go - Wow that can definitely be better. I have a lot of ideas. Hire me.

I'm funny, but also smart. [cejadrea.wixsite.com/portfolio](http://cejadrea.wixsite.com/portfolio)

Signature [Handwritten Signature]

Date 12/15/25

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

(1) My dog [REDACTED]

(2) My husband [REDACTED]

Telephone [REDACTED]

Telephone [REDACTED]

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**CITY OF REDLANDS  
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**COMMISSION\BOARD APPLIED FOR  
Cultural Arts Commission**

Name Dan Leavitt

Address [REDACTED]

Telephone (Work) \_\_\_\_\_ (Cell / Home) [REDACTED]

Email [REDACTED]

Occupation Learning Experience Designer

**Reasons for desiring to serve – relevant experience and qualifications:**

**I'm interested in serving because I see arts and culture as essential civic infrastructure.**

While I'm not an artist, my background as a Creativity Coach and program designer positions me

as a strong connector between artists, institutions, and the broader community. I bring

experience translating creative vision into sustainable programs, inclusive experiences, and

and measurable impact—skills I'd be excited to apply in service of Redlands' cultural future.

Signature Dan Leavitt Digitally signed by Dan Leavitt  
Date: 2025.12.26 19:56:28 -08'00' Date \_\_\_\_\_

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

(1) Holly Burgess (2) Fred Chandra

Telephone [REDACTED] Telephone [REDACTED]

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**CITY OF REDLANDS  
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**COMMISSIONBOARD APPLIED FOR**

Cultural Arts

Name Germaine Miles

Address [REDACTED]

Telephone (Work) \_\_\_\_\_ (Cell / Home) [REDACTED]

Email [REDACTED]

Occupation Retired

**Reasons for desiring to serve – relevant experience and qualifications:**

**I hold a bachelor's degree in music and have a lifelong appreciation for the impact of**

**the arts on education, connection, and quality of life. I value the role the arts play in**

**strengthening community identity & inclusion. I bring over 40 years leadership experience from**

**my career with AAA which includes strong collaboration & strategic decision-making skills.**

I would be honored to contribute my experience, perspective and commitment to this Commission.

Signature  Date 12/27/2025

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

(1) Sean Rooks

[REDACTED]

Redlands 92373

Telephone 909.534.0770

(2) Erica Horan

[REDACTED]

Redlands 92373

Telephone 925.260.5438

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**CITY OF REDLANDS  
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**COMMISSION\BOARD APPLIED FOR**

Cultural Arts Commission

Name: Lindsay Barker

Address [REDACTED]

Telephone (Work) \_\_\_\_\_ (Cell / Home): [REDACTED]

Email: [REDACTED]

Occupation Office Specialist with the San Bernardino County Department of Public Health & Freelance  
Graphic Designer

**Reasons for desiring to serve – relevant experience and qualifications:**

My desire to serve on the Cultural Arts Commission comes from a lifelong love of art and culture. Creating has always been how I make sense of the world and connect with others. I grew up in a family that believed in acceptance, self-expression, and the value of creativity, which shaped not only who I am as an artist, but how I show up in my community.

I went to school for art and design and eventually built my own graphic design business, where I've had the opportunity to work with local and regional businesses throughout the Inland Empire, including Karaoke Kubo, The Overland, and Happy Mediums. Through this work, I've seen how art and design can bring people together, support small businesses, and help create spaces that feel welcoming and alive.

In addition to my work as a creative, I currently work as an office specialist for the San Bernardino Department of Public Health and believe this has given me a unique perspective on how cities operate from the inside. This experience has helped me better understand the processes and responsibilities involved in public service, as well as the importance of thoughtful planning and collaboration when developing programs and initiatives that serve our communities.

As a working artist and designer, I understand both the passion and the practical realities behind arts programming. I've balanced creative ideas with budgets, timelines, and public-facing needs, and I'm familiar with the challenges artists face when it comes to visibility, funding, and access. I believe that when cities actively support the arts, it strengthens everyone.

My previous travels forever inspire me by how different communities use art to reflect their identity and values. To me, art is more than decoration; it's a way to make people feel like they belong. Public art and cultural programming play a huge role in shaping how people experience their city and how connected they feel to it.

Redlands has a strong creative spirit, and I'm passionate about helping it continue to grow in a thoughtful and inclusive way. Serving on the Cultural Arts Commission would allow me to contribute my creative background, professional experience, and public-sector perspective while supporting programs like Art in Public Places and helping recommend policies that encourage creativity throughout the city. I would be honored to be part of that work.

Signature Lindsay K Barker Date 1/7/26

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

(1) \_\_\_\_\_ (2) \_\_\_\_\_

Bryan Bruce, owner The Overland

Bonnie Hernandez, owner Happy Mediums

Deli

Telephone [REDACTED]

Telephone [REDACTED]

**Return Application to: Office of the City Council, C/O Office of the City Manager**

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**CITY OF REDLANDS  
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**COMMISSION\BOARD APPLIED FOR**

Cultural Arts Commission

Name Robert Schooley

Address [Redacted]

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

Email [Redacted]

Occupation Retired / Freelance writer

**Reasons for desiring to serve – relevant experience and qualifications:**

As an Executive Producer at Walt Disney TV Animation and Nickelodeon for over 30 years I have ample experience with writers, artists, and actors. Additionally, I have written live action movies and Young Adult fiction. I have always taken an interest in civic art programs and feel I can be useful to the work of the Commission.

Signature [Handwritten Signature] Date Jan 2, 2026

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

(1) Kathy Behrens  
President, Redlands Conservancy  
[Redacted]

(2) Dr. Daniel Rossie  
[Redacted]

Telephone [Redacted] Telephone [Redacted]

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RECEIVED

CITY OF REDLANDS  
COMMISSION APPLICATION FORM

JAN 06 2026

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

COMMISSION\BOARD APPLIED FOR

Redlands City Clerk

Cultural Arts Commission

Name Rose-Marie Raumin, Ph.D.

Address [REDACTED]

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

Email [REDACTED]

Occupation retired high school teacher

Reasons for desiring to serve – relevant experience and qualifications:

See attached

Signature Rose-Marie Raumin Date 1/5/2026

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

(1) Dr. James Appleton

(2) Mrs. MaryJo Holmes

Telephone [REDACTED]

Telephone [REDACTED]

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Reasons for desiring to serve:

As a long-time Redlands resident, I have always admired the way Redlands protects and supports the arts and the historic elements of our town. Having recently concluded my volunteer term on the Historic and Scenic Preservation Commission, I am eager to continue my community service in a new capacity. I feel I can contribute to the Cultural Arts Commission because of my background and my enthusiasm. I have traveled extensively in the United States, in Europe and in Asia, where I have visited many museums and exhibits. I appreciate timeless art and modern interpretations. I have enjoyed art and cultural artifacts in outdoor spaces, noticing the joy they bring to residents and visitors alike. I love visiting the art fairs we have in Redlands and hope to promote their continuation and possibly even their expansion. I support and value the art and cultural programs in our schools, which I feel are vital for future generations. If appointed, I plan to bring my ideas and my enthusiasm to the collaborative work of this commission.

**CITY OF REDLANDS  
COMMISSION APPLICATION FORM**

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**COMMISSION\BOARD APPLIED FOR  
Cultural Arts Commission**

Name Sarah Jane Randall

Address [REDACTED]

Telephone (Work) \_\_\_\_\_ (Cell / Home) [REDACTED]

Email S [REDACTED]

Occupation General Service Worker San Bernardino County

**Reasons for desiring to serve – relevant experience and qualifications:**

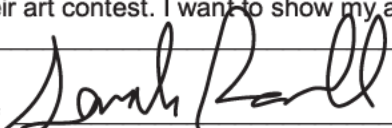
**As a Redlands resident of over 20 years, I want to be able to represent my community and**

**give back to our beautiful city. Additionally, I'd like to strengthen connections**

**I enjoy the arts. I have contributed to local theatre puppet plays,**

**Local IE art exhibits, and helped the Environmental Education Collaborative in**

**judging their art contest. I want to show my appreciation to the IE.**

Signature  Date 1-7-26

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

- |                               |                               |
|-------------------------------|-------------------------------|
| (1) <u>Supervising Ranger</u> | (2) <u>Supervising Ranger</u> |
| <u>Caleb Johnson</u>          | <u>Chole Dejoux</u>           |
| <u>Sb County</u>              | <u>Sb county</u>              |

Telephone [REDACTED] Telephone [REDACTED]

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# SarahJane Oyanib Randall

## Sustainability Professional



[My Projects](#)



## Work Experience

### **Public Service Employee at Yucaipa Regional Park, General Service Worker at Prado Regional Park**

County of San Bernardino, California

*August 2023 - Present*

*(5 months)*

- Perform camp checks
- Manage cash transactions at the front gate register
- Ensure cleanliness of restrooms, proper disposal of trash, and litter pick up
- dispose of tree limbs and branches
- Verify fishing permits

### **Sustainability & Facilities Fellow at Citrus College**

California Climate Corps (SEI) Glendora, California

*October 2022 - August 2023*

*(10 months)*

- Implement sustainability policies listed in the Sustainability plan on campus
- Work on sustainability student outreach projects
- Collect & input data into AASHE STARS report
- Compose Sustainability Newsletter

### **Recording Secretary**

National Ecumenical Forum for Filipino Concerns in the Inland Empire California

*December 2022 to Present*

*(1 yr 3 months)*

- Prepare an agenda and notify all participants of meeting dates, times, and venues
- Take notes and send the meeting minutes within 3 days of the meeting date
- Send notices of events immediately upon approval by the Administrator
- Prepare drafts of required reports for grantors as instructed by the Administrator

LinkedIn Profile:



**Guest Services, Supervisor of Sustainability, Sustainability Coordinator**

LiveNation/Insomniac California

November 2016 to May 2022

(6 years, 4 months)

- Lead Sustainability department at Glen Helen Amphitheater
- Promote Sustainable policies, mitigate waste, improve waste diversion efforts at amphitheater
- As guest services, I assisted the operations at the Glen Helen Amphitheater by verifying entrance documents, working in VIP area, and assisting the lost-and-found area to present the venue positively to the public

**Forestry Assistant**

Inland Empire Resource Conservation District Redlands, California

March 2021 - November 2021

(9 months)

- Assisted Forestry Technician for Invasive Shothole Borer Project
- Utilized Arcgis systems to locate possible areas for ISHB trap installation
- Utilized Ipad to record ISHB presence through visual monitoring at parks
- Assisted in Stand Exams with the Forest Service

**Forestry Corps Crew Member**

California Conservation Corps Inland Empire, California

October 2019 to August 2020

(10 months)

- Achieved Cal OSHA S-212 Wildland Fire Chainsaw Training Certification
- Facilitated team projects with project partners such as the Bureau of Land Management, Cal Fire, Caltrans, and the Forest Service
- Worked on fuel reduction/reforestation projects around Riverside and San Bernardino counties
- Operated/handled tools and equipment (Woodchipper, chainsaw, hand tools)

**Trail Restoration Crew Member**

American Conservation Experience California

May 2019 - August 2019

(3 months)

- Achieved Wilderness First Aid Certification, Adult, Child, & Infant CPR Certification, Epinephrine Administration Certification
- Facilitated team projects with project partners such as the Bureau of Land Management, State and National Parks
- Harmful plant mitigation (Elimination of invasive species), fence installation, irrigation on Great Basin Dust Mitigation Project
- Habitat/Trail restoration (Brushing, trail repairing, mulching), Tool maintenance (Sharpening, polishing, rehandling)

LinkedIn Profile:



**ADA Compliance Specialist**

Ten - Fifty Entertainment California & Nevada

March 2018 - August 2021

(9 months)

- Encouraged the compliance of ADA regulations at events, provided people with disabilities with necessary accommodations (sign language interpreters, mobility assistance, accessible restrooms)
- Demonstrated sufficient knowledge of laws against the discrimination of people with disabilities

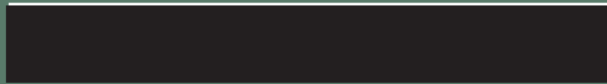
**Program Leader**

Think Together Redlands California

August 2017 to March 2019

(2 years)

- Led a class of more than 20 students at Clement Middle School; facilitate homework time & tutored students needing help
- Facilitated Science, Dissection, Music Appreciation and Youth Development Clubs for grades 6-8



## Education History



### **Bachelor of Science in Sustainability Studies (2014 - 2017)**

Institution: University of California Riverside

Year of Graduation: 2017

- Social Events Chair, National Society of Leadership & Success



### **High School Diploma (2010 - 2014)**

Institution: Redlands East Valley High School

Year of Graduation: 2014

- Honor Court (Top 10% GPA of students)

## Internship Experience

### **Mental Health Intern**

Asian American Task Force Riverside County California

October 2022 - December 2022

(3 months)

- In part of Kapwa Kabataan, I acted as an intern for AATF; helped table at Asian-American events & spread the word of mental health resources in the I.E

### **Analyst Intern**

Office of Sustainability @ UC Riverside, California

July 2016 - August 2016

(2 months)

- Facilitated a group of interns in devising the Integrated Waste Diversion Plan to lower the institution's carbon footprint to meet
- Carbon Neutrality Initiative; Analyzed data on the university's waste streams; Managed Social media platforms

### **Production Intern**

IHeartMedia KGGI 99.1 Riverside, California

April 2015 - June 2015

(3 months)

- Collaborated with a variety of departments including programming, public relations, & web
- Assisted radio talk show hosts by blogging for them & producing the radio show
- Promoted events such as the I.E Salsa Festival, I.E Taco Festival

## Awards

### **Operations Manager Award 2019**

LiveNation

2019

I was recognized for supporting the venue and for being an example of; dedication, determination, and willing to take on any role in our band.



## Volunteer Work

### **Volunteer**

Pick4good Redlands California

2023 - Present

I volunteered gleaning fruit around Burrage Mansion & various places in Redlands.

### **Volunteer**

Socaltrasharmy San Bernardino County California

2022 to Present

I volunteered cleaning up Lytle creek, distributing food, & organizing clothing for unhoused population during events.

### **Volunteer**

Music Changing Lives San Bernardino County California

2022

I volunteered gardening at Music Changing Lives garden in San Bernardino, I helped plant the various produce in the garden.

### **Volunteer**

Sustainable Claremont California

2019 - present

I volunteered tree planting at multiple events in urban areas throughout Los Angeles county.

### **Volunteer**

Riverside Food Co-op Riverside California

2019 - present

I volunteered gleaning fruit in riverside county through the Riverside Food Rescue.

### **Volunteer**

Union Rescue Mission Los Angeles California

2019

I volunteered at Union Rescue Mission during Thanksgiving in the kitchen helping prepare meals to the unhoused on skid row in Los Angeles.

### **Volunteer**

Grid Alternatives California

2016

Through UCR's Summer Sustainability Program, I volunteered with GridAlternatives installing solar panels on low income housing in Fontana.

### **Volunteer**

Redlands Community Hospital California

2012 - 2014

I volunteered in the pharmacy department delivering medication to different floors, cleaning pharmacy area & organizing prescriptions for the pharmacist

### **Volunteer**

Mentone Library Mentone California

2010 - 2014

I volunteered at the library for 4 years; helping patrons, decorating, & organizing books by Dewey decimal system

LinkedIn Profile:



### References

Connie Bennett  
Family Friend



Vicki Robertson  
Family Friends



Nicole Dumaguindin  
Community Organizer



Nicole Dungo  
Co-worker NEFFCON-IE

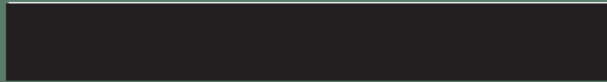


Nicole Kircher  
Regional Supervisor SEI



Fred Diamond  
Facilities Director





## Relevant Course Work

ENSC 006: Introduction to Environmental Economics

ENGL 001A: Beginning Composition

ENGL 001B: Intermediate Composition

MATH 008A: Introduction to College Math for Sciences

CS 008: Introduction to Computing

GEO 008: Earthquake Country

MATH 008B: Introduction to College Math for Sciences

CHEM 001A: General Chemistry

CHEM 001B: General Chemistry

PSYC 011: Psychology Methods: Statistical Procedures

BIOL 005A: Introduction to Cellular & Molecular Biology

ENGL 001C: Applied Intermediate Composition

ENGR 109: Technology in Modern Europe & America

GSST 131: Sustainability, Gender & Development in the Global South

GSST 171: Environmental Health & Social Justice

ANTH 162: Culture & Medicine

GSST 021: Gender & Sustainability

POSC 137S: Environmental Justice & Human Rights

MCS 122: Sustainability as the Future of Democracy

PBPL 191: Seminar in Public Policy

CITY OF REDLANDS  
COMMISSION APPLICATION FORM

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

COMMISSION\BOARD APPLIED FOR

Cultural Art Commission

RECEIVED

Name TESERA MARTINEZ

APR 14 2025

Address

Redlands City Clerk

Telephone (Work) (Cell / Home)

Email

Occupation ARTIST / CULTURAL

Reasons for desiring to serve – relevant experience and qualifications:

AS A NEW RESIDENT to REDLANDS I WOULD like  
TO SUPPORT the ART community and FIND WAYS TO  
GIVE BACK

Signature

Date 4/14/25

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

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

(1) DESIREE REYES

(2) ISMAEL ESTRADA

Telephone

Telephone

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

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

Address Verified - AE

**CITY OF REDLANDS  
COMMISSION APPLICATION FORM**

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

**COMMISSIONBOARD APPLIED FOR**

Cultural Arts Commission

Name Keana Suda

Address 

Telephone (Work)  (Cell) Home 

Email 

Occupation Teacher

**Reasons for desiring to serve – relevant experience and qualifications:**

I am interested in serving the city of Redlands by recommending new arts programs. I have a personal interest in the arts and want to share that with my community. I have served as President of School Site Council in a Title I middle school.

Signature Keana Suda Date 4/10/2025

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

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

(1) Karen Wilson (2) Sheila Paurteymoor

Telephone 

Telephone 

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

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CITY OF REDLANDS COMMISSION APPLICATION FORM

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

COMMISSION\BOARD APPLIED FOR

Cultural Arts Commission

Name Jill Marcum

Address [Redacted]

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

Email [Redacted]

Occupation Archaeologist, Engineer

Reasons for desiring to serve – relevant experience and qualifications:

A fifth-generation Redlands-er, I love our town and am eager to give back: the arts represent a vital opportunity to increase representation and engagement in our community, while supporting the heritage programs unique to Redlands. I have worked as a curatorial researcher for the Modern Art Department at LACMA, and for the Metropolitan Museum of Art in New York, including program analysis, annual reporting, and stakeholder engagement. I have degrees in Anthropology and Archaeology from the City College of New York and the University of Oxford, where I organised and promoted conferences and conducted outreach in ancient Middle Eastern art and literature, curated a feminist film season, and authored guides to public art in diaspora. I have close ties to RAM and the Cheech, as well as to MOR. I have also worked as a geographic analyst and am interested in the diverse fabric of communities such as ours. I believe in demystifying processes in order to increase access and remove barriers to entry, and to improving storytelling around existing public art, bringing our surrounding world to life and increasing public engagement. As an autistic member of the LGBTQ community, I am dedicated to diversity and tolerance. Thank you.

Signature [Handwritten Signature] Date 4/14/2025

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

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

- (1) Drew Oberjuege, Executive Director, Riverside Art Museum
(2) Judy Schroeder, Fine Artist, Schroeder Studio Gallery

Telephone [Redacted] Telephone [Redacted]

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

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CITY OF REDLANDS  
COMMISSION APPLICATION FORM

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

COMMISSIONBOARD APPLIED FOR

RECEIVED

Cultural Art Commission

APR 14 2025

Name Dosimee Reyes

Redlands City Clerk

Address



Telephone (Work)

(Cell / Home)



Email



Occupation Manager - Hospitality

Reasons for desiring to serve – relevant experience and qualifications:

I was the key person to push the Utility box Art for  
Leadership Redlands Community service project and deeply care  
about bringing art to public spaces

Signature

Date

4/14/25

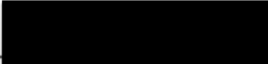
\* If appointed, please be advised that all City commissioners and committee/board members must complete mandatory harassment prevention training consistent with the requirements of Assembly Bill No. 1825. (Resolution No. 7206 adopted July 26, 2012)

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

(1) Dan Jimenez

(2) Jansu Phidige

Telephone



Telephone



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

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



## City Council Meeting

I. 7.

**DATE:** 02/03/2026

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

**SUBJECT:** Adopt Resolution No. 8748 for new connections to the City of Redlands water distribution and sewer collection systems for seven vacant parcels located at the northeast corner of the intersection Nice Avenue and Turquoise Avenue and identified as county of San Bernardino Assessor's Parcel Numbers 0298-103-14-0000 through 0298-103-20-0000 in the unincorporated community of Mentone within San Bernardino County and determine that approval of the Resolution is exempt from environmental review pursuant to Sections 15303 and 15319 of the California Environment Quality Act (CEQA) guidelines (Assistant City Manager Boatman)

---

### **MOTION(S):**

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

I move to adopt Resolution No. 8748.

### **RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution No. 8748 for new connections to the City of Redlands water distribution and sewer collection systems at the northeast corner of Nice Avenue and Turquoise Avenue in the unincorporated community of Mentone within San Bernardino County for Outside Service Case (OSC) No. 23-08, and determine that the Resolution is exempt from environmental review pursuant to Sections 15303(a) and 15319(b) of the California Environmental Quality Act (CEQA) guidelines.

## **DISCUSSION:**

Staff recently received a water connection and sewer connection application from Hankito Enterprises Incorporated, for reapproval of water and sewer service connections for the seven properties located at the northeast corner of Nice Avenue and Turquoise Avenue in the unincorporated community of Mentone within San Bernardino County and identified as county of San Bernardino Assessor's Parcel Numbers 0298-103-14 through 0298-103-20 and as shown on Attachment B. The seven vacant parcels are located approximately 0.15 miles east of the Redlands city limits in the Mentone area. The applicant is proposing to connect each parcel to City water service and sewer service to enable the development of each parcel with a single-family residence.

The Redlands Municipal Code (RMC) requires the Municipal Utilities and Engineering Department (MUED) Director and Development Services Department (DSD) Director to present completed applications for utility connections outside the city limits to the City Council for a determination if the public health, safety and welfare, and the best interests of the citizens of Redlands is served by the application, and to provide direction to staff regarding the preparation of a pre-annexation agreement.

These applications were reviewed and approved by the MUED and DSD Directors in 2023 with the City Council then approving Resolutions No. 8499 and Resolution No. 8500 authorizing the utility connections and the execution of a preannexation agreement.

Per Chapter 13.60.050 (B) of the Municipal Code, the previously approved application expired December 31, 2023. Hankito Enterprises has recently filed a request, and paid the required application fee, for authorization by Council to obtain a reapproval of water and sewer service connections for their seven parcels at Nice Avenue and Turquoise Avenue in Mentone.

Per Chapter 13.60 of the Municipal Code, OSC 23-08 is considered as a major project with seven (7) lots proposed for the future construction of single-family residences (see Attachment A and B). A major project is defined as a project consisting of five (5) or more residential dwelling units. Chapter 13.60 limits the number of water and/or sewer connections that are made to 150 residential dwelling units constructed outside the city's corporate boundaries each year. This application is the first major project to be considered this calendar year. Of the 150 allowable connections per year, the number of service connections for minor projects outside of the City is limited to 25 per year per Measure U. At this time, there have been 0 applications for minor projects with a total of zero (0) residential water connections and zero (0) residential sewer service connections approved by the Council.

Pursuant to the RMC, the City Council may consider the following factors in making its determination that the public health, safety and welfare, and the best interests of the citizens of Redlands are served by the application:

1. The relationship of the property and its proposed use to the City's General Plan and zoning ordinances;
2. The relationship of the property and its proposed use to the City's Water Master Plan, the City's Water Capital Improvement Programs, the City's Sewer Master Plan, and the City's Sewer Capital Infrastructure program;
3. The proximity of the property to the City's boundaries and existing utility infrastructure;
4. The proposed potential for new revenue sources for the City to pay for City services provided to the project as a result of annexation and development of the property; and,
5. The standards proposed for development of the property.

Approval of OSC 23-08 allows the applicant to physically connect to the water and sewer systems, which serve the public health, safety and welfare, and the best interests of the citizens of Redlands.

Consistency with the General Plan:

The subject properties are located in the Low/Medium Density land use designation of the General Plan, which supports residential uses such as single-family homes. The properties range in size between 0.192 and 0.256 acres and are currently undeveloped. The eventual use of each parcel is consistent with the City of Redlands General Plan.

Water is currently available at the intersection of Turquoise Avenue and Florence Avenue. The applicant will be required to construct a water main extension in Turquoise Avenue from Florence Avenue to Nice Avenue and from Turquoise Avenue easterly to the project boundary. Sewer is currently available in Nice Avenue. The applicant will be required to construct a sewer main extension in Turquoise Avenue from Nice Avenue northerly to the project boundary. See Attachment B for the location of existing utilities and the required main extensions.

The site is located in the County of San Bernardino and the County would be the approval authority for any future construction on these parcels due to the project location outside of the City limits. The County does not provide domestic water or sewer services to the site. The City of Redlands has the ability to provide both water and sewer services to unincorporated areas surrounding the City.

Regarding General Plan Consistency, the subject properties range in size between 0.192 and 0.256 acres, and have a General Plan land use designation of Low Density Residential, which allows up to six units per acre. The applicant is working with the County of San Bernardino for the construction of a

single-family residence on each parcel. Development of the sites with single-family residences will be consistent with the General Plan's land use designation as Low Density Residential. In the event that the area is annexed into the City, the properties would most appropriately be zoned Single-Family Residential (R-1) under the City's zoning code. The proposed development of each site with a single-family residential use is permitted in the R-1 District. With the adoption of Resolution No. 8748, the City Council will make a finding that Outside City Case No. 23-08 for water distribution system and sewer collection system connections for the seven described parcels in the unincorporated community of Mentone within San Bernardino County is consistent with the Redlands General Plan and the public health, safety and welfare of the citizens of Redlands.

The "project" before the City for purposes of the California Environmental Quality Act (CEQA) is the decision by the City Council to enable the provision of City domestic water service and sewer service, making it possible for the property owner to develop the sites with single-family residences. This type of application is exempt from environmental review pursuant to CEQA Guidelines Section 15319 (Annexations of Existing Facilities and Lots for Exempt Facilities) and Section 15303 (New Construction of Small Structures), which exempts construction of a single-family residence and extensions of water and sewer mains of a reasonable length to support the construction of a single-family residence. There is no possibility of any significant environmental effects as a result of the Pre-Annexation Agreement.

**ALTERNATIVES:**

City Council may deny the staff recommendations if Council determines reapproval of OSC 23-08 does not serve the public health, safety, and welfare, and the best interests of the citizens of Redlands, or is inconsistent with the General Plan.

Additionally, the City Council can continue the item and request more information on any specific concerns.

**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  
Danielle Garcia, Management Services/Finance Director  
Ray Casey, Interim Municipal Utilities and Engineering Director

**PREPARED BY:**

Donald Young, One Stop Permit Center Manager

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**Fiscal Impact**

**Fiscal Year:** 25/26  
**Revenue Generating:** No  
**Discussion:**

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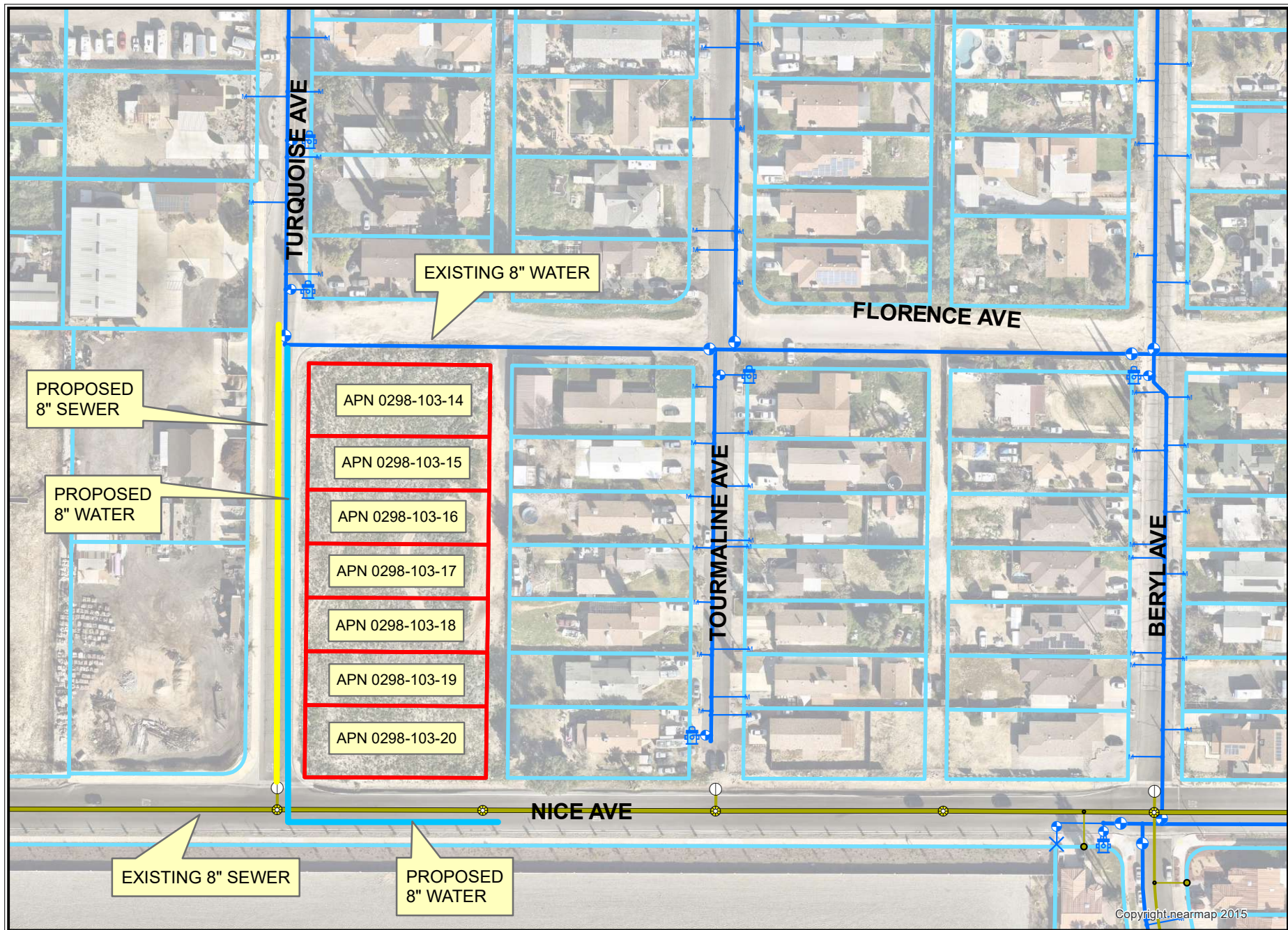
**Attachments**

Attachment A - Location Map  
Attachment B - Aerial Photograph  
Resolution No. 8748

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Title	
REDLANDS OSC 23-08	
HANKITO ENTERPRISES INC.	
<p>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.</p>	
June 5, 2023	
OneStop.mxd	

RESOLUTION NO. 8748

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS DETERMINING OUTSIDE CITY CASE NO. 23-08 IS CONSISTENT WITH THE REDLANDS GENERAL PLAN AND THE PUBLIC HEALTH, SAFETY, WELFARE AND BEST INTERESTS OF THE CITIZENS OF REDLANDS ARE SERVED BY THE CONTINUED PROCESSING OF OUTSIDE CITY CASE NO. 23-08

WHEREAS, Hankito Enterprises, Inc filed an application for Outside City Case No. 23-08 with the City of Redlands for water connection and sewer connections for seven proposed single family residences on seven vacant parcels located at 1188 Turquoise Avenue, 1166 Turquoise Avenue, 1150 Turquoise Avenue, 1142 Turquoise Avenue, 1134 Turquoise Avenue, 1120 Turquoise Avenue, and 1108 Turquoise Avenue in the unincorporated community of Mentone identified as County of San Bernardino Assessor's Parcel Numbers 0298-103-14, -15, -16, -17, -18, -19, and -20; and

WHEREAS, Resolution No. 8499 was approved by the City Council on July 25, 2023, determining Outside City Case No. 23-08 was consistent with the Redlands General Plan and the public health, safety, welfare and best interests of the citizens of Redlands; and

Whereas, Chapter 13.60.050 (B.) of the Redlands Municipal Code mandates that the previously approved applications for water and/or sewer service connection expired at the end of the 2023 and a reapplication must be made; and

WHEREAS, Hankito Enterprises, Inc filed a new application for Outside City Case No. 23-08 with the City of Redlands for water connection and sewer connections; and

WHEREAS, Hankito Enterprises, Inc application for a pre-annexation agreement as required by Measure U has already been approved by the City Council with Resolution No. 8500 on July 25, 2023;

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

Section 1. The City Council hereby determines that approval of this Resolution is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15303(a) and 15319(b) as CEQA exempts the conversion of small structures and the annexation of lots for exempt facilities.

Section 2. The City Council hereby determines that Outside City Case No. 23-08 is consistent with the City of Redlands General Plan and the public health, safety,

welfare and best interests of the citizens of Redlands are served by the City's continued processing of the application.

PASSED AND ADOPTED at a meeting of the City Council of the City of Redlands held on February 3<sup>rd</sup>, 2026.

---

Mario Saucedo, Mayor

ATTEST:

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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 3<sup>rd</sup> day of February, 2026, by the following vote:

AYES:

NOES:

ABSENT:

---

Jeanne Donaldson, City Clerk



## City Council Meeting

I. 8.

**DATE:** 02/03/2026

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

**SUBJECT:** Approve the Mills Act Contract with the property owners for the single-family residence located at 1106 West Highland Avenue, within the West Highland Avenue Historic and Scenic District (Historic District No. 7), and determine that approval of the agreement is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines (Assistant City Manager Boatman)

---

### **MOTION(S):**

If the City Council determines that the Historic & Scenic Preservation Commission's recommendation is appropriate, the following motion is provided:

1. I move that the City Council determine approval of this Mills Act Contract with the property owners for the single-family residence located at 1106 West Highland Avenue is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act; and
2. I move that the City Council approve the Historic Property Contract by and between the City of Redlands and Jaret Fischer for the residential property located at 1106 West Highland Avenue.

### **RECOMMENDATION:**

The Historic & Scenic Preservation Commission reviewed the proposed 10-Year Rehabilitation Plan for the Mills Act application and adopted Resolution No. 2025-05 recommending that the City Council approve the Mills Act contract for 1106 West Highland Avenue.

## DISCUSSION:

*Background:* The Mills Act, enacted by the State in 1972, encourages preservation of qualified historic properties by allowing property owners to receive tax relief in exchange for maintenance, rehabilitation, and preservation of their property. The City's program establishes procedures and eligibility criteria, including annual reporting and review.

Mills Act contracts generally reduce property taxes by 30 to 50 percent over ten years, depending on assessed value and purchase date. For example, properties purchased before the passage of Proposition 13 (1978) are unlikely to receive a reduction, as they are already determined to be at baseline threshold values, while more recently purchased properties generally receive the greatest reductions. One hundred percent (100%) of the annual tax savings must be used to maintain and/or restore the property and its qualifying historical characteristics. The agreement runs for ten years and automatically renews annually (with one year added to the term) unless a notice of non-renewal is filed by the property owner or the City.

The City's program limits the annual number of contracts to seven (7), including a maximum of five residential properties with assessed values under \$1 million and two non-residential properties. This is the first application under consideration in 2026.

*Proposed Property:* The subject property is located at 1106 West Highland Avenue and contains a contributing structure within the West Highland Avenue Historic and Scenic District (Historic District No. 7). The subject property has a two-story Dutch Colonial Revival single-family dwelling constructed in 1902.

The applicant has submitted a rehabilitation plan (Exhibit B to the Contract) detailing proposed work and associated costs. Over ten years, the property owner will spend \$84,885 on improvements and maintenance, which is anticipated to exceed the estimated tax savings of \$75,175 during the same time period. Proposed improvements include:

1. Seismic retrofit of the foundation to provide strength and seismic stability, with no visible exterior changes (estimated cost \$68,685).
2. Window tune-up and repair for all 36 existing wood windows, including minor repairs, repainting, and operational adjustments (estimated cost \$16,200).

After execution of the contract, the applicant must submit annual reports to the Development Services Department to document work progress in accordance with the approved Rehabilitation Plan and ensure the tax savings are applied

directly to preserving or rehabilitating the historic structure.

**ALTERNATIVES:**

The City Council may deny the request for a Mills Act Contract.

**STRATEGIC PLAN:**

Not applicable.

**SUBMITTED BY:**

Christopher Boatman, Assistant City Manager

**RECOMMENDED BY:**

Charles M. Duggan Jr., City Manager

**REVIEWED BY:**

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

**PREPARED BY:**

Rosemary Montoya, Associate Planner

---

**Fiscal Impact**

**Fiscal Year:** 25-26

**Revenue Generating:** No

**Appropriation Required Y/N:** No

**Discussion:**

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**Attachments**

Attachment A: Historic District Map

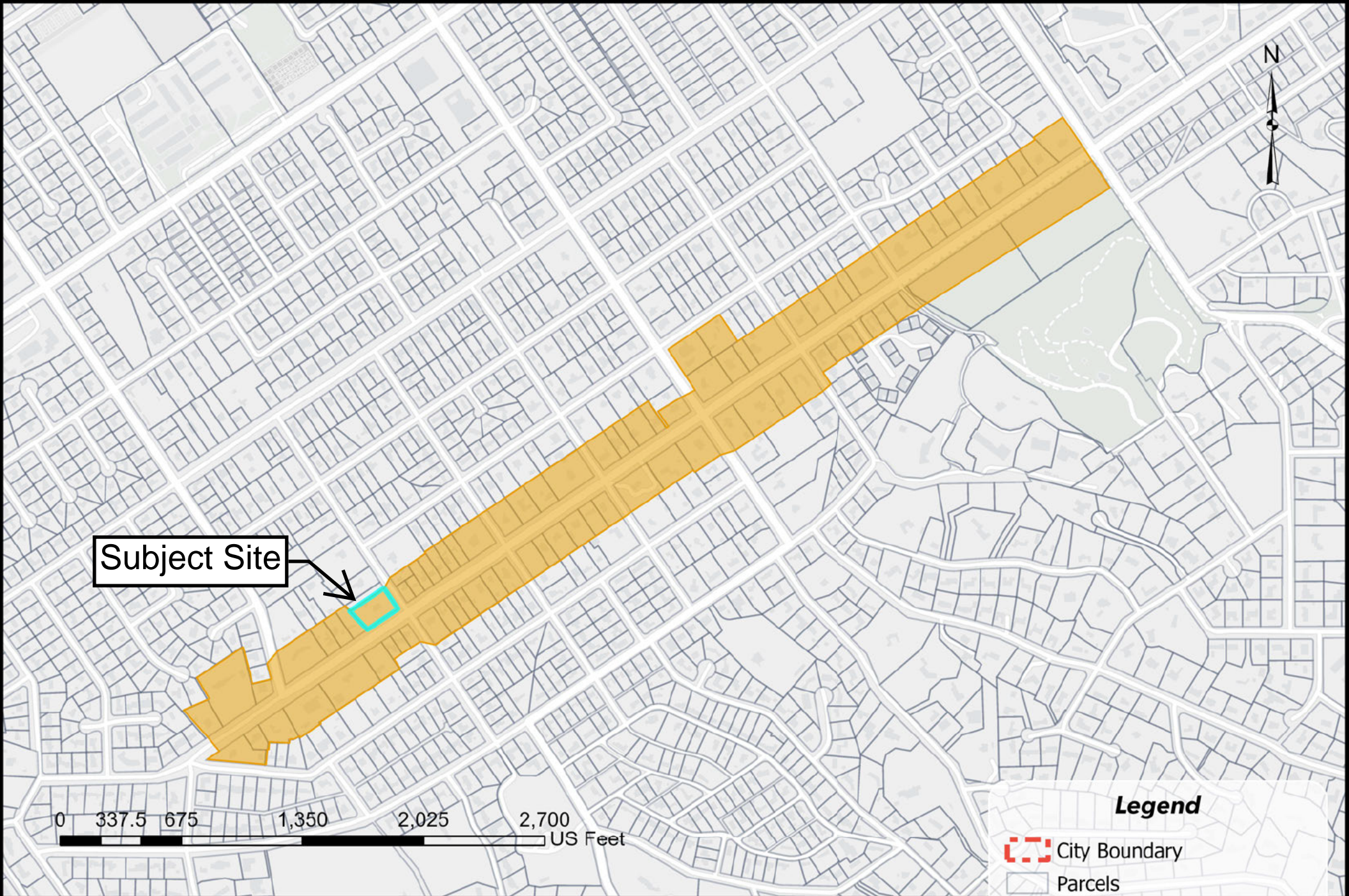
Attachment B: Site Photographs and Historic Inventory Sheets

Attachment C-1: HSPC Staff Report

Attachment C-2: HSPC Resolution

Attachment D: Historic Property Contract



---



Subject Site

0 337.5 675 1,350 2,025 2,700 US Feet

**Legend**

-  City Boundary
-  Parcels
-  Historic Districts



**City of Redlands**

**B3 - West Highland Avenue Historic and Scenic District Map**

Redlands Regular Meeting of 02-03-2026

**Author:** Redlands GIS **Date:** 11/20/2025

Address	Photos	
<p>1106 W Highland Avenue</p>	 <p data-bbox="402 1786 651 1819">Front left side of house</p>	 <p data-bbox="1516 1786 1773 1819">Front right side of house</p>

**Address**

**1106 W  
Highland  
Avenue**

**Photos**



SE corner of house



NE side of house

**Address**

**1106 W  
Highland  
Avenue**

**Photos**



NE Coner of house (back)



NW side of house

**Address**

1106 W  
Highland  
Avenue

**Photos**



NW corner of house



SW side of house

**HISTORIC RESOURCES INVENTORY**

Ser. No. \_\_\_\_\_  
HABS \_\_\_\_\_ HAER \_\_\_\_\_ NR \_\_\_\_\_ SHL \_\_\_\_\_ Loc \_\_\_\_\_  
UTM: A \_\_\_\_\_ B \_\_\_\_\_  
C \_\_\_\_\_ D \_\_\_\_\_  
11-483025-3765#97

**IDENTIFICATION**

1. Common name: \_\_\_\_\_
2. Historic name: Brier House
3. Street or rural address: 1106 West Highland  
City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_
4. Parcel number: 175-042-15
5. Present Owner: Coda L. Wilson, et.al Address: \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_ Ownership is: Public \_\_\_\_\_ Private
6. Present Use: residence Original use: residence

**DESCRIPTION**

- 7a. Architectural style: Dutch Colonial Revival
- 7b. Briefly describe the present *physical description* of the site or structure and describe any major alterations from its original condition:

Two-story house with wood shingle gambrel roof with decorative flashing ridge. There are two gabled dormers and a large gambrel dormer on the second floor. A distinctive feature of the house is a 1/2 elliptical stained glass window located in the tip of the gambrel dormer facing the street. There are also 1/2 elliptical ornaments over the gabled dormers. The house is covered with wood shingles and has a stone foundation, porch piers and column supports. There are twelve columns supporting the porch, eight of which are divided as four column supports on each side of the entry. There is a balcony off the gambrel dormer above the porch which has a smaller version of the porch decorated balustrade. There is a low stone wall with stone posts as an entry way to the house.



8. Construction date:  
Estimated \_\_\_\_\_ Factual 1902
9. Architect Donald
10. Builder \_\_\_\_\_
11. Approx. property size (in feet)  
Frontage \_\_\_\_\_ Depth \_\_\_\_\_  
or approx. acreage \_\_\_\_\_
12. Date(s) of enclosed photograph(s)  
\_\_\_\_\_

13. Condition: Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Deteriorated \_\_\_ No longer in existence \_\_\_
14. Alterations: \_\_\_\_\_
15. Surroundings: (Check more than one if necessary) Open land \_\_\_ Scattered buildings \_\_\_ Densely built-up \_\_\_  
Residential \_\_\_ Industrial \_\_\_ Commercial \_\_\_ Other: \_\_\_\_\_
16. Threats to site: None known \_\_\_ Private development \_\_\_ Zoning \_\_\_ Vandalism \_\_\_  
Public Works project \_\_\_ Other: \_\_\_\_\_
17. Is the structure: On its original site? \_\_\_ Moved? \_\_\_ Unknown? \_\_\_
18. Related features: \_\_\_\_\_

**SIGNIFICANCE**

19. Briefly state historical and/or architectural importance (include dates, events, and persons associated with the site.)

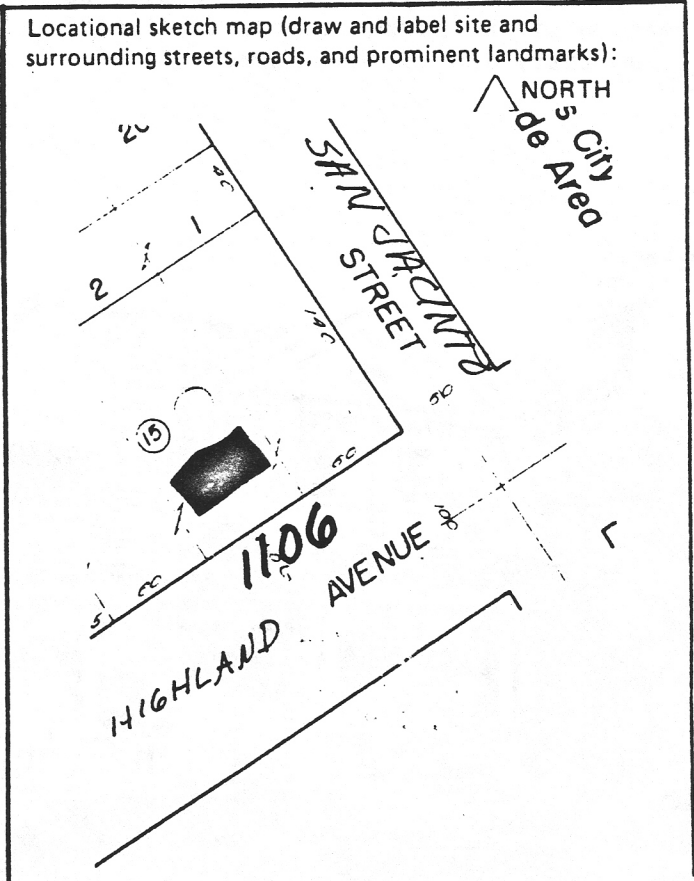
J. D. Brier, of the Redlands Electrical Company, broke from the Victorian style in 1902 with this shingle sided gambrel Colonial. Brier filled the home with the latest electrical devices that the new technology was developing. Throughout the home electrical devices were displayed, and the home became a wonder of a new age. The Redlands Citrograph featured the home in a special residence issue in 1904. This home is one of the few good examples of Gambrel Style still in Redlands.

Highland Avenue is one of the most significant areas in Redlands because of the design of the street and the structures. It should be part of a district.

20. Main theme of the historic resource: (If more than one is checked, number in order of importance.)  
 Architecture X Arts & Leisure \_\_\_\_\_  
 Economic/Industrial X Exploration/Settlement \_\_\_\_\_  
 Government \_\_\_\_\_ Military \_\_\_\_\_  
 Religion \_\_\_\_\_ Social/Education \_\_\_\_\_

21. Sources (List books, documents, surveys, personal interviews and their dates).  
 Redlands Citrograph May 10, 1902  
 Feb. 6, 1904 p.5  
 City Directories

22. Date form prepared 4-16-86  
 By (name) M. Kirkpatrick  
 Organization \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: \_\_\_\_\_



**V. C. JARET FISCHER AND KASSANDRA FISCHER, APPLICANTS**

(PROJECT PLANNER: ROSEMARY MONTOYA, ASSOCIATE PLANNER)

A request to consider a recommendation to the City Council for a Mills Act Contract application and associated 10-Year Rehabilitation Plan proposed for a single-family residential property located at 1106 West Highland Avenue (APN: 0175-042-15-0000), within the Suburban Residential (R-S) District and the West Highland Avenue Historic and Scenic District (Historic District No. 2).

HISTORIC AND SCENIC PRESERVATION MEETING: DECEMBER 4, 2025

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**SYNOPSIS**

Historic Designation:	The property is located within the West Highland Avenue Historic and Scenic District (Historic District No. 2)
Existing Land Use: Zoning: General Plan:	Single-Family Residence R-S (Suburban Residential) District Low Density Residential
Attachments:	(A) Location Map and Aerial Photograph (B-1) General Plan Land Use Designation (B-2) Zoning Map (B-3) West Highland Avenue Historic and Scenic District Map (C) Site Photographs (D) 10-Year Rehabilitation Plan (E) Secretary of Interior Standards (F) Resolution No. 2025-05

**PROPOSAL**

The applicants, Jaret and Kassandra Fischer, have submitted a request for a Mills Act Contract for their property at 1106 West Highland Avenue, located within the West Highland Avenue Historic and Scenic District. The request includes a proposed 10-Year Rehabilitation Plan to rehabilitate or restore certain historical elements of the property, to be funded in part through property tax savings (i.e., reimbursement of costs) that is required to be reinvested into the preservation and maintenance of the historic structure.

The work plan is being forwarded to the Historic and Scenic Preservation Commission for review to ensure consistency with the Secretary of the Interior’s Standards. The Commission is also asked to provide a recommendation to the City Council for approval of the contract. All improvements identified in the 10-Year Rehabilitation Plan will require separate Certificates of Appropriateness (if applicable) prior to initiation of the individual work projects listed in the plan.

**BACKGROUND**

The Mills Act, enacted by the State in 1972, authorizes local governments to enter into contracts with owners of qualified historic properties in exchange for a potential reduction in property taxes. Property owners agree to preserve, maintain, and rehabilitate their historic properties in

accordance with the Secretary of the Interior’s Standards. One hundred percent (100%) of property tax savings must be reinvested in eligible rehabilitation and maintenance work on the property.

On November 7, 2017, the City Council adopted Resolution No. 7947, modifying and restating the City’s Mills Act Historic Property Tax Incentive Program and establishing procedures and qualifying criteria for approval of Mills Act contracts. The resolution set forth requirements for application submittal, ten-year work plans, annual reporting by property owners, as well as the review and recommendation process by the Historic and Scenic Preservation Commission.

On October 4, 2022, the City Council adopted Resolution No. 8388, extending the City’s Mills Act Program through November 30, 2027, and reaffirming the City’s commitment to preserving historic resources through the use of economic incentives. Resolution No. 8388 continued the existing program framework established by Resolution No. 7947.

**ANALYSIS**

*Eligibility:* To be eligible for the program, property owners must meet eligibility requirements, as indicated and analyzed in the table below.

**Eligibility Table**

Requirements	Application Complies?
Located within the City of Redlands	Yes
Privately Owned	Yes
Not Exempt from Taxation	Yes
Designated or within a designated District	Yes
Estimated Cost of Rehabilitation Plan must meet or exceed tax savings	Yes

*Proposed 10-Year Rehabilitation Plan:* The applicant has proposed the following projects as part of their 10-Year Rehabilitation Plan (see Attachment C):

1. Seismic retrofit of the foundation to provide strength and seismic stability, with no visible exterior change (estimated cost \$68,685).
2. Window tune-Up and repair for all 36 existing wood windows, including basic repairs to ensure proper operation, addressing minor deterioration, and repainting as needed (estimated cost \$16,200).

These improvements would occur between Year 1 and Year 10 of the ten-year period. Based on a quote provided by the project contractors, the total cost of the improvements is estimated to be \$84,885, which exceeds the estimated tax savings of \$75,175 over the same period.

Upon execution of the contract, the applicants will be required to subsequently submit annual reports to staff documenting progress and confirming that tax savings are directly applied toward the rehabilitation and maintenance work in accordance with the approved plan. Staff monitors each contract and tracks the annual tax savings as well as accumulated spending on projects for each property with a Mills Act Contract.

The property owners agree to follow the Secretary of the Interior's Standards and/or the City of Redlands Historic Architectural Design Guidelines for all work completed on the property. Projects that are cosmetic in nature, limited to the interior, or that do not result in visible exterior alterations will not require a Certificate of Appropriateness (but may require applicable building permits).

The proposed improvements will ensure the long-term preservation and maintenance of the structure, consistent with the intent of the Mills Act. The property meets all eligibility requirements for participation in the program and contains a contributing structure within a locally designated historic district.

## **ENVIRONMENTAL REVIEW**

Pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines, the consideration of a Mills Act contract does not constitute a development project and has no potential to cause a significant effect on the environment. The Mills Act contract allows a reduction in property taxes so that the savings may be utilized for the maintenance and rehabilitation of a historic structure.

Individual projects listed within the 10-Year Rehabilitation Plan may require separate subsequent approvals, including Certificates of Appropriateness, as applicable. CEQA Guidelines Section 15331 also provides a categorical exemption for the maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation, or reconstruction of historical resources in a manner consistent with the Secretary of the Interior's Standards.

## **STAFF RECOMMENDATION**

Staff recommends that the Historic and Scenic Preservation Commission recommend that the City Council approve a Mills Act Contract with Jaret Fischer and Cassandra Fischer for the single-family residence located at 1106 West Highland Avenue.

## **MOTION**

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. 2025-05, and recommend that the City Council find that the Mills Act application is not subject to the California Environmental Quality Act pursuant to Section 15061(b)(3) of the CEQA Guidelines, and recommend approval of the Mills Act contract for 1106 West Highland Avenue."

RESOLUTION NO. 2025-05

A RESOLUTION OF THE HISTORIC AND SCENIC PRESERVATION COMMISSION RECOMMENDING THAT THE CITY COUNCIL APPROVE A MILLS ACT CONTRACT FOR 1106 WEST HIGHLAND AVENUE

WHEREAS, the property owner(s) has submitted an application to enter into a Mills Act Contract for a single-family residential property located at 1106 W. Highland Avenue (APN: 0175-042-15-0000) (the "Property"), within the West Highland Avenue Historic and Scenic District and in the R-S, Residential Suburban District; and,

WHEREAS, on December 4, 2025, the Historic and Scenic Preservation Commission reviewed the Mills Act application at a regularly scheduled meeting; and,

WHEREAS, the Property meets all eligibility criteria to participate in the City's Mills Act Program, in that it is located within the City of Redlands, is privately owned, not exempt from taxation, located within a designated historic district, and the estimated cost of the rehabilitation plan will exceed the estimated tax savings; and,

WHEREAS, participation in the Mills Act Program encourages preservation of historically significant properties by providing property tax relief in exchange for the rehabilitation, preservation, and maintenance of historic resources; and,

WHEREAS, pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines, a project is exempt from CEQA if it can be seen with certainty that there is no possibility the activity may have a significant effect on the environment, and therefore the proposed Mills Act contract is not subject to environmental review; and,

WHEREAS, the Historic and Scenic Preservation Commission has determined that the 10-year Rehabilitation Plan submitted with the application is consistent with the Secretary of the Interior's Standards, and that all future work identified under the plan will be subject to review and approval through applicable permits and Certificates of Appropriateness.

NOW, THEREFORE, BE IT RESOLVED BY THE HISTORIC AND SCENIC PRESERVATION COMMISSION OF THE CITY OF REDLANDS AS FOLLOWS:

Section 1. The Historic and Scenic Preservation Commission finds that the proposed Mills Act Contract is not subject to environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines.


Section 2. The Historic and Scenic Preservation Commission recommends that the City Council approve the Mills Act Contract for 1106 W. Highland Avenue.

Section 3. This Resolution shall become effective upon adoption.

ADOPTED, SIGNED AND APPROVED this 4th day of December, 2025.


  
\_\_\_\_\_  
Kurt Heidelberg, Chair, Historic  
and Scenic Preservation Commission

ATTEST:

  
\_\_\_\_\_  
Sonya Flint, Secretary

I, Sonya Flint, Secretary to the Historic and Scenic Preservation Commission 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 4th day of December, 2025.

AYES: 4  
NOES: 0  
ABSENT: 3  
ABSTAINED: 0

  
\_\_\_\_\_  
Sonya Flint, Historic and Scenic  
Preservation Commission Secretary

RECORDING REQUESTED BY:  
WHEN RECORDED RETURN TO:

CITY OF REDLANDS  
CITY CLERK  
P.O. BOX 3005  
REDLANDS, CA 92373-1505

SPACE ABOVE THIS LINE IS RESERVED FOR RECORDER'S USE

**HISTORIC PROPERTY CONTRACT**  
BY AND BETWEEN THE CITY OF REDLANDS,  
A MUNICIPAL CORPORATION, AND  
JARET FISCHER FOR THE PRESERVATION AND BENEFIT  
OF THE HISTORIC RESOURCE OR CONTRIBUTING STRUCTURE PROPERTY  
LOCATED AT 1106 WEST HIGHLAND AVENUE, REDLANDS, CA 92373

**THIS HISTORICAL PROPERTY AGREEMENT** ("Agreement") is made and entered into this 3<sup>rd</sup> day of February, 2026 ("Effective Date"), by and between the City of Redlands, a municipal corporation (hereinafter referred to as the "City") and Jaret Fischer (hereinafter referred to as the "Owner"). City and Owner are sometimes individually referred to herein as a "Party" and, together, as the "Parties."

RECITALS

WHEREAS, Government Code Section 50280 et seq. authorizes cities to enter into contracts with the owners of qualified historical properties, as defined in Government Code Section 50280.1, to provide for the preservation, use, maintenance, and restoration of such historical properties so as to retain their characteristics as properties of historical significance.

WHEREAS, Owner possesses fee title in and to that certain real property, together with associated structures and improvements thereon, located at 1106 West Highland Avenue, Redlands, California, 92373 (Assessor's Parcel Number 0175-042-15-0000) (the "Property") which is more particularly described in the grant deed attached hereto as Exhibit "A" and incorporated herein by this reference.

WHEREAS, on June 16, 1987, the City Council of the City of Redlands designated the West Highland Avenue Historic and Scenic District as a local historic district (Historic District No. 7), for which the Property was included as having contributing structure(s).

WHEREAS, City and Owner, for their mutual benefits, now desire to enter into this Agreement both to protect and preserve the characteristics of historical significance of the Property and to qualify the Property for an assessment of valuation pursuant to the provisions of section 439 et seq. of the

Revenue and Taxation Code pursuant to the Rehabilitation/ Restoration/ Maintenance Plan ("Plan") attached hereto as Exhibit "B," and which is incorporated herein by this reference;

NOW THEREFORE, City and Owner, in consideration of the mutual covenants and conditions set forth herein, agree as follows:

Section 1. Recordation Date and Term. This Agreement shall become effective on the date it is recorded ("Recordation Date") Each year during the term of this Agreement, on the anniversary of the Recordation Date ("Renewal Date"), one (1) year shall automatically be added to the Term of this Agreement unless notice of nonrenewal is mailed as provided herein If either Owner or City desires in any year not to renew this Agreement, Owner or City shall serve written notice of nonrenewal of this Agreement on the other Party in advance of the annual Renewal Date Unless such notice is served by City to Owner at least ninety (90) days prior to the annual Renewal Date, or such notice is served by Owner to City, one (1) year shall automatically be added to the Term of this Agreement as provided herein. Upon receipt by Owner of a notice of nonrenewal from City, Owner may make a written protest of the notice City may, at any time prior to the annual Renewal Date of this Agreement, withdraw its notice to Owner of nonrenewal If either City or Owner serves notice to the other of nonrenewal in any year, this Agreement shall remain in effect for the balance of the Term then remaining, either from its original execution or from the last renewal of this Agreement, whichever may apply.

Section 2. Standard for Historical Property. During the term of this Agreement, the Property shall be subject to the following conditions, requirements, and restrictions:

- A. Owner shall preserve and maintain the characteristics of historical significance of the Property in accordance with the minimum standards and conditions for maintenance, use, and preservation of the Property as set forth in the Plan attached hereto as Exhibit "B."
- B. Owner shall restore and rehabilitate the property according to the Plan, the rules and regulations of the Secretary of the Interior's Standards for Rehabilitation and the California Historical Building Code in accordance with Exhibit "C" which is attached hereto and incorporated herein by this reference.
- C. Owner shall allow reasonable periodic examinations, by prior appointment, of the interior and exterior of the Property by representatives of the San Bernardino County Assessor, State Board of Equalization, and City, as may be necessary to determine Owner's compliance with the terms and provisions of this Agreement.
- D. Owner shall expend one hundred percent (100%) of the property tax savings recognized by Owner during the Term of this Agreement to finance the preservation, maintenance, rehabilitation, and improvement of the Property Owner shall maintain records and documentation of such property tax savings and expenditures and shall provide annually a written accounting to City. City shall have the right to audit Owner's property tax records and expenditures for the purposes of ensuring Owner's compliance with the requirements of this subsection D.

Section 3. Provision of Information of Compliance. Owner shall furnish City with any and all information requested by City which may be necessary or advisable to determine compliance with the terms and provisions of this Agreement.

Section 4.            Office of Historic Preservation. City shall provide written notice of this Agreement to the State Office of Historic Preservation within one (1) month of City's approval of this Agreement.

Section 5.            Cancellation. City following a duly noticed public hearing as set forth in Government Code Section 50280, may cancel this Agreement if it determines that Owner breached any of the conditions of this Agreement or has allowed the Property to deteriorate to the point that it no longer meets the standards for a Historic Resource or Contributing Structure City may also cancel this Agreement if it determines that Owner has failed to restore or rehabilitate the Property in the manner specified in subparagraph 3(b) of this Agreement, including but not limited to Owner's failure to comply with the Plan and/or Owner's failure to complete the rehabilitation and restoration identified in the Plan as provided for in the Plan In the event of cancellation of this Agreement by City, Owner shall pay the State of California a cancellation fee of Twelve and One-Half percent (12.5%) of the current fair market value of the Property at the time of cancellation, as determined by the San Bernardino County Assessor without regard to any restrictions of the Property imposed pursuant to this Agreement Payment of the fee shall be made in accordance with the provisions of Government Code 50286(b).

Section 6.            Enforcement of Agreement. In lieu of and/or in addition to any provisions permitting cancellation of this Agreement as referenced herein, City may specifically enforce, or enjoin the breach of, the terms of this Agreement In the event of a default under the provisions of this Agreement by Owner, City shall give written notice to Owner by registered or certified mail addressed to the address stated in this Agreement, and if such a violation is not corrected to the reasonable satisfaction of City within thirty (30) days thereafter, or if not corrected within such a reasonable time as may be required to cure the breach or default if said breach or default cannot be cured within thirty (30) days (provided that acts to cure the breach or default must be commenced within thirty (30) days and must thereafter be diligently pursued to completion by Owner), then City may, without further notice, declare a default under the terms of this Agreement and may bring any action necessary to specifically enforce the obligations of Owner pursuant to the terms of this Agreement, apply to any court, state or federal, for injunctive relief against any violation by Owner, or apply for such other relief as may be appropriate City does not waive any claim of default by Owner if City does not enforce or cancel this Agreement. All other remedies at law or in equity which are not otherwise provided for in this Agreement or in City's regulations governing historic properties are available to the City to pursue in the event that there is a breach of this Agreement. No waiver of any breach or default under this Agreement shall be deemed a waiver of any other subsequent breach thereof or default hereunder.

Section 7.            Binding Effect of Agreement.

- A. Owner hereby voluntarily subjects the Property to the covenants, reservation and restrictions as set forth in this Agreement City and Owner hereby declare their specific intent that the covenants, reservations and restrictions as set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon Owner's successors and assigns in title or interest to the Property. Each and every contract, deed or other instrument hereinafter executed, covering or conveying the Property, or any portion thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, reservations and restrictions expressed in this Agreement whether or not such covenants, reservations and restriction are set forth in such contract, deed or other instrument.

- B. City and Owner hereby declare their understanding and intent that the burden of the covenants, reservations and restrictions set forth herein touch and concern the land in that Owner's legal interest in the Property is rendered less valuable thereby. City and Owner hereby further declare their understanding and intent that the benefit of such covenants, reservations and restrictions touch and concern the land by enhancing and maintaining the historic characteristics and significance of the Property for the benefit of the public and Owner.

Section 8.            Notice. 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:

To City:    City Clerk  
              City of Redlands  
              P.O. Box 3005  
              Redlands, CA 92373  
              jdonaldson@cityofredlands.org  
              (909) 798-7531

To Owner: Jaret Fischer, Owner  
              1106 West Highland Avenue  
              Redlands, CA 92373  
              jaretfischer@usa.com  
              (909) 553-5852

Section 9.            General Provisions.

- A. None of the terms, provisions or conditions of this Agreement shall be deemed to create a partnership between the Parties and any of their heirs or successors or assigns, nor shall such terms, provisions or conditions cause them to be considered joint ventures or members of any joint enterprise.
- B. Owner shall hold City and its elected and appointed officials, officers, employees, and agents harmless from any and all liability for damage or claims for personal injuries, including death, and claims for property damage which may arise from the direct or indirect use of operations of Owner or those of Owner's contractors, subcontractors, agents, employees, or other persons acting on the Owner's behalf which relate to the use, operation and maintenance of the Property. Owner shall defend and indemnify City and its elected and appointed officials, officers, employees and agents with respect to any and all actions for damages caused by, or alleged to have been caused by, reason of Owner's activities in connection with the Property. This provision applies to all damages and claims for damages suffered, or alleged to have been suffered, by reason of operations referred to in this Agreement whether or not City prepared, supplied or approved the plans, specifications or other documents for the Property.

- C. All of the agreements, rights, covenants, reservations and restrictions contained in this Agreement shall be binding upon and shall inure to the benefit of the Parties, and their successors and assigns of the Property, whether by operation of law or in any manner whatsoever.
- D. In the event any action or proceeding is commenced by any party to enforce or restrain a violation of any of the covenants, reservations or restrictions contained herein, or to determine the rights and duties of any Party, the prevailing party in such proceeding may recover all reasonable attorneys' fees to be fixed by the court, in addition to fees incurred by a Party for in-house counsel, and in addition to court costs and other relief ordered by the court.
- E. In the event that any of the provisions of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, or by subsequent preemptive legislation, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected thereby.
- F. This Agreement shall be construed in accordance with and governed by the laws of the State of California.

Section 10. Recordation. No later than twenty (20) days after City's approval of this Agreement, City shall cause this Agreement to be recorded in the Office of the Recorder of the county of San Bernardino.

Section 11. Amendments. This Agreement may be amended, in whole or in part, only by a written recorded instrument executed by the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed.

CITY OF REDLANDS:

OWNER:

\_\_\_\_\_  
Mario Saucedo, Mayor

\_\_\_\_\_  
Jaret Fischer, Property Owner

ATTEST:

\_\_\_\_\_  
Jeanne Donaldson, City Clerk

EXHIBIT A  
GRANT DEED

RECORDING REQUESTED BY:  
Fidelity National Title

When Recorded Mail Document To:  
Jaret Fischer  
1106 W. Highland Ave  
Redlands CA 92373

Escrow No.: 19-2412-AY  
Title No.: 00066111-991-IE1-BS2

Electronically Recorded in Official Records, County of San Bernardino

6/14/2019  
04:11 PM  
FV



BOB DUTTON  
ASSESSOR - RECORDER - CLERK  
696 Fidelity National Title Co.

Doc# 2019-0196400



25-00827

Titles	Pages
Fees	20.00
Taxes	852.50
CA SB2 Fee	.00
Others	.00
<b>Paid</b>	<b>872.50</b>

APN: 0175-042-15-0-000

SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT DEED

The undersigned grantor(s) declare(s) Documentary transfer tax is \$852.50

- This transfer is exempt from the documentary transfer tax.
- The documentary transfer tax is \$852.50 and is computed on:
  - the full value of the interest or property conveyed.
  - the full value less the liens or encumbrances remaining thereon at the time of sale.
- The property is located in the City of Redlands

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,  
Randy K. Barkley as Successor Trustee of The Reynolds Family Trust, dated November 14, 1990  
hereby GRANT(S) to  
Jaret Fischer, a married man, as his sole and separate property  
the following described real property:  
SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

Dated: 05/07/19

Randy K. Barkley as Successor Trustee of The Reynolds Family Trust, dated November 14, 1990

BY:   
Randy K. Barkley  
Successor Trustee

Mail Tax Statement As Directed Above

APN: 0175-042-15-0-000

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Riverside

On May 7, 2019 before me, Lorie Hower, Notary Public,

personally appeared Randy K Barkley who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Lorie Hower (Seal)



APN: 0175-042-15-0-000

**EXHIBIT "A"**

THE PART OF LOTS 1, 2, 3 AND 4 IN BLOCK 19, ACCORDING TO MAP OF ADDITION NO. 9 TO 2ND PRELIMINARY MAP OF REDLANDS, IN THE CITY OF REDLANDS, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS PER PLAT RECORDED IN BOOK 5 OF MAPS, PAGE 9, RECORDS OF SAID COUNTY, DESCRIBED AS FOLLOWS, TO WIT:

BEGINNING AT THE SOUTHEAST CORNER OF SAID BLOCK 19, CORNER OF HIGHLAND AVENUE AND SAN JACINTO STREET, RUNNING THENCE NORTHWEST ALONG THE LINE OF SAN JACINTO STREET 140 FEET; THENCE SOUTHWEST AT RIGHT ANGLES 233 FEET TO THE CENTER OF AN ARROYO 6 FEET WIDE; THENCE SOUTHEAST ALONG THE CENTER OF SAID ARROYO, 144 FEET TO HIGHLAND AVENUE; THENCE NORTHEAST 205 FEET TO THE PLACE OF BEGINNING.

**EXHIBIT B**  
**REHABILITATION/RESTORATION/MAINTENANCE PLAN**

1106 West Highland Avenue – 10-Year Rehabilitation Plan					
Year	Project or Task Description	Estimate Cost	Estimate Yearly Tax Relief	Cumulative Cost	Cumulative Tax Reduction
1	Foundation Repair - Seismic Retrofit	68,685	6,865	68,685	6,865
2	<i>Carryover</i>	0	7,003	68,685	13,868
3	<i>Carryover</i>	0	7,143	68,685	21,011
4	<i>Carryover</i>	0	7,286	68,685	28,297
5	<i>Carryover</i>	0	7,431	68,685	35,728
6	<i>Carryover</i>	0	7,580	68,685	43,308
7	<i>Carryover</i>	0	7,732	68,685	51,040
8	<i>Carryover</i>	0	7,886	68,685	58,926
9	<i>Carryover</i>	0	8,044	68,685	66,970
10	Window Tune-up and Repair of All Windows (36 total)	16,200	8,205	84,885	75,175
<b>Total Cost:</b>		<b>\$84,885</b>		<b>Total Tax Relief:</b>	<b>\$75,175</b>

**EXHIBIT C**  
SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future; the essential form and integrity of the Historic property and its environment would be unimpaired.



## City Council Meeting

I. 9.

**DATE:** 02/03/2026

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

**SUBJECT:** Approve a Cooperative Purchase of Getac Mobile Data Computers from Code 3 Technologies in the amount of \$94,386.50  
(Management Services/Finance Director Garcia)

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### **MOTION(S):**

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

I move to approve a Cooperative Purchase of Getac Mobile Data Computers from Code 3 Technologies in the amount of \$94,386.50.

### **RECOMMENDATION:**

Staff recommends that City Council approve a Cooperative Purchase of Getac Mobile Data Computers for the Police Department from Code 3 Technologies in the amount of \$94,386.50.

### **DISCUSSION:**

The Redlands Police Department relies on mobile data computers (MDCs) in their vehicles to access dispatch system resources while on active calls. The MDCs are a critical piece for the Police Department's operations. Over the last several years, the IT Division has replaced older MDCs with nearly sixty newer Getac models. These twenty new Getac MDCs will replace the oldest fleet of MDCs and provide increased reliability for Police personnel.

The new Getac MDCs offer an optimized monitor for both indoor and outdoor visibility. They are fully ruggedized with impact and liquid protection. The Getacs offer dual batteries for longer power as well as the latest Intel processors for faster operating speeds.

Staff followed the City's procurement guidelines by examining and selecting an existing competitively-bid cooperative contract agreement within Sourcewell. Sourcewell is a State of Minnesota local government unit and service cooperative that offers procurement solutions to government entities. Based on staff's assessment, the hardware proposed for purchase are recommended to be sourced through this cooperative purchasing agreement.

**ALTERNATIVES:**

City Council may choose to reject, modify or table the proposed purchase. However, the purchase is recommended in order to ensure the continued functionality of the Police Department's mobile data computing operations.

**STRATEGIC PLAN:**

N/A

**SUBMITTED BY:**

Danielle Garcia, Management Services/Finance Director

**RECOMMENDED BY:**

Charles M. Duggan Jr., City Manager

**REVIEWED BY:**

Janice McConnell, Assistant City Manager  
Dana Abramovitz-Daniel, Procurement Manager

**PREPARED BY:**

Eric Owens, Information Technology Manager

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<b>Fiscal Impact</b>	
<b>Fiscal Year:</b>	FY 2026
<b>Revenue Generating:</b>	No
<b>Appropriation Required Y/N:</b>	No
<b>Amount:</b>	94,386.50
<b>Budgeted Y/N:</b>	Y
<b>Account No.:</b>	604900
<b>Discussion:</b>	

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## **Attachments**

Code 3 Technology Getac Quote  
Cooperative & Intergovernmental Form  
Getac Sourcewell Contract

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Date: 1/14/2026  
 QUOTE: 26-026

Gabriela Gonzalez  
 Redlands Police Department  
 35 Cajon St. Ste. 222  
 Redlands, CA 92373  
 909-335-4775

Thanks for your business!  
 Quote expires **2/14/2026\***

Customer ID: RPDCA001

Salesperson	Project	Payment Terms	Contract#
Michelle Best	MDC – Getac K120	Net 30	Sourcewell 090122-GET

Part#	Description	Qty	Unit Price	Ext Price
<b>KTA724V1ANXX</b>	Getac Fully Rugged K120G3 with Keyboard Dock - Intel Core i5-1335U Processor, 12.5", W/Windows Hello Webcam, Standard Batteries (2-pack), Win 11 Pro x64 with 16GB RAM + TAA, 256GB PCIe SSD, Sunlight Readable Full HD LCD, Touchscreen, Rear Camera, Hard Tip stylus, USB-C AC Adapter, US Power Cord, US Keyboard Dock (w/ RF Passthrough), WIFI, Bluetooth, 5G Sub-6 (EM9190), Dedicated GPS/Glonass, Passthrough, 3 Year Bumper-2-Bumper Warranty	20	\$3878	\$77,560
<b>GE-SVTBNFX5Y</b>	Bumper-to-Bumper Extended Warranty – Tablet (Years 4 & 5)	20	\$498	\$9960
Subtotal				\$87,520.00
Sales Tax				\$6786.50
Recycle				\$80.00
Shipping				\$0.00
<b>Total</b>				<b>\$94,386.50</b>



*\*We offer financing & Leasing, device buyback, and rugged device insurance coverage, just ask!  
 \*CCs add 2.89%. Purchasing contracts add 1-2% (GSA, OMNIA, Sourcewell, PEPPM, SLP, DIR)*

# Intergovernmental/ Piggyback Contract Use Request

(Attach to PR form)

The Department requests the purchase of the following item(s) from:

Original Contracting Entity:
Contract#:
Contract Term:
Method of original contract award: Competitive Non-Competitive, based on: Preferred source    Sole    Single source    Emergency  Other:
Does the original contract contain language contemplating contract extension to additional users?  Yes    No

**Please attach: vendor agreement to sale to the City AND Entity agreement/contract language allowing Piggyback**

Description of Product/Service intend to acquire	Unit Price	Total
Tax		
<b>Grand Total</b>		

Vendor:	
Contact:	
Address 1:	
Address 2:	
City/State/Zip:	
Telephone:	
Fax:	
Web/E-Mail:	

Delivery/Service Location	
Contact:	
Telephone:	
Department:	
Address 1:	
Address 2:	
Additional Comments	

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**Purchasing Agent Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Solicitation Number: 090122**

## **CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Getac, Inc., 15495 Sand Canyon Ave., Suite 350, Irvine, CA 92618 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Law Enforcement Equipment from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

### **1. TERM OF CONTRACT**

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires November 7, 2026, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.
- C. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

### **2. EQUIPMENT, PRODUCTS, OR SERVICES**

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above.

Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

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

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

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

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

### **3. PRICING**

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

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

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

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be

returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

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

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

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

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

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

#### **4. PRODUCT AND PRICING CHANGE REQUESTS**

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

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;

- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

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

## **5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS**

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

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

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

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

## **6. PARTICIPATING ENTITY USE AND PURCHASING**

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell

contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

**B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

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

**D. TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

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

## **7. CUSTOMER SERVICE**

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

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Participating Entity inquiries; and
- Business reviews to Sourcwell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

## **8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT**

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcwell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

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

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcwell, the Supplier will pay an administrative fee to Sourcwell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcwell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased

by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

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

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

## **9. AUTHORIZED REPRESENTATIVE**

Sourcewell's Authorized Representative is its Chief Procurement Officer.

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

## **10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE**

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

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

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

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

### **11. INDEMNITY AND HOLD HARMLESS**

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Supplier is not liable in any event for consequential damages. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

### **12. GOVERNMENT DATA PRACTICES**

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

### **13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT**

#### **A. INTELLECTUAL PROPERTY**

1. *Grant of License.* During the term of this Contract:
  - a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
  - b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.

2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively “Permitted Sublicensees”) in advertising and promotional materials for the purpose of marketing the Parties’ relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

a. Neither party may alter the other party’s trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party’s trademarks only in good faith and in a dignified manner consistent with such party’s use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party’s name or logo (excepting Sourcewell’s pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell’s written directions.

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

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

#### **14. GOVERNING LAW, JURISDICTION, AND VENUE**

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

## 15. FORCE MAJEURE

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

## 16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

## 17. PERFORMANCE, DEFAULT, AND REMEDIES

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

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

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

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

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

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

## 18. INSURANCE

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

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

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

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

Minimum limits:

- \$500,000 each accident for bodily injury by accident
- \$500,000 policy limit for bodily injury by disease
- \$500,000 each employee for bodily injury by disease

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

Minimum Limits:

- \$1,000,000 each occurrence Bodily Injury and Property Damage
- \$1,000,000 Personal and Advertising Injury
- \$2,000,000 aggregate for products liability-completed operations
- \$2,000,000 general aggregate

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

Minimum Limits:

- \$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:  
\$2,000,000

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

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

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

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

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

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other

insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

## **19. COMPLIANCE**

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

B. LICENSES. Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

## **20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION**

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

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

## **21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS**

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all

references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

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

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

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of

not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

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

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

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

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any

person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

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

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

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

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

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

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

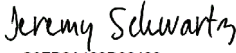
## **22. CANCELLATION**


Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's

Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.


Sourcewell

Getac, Inc.

DocuSigned by:  
  
 By: C0FD2A139D06489...  
 Jeremy Schwartz  
 Title: Chief Procurement Officer  
 11/2/2022 | 9:06 PM CDT  
 Date: \_\_\_\_\_

DocuSigned by:  
  
 By: 4E90B6ECEFC0448...  
 Hsin Jung-Lu  
 Title: VP Finance & Business Services  
 11/9/2022 | 6:52 PM PST  
 Date: \_\_\_\_\_

Approved:

DocuSigned by:  
  
 By: 7E42B8F817A64CC...  
 Chad Coquette  
 Title: Executive Director/CEO  
 11/9/2022 | 9:00 PM CST  
 Date: \_\_\_\_\_

# RFP 090122 - Law Enforcement Equipment

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## Vendor Details

Company Name: Getac, Inc.  
Does your company conduct business under any other name? If yes, please state: Getac Video Solutions  
Address: 15495 Sand Canyon Drive Suite 350  
Irvine, CA 92618  
Contact: Tammy Tubbs  
Email: contract.administrator\_us@getac.com  
Phone: 949-217-8939  
Fax: 949-217-8939  
HST#: 954547422

## Submission Details

Created On: Tuesday August 09, 2022 14:05:13  
Submitted On: Wednesday August 31, 2022 13:26:16  
Submitted By: Tammy Tubbs  
Email: contract.administrator\_us@getac.com  
Transaction #: 8ea9ceaa-33c7-4c2e-8e79-8184a5443ff2  
Submitter's IP Address: 76.82.4.103

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## Specifications

**Table 1: Proposer Identity & Authorized Representatives**

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

Line Item	Question	Response *
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	Getac, Inc.
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	N/A
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	N/A
4	Provide your CAGE code or Unique Entity Identifier (SAM):	00PP6
5	Proposer Physical Address:	15495 Sand Canyon Ave Suite 350, Irvine CA 92618
6	Proposer website address (or addresses):	www.getac.com/us
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Hsin Jung-Lu; VP Finance & Business Services, 15495 Sand Canyon Ave, Suite 350, Irvine CA 92618, hj.lu@getac.com, (949) 681-2949
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Tammy Tubbs, Capture Manager, tammy.tubbs@getac.com, (949) 217-8939
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Maria Gutierrez, Contract Administrator, contract.administrator_us@getac.com, (949) 247-4114

**Table 2: Company Information and Financial Strength**

Line Item	Question	Response *
10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>For over 30 years, Getac has worked collaboratively with Resellers and End Users to identify, consult, develop, and deploy rugged computing solutions across a wide range of sectors; such as public safety, warehousing, transportation, manufacturing, utility, telecom and military / defense.</p> <p>As the 2nd largest rugged IT manufacturer in the world, Getac is tremendously proud of the impacts we have made in helping leverage technology to support the changing role of mobile data terminals in various government entities and our goal is to provide solutions that enhance operations and reduce total cost of rugged mobile data terminal ownership.</p> <p>Getac's current lineup of products include 8 rugged laptops and 8 rugged tablets that feature a rang of screen sizes and features to meet the need of all rugged users.</p>
11	What are your company's expectations in the event of an award?	As a Sourcwell contract holder, Getac plans to utilize this cooperative contract to support a more efficient procurement method for our thousands of customers. We understand the time and cost associated with competitive bidding and look to reduce this procurement challenge for our customers across the US and Canada. We are eager to utilize a robust marketing and training plan to introduce Sourcwell to our customers as a viable procurement method for future procurements.
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Sine 2016, Getac has consistently grown in sales from \$130M in 2016 to \$200M in 2021. Please see "Getac Financial Review" document attached. You may also view our past financial reports at <a href="https://en.getacgroup.com/investors/reports.php">https://en.getacgroup.com/investors/reports.php</a>
13	What is your US market share for the solutions that you are proposing?	Getac currently maintains over 60% market share in the Federal space to include DoD and maintains 35% market share across rugged laptops, tablets, and related accessories and peripherals.
14	What is your Canadian market share for the solutions that you are proposing?	Getac currently maintains over 25% market share in the rugged laptops and tablet space in Canada.
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No.
16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	<p>As an Original Equipment Manufacturer (OEM) since 1989, Getac has been providing rugged computing solutions for demanding professionals in extreme environments. Getac was established as a joint venture with GE Aerospace to supply defense electronic products. As the 2nd largest rugged manufacturer in the world, with sales over \$41.3B, Getac is an industry leader in the rugged IT space. Rugged is all we do! We have also established key partnerships with major MDT providers like Havis, Gamber Johnson, Lind, Absolute, and Getac Video Solutions to ensure our products have an ecosystem that support an effective and efficient end user solution.</p> <p>We have over 120 North American-based employees that provide Sales, Service and Support to the Getac customer and utilize a strong lineup of 1100+ certified resellers to work directly with the end user and/or customer to ensure the best value rugged IT solution for the buyer.</p>
17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	As a manufacturer, Getac is ISO 9001 and ISO 14001 certified. All of our devices also carry a MIL-STD 810H certification (required to officially be called "rugged") and are Ingress Protection (IP) rated for protections against sand, liquids, and other ingress damage. All Getac devices are EPEAT certified Bronze or better to ensure energy efficiency and carry all necessary US and Canadian UL certification. Our device also maintain the NETREADY designation for us across emergency service communication channels.
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	N/A

**Table 3: Industry Recognition & Marketplace Success**

Line Item	Question	Response *
19	Describe any relevant industry awards or recognition that your company has received in the past five years	<p>PCMag -- Best Rugged Laptops for 2022 5/3/22  <a href="https://www.pcmag.com/picks/the-best-rugged-laptops?test_uuid=06r4MYCu5PZzCkufjQSV3po&amp;test_variant=b">https://www.pcmag.com/picks/the-best-rugged-laptops?test_uuid=06r4MYCu5PZzCkufjQSV3po&amp;test_variant=b</a></p> <p>PCMag – F110 - 4 Stars 5/2/22  <a href="https://www.pcmag.com/reviews/getac-f110-2022">https://www.pcmag.com/reviews/getac-f110-2022</a></p> <p>NotebookCheck – S410 Gen 4 5/19/22  <a href="https://www.notebookcheck.net/Getac-S410-Gen-4-laptop-review-Simple-changes-with-huge-upgrades.608357.0.html">https://www.notebookcheck.net/Getac-S410-Gen-4-laptop-review-Simple-changes-with-huge-upgrades.608357.0.html</a></p> <p>Laptop – S410 – 4 Stars - Editor's Choice 1/18/22  <a href="https://www.laptopmag.com/reviews/getac-s410-review">https://www.laptopmag.com/reviews/getac-s410-review</a></p> <p>Laptop – K120- 4 Stars - Editor's Choice 1/18/22  <a href="https://www.laptopmag.com/reviews/getac-k120-review">https://www.laptopmag.com/reviews/getac-k120-review</a></p> <p>Notebook Check – B360 1/10/22  <a href="https://www.notebookcheck.net/Getac-B360-rugged-laptop-review-Bright-1400-nit-touchscreen.590220.0.html">https://www.notebookcheck.net/Getac-B360-rugged-laptop-review-Bright-1400-nit-touchscreen.590220.0.html</a></p> <p>PCMag – S410 – 4 Stars 10/7/21  <a href="https://www.pcmag.com/reviews/getac-s410-g4">https://www.pcmag.com/reviews/getac-s410-g4</a></p> <p>ZDNet Video – Best Rugged Tablets 7/26/21  <a href="https://www.zdnet.com/video/top-5-best-rugged-tablets-in-2021/">https://www.zdnet.com/video/top-5-best-rugged-tablets-in-2021/</a></p> <p>RuggedPC Review – B360 5G 6/23/21  <a href="https://www.ruggedpcreview.com/3_news_2021_06_23_getac.html">https://www.ruggedpcreview.com/3_news_2021_06_23_getac.html</a></p> <p>Rugged PC Review – K120 – 4/28/21  <a href="https://www.ruggedpcreview.com/3_news_2021_04_28_getac.html">https://www.ruggedpcreview.com/3_news_2021_04_28_getac.html</a></p> <p>PCMag – B360 – 4 Stars Editor's Choice – 8/11/20  <a href="https://www.pcmag.com/reviews/getac-b360">https://www.pcmag.com/reviews/getac-b360</a></p> <p>PCMag -- Best Rugged Laptops for 2022 5/3/22  <a href="https://www.pcmag.com/picks/the-best-rugged-laptops?test_uuid=06r4MYCu5PZzCkufjQSV3po&amp;test_variant=b">https://www.pcmag.com/picks/the-best-rugged-laptops?test_uuid=06r4MYCu5PZzCkufjQSV3po&amp;test_variant=b</a></p> <p>PCMag – F110 - 4 Stars 5/2/22  <a href="https://www.pcmag.com/reviews/getac-f110-2022">https://www.pcmag.com/reviews/getac-f110-2022</a></p> <p>NotebookCheck – S410 Gen 4 5/19/22  <a href="https://www.notebookcheck.net/Getac-S410-Gen-4-laptop-review-Simple-changes-with-huge-upgrades.608357.0.html">https://www.notebookcheck.net/Getac-S410-Gen-4-laptop-review-Simple-changes-with-huge-upgrades.608357.0.html</a></p> <p>Laptop – S410 – 4 Stars - Editor's Choice 1/18/22  <a href="https://www.laptopmag.com/reviews/getac-s410-review">https://www.laptopmag.com/reviews/getac-s410-review</a></p> <p>Laptop – K120- 4 Stars - Editor's Choice 1/18/22  <a href="https://www.laptopmag.com/reviews/getac-k120-review">https://www.laptopmag.com/reviews/getac-k120-review</a></p> <p>Notebook Check – B360 1/10/22  <a href="https://www.notebookcheck.net/Getac-B360-rugged-laptop-review-Bright-1400-nit-touchscreen.590220.0.html">https://www.notebookcheck.net/Getac-B360-rugged-laptop-review-Bright-1400-nit-touchscreen.590220.0.html</a></p> <p>PCMag – S410 – 4 Stars 10/7/21  <a href="https://www.pcmag.com/reviews/getac-s410-g4">https://www.pcmag.com/reviews/getac-s410-g4</a></p> <p>ZDNet Video – Best Rugged Tablets 7/26/21  <a href="https://www.zdnet.com/video/top-5-best-rugged-tablets-in-2021/">https://www.zdnet.com/video/top-5-best-rugged-tablets-in-2021/</a></p> <p>RuggedPC Review – B360 5G 6/23/21  <a href="https://www.ruggedpcreview.com/3_news_2021_06_23_getac.html">https://www.ruggedpcreview.com/3_news_2021_06_23_getac.html</a></p> <p>Rugged PC Review – K120 – 4/28/21  <a href="https://www.ruggedpcreview.com/3_news_2021_04_28_getac.html">https://www.ruggedpcreview.com/3_news_2021_04_28_getac.html</a></p>

		PCMag – B360 – 4 Stars Editor's Choice – 8/11/20 <a href="https://www.pcmag.com/reviews/getac-b360">https://www.pcmag.com/reviews/getac-b360</a>  PCMag -- Best Rugged Laptops for 2022 5/3/22, Laptop – S410 – 4 Stars - Editor's Choice 1/18/22,  Laptop – K120- 4 Stars - Editor's Choice 1/18/22, ZDNet Video – Best Rugged Tablets 7/26/21 <a href="https://www.zdnet.com/video/top-5-best-rugged-tablets-in-2021/">https://www.zdnet.com/video/top-5-best-rugged-tablets-in-2021/</a> ,  PCMag – B360 – 4 Stars Editor's Choice – 8/11/20 <a href="https://www.pcmag.com/reviews/getac-b360">https://www.pcmag.com/reviews/getac-b360</a>	
20	What percentage of your sales are to the governmental sector in the past three years	60% of our \$566M in sales over the past three years (2019 - 2021) are government sector sales.	*
21	What percentage of your sales are to the education sector in the past three years	10% of our \$566M in sales over the past three years (2019-2021) are education sector sales	*
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	State Contracts: (1) MS 2019 - \$890K, 2020 - \$1.3M, 2021 - \$630K; (2) NC 2019 - \$258K, 2020 - \$193K, 2021 - \$163K; (3) NY 2019 - \$132K, 2020 - \$395K, 2021 - \$154K; COOP Contracts: N/A; Currently awaiting NASPO award and OMNIA Award; We utilize our distributors, HP and SYNEX cooperative contracts in conjunction with our certified reseller contract awards.	*
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	As the OEM, we do not directly hold a GSA contract but our products are listed by our Reseller partners and can be found on the following GSA Schedules; Group F- F02 (formerly Schedule 70).	*

#### Table 4: References/Testimonials

Line Item 24. Supply reference information from three customers who are eligible to be Sourcwell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Las Vegas Metro Police Department	Mandy Berninger	702.828.3111	*
Florida Fish and Wildlife Commission	Elija Padron	863.648.3832	*
Metro Nashville Police Department	Tom Thorson	615.862.7446	*

**Table 5: Top Five Government or Education Customers**

**Line Item 25.** Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *
Las Vegas Metro Police Department	Government	Nevada - NV	Rugged laptops and/or tablets for all LVMPD mobile units, including car, motorcycle, horse, and bicycle	Over 40 purchase orders from 10 - 300+ qty since 2017	\$2,900,000+
San Bernardino County Sheriff's Office	Government	California - CA	Rugged laptops and/or tablets for all SB County mobile units, including car, motorcycle and bicycle	Over 60 purchase orders from 5 - 400+ qty since 2015	\$3,400,000+
Florida Fish and Wildlife	Government	Florida - FL	Rugged laptops and/or tablets for all mobile units, including car, motorcycle, bicycle and boat	Over 10 purchase orders from 22 - 80+ qty since 2018	\$3,200,000+
Canadian National Defense	Government	QC - Quebec	On National Military Standing Offer (NMSO) contract to provide rugged laptops and tablets to defense personnel for command and control, mission planning, flightline maintenance and tactical communication.	Over 30+ purchase orders from 5 - 320 qty since 2017	\$3,100,000+
United States Air Force	Government	Alabama - AL	On USAF IT contract (currently QEB) to provide contract to provide rugged laptops and tablets to AF personnel for command and control, mission planning, flightline maintenance, situational awareness and tactical communication.	Over 30+ purchase orders from 5 - 400 qty since 2018	\$3,800,000+

**Table 6: Ability to Sell and Deliver Service**

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

Line Item	Question	Response *
26	Sales force.	Getac sales force is led by Larry D'Onofrio and supports North America Public Sector sales including all organizations covered by the Sourcewell Cooperative. Larry's team include 12 Regional Sales Managers (RSMs), geographically assigned and possess over 146 years of Rugged Information Technology sales experience. Our RSMs work directly with national and regional certified resellers and end users to develop the best value information technology rugged solution for the interested organization.

27	Dealer network or other distribution methods.	<p>Our certified reseller network includes over 1100 Getac certified resellers, including large, small, and diversity business networks. A brief listing of successful Getac resellers include:</p> <ul style="list-style-type: none"> <li>Brite</li> <li>Datasource Mobility</li> <li>PCN Strategies</li> <li>*DuraTech USA</li> <li>*SHI</li> <li>*GST</li> <li>NWN</li> <li>Barcodes</li> <li>Island Tech Services</li> <li>Cas Severn</li> <li>Glacier Computing</li> <li>*Mobile Rugged Computers</li> <li>Ramco Rugged</li> <li>RCN</li> <li>Midwest Public Safety</li> <li>*USC Canterbury</li> <li>*Preferred Communications</li> <li>Compar</li> <li>Code 3</li> <li>Insight</li> <li>Howard</li> <li>CDW</li> <li>*Companies identified with current diversity qualifications.</li> </ul>
28	Service force.	<p>Getac Service force is led by Derek Suzuki and a team of over thirty US-based developers, engineers, technical support specialists, field service specialist. Getac also maintains an Order Operations 12-member team led by Cheryl Wynkoop and provides purchasing manager order fulfillment specialists, demo loan specialists, and order operations specialists to ensure a seamless order experience from receipt of PO to customer delivery. All Getac Service tools and reports are available to the end user on our 24/7 Customer Portal.</p>
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	<p>When an end user shows an interest in purchasing Getac equipment, we will assign certified regional reseller to support the development of the SKU# and Purchase Order. Once Getac has received the PO from the reseller, we will place the order with our factory and coordinate delivery and installation (if necessary). All Getac customers will have a Getac RSM and Reseller POC assigned to each sale.</p>

30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	<p>a. In Service Warranty - Customer support is available by calling 1-866-394-3822 or email at <a href="mailto:Getac.Support@Getac.com">Getac.Support@Getac.com</a>. End user may initiate all in-warranty requests by logging in to the Service Portal at <a href="https://support.getac.com/Portal/SetLanguage?languageCode=us">https://support.getac.com/Portal/SetLanguage?languageCode=us</a>.</p> <p>b. Out of Warranty (OOW) Services - Should a hardware problem arise requiring service for an out of warranty device our customer can follow this simple process.</p> <ol style="list-style-type: none"> <li>1. Visit <a href="https://usrma.Getac.com/">https://usrma.Getac.com/</a> and register as a new user</li> <li>2. Once logged in, a customer will select Create Service request and Follow the prompts</li> <li>3. Customers may generate a quote and save it to their account for 30 days</li> <li>4. Once the quote is paid for on the Portal, an RMA is issued along with shipping labels.</li> <li>5. All prices include time and material plus round-trip shipping</li> </ol> <p>Customer Complaints and Service-related Issues – Initial complaints and service-related issues are handled through Getac’s Level 1 Technical Support. If an issue which requires escalation, a Getac Level 2/3 Technical Support Representative or Professional Services Manager will take over the case through resolution. An acknowledgement with appropriate follow up communication should take place throughout the research until resolution.</p> <p>Response Time (pre-CV19/Post CV19) – Getac provides technical support for Getac branded product for the following hours of operations:</p> <ul style="list-style-type: none"> <li>• Level 1 Technical Support is offered 7 days a week x 24 hours per day x 365 days a year. This would consist of basic troubleshooting, product use and service questions.</li> <li>• Level 2 Technical Support is offered from 8am – 6pm ET, M – F, excluding holiday / Response time when escalated from Level 1 is within 4 business hours.</li> <li>• Level 3 Technical Support is available from 7am – 6pm PT M-F, excluding holidays / Response time when escalated from Level 2 is by next business day.</li> </ul> <p>Case Management - All complaints received via email or phone call are captured in Getac’s case management software and each customer contact is time stamped. Each escalation has a running time capture with escalation notification sent to all team members. This ensures the fastest response from the first available resource (Level 2/3, Prof Svc Mgr) to address the issue.</p>
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	As the second largest rugged laptop and tablet manufacturer in the world, Getac is proud to provide our rugged lineup of products to the Sourcewell participating entities. We are unique to the IT industry because "Rugged Is All We Do." Since 1989, Getac has sought to grow our North American presence and the use of cooperative contracts like Sourcewell, provides efficient and cost effective procurement opportunities for our nations' public sector and non-profit industry. Getac is prepared for additional growth this contract may afford and is currently operating our total manufacturing capability at 70%.
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Our Getac sales force and support include Canadian assets including Regional Sales Managers and Certified Repair Centers centrally located in Canada.
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Getac currently supports all geographic area of the United States and Canada.
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Getac does not foresee any issues servicing the Sourcewell participating entity sectors.
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	Getac does not have any specific contract requirements or restrictions that would apply to participating entities in Alaska, Hawaii, or other US Territories.

Table 7: Marketing Plan

Line Item	Question	Response *
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36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Upon contract award for the new Contract, Getac plans to promote the contract award through internal and external communications as approved by the Agreement Administrator. The goal of marketing the contract is not only to communicate the value proposition, benefits, and the Sourcewell and Getac story, but also to emphasize Getac's commitment and flexibility in delivering and promoting Sourcewell and/or State-specific standards and savings as appropriate and approved by the Agreement Administrator and the participating agencies. To ensure effective marketing plan execution, the Getac Contract Representative, with the collaboration of the Agreement Administrator and designated participating agencies, will develop a plan annually that will help in promoting contract awareness and value for the contract. Getac looks forward to reviewing and discussing the proposed plan with after award.	*
37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>The Marketing plan will include several key features:</p> <p>Press Release: Getac will collaborate with the designated Agreement Administrator and other designated contacts to prepare and distribute a press release, after approval, announcing the contract award to Getac. Once a press release is written and approved, and with permission, Getac will manage all efforts with the media. The press release will be sent to all government industry publications and released over the business wire for pickup by major media. Getac will also leverage the announcement over social media sites to include LinkedIn, Facebook, and Twitter. As required under the contract, all marketing materials will be provided for review, modification and approval prior to distribution. Communication will not be released without approval in writing from the Agreement Administrator.</p> <p>Advertising: Getac will drive contract awareness and product/service promotions under the contract through Getac web banners on <a href="https://www.getac.com/us/">https://www.getac.com/us/</a> and our Platinum Tier Certified Resellers promoting the contract value proposition and product/service promotions through web banners provides an opportunity to reach a large audience of procuring entities. Web banners have a "call to action" inviting the reader to contact Getac URL for pricing and information. Getac will distribute periodic email newsletters and promotions to eligible procuring entities throughout the contract term. These email promotions will provide the most current ongoing promotions. As required under the contract, all marketing materials will be provided to the Agreement Administrator for review, modification and approval prior to distribution. Communication will not be released without approval in writing from the Agreement Administrator.</p> <p>Web Presence: The Getac Sourcewell contract website that is in development with a potential landing page named <a href="https://sourcewell.getac.us/">https://sourcewell.getac.us/</a> will offer customers extensive information on the contract, products, certified resellers, warranty, pricing and more. Getac will continue to make improvements throughout the contract term to provide information to potential Sourcewell procurement entities.</p> <p>The website will provide a dropdown menu of the participating agencies and guide the user to a state specific page to facilitate procurement efforts. Each state website will be personalized, as allowed by and as approved by the Participating Agencies Procurement official, to meet the needs of the organization and maintain the approved format.</p>	*
38	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	<p>Marketing Events &amp; Forums: Getac will participate in annual marketing events annually and attend other Sourcewell events. The Getac Primary Account Representative will attend events along with the Contract Program Management team and potential management team members. The Getac Primary Account Representative and other Program Management team members will meet with participating agencies throughout the year to review participating agencies marketing plans and events, which may include management. Getac, in partnership with our Platinum tiered certified resellers, may schedule seminars in local major cities to review the latest IT trends and new Getac products with both local agencies and Getac authorized partners. Getac will work with the Agreement Administrator, designated Sourcewell teams and/or participating agencies to make them aware of these events or schedule additional seminar events or Webinars. Events will provide important information to agencies on contracts specifics including product scope, ordering information, price lists, and how to save more using this contract.</p> <p>As allowed and approved by the Agreement Administrator, Getac agency-approved partners can assist in the marketing activities in this section to promote the contract through telemarketing/email/social media campaigns, events and distribution of Agreement Administrator approved marketing documents. This will allow Getac to reach even more agencies for contract awareness.</p>	*
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Due to the highly customized nature of each and every rugged laptop and tablet Getac manufacturers, we do not offer E-procurement service for initial procurement. Once a Getac customer, customers will be provided a User Log In to purchase additional accessories, peripherals as needed and approved under the terms of the contract.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *
40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	All Getac products will come with an operating manual and access to training materials via the online customer portal at no additional cost to the buyer. Getac may also be able to provide additional training and support as requested at no additional cost to the procurement agency.
41	Describe any technological advances that your proposed products or services offer.	<p>1. Our revolutionary LumiBond® 2.0 touchscreen technology, which bonds the display glass with the touch panel and LCD, creating a single pane that is more durable and readable, and offers better contrast and more crisp colors than other rugged laptop display. It features four advanced touch modes (Touch, Glove or Pen mode, plus an optional Digitizer mode), and the included hard-tip stylus enables you to capture signatures and take more precise notes on drawings, maps, or forms.</p> <p>2. Main chassis structure is precision cast using Magnesium Alloy, an incredibly strong structural metal that also happens to be one of the lightest in the world for its strength. We combined that with an advanced rugged polymer in areas of less impact and rubberized absorption polymer at the main points of contact. Our devices have been independently tested and certified to MIL-STD-810H and MIL-STD461G standards.</p> <p>3. Hot-swappable dual-battery design allows for potentially everlasting, uninterrupted battery life. This enables you to remove one of the two rechargeable batteries and replace it with a fresh battery without ever shutting down apps or your Windows OS.</p> <p>4. AT&amp;T FirstNet Ready®, offers an easy-to-carry profile, a comfortable touchscreen, and more power to run your general office and industry-specific applications with ease for first responders.</p> <p>5. Most of our models' offer the newest and fastest wired and wireless connection options available. Thunderbolt™ 4 offers 40 Gbps data sharing with other devices, while Wi-Fi 6 (802.11ax) offers nearly five times speedier WLAN connectivity than the previous generation, and more reliability in dense deployments. The new Bluetooth 5.2 standard enhances connectivity with various Low-Power Wide-Area (LPWA) devices, while Wireless WAN with integrated GPS/GLONASS receiver, incorporating the latest Sierra Wireless module, delivers advanced air interface connectivity, including LTE-Advanced (LTE-A).</p> <p>6. All Getac devices come with an entire lineup of accessories and peripherals including multiple battery charging stations, hands straps and holders, detachable keyboards, stylus' just to name a few.</p>
42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	<p>In response to the trend of international environmental protection, such as the requirements of product greening, toxic free, hazard free and environmentally friendly design, packaging, and recyclability, the Company has developed "Regulations for Getac Environmental Load Control" and "Getac Green Product Operating Procedures" and other related operating procedures and regulations, to actively promote overall product greening internally, and require all Getac suppliers to cooperate with the requirements of Getac environmental control regulations, not only to meet the requirements specified in the domestic and international environmental protection laws and regulations, so that the products can be successfully marketed globally, but also with stricter demand of self-expectation to meet the requirements of customers, while fulfilling the corporate responsibility and emphasizing the importance of environmental protection.</p> <p>We are also making it easier for customers to reduce waste by designing easily recyclable products and working with our Certified reseller partners to offer environmentally friendly packaging services and solutions for large scale device deployments.</p>
43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	<p>Getac cares about the environment. We have implemented strict policies to ensure our material parts, products, packing and manufacturing processes are environmentally friendly. We are proud to partner with organizations around the globe to bring awareness and help implement solutions to the environmental issues the world is facing. As a certified green manufacturer Getac has been independently tested and received environmental certifications including EPEAT®, RoHS Directive, REACH Regulation, and ENERGY STAR®. We believe in, and actively pursue innovation that will continue to lessen the environmental impact of electronics manufacturing to improve the quality of human life and protect the planet. Getac has set the Company's environmental policy with the goal of "Care for Environment, Sustainable Recycling," clearly set for cherishing the earth's resources, complying with national environmental laws and regulations. Getac is committed to promoting green production, fulfilling our responsibility to protect the</p> <p>earth, through standard operation procedures; we include water resources management, energy management, wastewater, waste, and air pollution prevention in our daily management. All Getac's factories scrupulously abide by the environmental laws and regulations of the plant locations, and all factories have obtained the environmental management system certification of ISO14001 or the same level, and all plants have completed the new version certification of ISO14001:2015 at the end of 2019.</p>

44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	N/A	*
45	What unique attributes does your company, your products, or your services offer to Sourcwell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcwell participating entities?	As an OEM, Getac is the only global rugged IT manufacturer that builds every device from the ground up. Our ability to forecast sales and manufacturer in spite of global market supply fluctuations ensures our customer have the fastest delivery time available in the industry. Despite global supply chain issues in 2020 and 2021, Getac has maintained a <60 day delivery timeline as our competitors are regularly shipping at 120 - 180 days after receipt of purchase order.	*

## Table 9: Warranty

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

Line Item	Question	Response *	
46	Do your warranties cover all products, parts, and labor?	<p>Our S410 comes standard with a Limited 3 Year Warranty and all other products come standard with a 3 Year Bumper to Bumper Warranty that includes accidental coverage. Additional warranty for Year 4/5/6 may be purchased for an additional fee.</p> <p>Getacs warranty obligations for this hardware product are limited to the terms set forth below:</p> <p>Getac, Inc. warrants this Getac-branded rugged computer against defects in materials and workmanship under normal use and damage that occurs due to accidental acts and exposure to environmental conditions for a period of THREE (3) YEARS from the date of purchase by the original end-user purchaser ("Warranty Period"). This warranty only applies to products sold by Getac or its Authorized Distributors or Dealers and only where the products are used and serviced within North America or its Authorized Service Providers' territories. Warranty coverage only applies to service carried out by a Getac Authorized Service Provider.</p> <p>If a hardware defect arises and a valid claim is received within the Warranty Period, at its option and to the extent permitted by law, Getac will either repair the defect at no charge, using new or refurbished replacement parts, or exchange the product with a product that is new or which has been manufactured from new or serviceable used parts and is at least functionally equivalent to the original product. A replacement product or part, including a user installable part that has been installed in accordance with instructions provided by Getac, assumes the remaining warranty of the original product or ninety (90) days from the date of replacement or repair, whichever provides longer coverage for you. When a product or part is exchanged, any replacement product becomes your property and the replaced item becomes Getacs property. Parts provided by Getac in fulfillment of its warranty obligation must be used in products for which warranty service is claimed.</p> <p>Please review "Warranty Card" attached for additional warranty information.</p>	*

47	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	<p>Exclusions and Limitations - This Limited Warranty applies only to Getac-branded hardware products manufactured by or for Getac that can be identified by the "Getac" trademark, trade name, or logo affixed to them. The Limited Warranty does not apply to any non-Getac hardware products, co-branded hardware products (whether or not displaying a "powered by Getac" trademark, trade name, or logo affixed to them) or any software, even if packaged or sold with Getac hardware. Manufacturers, suppliers, or publishers, other than Getac, may provide their own warranties to the end user purchaser, but Getac, in so far as permitted by law, provides their products "as is". Software distributed by Getac with or without the Getac brand name (including, but not limited to system software) is not covered under this Limited Warranty. Refer to the licensing agreement accompanying the software for details of your rights with respect to its use. Getac does not warrant that the operation of the product will be uninterrupted or error-free. Getac is not responsible for damage arising from failure to follow instructions relating to the product's use. Batteries supplied with the product are covered under the warranty for one (1) year from date of purchase. A battery furnished under the warranty is covered for the remaining period of the one year warranty on the original battery or ninety (90) days from the date of replacement or repair, whichever provides longer coverage for you. The LCD, touchscreen, hard drive/SSD, motherboard, and keyboard are limited to one repair/replacement per part component per 12 month period for damage that occurs due to accidental acts and exposure to environmental conditions.</p> <p>This warranty does not apply to:</p> <ul style="list-style-type: none"> <li>(a) loss or theft;</li> <li>(b) fire;</li> <li>(c) submersion;</li> <li>(d) acts of god;</li> <li>(e) acts of war;</li> <li>(f) virus-inflicted damage;</li> <li>(g) improper use, intentional misuse or abuse;</li> <li>(h) improper maintenance or modification by anyone other than Getac or a Getac Authorized Service Provider;</li> <li>(i) a product or part that has been modified to alter functionality or capability without the written permission of Getac;</li> <li>(j) a product on which any Getac serial number has been removed or defaced;</li> <li>(k) data recovery from hard drive failure;</li> <li>(l) All consumable items; such as screen protection films, logo badges, labels, cleaning cloths, carry cases, manuals, cables, straps, belts, holsters, tethers, stylus, digitizer pens, and harnesses and any other options and accessories not listed above or covered under a separate warranty.</li> <li>(m) to cosmetic damage that does not affect the functionality of the system, including but not limited to scratches, dents and numerals, letters, icons and symbols silkscreened onto unit keycaps and numerals, letters, icons and symbols silkscreened onto unit cabinet; or</li> <li>(n) negligence</li> <li>(o) operation of product outside the published environmental or electrical parameters</li> <li>(p) use of supplies or parts not meeting Getac's specifications</li> </ul> <p>Please review "Warranty Card" attached for restrictions and other limitations.</p>
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48	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	<p>Technicians do not need to travel to perform warranty repairs.</p> <p>Warranty Repair Description - Getac offers an industry-leading warranty (bumper-to-bumper) on our products for a minimum of 3-years (semi-rugged product require service upgrade), which includes accidental damage. With one of the lowest annual failure rates in the computer industry, Getac computers are built-to-survive. If one does need repair, we want to make it as convenient as possible. That's why Getac rugged computers are serviced by FedEx Logistics - a fast, convenient and reliable service so you can quickly get back to doing what you do best. For minor repairs, Getac's Self-Maintainer Program lets customers opt to have replacement parts shipped directly to them.</p> <p>Device Support - Getac employs a multi-layered support structure, at no cost to the End User that includes a Solutions Architect, Field Service Engineer, and a 3-Tier Technical Support team. In addition, Getac's 24/7 technical support is available via email at GetacSupport_US@Getac.com or by phone at +1 (866) EZ-GETAC [+1 (866) 394-3822]. All support requests via phone or email are logged in our internal ticketing system and assigned to the appropriate resource. Escalation to product or software engineering is engaged as needed. The Getac Service Portal allows real-time tracking of hardware repairs and history. For technical support incidents, a ticket # is generated for every request and on-going and final resolution can be obtained by referring to previously assigned ticket #. Getac does not use "off-shore" technical support.</p>
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49	<p>Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?</p>	<p>No. Getac repair services are available in US and Canada.</p> <p>For Level I/II Repairs – Getac Self-Maintainer Program empowers in house technicians to provide immediate services to defective unit for minor repairs. For Level I and Level II repairs, the Getac Self-Maintainer Program allows you to perform warranty repairs on Getac products. Instead of shipping products to Getac’s US-based Repair Center, the defective part can be swapped out by your own technicians. This allows you keep possession of your products and minimize downtime. Self-Maintainer repairs include all parts, and materials at no additional cost.</p> <p>Common cosmetic repairs like hatch door replacement are also included. Getac provides training for your team as part of the Self- Maintainer Program with an emphasis on parts replacement, product use and Getac’s Service System processing. Upon successful completion of training, Getac supplies you an initial stock of seed parts to inventory at your location. When a repair is needed, your technician diagnoses the problem, creates an RMA in Getac’s Online Service System (GSS) then removes the required part from Getac consigned inventory and repairs the unit.</p> <p>To replenish the inventory, simply place the defective part in the used part box, put a copy of the RMA inside, write the RMA number on the outside of the box and return it to Getac. Upon receipt of the defective part, Getac will ship out a replacement part to you. When you receive the new part, place it into inventory for future repairs.</p> <p>To ensure our high standard for repair is met, Getac has established the following qualification requirements for the Self-Maintainer Program:</p> <ul style="list-style-type: none"> <li>• Repairs are limited to customer owned product—150-unit minimum</li> <li>• Must be a current Getac USA customer in good business standing</li> <li>• Must have Service and Spare Parts Agreement in place with Getac</li> <li>• Must have qualified technicians on staff capable of repairing Getac products</li> <li>• Must have a dedicated environment and tools appropriate to repair products</li> <li>• Maintain product repair information and problem codes in the Getac Service Portal for product tracking and spare part replenishment</li> </ul> <p>Level III Repairs - FedEx TechConnect Program was designed to offer fast, convenient, reliable service repairs that can be initiated 24 hours a day, 7 days a week on Getac Service Portal. With one of the lowest annual failure rates in the computer industry, Getac computers are built to survive. If one does need repair beyond the Level I &amp; Level II Self-Maintainer program, we want to make it as convenient as possible. Getac has partnered with FedEx TechConnect, a fast, convenient, reliable service repair center located in Memphis, TN. The End-of- runway location ensures shorter time in transit for express shipments and 3 day or less transit by FedEx Ground for most of the US.</p> <p>Warranty repairs can be initiated 24 hours a day, 7 days a week on the Getac service portal. With over 1,800 FedEx Office locations nationwide, it’s easy to find a convenient drop-off location to and US-based end user. Once the device is shipped to the end of runway state of the art facility, technology repair specialists, certified by Getac, provide diagnostics, repair, re-image and upgrade services with quality assurance methodologies designed to verify that everything is working properly. All Getac warranty repairs are performed by expert technicians using only Getac original production parts. Every repair comes with online three-stage tracking of the inbound shipment to the repair center, during repair or upgrade, and the return shipment back to the designated location. With the 24/7 online monitored chain of custody, your system is always either with FedEx or you. Average repair time, excluding shipping, is 3.1 days.</p>
50	<p>Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?</p>	<p>All Third Party products warranty will be passed to the original equipment manufacturer.</p> <p>Third Party Product Warranty Services – All third-party product warranty procurement processes, descriptions, and contact information will be available on a link at the Sourcewell/Getac website under Third Party products.</p>

51	What are your proposed exchange and return programs and policies?	In accordance with generally accepted rugged manufacturing return and exchange policies, Getac does not allow exchanges or returns on any delivered products. each product is custom made-to-order and will only be promptly replaced if it arrives Dead-On-Arrival (DOA). Getac RSMs and certified resellers take great care to support the buyer through the procurement process to ensure the exact device(s) order meet and/or exceed all desired end user specifications.
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52	Describe any service contract options for the items included in your proposal.	<p>Additional Accessory/Service Warranty Details</p> <p>Peripherals - Getac peripherals come with at least 1-year warranty as standard. However, should you wish to extend the warranty on your Getac device, it makes sense to do the same for your peripherals.</p> <ul style="list-style-type: none"> <li>We can offer extensions to year 2 ~ 5 from the standard warranty on Getac or 3rd party accessory, keyboard, docks and rugged power supplies.</li> <li>If your accessory fails, log onto our Getac Service Portal and request a repair. Once returned, your accessory will be repaired, tested and shipped back to you.</li> <li>If you work to a longer refresh cycle or are looking to extend your current devices working life email us at GetacSupport_US@Getac.com or by phone at +1 (866) EZ-GETAC [+1 (866) 394-3822] to discuss additional warranty extensions options.</li> </ul> <p>Batteries - We pride ourselves on the quality of batteries and their ability to perform throughout a full day. However, batteries are considered to be "consumable" as there are limitations on the recharge cycles of all batteries. Since batteries are consumable products, the industry standard and that of Getac is to provide a 1-year warranty.</p> <ul style="list-style-type: none"> <li>You can extend this with our Battery Warranty so that should it fail we will send you a replacement battery.</li> <li>A battery is considered good if it maintains 50% of its charge capacity during the warranty period.</li> </ul> <p>Expedited Service - For customers who want their mission-critical equipment repaired faster, we have two options for expedited service available for an additional fee. No more internal challenges waiting for estimates and approvals, just report your product issue via our Service Request system and we'll take care of the rest</p> <p>Option 1 - Express Care      Option 2 - Priority Care 2 Days Shipping      Overnight Shipping</p> <p>Line Hopping Priority      Front of Queue Priority 2 Days Repair      1 Day Repair</p> <p>To ensure that our high standard for repair is met, Getac has established the following qualification requirements for the Expedited Service Program:</p> <ul style="list-style-type: none"> <li>Must purchase Expedited Service Program with Getac product at the same time.</li> <li>All purchases are recorded in the Getac Service System. When devices need repair, register the service request (SR), which will automatically generate expedited service information in SR.</li> <li>Getac provides a 3-year expedited service for 3-year warranty products, and provides a 5-year expedited service for 5-year warranty products.</li> <li>Accessories are not included in this program</li> </ul> <p>Extended Warranty - Extend your standard warranty from 3 years up to 5 years, for specific projects we can offer up to 7 years of extended warranty. Getac's standard warranty for fully rugged devices includes the Bumper-to-Bumper warranty which covers accidental damage. The Extended Warranty covers any repairs in the same manner as the standard warranty.</p> <ul style="list-style-type: none"> <li>Getac provides coverage for failures due to defects in materials or workmanship that occur with normal use.</li> <li>All system components are covered under the extended warranty, except consumable items.</li> <li>Purchase the Extended Warranty option at the point of sale or within 3 months of purchasing your Getac device.</li> </ul> <p>Keep Your Hard Drive Warranty (KYHW) - Getac is experienced in dealing with security-industry customers that require top-level security to protect the data on their devices. For these customers, we can ship you a replacement HDD / SSD.</p> <ul style="list-style-type: none"> <li>Getac takes reasonable precautions to protect your data while it is in our hands. However, some customers' devices hold sensitive data that they cannot take any risks.</li> </ul> <p>Keep Your Hard Drive warranty option is designed for these customers. If you handle data of a sensitive nature, for national security or commercial reasons, then add this to your warranty.</p>
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**Table 10: Payment Terms and Financing Options**

Line Item	Question	Response *
53	Describe your payment terms and accepted payment methods.	<p>The value-added reseller partners supporting this contract have specific focuses on State and Local Government entities. These partners are aligned with the Getac Public Sector team and receive additional support from Getac's Field Sales organization. This alignment ensures partners have the proper support and competence to master the requirements set forth by the partnering government end users. The appointed resellers include large national organizations as well as local partners who often provide additional services around product deployment and implementation of Getac devices. These value-added resellers will work directly with the participating agencies to provide both pre- and post-sales support, quotes, as well as installation and implementation services. Getac's value-added resellers will be the primary points of contact for acceptance of orders, invoicing, and payment. Payment terms are generally Net30.</p> <p>These value-added resellers will source all Getac solutions and services through Getac's appointed distribution partners, who have a direct purchasing relationship with Getac, the manufacturer. Upon receiving a fully executed purchase order from the government end user, the value-added reseller will issue purchase order to one of the appointed distributor partners. The purchase order to distribution will include a copy of the end customer's purchase order for the purpose of tracking and reporting as indicated below.</p>
54	Describe any leasing or financing options available for use by educational or governmental entities.	<p>Paul Levand  Vice-President of Business Development  "On the North Coast of America"  216-496-6711  plevand@rivercapital.com   www.rivercapital.com</p>
55	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	<p>Getac is prepared to accept the buyers standard transaction documents and do use any mandatory forms, SLAs or T&amp;Cs in connection with award.</p>
56	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	<p>No. ACH preferred method of payment.</p>

**Table 11: Pricing and Delivery**

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

Line Item	Question	Response *
57	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Getac will provide a minimum discount off MSRP by Category. Additional discounts may be offered at the discretion of the certified Getac reseller. See "Getac Proposed Pricing Sheet" for additional details.
58	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Getac pricing sheet includes SKU, Description, MSRP, % Off Discount by Category, and Proposed Sourcewell NTE price. See "Getac Proposed Pricing Sheet."
59	Describe any quantity or volume discounts or rebate programs that you offer.	Getac does not offer quantity or volume discounts or rebate programs. They may be offered by the certified reseller.
60	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Getac does not sell open market items and only sells Getac labeled products and related accessories and peripherals. All SKUs and descriptions and NLT price can be reviewed on the "Getac Proposed Pricing Sheet."
61	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Getac does not have additional costs associated with the purchase of items identified in the "Getac Proposed Pricing Sheet."
62	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Freight, delivery and/or shipping is included in the price of the device.
63	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Freight, delivery and/or shipping is included in the price of the device.
64	Describe any unique distribution and/or delivery methods or options offered in your proposal.	N/A

**Table 12: Pricing Offered**

Line Item	The Pricing Offered in this Proposal is: *	Comments
65	b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	

**Table 13: Audit and Administrative Fee**

Line Item	Question	Response *
66	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	<p>Upon award, GETAC will have a master price file/catalog set up that include the guaranteed category discounts along with the scope of products allowed under the contract and thresholds tied to each part number as approved by the Administrator defined in the awarded Master Agreement.</p> <p>During each setup process, these price files are reviewed by contract and pricing operations personnel for accuracy as part of GETAC's contract compliance and pricing management business processes. These same reviews and approvals occur each time a product is added, or a contract modification is received.</p> <p>GETAC's price file/catalog of products under each category is tied systematically to the MSRP list price and tied to the discounts that automatically pre-calculate the price file/catalog in accordance with the discount that is reflected and flowed to the contract website and the Inside Sales Representatives' quoting tool. The GETAC system that houses the price list/catalogs were recently audited to ensure compliance, and GETAC agrees to conduct random checks during the term of to ensure quotes provided are at the discount off list price he contracts as required.</p> <p>Getac will conduct a quarterly self-audit, that will sample a minimum of one tenth of one percent (.001) of orders with a maximum of 100 audits per quarter conducted. For example: Up to 1,000 sales = 1 audit; 10,000 sales = 10 audits; Up to 100,000 sales = 100 audits. This will be a random sample of orders and invoices and must include documentation of pricing. Summary findings will be reported to Lead Agency with actions to correct documented findings. GETAC audits purchase orders and corresponding invoices randomly on a quarterly basis under existing contracts today and will continue this process under a new awarded contract. The website, quotes and invoices generated through GETAC systems are based on the contract number tied to a specific price file/catalog for pricing and systematically flows.</p> <p>GETAC agrees to conduct random checks during the term of the contract as required. Quotes automatically reflect the discount off GETAC's list price as required under the contract, and invoices will reflect the lowest price at the time the product ships. If an order is received for GETAC-branded product and a price decrease was generated prior to shipment, the procuring entity will receive the price decrease reflected on the invoice, providing them additional savings.</p>
67	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	<p>The Contract Administrator will be responsible to provide quarterly and annual sales reports to Getac leadership team and coordinate with our training and marketing teams to produce materials to encourage Sourcewell contract use. After the first year baseline sales, the Contract administrator with direction from the Executive team, will establish increase sales goals and RSMs will be expected to meet sales goals in order to achieve the highest level of annual bonus payouts.</p>
68	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	1.25%

**Table 14A: Depth and Breadth of Offered Equipment Products and Services**

Line Item	Question	Response *
69	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	<p>Getac offers rugged computing product lines of all sizes including rugged notebooks, rugged tablets, rugged handheld for federal, education, military, public sector, utility, manufacturing, transportation &amp; logistics, insurance, automotive maintenance, and field-service customers.</p> <p>Currently Getac has over 19,300 devices valued at \$82.5M deployed in Federal Government (Non-Military), including transit authorities, public utilities and services, emergency preparedness organizations, judicial support and services and other NGOs.</p> <p>Getac currently manufactures Rugged Laptops ranging in screen size from 11.6" to 15.6." Getac currently manufactures Rugged Tablets and Handheld PCs ranging in screen size from 7" to 14" and has both Windows and Android OS available. Please review the "Getac Lineup Card" for detailed specifications for each device proposed in this RFB.</p>
70	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	<p>We do not wish to add subcategories. We have listed our products based on minimum specifications identified in the RFP. We will have an "Accessory/Peripheral" category. See below.</p> <p>Rugged Laptop Category - X600, X500, B360, S410, V110  Rugged Tablet Category - A140, K120, F110, UX10, T800  Rugged Handheld PC Category - ZX10, ZX70(Android OS)  Accessories/Peripherals - Power Adapters, Stylus Pens, Digitizer Pen, Carry Bag, Dual Battery Charger, High Capacity Battery, Keyboard Dock, Multi-Bay Charger, Office Dock, Hand strap, Shoulder strap, Screen Protector, Standard battery, Vehicle dock</p>

**Table 148: Depth and Breadth of Offered Equipment Products and Services**

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered	Comments	
71	Law Enforcement duty gear	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	*
72	Traffic safety enforcement equipment, devices, and instruments	<input checked="" type="radio"/> Yes <input type="radio"/> No	Getac solutions are built to improve upon the computer-aided dispatch software (CAD) and police records management system (RMS) you already use. Writing citations, collision reports, and DUI arrest reports has never been easier thanks to Getac solutions. With our rugged devices, you can write, sync, and submit all the documents required from the field electronically, saving time, and reducing errors. Getac rugged devices are built with law enforcement in mind, providing you access to information to stay situationally aware as you protect and serve. Whether on patrol or during an emergency, Getac devices allow you to remain in contact with command, dispatch, and your fellow officers to make sure everyone is safe and informed.	*
73	Crime scene management and evidence collection equipment and supplies	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	*
74	Tactical and EOD equipment (with the exception of those items excluded in subsections 2. or 3. of RFP)	<input checked="" type="radio"/> Yes <input type="radio"/> No	ANSI rated rugged devices available for EOD environments	*
75	Services related to the offering of the solutions in subsections above, such as training, installation, testing, maintenance, warranty programs, and technical support	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	*

### Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

## Documents

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

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
  - [Pricing](#) - Sourcewell Pricing Page\_Final.pdf - Wednesday August 31, 2022 13:23:12
  - [Financial Strength and Stability](#) - Financial Review Form.pdf - Tuesday August 09, 2022 14:38:46
  - [Marketing Plan/Samples](#) - Marketing Plan.pdf - Wednesday August 31, 2022 12:37:18
  - WMBE/MBE/SBE or Related Certificates (optional)
  - [Warranty Information](#) - Warranty Details.pdf - Tuesday August 09, 2022 17:33:13
  - [Standard Transaction Document Samples](#) - Sample Quote.pdf - Wednesday August 31, 2022 11:28:20
  - [Upload Additional Document](#) - Getac-All in One-US-July2022.pdf - Wednesday August 10, 2022 17:29:18

## Addenda, Terms and Conditions

### PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
  1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
  2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
  3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Tammy Tubbs, Capture Manager, Getac, Inc.

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

Yes  No

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

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

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
<b>Addendum_5_Law_Enforcement_Equipment_RFP_090122</b> Wed August 24 2022 02:56 PM	<input checked="" type="checkbox"/>	1
<b>Addendum_4_Law_Enforcement_Equipment_RFP_090122</b> Wed August 17 2022 04:20 PM	<input checked="" type="checkbox"/>	2
<b>Addendum_3_Law_Enforcement_Equipment_RFP_090122</b> Tue August 16 2022 09:33 AM	<input checked="" type="checkbox"/>	1
<b>Addendum_2_Law_Enforcement_Equipment_RFP_090122</b> Wed August 10 2022 07:59 AM	<input checked="" type="checkbox"/>	1
<b>Addendum_1_Law_Enforcement_Equipment_RFP_090122</b> Mon July 18 2022 04:34 PM	<input checked="" type="checkbox"/>	2



## City Council Meeting

I. 10.

**DATE:** 02/03/2026

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

**SUBJECT:** Accept grant award from Yuhaaviatam of San Manuel Nation to fund the Redlands Emergency Services Academy in the amount of \$60,000 for FY2025-26 and FY2026-27 and authorize an additional appropriation of the same amount to the Police Department (Police Chief Tolber)

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### MOTION(S):

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

1. I move to accept the grant award from the Yuhaaviatam of San Manuel Nation in the amount of \$60,000; and
2. I move to authorize an additional appropriation of \$60,000 to the Police Department.

### RECOMMENDATION:

Staff recommends that the Council accept the grant award from the Yuhaaviatam of San Manuel and approve the additional appropriation of funds to the Police Department in the amount of \$60,000.

### DISCUSSION:

The Redlands Emergency Services Academy ("RESA") is a partnership with the Redlands Police Department, Redlands Fire Department, Crafton Hills College, and the University of Redlands to provide graduating high school students with a rigorous, hands-on introduction to public safety careers. The week-long academy gives local students interested in careers in emergency services an opportunity to learn from Redlands police officers and firefighters. Many participants have gone on to careers in both fields.

RESA is funded primarily through grants and donations. The Redlands Police Department received a generous grant of \$60,000 from the Yuhaaviatam of San Manuel Nation. These funds are used to pay for Police and Fire Department personnel to run the RESA program and to backfill positions that are working at the academy.

**ALTERNATIVES:**

Do not approve the grant award and additional appropriation in the amount of \$60,000.

**STRATEGIC PLAN:**

Not applicable.

**SUBMITTED BY:**

Rachel Tolber, Chief of Police

**RECOMMENDED BY:**

Charles M. Duggan Jr., City Manager

**REVIEWED BY:**

Janice McConnell, Assistant City Manager  
Danielle Garcia, Management Services/Finance Director  
Selina Sanchez, Grant Coordinator

**PREPARED BY:**

Jimmy Nguyen, Management Analyst

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<b>Fiscal Impact</b>	
<b>Fiscal Year:</b>	2025-27
<b>Revenue Generating:</b>	N
<b>Appropriation Required Y/N:</b>	Y
<b>Amount:</b>	\$60,000
<b>Budgeted Y/N:</b>	No
<b>Account No.:</b>	200202
<b>Discussion:</b>	

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## **Attachments**

Award Letter

Add'l Appropriation

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September 01, 2025

Chris Mead  
Sergeant  
Redlands Police Department  
30 Cajon Street  
Redlands, CA 92373

Re: Charitable Donation

Dear Sergeant Mead,

On behalf of Yuhaaviatam of San Manuel Nation (“**Tribe**”), we want to thank you and your organization for the programs and services you provide to our community.

We are pleased to inform you that we approved a donation in the amount of \$60,000.00 to support your efforts. By accepting this charitable donation (“**Grant**”) from Tribe, City of Redlands (“**Grantee**”) agrees to abide by the following terms and conditions:

I. GRANTEE’S STATUS. Grantee warrants and represents that it is a public school, Tribal or other government entity, or tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1986, as amended (the “**Code**”), and is not a private foundation as defined in Section 509(a) of the Code. Grantee has provided Tribe with a copy of IRS determination letter(s) evidencing its status as an eligible recipient and warrants and represents that such determination letter(s) are currently in full force and effect. Regardless of Grantee’s current tax status, Grantee will notify Tribe immediately of any actual or proposed change in tax status.

II. PURPOSE OF GRANT. Tribe’s Grant is to provide funding in support of Redlands Emergency Service Academy (hereinafter “**Grant Project**”). The Grant is made only for specific charitable purposes described in this letter and may not be used for any other purpose without prior written approval from Tribe.

III. GOALS, OBJECTIVES, OUTCOMES AND EVALUATIONS OF GRANT PROJECT.

1. Goals & Objectives. Grantee shall undertake the following within [twelve] months following the date of this letter (“**Execution Period**”) unless Tribe agrees in writing to alternative timelines: (See Attachment A: Goals, Objectives, Outcomes and Evaluations of Grant Project, incorporated herein by reference).
2. Outcomes & Evaluation. The Outcomes will be evaluated and reported in sum at the completion of the Execution Period of this Agreement: (See Attachment A: Goals,



Objectives, Outcomes and Evaluations of Grant Project, incorporated herein by reference).

IV. AMOUNT AND PAYMENT OF GRANT. Full payment of Sixt Thousand Dollars (\$60,000.00) is to provide funding in support of Grant Project and will be used as follows: (See Attachment B: San Manuel Grant Project Budget, incorporated herein by reference).

V. PERIOD OF GRANT. The Grant will be applied for projects executed during the 24-month period following this date of this letter unless otherwise agreed upon in writing by Tribe. No applications for new support will be accepted from Grantee until the conclusion of the Execution Period in compliance with Section III.1 above, unless the Grant Project is event/date specific.

#### VI. EXPENDITURE OF GRANT FUNDS

1. Use of Funds. Grantee will spend the Grant only for the purposes described in this letter.
2. Prohibited Uses. Grantee will not use any of the Grant in a manner inconsistent with Section 501(c)(3) of the Code, including:
  - a. Carrying on propaganda, or otherwise attempting to, influence legislation;
  - b. Influencing the outcome of any specific public election;
  - c. Carrying on, directly or indirectly, any voter registration drive;
  - d. Inducing or encouraging violations of law or public policy, or
  - e. Causing any private inurement or improper private benefit to occur.
3. Payment of Funds to Related Parties of Tribe. No part of this Grant may be paid to any director, officer, employee or citizen (or their family members) of Tribe for any purpose.

VII. RECORDS, AUDITS, SITE VISITS. The Grant will be accounted for separately in Grantee's books and records. A systematic accounting record shall be kept by Grantee of the receipt and disbursement of the Grant. Grantee will retain original substantiating documents related to restricted Grant expenditures and make these records available for Tribe's review upon request. Grantee will be responsible for maintaining adequate financial records pertaining to the Grant for a minimum of three (3) years after completion of the Grant Project. Tribe, or its designated representative, reserves the right to conduct a site visit and/or audit Grantee's books and records relating to the expenditure of the Grant.

VIII. REPORTS. Grantee will submit a written semi-annul summative and final written report. Such written reports must be signed by an officer of Grantee and shall conform to the report template provided by Tribe's Strategic Philanthropy Department. **Please do not complete or submit a report until you have received the report notification from the Strategic Philanthropy Department.** Tribe shall send such templates and notice of the report's due date on the six month anniversary of the Effective Date and upon completion of the Execution Period. This template will be emailed to the Primary Contact listed in your grant application. Should this contact information change during the course of the Execution Period, please notify our office immediately.



IX. LICENSING AND CREDENTIALS. Grantee will maintain, in full force and effect, all required governmental or professional licenses and credentials for itself, its facilities, and for its employees and all other persons engaged in work in conjunction with the Grant Project.

X. MANAGEMENT AND ORGANIZATIONAL CHANGES. Grantee will provide immediate written notice to Tribe if significant changes or events occur during the Execution Period which could potentially impact the progress or outcome of the Grant Project, including, without limitation, changes in Grantee's management personnel or losses of funding from any other sources.

XI. GRANT PROJECT BUDGET CHANGES. Grantee must report to Tribe any change, including but not limited to, changes in expenses, funding, personnel, materials, service area or population, or timelines, which impact at least 10% of the reported budget and use of funds for the Grant Project detailed in Attachment B.

XII. TRIBE LETTERHEAD AND LOGO.

1. If Tribe consents in writing to Grantee's use of Tribe's name or logo (collectively, its "Marks"), Grantee acknowledges and agrees that Tribe is the owner of all right, title and interest in and to Tribe's Marks and that Grantee's use of the Marks pursuant to this letter inures to the benefit of Tribe. Such written consent by Tribe, if actually given, would constitute a non-exclusive and non-transferable license, without the right to sublicense, to use the Marks solely in connection with providing recognition of the Grant pursuant to this letter. Grantee will have no rights in or to the Marks, except as expressly granted herein. Tribe expressly reserves to itself all rights in and to the Marks not expressly granted to Grantee pursuant to this letter. The manner and use of the Marks will comply with all federal and state laws pertaining to trade names, trademarks and service marks in force at any time and will clearly indicate Tribe's ownership of the Marks as requested and approved by Tribe.

2. All uses of the Marks by Grantee are subject to the prior written approval of Tribe through its Executive Director of the Office of Public Affairs. Grantee will submit to Tribe for approval, at least ten (10) business days prior to its intended first use, all materials which contain the Marks (whether in print media, direct mail, television, radio, internet, email, billboard or in any other form, media or channel). Tribe will have the right to review and approve any copy containing reference to Tribe or including the Marks prior to its use by Grantee. Tribe will use its reasonable efforts to promptly review materials sent by Grantee for approval and will not unreasonably withhold or delay its approval. In no event will Grantee make any unapproved changes to the Marks.

XIII. TRIBE'S PUBLICITY OF GRANT PROJECT. Grantee hereby grants to Tribe an irrevocable, non-exclusive license to use Grantee's name and marks in publicity materials in all forms of media pertaining to Grantee's organization, the Grant Project, and any results or outcomes of the Grant, for internal presentations and external dissemination to the public.



**XIIV. CONFIDENTIALITY.** The terms of the Grant are confidential. Grantee must seek Tribe's prior written approval before sharing any terms of the Grant with third parties who do not have a need to know in order to further the purpose of the Grant Project.

**XV. SELECTION OF SUBGRANTEES.** With regard to the selection of any subgrantees to carry out the purposes of this Grant, Grantee retains full discretion and control over the selection process, acting completely independently of Tribe. There is no agreement, written or oral, by which Tribe may cause Grantee to choose any particular subgrantee.

**XVI. NO AGENCY.** Grantee is solely responsible for all activities supported by the Grant, the content of any product created with the Grant, and the manner in which any such product may be disseminated. This letter will not create any agency relationship, partnership, or joint venture between the parties, and Grantee will make no such representation to anyone.

**XVII. NO WAIVERS.** The failure of Tribe to exercise any of its rights hereunder will not be deemed to be a waiver of such rights.

**XVIII. NO FURTHER OBLIGATIONS BY TRIBE.** The Grant is made with the understanding that Tribe has no obligation to provide other or additional support or grants to Grantee.

**XIX. REMEDIES.** If Tribe determines, in its reasonable discretion, that Grantee has substantially violated or failed to carry out any provision hereof, including but not limited to failure to submit reports when due, Tribe may, in addition to any other legal remedies it may have, refuse to make any further grant payments to Grantee hereunder or any other grant agreement, and Tribe may demand the return of all or part of the Grant funds not properly spent or committed to third parties, which Grantee will immediately repay to Tribe. Tribe may also avail itself of any other remedies available at law.

**XX. WAIVER OF CLAIMS AND INDEMNIFICATION.** Grantee waives any and all claims and recourse against Tribe, including the right of contribution for loss or damages to persons or property arising from, growing out of, or in any way connected with or incidental to fulfillment of the terms and conditions specified herein. Additionally, Grantee will indemnify, defend, protect and hold Tribe and its officers, managers, members, employees, agents and representatives, harmless from any cost, expense, claim, demand, liability and/or damage, including reasonable attorney's fees and costs, by any third party arising out of or in connection with, in whole or in part, performance of Tribe's obligations pursuant to this letter.

**XXI. GOVERNING LAW/ JURISDICTION.** This Agreement shall be governed by applicable tribal, federal, and State of California law, in that order, without giving effect to any choice or conflict of law provision or rule that would cause the application of the laws of any other jurisdiction. Nothing in this Agreement shall be construed as a waiver of Tribe's immunity to unconsented suit.

**XXII. KNOWING ASSUMPTION OF OBLIGATIONS.** Grantee acknowledges that it understands its obligations imposed by this Agreement.



XXIII. TERRORIST ACTIVITY. Grantee represents and warrants that it does not support or conduct, directly or indirectly, violence or terrorist activity of any kind.

XIV. ENTIRE AGREEMENT. This letter is the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous oral, written and other agreements between the parties. Nothing contained herein will be construed as a waiver of Tribe's immunity from unconsented suit.

As noted, our charitable giving guidelines require that we receive a final report from your organization. At the end of the Execution Period, you will receive notification detailing the instructions for submitting your report. If you have any questions regarding the Grant, or do not receive this notification, please contact your assigned Program Officer, Melisa Castro, at (909) 864-8933.

Tribe is pleased to have the opportunity to support your valuable work. **Your check will be mailed to you by our Accounting Department, please allow 3 – 5 weeks for processing.** We extend our best wishes to you for continued success and look forward to hearing about your accomplishments in the coming year.

Sincerely,

Patrick Dupont  
Vice President of Finance and Accounting

# CITY OF REDLANDS REQUEST FOR ADDITIONAL APPROPRIATION

DATE OF REQUEST: \_\_\_\_\_

FINANCE USE ONLY
TRANSACTION NO: _____
ACCOUNTING PERIOD: _____

An additional appropriation is hereby requested as follows:

Department: \_\_\_\_\_

EXPENDITURE APPROPRIATION INCREASE (if applicable)				
Account Description	Orgkey	Object Code	Job Ledger (If applicable)	Amount
\$				-

REVENUE APPROPRIATION INCREASE (if applicable)				
Account Description	Orgkey	Object Code	Job Ledger (If applicable)	Amount
\$				-

JUSTIFICATION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Requested By: \_\_\_\_\_  
Department Head

Recommended By Finance Director: \_\_\_\_\_  
 Yes \_\_\_\_\_ No \_\_\_\_\_ Signed \_\_\_\_\_

Recommended: \_\_\_\_\_  
City Manager

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved by City Council: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signed: \_\_\_\_\_  
City Clerk



## City Council Meeting

I. 11.

**DATE:** 02/03/2026

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

**SUBJECT:** Adopt Resolution No. 8746 approving a Memorandum of Understanding pursuant to Penal Code Sections 830.7(b) and 836, outlining the authority and responsibilities of the University of Redlands and the Redlands Police Department in accordance with the Jeanne Clery Act, California Act and California Education Code Section 67381 (Police Chief Tolber)

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### MOTION(S):

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

I move that the City Council adopt Resolution No. 8746, approving the updated MOU between the University of Redlands and the Redlands Police Department.

### RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 8746 approving a Memorandum of Understanding (MOU) pursuant to Penal Code Sections 830.7(b) and 836, outlining the authority and responsibilities of University of Redlands and the Redlands Police Department in accordance with the Jeanne Clery Act and California Act and California Education Code Section 67381 and adopt the Resolution rescinding the MOU between the City of Redlands and the University of Redlands dated October 18, 2005.

### DISCUSSION:

The University of Redlands ("University") and the Redlands Police Department ("RPD") have had a continuous Memorandum of Understanding ("MOU") since March 19, 1996, allowing the University's Department of Public Safety ("Public Safety"), which includes non-sworn Public Safety Officers ("Public Safety Officers"), to exercise powers of arrest during the course of their employment. The most recent MOU is from 2005, which is hereby rescinded upon approval of

the Resolution and updated MOU. In addition, this updated MOU will incorporate the grant of limited authority available to Public Safety Officers as outlined in California Penal Code Sections 830.7(b) and 836 on the University's campus located at 1200 East Colton Avenue in Redlands ("University Campus").

The City of Redlands and RPD recognize the University's responsibility to maintain an agreement in accordance with The Jeanne Clery Act as well as The Kristen Smart Public Safety Act of 1998. The City of Redlands and RPD agree that the common good would be best served by entering into the MOU with the University, which outlines the responsibilities of each Party to improve and strengthen law enforcement on and near the University Campus.

**ALTERNATIVES:**

The City Council may not adopt Resolution No. 8746 approving the Memorandum of Understanding with the University of Redlands, and provide staff with alternate direction.

**STRATEGIC PLAN:**

N/A.

**SUBMITTED BY:**

Rachel Tolber, Chief of Police

**RECOMMENDED BY:**

Charles M. Duggan Jr., City Manager

**REVIEWED BY:**

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

**PREPARED BY:**

Jimmy Nguyen, Management Analyst

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**Fiscal Impact**

**Discussion:**

No impact to general funds.

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**Attachments**

Resolution No. 8746

Exhibit "A" MOU

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RESOLUTION NO. 8746

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS APPROVING A MEMORANDUM OF UNDERSTANDING PURSUANT TO PENAL CODE SECTIONS 830.7(b) AND 836 AND CONCERNING THE AUTHORITY AND RESPONSIBILITIES OF THE UNIVERSITY OF REDLANDS AND THE REDLANDS POLICE DEPARTMENT PURSUANT TO THE JEANNE CLERY ACT AND CALIFORNIA EDUCATION CODE SECTION 67381

WHEREAS, the City maintains the Redlands Police Department (“Police Department”) which acts as the local law enforcement agency providing crime prevention, response to reported criminal activity that has occurred or is occurring, and aids in the coordination of other first-responder agencies within the City’s jurisdictional limits and outside the City pursuant to contract; and

WHEREAS, the Police Department’s responsibilities include providing a safe and secure environment for the community, protecting the legal rights of individuals, and developing and maintaining positive relationships with all members of the community; and

WHEREAS, the University maintains the Department of Public Safety (“Public Safety”) which includes non-sworn Public Safety Officers (“Public Safety Officers”) and other full-time staff, part- time staff, as well as student workers, whose primary function is to observe and report on the University’s main campus, located at 1200 East Colton Avenue in Redlands (“University Campus”), and at those locations listed on the Memorandum of Understanding (“MOU”) attached hereto as Exhibit “A”; and

WHEREAS, the MOU will incorporate the grant of limited authority available to Public Safety Officers as outlined in California Penal Code Sections 830.7(b) and 836 on the University Campus and at those locations listed in Exhibit “A”; and

WHEREAS, the MOU recognize the University’s responsibility to maintain an agreement in accordance with the Jeanne Clery Act (20 U.S.C. § 1092(f)) (the “Act”), and The Kristen Smart Public Safety Act of 1998 (California Education Code Section 67381), and believe that the common good would be best served by entering into this MOU outlining responsibilities of each Party to improve and strengthen law enforcement on and near the University Campus.

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

- Section 1. The City Council hereby adopts the MOU attached hereto as Exhibit “A.”
- Section 2. The previous MOU dated October 18, 2005 is hereby rescinded.
- Section 3. This Resolution shall take effect immediately upon its adoption.

ADOPTED, SIGNED AND APPROVED this 20<sup>th</sup> day of January, 2026.

\_\_\_\_\_  
Mario Saucedo, Mayor

ATTEST:

\_\_\_\_\_  
Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, hereby certify that the foregoing resolution was duly adopted by the City Council at a regular meeting thereof held on the 20<sup>th</sup> day of January, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Jeanne Donaldson, City Clerk

EXHIBIT "A"

MEMORANDUM OF UNDERSTANDING BETWEEN THE UNIVERSITY OF  
REDLANDS AND THE REDLANDS POLICE DEPARTMENT

**A MEMORANDUM OF UNDERSTANDING PURSUANT TO PENAL  
CODE SECTIONS 830.7(b) AND 836 AND CONCERNING THE  
AUTHORITY AND RESPONSIBILITIES OF UNIVERSITY OF  
REDLANDS AND THE REDLANDS POLICE DEPARTMENT  
PURSUANT TO THE JEANNE CLERY ACT AND CALIFORNIA  
EDUCATION CODE SECTION 67381**

This Memorandum of Understanding (“MOU”) is made and entered into this 3<sup>rd</sup> day of February, 2026, by and between the City of Redlands, a municipal corporation and general law city (“City”) and University of Redlands, a nonprofit public benefit corporation organized and existing under the laws of the State of California (“University”). The City and the University may be referred to in this MOU as “Party” and “Parties” as the context may require.

**RECITALS**

WHEREAS, the City maintains the Redlands Police Department (“Police Department”) which acts as the local law enforcement agency providing crime prevention, response to reported criminal activity that has occurred or is occurring, and aids in the coordination of other first-responder agencies within the City’s jurisdictional limits and outside the City pursuant to contract; and

WHEREAS, the Police Department’s responsibilities include providing a safe and secure environment for the community, protecting the legal rights of individuals, and developing and maintaining positive relationships with all members of the community; and

WHEREAS, the University maintains the Department of Public Safety (“Public Safety”) which includes non-sworn Public Safety Officers (“Public Safety Officers”) and other full-time staff, part-time staff, as well as student workers, whose primary function is to observe and report on the University’s main campus, located at 1200 East Colton Avenue in Redlands (“University Campus”), and at those locations listed on Exhibit “A” to this MOU; and

WHEREAS, the Parties wish to incorporate in this MOU the grant of limited authority available to Public Safety Officers as outlined in California Penal Code Sections 830.7(b) and 836 on the University Campus and at those locations listed in Exhibit “A”; and

WHEREAS, the Parties recognize the University’s responsibility to maintain an agreement in accordance with the Jeanne Clery Act (20 U.S.C. § 1092(f)) (the “Act”), and *The Kristen Smart Public Safety Act of 1998* (California Education Code Section 67381), and believe that the common good would be best served by entering into this MOU outlining responsibilities of each Party to improve and strengthen law enforcement on and near the University Campus.

NOW, THEREFORE, it is agreed by and between the Parties as follows:

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///

**ARTICLE I.**  
**GRANT OF LIMITED AUTHORITY PURSUANT TO**  
**PENAL CODE SECTIONS 830.7(b) and 836**

1. Authority Granted. Pursuant Penal Code Section 830.7(b), the Redlands Chief of Police hereby authorizes Public Safety Officers of University to exercise the powers of arrest of a peace officer as specified in Penal Code Section 836 during the course and within the scope of their employment, subject to the conditions set forth in this MOU. The authority granted hereunder may be revoked at any time as to any or all Public Safety Officers for any reason whatsoever at the sole discretion of the Redlands Chief of Police pursuant to Article II, paragraph 16.

- a. Such limited arrest powers shall only be authorized by the Redlands Chief of Police and exercised by Public Safety Officers qualified under Article I paragraph 3 herein when such officers are on duty with University's Public Safety performing their assigned duties within the University Campus and at the locations listed in Exhibit "A" of this MOU, attached hereto and incorporated by reference herein, and wearing the authorized uniform identifying the Public Safety Officer as a University employee.
- b. The authority granted in this MOU shall be restricted to the University Campus and those locations listed in Exhibit "A" of this MOU. The authority granted does not extend to public thoroughfares outside the University Campus or the locations not listed in Exhibit "A" or other properties owned, leased or used by the University that are not listed in Exhibit "A".
- c. Not Agents of City. Public Safety Officers shall not be considered peace officers or reserve officers of the Police Department pursuant to California Penal Code Section 830.75. This MOU is not intended to designate Public Safety Officers as agents of the City or the Police Department, nor is it intended to provide Public Safety Officers with any peace officer or public official status or any peace officer authority or power other than the prescribed powers of arrest pursuant to Penal Code Section 836, which generally allows arrest based on a warrant or probable cause.

2. Evidence Handling. If any evidence is obtained during the course of an arrest, Public Safety Officers shall ensure that such evidence is turned over to responding Police Department personnel so it can be properly booked without unnecessary delay in accordance with Police Department policies and Article II of this MOU.

3. Qualifications. In order to exercise the authority as specified in Penal Code Section 830.7(b), Public Safety Officers shall meet all of the following requirements:

- a. Be employed by the University as a full-time Public Safety Officer in good standing.
- b. Meet the minimum standards of training prescribed by the California Commission on Peace Officer Standards and Training as set forth in Section 832.
- c. Training in the California Law Enforcement Telecommunications System (CLETS).
- d. Be included on a roster of those Public Safety Officers authorized by the University to make an arrest in circumstances specified in Penal Code Section 836. A copy of such roster shall be forwarded to the Police Department within twenty-four (24) hours

- of any changes.
- e. Be authorized to carry a firearm on the University campus pursuant to University policy.

**ARTICLE II.**  
**AUTHORITY AND RESPONSIBILITIES OF UNIVERSITY OF REDLANDS AND THE REDLANDS POLICE DEPARTMENT PURSUANT TO THE JEANNE CLERY ACT AND CALIFORNIA EDUCATION CODE SECTION 67381**

1. In Progress Crimes. All “in progress” crimes will be reported to the Police Department immediately, regardless of the crime classification.
2. The Police Department as Primary Responding Agency. The Police Department will have primary responsibility for handling the following reports occurring within the University Campus and properties as set forth in Exhibit “A”:
  - a. Crimes of violence, including actual and attempted homicides, rapes, sexual assaults, robberies, aggravated assaults, and those involving the use of implied use of a weapon, suicides, and suspicious or unattended deaths (includes in-progress and late reported crimes). Public Safety will immediately report any such crimes to the Police Department for investigation, consistent with paragraph 6 below.
  - b. Missing persons cases. Public Safety will immediately report missing persons cases to the Police Department so that a Police Department officer may be dispatched to handle the investigation.
  - c. All controlled and/or dangerous substance violations (other than violations described in Article II paragraph 4g).
  - d. All other crimes for which Public Safety does not retain primary responsibility for responding to and performing any initial investigation.
3. Additional Police Department Responsibilities. Where legally and operationally feasible, officers of the Police Department initiating criminal or civil process (e.g., criminal investigations, arrests, service of arrest warrants, criminal summons, restraining orders, and/or search warrants) on University Campus will inform Public Safety in advance of their intended activity. When this is not possible or practical, all information that can be shared relating to the matter will be provided to the Chief of Public Safety or the Chief’s designee at the earliest practical opportunity following the activity.
4. Public Safety as Primary Responding Agency. Public Safety will be the primary responding agency for the below listed crimes that occur or are reported at the University Campus and properties listed in Exhibit “A”, provided that there is no identifiable suspect, no collectable physical evidence, no workable leads, and the crime is not an apparent hate crime. If, with respect to any of the below listed crimes, an identifiable suspect, physical evidence, workable leads, a hate crime, or other extraordinary circumstances are present, the Police Department will be notified to collaborate on how each of the Parties wish to complete the initial phase(s) of the investigation.

- a. Penal Code Section 484 – Petty Thefts (if the value is \$950.00 or less; value will be based on victim statement);
- b. Penal Code Section 459 – (non-residential burglaries, vehicle burglaries, and commercial burglaries with no forced-entry and no involvement by University employees is suspected);
- c. Penal Code Section 537(a) – Defraud of an Innkeeper (if the value is \$950 or less);
- d. Penal Code Section 594 – Vandalism (when the aggregate amount of damages totals less than \$400; value will be based on victim’s statement);
- e. Penal Code Section 653(m) – Annoying Phone Calls (unless threats of harm directed at University students, faculty, staff, or the University in general are made);
- f. Penal Code Section 374.4(a) – Illegal Dumping; and
- g. Health and Safety Code Section 11357(a) and (b) – Possession of marijuana (no more than 28.5 grams) or concentrated cannabis (no more than 4 grams) will be handled through the University’s judicial process and marijuana, concentrated cannabis, and associated paraphernalia will be confiscated and disposed of according to the protocol identified in the Department of Public Safety Handbook policy number 4.46.

5. Cooperation and Deference for Dual Investigations. The University recognizes and respects the Police Department’s need to respond to, investigate, and document student complaints of sexual violence. When the University notifies the Police Department of allegations of sexual violence on University Campus for emergency response or investigation, the report will not identify the victim unless the victim consents to being identified after the victim has been informed of his or her right to have his or her personally identifying information withheld pursuant to Penal Code Section 293. Except where disclosure is required by law, the University will not notify the Police Department of allegations of sexual violence on University Campus that are reported only to pastoral employees, mental-health professionals, or counselors.

The Police Department recognizes and respects the University’s need to respond to, investigate, and document student complaints of sexual violence through its administrative processes. According to federal agency guidance, the University must take immediate and appropriate action to investigate or otherwise determine what occurred when allegations of sexual violence are reported to the University. This action would be separate from any Police Department criminal investigation. In order to comply with the aforementioned guidance, the University may not be able to wait until the completion of a criminal investigation or until charges are filed by the San Bernardino County District Attorney’s Office. University investigations are time sensitive and require prompt follow-up. However, unless the University determines in its sole judgment that it must take immediate steps to provide a safe and nondiscriminatory environment for all students, the University will wait a reasonable amount of time (usually 7 to 10 business days) to allow the Police Department to initiate its initial fact-finding and the gathering of evidence in the criminal investigation. At the conclusion of that reasonable waiting period, the University’s Title IX coordinator and Chief of Public Safety (or its designee) will confer with the Police Department’s Operations Division Commander and endeavor in good faith to reach an agreement on steps the University’s investigation team will take to fulfill its policy and legal obligations without unduly interfering with any ongoing Police

Department investigation. If agreement cannot be reached after good faith discussions, the University's Vice President over Public Safety and the Police Department's Chief will confer to reach a resolution.

6. Reports and Investigations. Upon receiving notice that a crime has occurred on the University Campus, Public Safety will contact the reporting party and/or victim and conduct a preliminary inquiry to determine if the reported incident meets the criteria as described in Article II paragraph 4 of this MOU, and prepare a written report. If at any time a question arises as to whether an incident meets the criteria as described in Article II paragraph 2 of this MOU, Public Safety will contact the Police Department for assistance or guidance.

- a. Public Safety will immediately provide the Police Department with a copy of Public Safety's preliminary report once it has been reviewed and approved by a supervisor. The Police Department will review Public Safety's report to confirm that it meets the Police Department's standards. The Police Department reserves the right to return the report to Public Safety for correction and/or revision. Once the Police Department accepts the report from Public Safety with no additional required revisions, the Police Department will attach a Police Department face page, assign a Police Department report number, and make the report number available to Public Safety.
- b. When the Police Department is the primary responding agency, Public Safety may be granted the opportunity to concurrently complete an investigation for the University's internal documentation. Under those circumstances, the Police Department will share pertinent information with Public Safety, as authorized by law, to assist Public Safety in completing its reports. The Police Department will have discretion to allow Public Safety Officers to be present while completing an investigation.

7. Additional Public Safety Responsibilities.

- a. In every case where a custodial arrest is made by a Public Safety Officer authorized by this MOU, the Police Department shall be notified without unnecessary delay. In every case where a custodial arrest is made by a Public Safety Officer, the Police Department shall assume responsibility for the prisoner and determine whether to keep the prisoner in custody. If necessary, the processing of a prisoner may be facilitated by the Police Department's sworn personnel or its designees.
- b. Patterns of crime developing on the University Campus will be reported by the Chief of Public Safety to the Police Department Operations Commander as soon as practical. Significant crimes that occur off University Campus, but may pose a serious or continuing threat to the campus community, will be reported to the Public Safety dispatcher by the on-duty Police Department supervisor or the supervisor's designee as soon as possible.
- c. If at any time an on-duty supervisor of Public Safety feels that a case or situation exceeds his or her ability to safely, effectively, and appropriately handle or investigate the matter or case, it should be referred to the Police Department at that time. Care should be taken to involve the Police Department at the earliest possible opportunity to reduce confusion and duplication of efforts while maximizing the integrity of the crime scene and preliminary investigation.

8. Mutual Assistance. The Police Department shall provide any reasonable assistance requested by Public Safety relating to matters of public safety, maintaining order, and investigating crimes. A request for assistance will be approved based upon the ability of the Police Department to provide assistance at the time of the request. Requests for assistance should be made early to optimize the ability of the Police Department to plan for and provide assistance. Similarly, the Police Department may request assistance from Public Safety. Again, such requests should be communicated to Public Safety early when possible to allow Public Safety to plan and prepare its resources so as to best support the Police Department.

9. Special Events. From time to time, major events are planned on the University Campus that may impact the larger community. Timely planning and coordination by Public Safety with the Police Department is important to ensure the event is adequately staffed and public safety protected. The Chief of Public Safety or designee will contact the Police Department as early as practical to initiate the planning and coordination process. If special events held within the University Campus or properties as set forth in Exhibit "A" require the assistance of Police Department, Police Department will enter into an agreement with the special event sponsors for recovery of costs for those services.

10. Independent Relationship. Neither Party to this MOU shall have the power or authority to create any obligation on behalf of the other, either express or implied. Neither Party shall be considered the employer nor the joint employer of the other Party's employees.

11. Periodic Review. This MOU shall be reviewed by both Parties on a biennial basis.

12. Crime Statistics. Pursuant to the Jeanne Clery Act (20 U.S.C. § 1092(f)) (the "Act"), the University is required, *inter alia*, to identify and collect certain crime statistics, maintain records, report crime statistics to the U.S. Department of Education ("DOE"), and make the University community aware of certain crimes on University Campus. In light of the Act:

- a. The Police Department will annually provide Public Safety accurate crime statistics related to the Act.
- b. The University will submit its jurisdictional boundaries and crime statistics categories each year to the Police Department to process. These boundaries and categories may change due to DOE updates and/or requirements.
- c. The University will be billed according to the City's adopted Schedule of Fees and Charges, for the services of a data search for required statistics.
- d. The Police Department will provide the University limited information in a timely manner as the information relates to matters involving critical and/or threatening circumstances that impact ongoing, and/or continual, safety and/or security threats to the University community so that the University can make an informed decision as to whether or not to disseminate DOE required notifications or warning pursuant to the Act. The limited information the Police Department releases will consist of:

1. Type of crime/threat;
2. Location of crime/threat;
3. Date and time of the crime/threat;
4. Circumstances surrounding the crime/threat;
5. Suspect(s) information;
6. Disposition of the crime/threat; and
7. Any updates concerning the crime/threat

13. Lost Money and Goods. The University has the authority to store, process, and dispose of all found money and property located on University Campus and other properties set forth in Exhibit "A". The University will follow all retention laws pursuant to California Civil Code Section 2080.1 and store the lost money and property until the mandatory time limits have been reached. Thereafter, the University will contact an appropriate and lawful service and turn over the lost money or property for final disposition. The University will contact PropertyRoom.com to obtain the current "Do Not Sell Items" list prior to disposition of lost money or property. The University will not surrender to PropertyRoom.com items identified on the current "Do Not Sell Items: list used by the PropertyRoom.com auction service. The University will follow its current policy for property disposing items

14. Signage. The City may allow Public Safety to place necessary signage upon public property and/or roadways for events that Public Safety is directly responsible for coordinating, as long as Public Safety has submitted a diagram of the proposed signage placement to the City's Police Department and complied with any City requirements for said signage, so as to ensure all efforts to avoid creating a traffic hazard. All signage shall be removed by Public Safety from public property and/or roadways within 24 hours of the completion of the event. All other requests to post signage upon public property and highways for other University events that do not fall under Public Safety's direct coordination will comply with all City ordinances.

15. Use of Force by Public Safety Personnel. In any instance where a Public Safety Officer uses force upon any person, that incident will be reported to the Police Department in a timely manner. If the use of force was done during a Public Safety Officer's response to an incident in which a crime report is prepared for, that report may satisfy the notification requirement of this paragraph.

Any use of force by a Public Safety Officer shall be investigated administratively by the University. Should any criminal investigation be deemed appropriate concerning a use of force by a Public Safety Officer, the Police Department will maintain jurisdiction and authority. Evidence and information requested by the Police Department of Public Safety shall be made and provided in full accordance with the law.

16. Amendment and Termination., This MOU may be amended at any time by the mutual written consent of the Parties hereto. The authority granted in Article I can be revoked by the Chief of Police upon five (5) days prior written notice to the University. Otherwise, this MOU may be terminated by either Party upon 30-day prior written notice to the other of its intention to do so.

17. Integration. This MOU, including Exhibit “A” which is incorporated by reference herein, represents the final, complete, and exclusive 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 MOU. The Memorandum of Understanding dated October 18, 2005, is hereby rescinded.

18. Mutual Indemnification. During the term of this MOU, the University shall defend, indemnify, and hold harmless the City and the Police Department, its official, officers, agents, and employees from and against any and all claims, demands, judgments, or liabilities arising from any and all alleged acts or omissions of the University and its officials, officers, agents and employees during those times when said officials, officers, agents, and employees are acting pursuant to the terms of this MOU. During the term of this MOU, the City shall defend, indemnify, and hold harmless the University, its officials, officers, agents, and employees from and against any and all claims, demands, judgments, or liabilities arising from any and all alleged acts or omissions of the City and the Police Department and its officials, officers, agents, and employees during those times when said officials, officers, agents, and employees are acting pursuant to the terms of this MOU.

19. Death Notification. In the even there is a reported death on University Campus, Public Safety and Police Department will confer on communication to next of kin in case of a death of a student, employee or other person on University Campus. University understands that the Coroner’s Office may take the lead and dictate protocols.

20. Insurance. Each Party agrees to self-insure and/or maintain a policy or policies of insurance coverage, at its own expense, as set forth below sufficient to protect itself against claims arising from bodily injury, property damage, personal injury, and any other claims arising from the performance of each Party under this MOU, including, but not limited to, law enforcement activities, emergency responses, mutual aid operations, and shared events. Coverage shall include liability for injuries, deaths, property damage, or other claims resulting from the actions or omissions of the parties during the performance of this Agreement. Upon request, either Party shall provide to the other with certificates of insurance and endorsements evidencing such insurance. Insurance policies shall include a provision prohibiting cancellation or modification of the policy except upon thirty (30) days prior written notice to the other Party.

- a. Workers’ Compensation and Employer’s Liability insurance in the amount that meets statutory requirements or certification of self-insured or exemption from the workers’ compensation laws of the State of California.
- b. Comprehensive General Liability insurance in the minimum amount of One Million Dollars (\$2,000,000) per occurrence and Two Million Dollars (\$4,000,000) aggregate, for public liability, property damage and personal injury is required.
- c. Business Auto Liability coverage, with minimum limits of One Million Dollars (\$1,000,000) per occurrence, combined single limit bodily injury liability and property damage liability. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles. Each Party shall name the other as an Additional Insured under its commercial general liability insurance policy for the duration of the activities contemplated by this MOU. This coverage

shall apply to claims arising from the negligent or wrongful acts or omissions of the other Party or its officers, employees, agents, or contractors, specifically in connection with the performance of activities under this Agreement.

The insurance provided by each Party shall be considered primary insurance, and any insurance or self-insurance maintained by the other Party shall be in excess of, and shall not contribute to, the primary coverage.

Each Party agrees to waive any right of subrogation against the other Party for claims covered by the commercial general liability insurance policy. This waiver shall apply to all claims arising out of or related to the activities under this Agreement.

21. Notices. Any notice or other communication required, or which may be given, pursuant to this MOU, 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 paragraph:

CITY:

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

UNIVERSITY:

Mr. Walt Branson  
Interim Vice President / CFO  
University of Redlands  
1200 E. Colton Ave.  
Redlands, CA 92373  
walter\_branson@redlands.edu  
Phone: (909) 748-8066

[Signatures on Next Page]

SIGNATURE PAGE  
TO  
MOU BETWEEN THE UNIVERSITY OF REDLANDS AND REDLANDS POLICE DEPARTMENT  
REGARDING AUTHORITY AND RESPONSIBILITES

IN WITNESS HERETO, the Parties have executed and entered into this MOU as of February 3, 2026.

City of Redlands

\_\_\_\_\_  
Mario Saucedo, Mayor

ATTEST:

\_\_\_\_\_  
Jeanne Donaldson, City Clerk

CONCUR:

\_\_\_\_\_  
Rachel Tolber Chief of Police

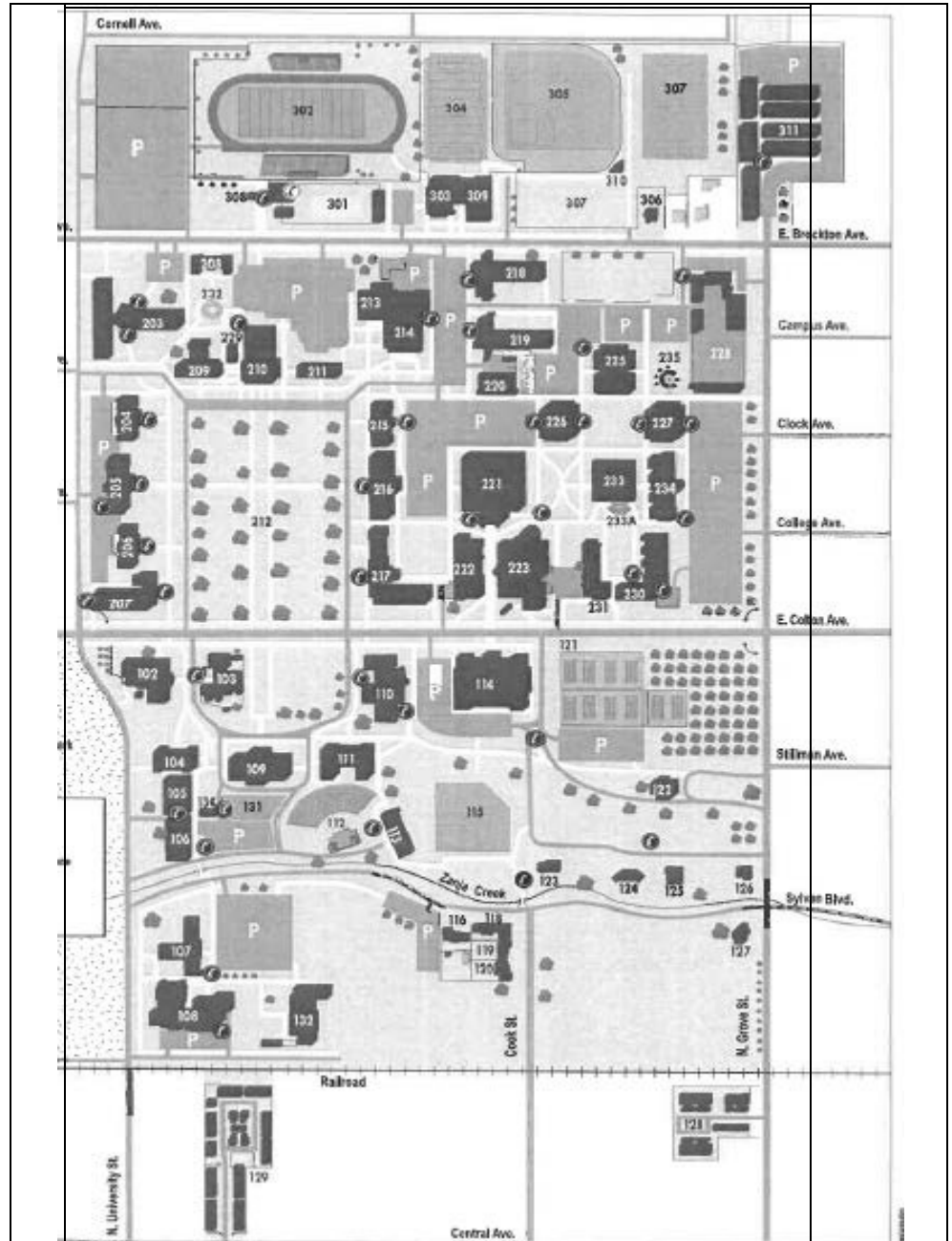
University of Redlands

\_\_\_\_\_  
Krista L. Newkirk, President

## EXHIBIT "A" UNIVERSITY CAMPUS AND PROPERTIES

### University of Redlands Campus Addresses

Location	Address
Admin Building	100 Administration Dr
Alumni House	625 Grove St
Anderson Hall	1010 University St
Ann Peppers Hall	1150 E Park Ave
Appleton Hall	1267 E Colton Ave
Thompson Aquatic Center	1215 E Brockton Ave
Armcast Library	1255 E Colton Ave
Art Studio	502 N University St
Baseball Stadium	1241 E Brockton Ave
Bekins Hall	120 West Dr
Bookstore	1239 E Colton Ave
Brockton Avenue Apts	1293 E Brockton Ave
California Hall	120 East Dr
Casa Loma Room	1230 E Brockton Ave
Central Ave Apts	1111 E Central Ave
Cortner Hall	160 East Dr
Currier Gym	1230 E Colton Ave
Duke Hall	550 University St
East Hall	901 N Grove St
Energy Center	1244 Brockton Ave
Esports	1238 E Brockton Ave
Facilities Management	955 N Grove St
Fairmont Hall	180 West Dr
Farquhar Field	1251 E Brockton Ave
Field House	1219 E Brockton Ave
Fine Arts	151 Chapel Dr
Fitness Center	1219 E Brockton Ave
Founders Hall	100 East Dr
Gannett Center	1125 Sylvan Blvd
Greek Theater	1121 Sylvan Blvd
Gregory Hall	1261 E Colton Ave
Grossmont Hall	160 West Dr
Hall of Letters	150 Administration Dr
Health Center	1212 Brockton Ave
Hedco Hall	1265 E Colton Ave
Hentschke Hall	500 N University St
Holt Hall	100 West Dr
Hornby Hall/SBS	520 N University St
Hunsaker Center	1239 E Colton Ave
Irvine Commons	1259 E Colton Ave
Larsen Hall	1100 E Colton Ave
Launch Kitchen	1259 E Colton Ave
Lewis Hall	1263 E Colton Ave
Melrose Hall	180 East Dr
Chapel	101 Chapel Dr
Merriam Hall	1242 E Brockton Ave
Train Station	1100 E Park Ave
North Hall	1240 E Brockton Ave
Orton Center	1250 E Brockton Ave



Peppers Art Ctr	1120 E Colton Ave
Post Office	1231 E Colton Ave
Public Safety	1200 E Colton Ave
R Field	1231 E Brockton Ave
School of Ed	1234 E Brockton Ave
Softball Field	1240 E Colton Ave
SURF Garden	1310 E Lugonia Ave
Ted Runner Stadium	1211 E Brockton Ave
Theatre Arts/Sch of Perf Arts	1120 Sylvan Blvd
Truesdail Ctr	400 N University St
University Hall	1236 E Brockton Ave
Verdieck	1250 E Colton Ave
Tennis Center	
Wallichs Thtr	380 N University St
Watchorn Hall/Cons of Music	51 Chapel Dr
Williams Hall	915 N Grove St
Willis Center	1200 E Colton Ave

EXHIBIT A (CONTINUED)  
UNIVERSITY CAMPUS AND PROPERTIES

Reservoir located at 1194 Opal Avenue, Mentone CA on the northeast corner of Opal Ave./Nice Ave.





## City Council Meeting

I. 12.

**DATE:** 02/03/2026

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

**SUBJECT:** Approve the Professional Services Agreement with ICF Consultant, LLC., dba ICF Consulting Group, Inc., for Zero Emission Vehicle Fleet Review and Assessment Services in an amount not to exceed \$137,896.93, and determine that approval of the agreement is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act (Facilities and Community Services Director Crocker)

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### MOTION(S):

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

1. I move that the City Council determine approval of this Professional Services Agreement with ICF Consulting, LLC. dba ICF Consulting Group, Inc., is exempt from environmental review pursuant to Section 15061 (b)(3) of the State's guidelines implementing the California Environmental Quality Act; and
2. I move that the City Council approve the Professional Services Agreement with ICF Consulting, LLC. dba ICF Consulting Group, Inc., for an amount not to exceed \$137,896.93.

### RECOMMENDATION:

Staff recommends that the City Council approve a Professional Services Agreement with ICF Consulting, LLC. dba ICF Consulting Group, Inc. for Consulting Services for Zero-Emission Vehicle Fleet Review and Assessment for an amount not-to-exceed \$137,896.93. In addition, staff recommends that approval of this agreement is exempt from environmental review pursuant to Section 15061(b)(3) of the State's guidelines implementing the California Environmental Quality Act.

## DISCUSSION:

In alignment with the State of California's long-term climate and clean air objectives, the California Air Resources Board (CARB) has adopted the Advanced Clean Fleets (ACF) Regulation, which establishes mandatory zero-emission vehicle (ZEV) purchasing requirements for public agency fleets. Under this regulation, effective since 2024, local government fleets must ensure that all newly acquired fleet vehicles are powered by zero-emission technologies, such as battery-electric or hydrogen fuel cell systems. The ACF Regulation supports California's broader goal of achieving 100 percent zero-emission new vehicle sales statewide by 2035, advancing efforts to reduce greenhouse gas emissions, improve air quality, and promote sustainable transportation practices across all levels of government.

Staff followed the City's procurement protocol by preparing a Request for Proposals (RFP) to provide Zero-Emission Vehicle Fleet Review and Assessment services. Thirty-one vendors were solicited, and nine responsive proposals were received on August 18, 2025.

Following review and evaluation by the City's Screening and Selection Committee, the proposals were ranked as follows:

<b>Vendor Name</b>	<b>Ranking</b>
ICF Consulting	1
Kittleson & Associates	2
Aecom	3
Energia	4
Matrix Consulting Group	5
Mercury Associates	6
Jones Lang LaSalle America's	7
CST Fleet Services	8
1898 CO / Burns & McDonnell	9
Health Gnosis	Non-responsive

Pursuant to City of Redlands Municipal Code Section 2.16.180B, the award of a contract for other professional services of individuals or organizations exercising professional discretion and judgment based upon advanced or specialized knowledge, expertise or training, gained by formal study or experience, shall be based upon both the demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, and the cost for such services.

Under this method, the evaluation extends beyond price to include factors such as:

- Ability, capacity, and skill to provide the required services within specified timelines.
- Character, integrity, reputation, and experience of the proposer.
- Quality and performance of previous work.
- Ability to provide future maintenance and support.
- History of performance on past City or public contracts.
- Possession of required licenses and certifications.

Based on these criteria, ICF Consulting, LLC. dba ICF Consulting Group, Inc. received the highest overall ranking. Staff negotiated final pricing and contract terms with ICF Consulting, LLC. dba ICF Consulting Group, Inc. consistent with the proposal and the City's procurement requirements.

**ALTERNATIVES:**

City Council may elect not to approve the agreement and provide alternative direction to staff.

**STRATEGIC PLAN:**

Supports Priority D - Sustainability.

**SUBMITTED BY:**

Tabitha Crocker, Facilities and Community Services Department Director

**RECOMMENDED BY:**

Charles M. Duggan Jr., City Manager

**REVIEWED BY:**

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

**PREPARED BY:**

Larry Alms, Fleet Services Supervisor

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**Fiscal Impact**

**Fiscal Year:** FY 2025-26

**Appropriation Required Y/N:** No

**Amount:** \$137,897

**Budgeted Y/N:** Yes

**Account No.:** 607900

**Discussion:**

Sufficient funding for the service is included in the Equipment Maintenance's (607900) budget for Fiscal Year 2025-26 as approved by City Council.

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**Attachments**

Agreement with ICF Consulting

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## AGREEMENT TO PERFORM PROFESSIONAL SERVICES

This agreement for the provision of Zero Emission Vehicle Fleet Review and Assessment Services (“Agreement”) is made and entered in this 3<sup>rd</sup> day of February, 2026 (“Effective Date”), by and between the City of Redlands, a municipal corporation (“City”) and ICF Consulting, LLC., a Delaware limited liability company dba ICF Consulting Group, Inc. (“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 Zero Emission Vehicle Fleet Review and Assessment Services for City (the “Services”).
- 1.2 The Services shall be performed by Consultant in a professional manner, and Consultant represents that it has the skill and the professional expertise necessary to provide the Services to City at a level of competency presently maintained by other practicing professional consultants in the industry providing like and similar types of Services.

### ARTICLE 2 – SERVICES OF CONSULTANT

- 2.1 The Services that Consultant shall perform are more particularly described in Exhibit “A,” titled “Scope of Services,” which is attached hereto and incorporated herein by this reference.
- 2.2 Consultant shall comply with applicable federal, state and local laws and regulations in the performance of this Agreement including, but not limited to, any applicable State prevailing wage laws.

### ARTICLE 3 – RESPONSIBILITIES OF CITY

- 3.1 City designates Tabitha Crocker, Facilities & Community Services Director, as City’s representative with respect to performance of the Services, and such person shall have the authority to transmit instructions, receive information, interpret and define City’s policies and decisions with respect to performance of the Services.

### ARTICLE 4 – PERFORMANCE OF SERVICES

- 4.1 Consultant shall complete the Services by December 31, 2026, unless the Services are terminated earlier as provided for herein.
- 4.2 If Consultant’s Services include deliverable electronic visual presentation materials, such materials shall be delivered in a form, and made available to City, consistent with City Council-adopted policy for the same. It shall be the obligation of Consultant to obtain a copy of such policy from City staff.

ARTICLE 5 – PAYMENTS TO CONSULTANT

- 5.1 Compensation: Total compensation for Consultant’s performance of the Services shall be in the amount of one hundred thirty-seven thousand eight hundred ninety-six dollars and ninety-three cents (\$137,896.93). City shall pay Consultant in accordance with Exhibit “B,” titled “Fee Schedule Title” which is attached hereto and incorporated herein by this reference.
- 5.2 Consultant shall submit monthly invoices to City describing the Services performed during the preceding month. Consultant’s invoices shall include a brief description of the Services performed, the dates the Services were performed, the number of hours spent and by whom, and a description of reimbursable expenses related to the Services. City shall pay Consultant no later than thirty (30) days after receipt and approval by City of Consultant’s invoice.
- 5.3 Any notice or other communication required, or which may be given, pursuant to this Agreement, shall be in writing. Any such notice shall be deemed delivered (i) on the date of delivery in person; (ii) five (5) days after deposit in first class registered mail, with return receipt requested; (iii) on the actual delivery date if deposited with an overnight courier; or (iv) on the date sent by facsimile or electronic mail transmission (including PDF), if confirmed with a copy sent contemporaneously by first class, certified, registered or express mail; in each case properly posted and fully prepaid to the appropriate address set forth below, or such other address as a Party may provide notice in accordance with this section:

CITY:

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

CONSULTANT:

Janine Egler, Senior Contracts Administrator  
ICF Consulting, LLC. dba ICF Consulting  
Group, Inc.  
1902 Reston Metro Plaza  
Reston, VA 20190  
Notices@icf.com; Janine.egler@icf.com  
Phone: (703) 934-3269  
Attn: CET Contracts

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

ICF CONSULTING, LLC. dba ICF  
CONSULTING GROUP, INC.

By: \_\_\_\_\_  
Mario Saucedo, Mayor

By: \_\_\_\_\_  
Lisa Bockey, Senior Contracts Manager

ATTEST:

\_\_\_\_\_  
Jeanne Donaldson, City Clerk

EXHIBIT "A"  
SCOPE OF SERVICES

**Task A. City Fleet Assessment**

Conduct a comprehensive assessment of the City's inventory of light-, medium-, and heavy-duty vehicles and provide actionable recommendations that satisfies CARB's purchase schedule. This task will include evaluating vehicle usage patterns, identifying the most suitable EV models, and determining the cost-benefit of transitioning. The analysis will also factor in operational, environmental, and financial considerations.

**Deliverables:**

1. A detailed ZEV transition plan for the City fleet, including a phased implementation plan
2. Tailored recommendation of ZEV technologies.

**Tasks B.1 through B.4:**

These tasks involve evaluating the City's current electrical and alternative clean fuel infrastructure to determine the capacity and upgrades needed to support an expanded EV and ZEV fleet, and public charging stations. The consultant shall develop a strategy focused on implementing EV charging infrastructure, while also incorporating existing or expanded L/CNG fueling infrastructure as a complimentary solution or as recommended by the selected consultant. This approach will prioritize sustainable practices, ensure scalability, and provide adaptability to meet the needs of medium and heavy-duty vehicles.

**Task B.1 Infrastructure Assessment and Implementation Plan**

**Deliverables:**

A detailed report outlining infrastructure assessment, electrical upgrade needs, and phased implementation plan with milestones.

**Task B.2. Legacy Infrastructure Decommissioning (if applicable)**

**Deliverables:**

A brief memo summarizing phased approach to decommissioning legacy infrastructure.

**Task B.3. Implementation Timeline for Public EV Charging Infrastructure**

**Deliverables:**

A brief memo summarizing timelines with milestones for public EV charging infrastructure.

## **Task B.4. Scalability and Future-Proofing Recommendations**

### **Deliverables:**

A brief memo summarizing guidance on emerging technology and scalability.

## **Task C. Identification of Potential Funding Sources**

To ensure the financial feasibility of fleet and infrastructure decarbonization, the consultant will identify and pursue funding opportunities. This includes evaluating grants, utility rebates, state or federal incentive programs, and other funding mechanisms. Collaboration with utility companies and other stakeholders is key to securing resources and aligning with regional energy goals.

### **Deliverables:**

1. A list of current funding opportunities and a strategic funding roadmap.
2. Technical assistance in grant application.

## **Task D. Master Plan**

Following the completion of all tasks, the Consultant will compile the findings and develop a comprehensive draft Master Plan for the City. The draft will be submitted to City staff for review and comment. Upon receiving feedback, Consultant will incorporate revisions and prepare the final Master Plan report. Both the draft and final versions will be delivered electronically in Microsoft Word (\*.doc or \*.docx) format. In addition to the written report, Consultant will prepare a visually engaging slide deck that summarizes the key elements of the plan, which the City may use to present the findings to City Council or other stakeholders.

### **Deliverables:**

1. A draft and final Master Plan.
2. A draft and final PowerPoint presentation.

## **Optional Task. Preliminary Engineering Design (4 sites)**

To streamline the procurement of the ZEV infrastructure, the ICF team will develop preliminary designs for the four main fleet sites. The engineering designs produced will support either public bid solicitations for contractor installation services or grant applications.

### **Deliverables:**

Preliminary engineering drawings for the four main sites.

EXHIBIT "B"  
FEE SCHEDULE

<b>Tasks</b>	<b>Cost</b>
Task A: City Fleet Assessment	\$22,241.91
Task B.1: Infrastructure Assessment and Implementation Plan	\$41,554.48
Task B.2: Legacy Infrastructure Decommissioning (If Applicable)	\$4,383.36
Task B.3: Implementation Timeline for Public EV Charging Infrastructure	\$15,846.99
Task B.4: Scalability and Future-Proofing Recommendations	\$4,520.56
Task C: Identification of Potential Funding Sources	\$14,513.09
Task D: Master Plan	\$9,966.86
<b>Total Labor</b>	<b>\$113,027.25</b>
Travel Expense	\$647.60
<b>Total Proposed Firm Fixed Price (Tasks A- D)</b>	<b>\$113,674.85</b>
Optional Task: Preliminary Engineering Design (4 sites)	\$24,222.08
<b>Total Proposed Firm Fixed Price (Tasks A- D + Optional Task)</b>	<b>\$137,896.93</b>

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.

ICF Consulting, LLC. dba ICF Consulting Group, Inc.

By: \_\_\_\_\_  
Lisa Bockey, Senior Contracts Manager

Date: \_\_\_\_\_



## City Council Meeting

J. 1.

**DATE:** 02/03/2026

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

**SUBJECT:** Annual Report of the Street Tree Commission given by  
Chairwoman Chris Sedmack (Facilities and Community Services  
Director Crocker)

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### DISCUSSION:

For this evening's City Council Meeting, Chairwoman Chris Sedmack, will be presenting the Street Tree Commission Annual Report.

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## City Council Meeting

J. 2.

**DATE:** 02/03/2026

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

**SUBJECT:** Discussion and possible action relating to the Food Security Task Force and continued coordination with community partners addressing food insecurity (Assistant City Manager Boatman)

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### **MOTION(S):**

If the City Council wishes to provide direction, the following motion is provided:

I move to direct staff to continue convening and coordinating with local nonprofit, faith-based, and school partners to address food insecurity and related basic needs in the City of Redlands, and to return to the City Council with periodic updates and recommended next steps.

### **RECOMMENDATION:**

Staff is seeking City Council direction regarding next steps for the Food Security Task Force, which may include continuing to convene and coordinate with local nonprofit, faith-based, and school partners, directing staff to explore additional measures to address identified food access gaps, or a combination of both, consistent with the Food Security and Child Nutrition Support Initiative adopted by the City Council in November 2025.

### **DISCUSSION:**

On November 4, 2025, the City Council adopted Resolution No. 8732 establishing the City of Redlands Food Security and Child Nutrition Support Initiative. The resolution directed staff to take a series of coordinated actions, including convening a Food Security Task Force, identifying City-owned sites for food access programs, expanding youth nutrition partnerships, exploring community mini-grants (subject to budget approval), pursuing external funding and advocacy opportunities, and reporting back to the City Council in February 2026, with recommendations and measurable outcomes.

Consistent with Section 1 of the resolution, City staff convened the inaugural Food Security Task Force meeting with representatives from local nonprofit and faith-based organizations that provide food, clothing, and related assistance to families and individuals in need. The meeting was designed to initiate coordination among providers, share information regarding existing services, and identify barriers to food access across the community. The agenda included background on the City's food security efforts, discussion of current conditions, and facilitated partner input regarding service gaps and opportunities for collaboration.

Community partners reported that food insecurity in Redlands continues to intensify due to a combination of rising costs and reduced funding. Many of the temporary program flexibilities and benefit expansions implemented during the COVID-19 pandemic have expired, resulting in stricter eligibility requirements and reduced assistance for households that continue to face economic hardship. Participants noted that uncertainty and changes related to SNAP and CalFresh benefits have caused significant stress for families who rely on these programs as a primary source of food assistance.

Partners also highlighted the increasing cost of food and food distribution. For example, the cost of assembling a standard food box has increased significantly while providing roughly the same duration of assistance as in prior years. These cost pressures are occurring alongside reductions in grant funding and donations, limiting the ability of providers to scale services in response to growing demand.

Several access-related barriers were identified that align with the resolution's directive to identify and address barriers to food access. Transportation challenges were cited as a critical gap, as many residents lack reliable means to travel to distribution sites. The timing of food distributions was also identified as a barrier, with partners noting that evening hours are often more accessible for working families. In addition, many meal delivery programs are at or near capacity and are no longer able to accept new clients.

Partners emphasized that food insecurity is often interconnected with other basic needs. Pet food costs were identified as an often overlooked household expense, and safety at distribution sites was raised as an important consideration for ensuring residents feel comfortable accessing services. Participants also noted the importance of equitable geographic distribution of food access points across north, south, east, and west Redlands, which will inform staff's work under Section 2 of the resolution to identify City-owned sites that could support food access programs.

In addition to identifying challenges, partners discussed opportunities for improved coordination and information-sharing. Participants expressed interest in the City serving as a centralized source for aggregating and sharing information related to changes in state and federal nutrition programs, funding

opportunities, and relevant policy developments. Regional organizations such as the Inland Empire Community Collaborative were identified as potential resources for data, advocacy, and private grant opportunities, consistent with the advocacy and funding direction outlined in Section 5 of the resolution.

Based on feedback received during the inaugural Food Security Task Force meeting, staff is seeking City Council direction on suggested next steps that reflect the issues and needs identified by community partners. Those potential next steps include continuing to convene the Food Security Task Force to support coordination and further explore the following:

Exploring ways for the City to assist with information-sharing, including aggregating and disseminating updates related to federal and state nutrition programs, benefit changes, and funding opportunities.

- Evaluating opportunities to improve access to food distribution, including consideration of transportation barriers, time-of-day constraints for working families, and equitable geographic coverage across the community.
- Identifying approaches to support providers facing capacity constraints, including increased demand, rising food costs, and reduced funding.
- Considering strategies to enhance safety and accessibility at food distribution sites so residents feel comfortable accessing services.

City Council direction on these potential next steps will help inform how staff proceeds with continued coordination and implementation efforts related to food security.

#### **ALTERNATIVES:**

City Council may choose to provide alternative direction to staff.

#### **STRATEGIC PLAN:**

Supports Priority B: Public Health and Safety

#### **SUBMITTED BY:**

Tabitha Crocker, Facilities and Community Services Director

#### **RECOMMENDED BY:**

Charles M. Duggan Jr., City Manager

#### **REVIEWED BY:**

Janice McConnell, Assistant City Manager

#### **PREPARED BY:**

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**Fiscal Impact**

**Fiscal Year:** FY 2025-26

**Discussion:**

There is no fiscal impact associated with this communications item.

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## City Council Meeting

**K. 1.**

**DATE:** 02/03/2026

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

**SUBJECT:** Consideration of Ordinance No. 2999 Amending Title 6 (Animals) and Title 18 (Zoning Regulations), and Resolution No. 8747 amending residential specific plans, to update permitted and accessory land uses and development standards for the keeping of hens within single-family residential zoning districts. The proposal qualifies for exemption from environmental review in accordance with Sections 15061(b)(3) and 15378(b)(5) of the California Environmental Quality Act Guidelines.

(Mayor to declare meeting open as a public hearing)  
(Assistant City Manager Boatman)

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### PROCEDURE FOR PUBLIC HEARING:

1. Mayor states that the public hearing remains open.
2. Mayor calls upon Department Director for report.
3. Mayor calls for questions/comments from members of the City Council.
4. Mayor calls for comments/questions/testimony from members of the public(3 minutes per speaker).
5. Mayor calls upon City Clerk to note any written comments received.
6. Mayor closes the public hearing.
7. City Council considers the motion and votes.

## **MOTION(S):**

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

"I move to introduce Ordinance No. 2999 and find that the proposal is exempt from environmental review pursuant to Sections 15061(b)(3) and 15378(b)(5) of the California Environmental Quality Act Guidelines;" and,

"I move to approve Resolution No. 8747 and find that the proposal is exempt from environmental review pursuant to Sections 15061(b)(3) and 15378(b)(5) of the California Environmental Quality Act Guidelines."

## **RECOMMENDATION:**

On December 9, 2025, the Planning Commission voted 6 to 0 to adopt Resolution No. 1728 recommending the text amendment Ordinance No. 371 to update the zoning regulations to permit the keeping of chickens (hens only) in single-family residential zones. The Planning Commission recommends that City Council approve the proposed ordinance.

## **BACKGROUND:**

On November 4, 2025, the Council voted to direct staff to prepare an ordinance to amend the City's zoning regulations to allow for the keeping of hens on lots in single-family residential zones and districts. Currently, hens are only allowed in two residential zoning districts: the Rural Residential Animals (R-R-A) District and the Rural Estate Animals (R-A-A) District (see Attachment A). The proposed code amendment would allow the incidental keeping and raising of chickens (hens only) in all single-family residential zoning districts as well as single-family districts of Specific Plans.

Regulations will also be updated governing the number of hens permitted (based on lot size) and other reasonable standards to ensure compatibility with surrounding properties. This ordinance would encourage sustainable small-scale food production in residential areas, protect the public health and animal welfare, and prevent nuisances from noise, odor, and sanitation. The keeping of hens would be ancillary/accessory to an existing primary single-family dwelling unit, in accordance with the amended Redlands Municipal Code (RMC) Section 18.29.030.

### **A) Zoning Code Amendment**

The proposed amendment will amend eight single-family residential zones within

RMC Title 18 (Zoning Regulations) as well as nine Specific Plans that contain single-family residential districts (see Attachment B – Map of Single-Family Residential Zones (Citywide)). The keeping of hens would be allowable as an accessory use only when associated with a primary single-family residence on the subject property, and must comply with the provisions of RMC Section 18.29.030 pertaining to animal-keeping.

Table 1: Proposed Amendment to Land Use Districts

Zone or District	Current Code	Proposed Amendment
Agricultural (A-1, A-1-20, A-2)	Not listed	Permitted (accessory) Use
Rural Residential (R-R)	Not listed	Accessory Use
Residential Estate (R-A, R-E)	Not listed	Accessory Use
Suburban Residential (R-S)	Not listed	Accessory Use
Single-Family Residential (R-1, R-1-D)	Not listed	Accessory Use
Single-family districts of Specific Plans	Not listed	Accessory Use

## B) Development Standards

The proposed amendment would increase the number of hens allowable by one additional chicken for most typical single-family lots. The more recent consensus among chicken owners is that a minimum of three hens is better for the animal's well-being and for the stability of the flock. Chickens are known to establish a pecking order. With only two, one hen is constantly the dominant animal which can lead to stress and bullying; with three, the social dynamic between the hens is thought to be more balanced.

Also, a minimum lot size of 4,000 square feet would be necessary to be eligible for up to three hens. Therefore, condominiums or other small lot subdivisions may not be eligible to keep hens. Lots between 7,201 to 9,999 square feet would be eligible for up to four hens. Lots between 10,000 to 20,000 square feet would be eligible for up to five hens. A lot would need to have a minimum outdoor open yard area with dimensions of at least ten feet (10') by twenty feet (20') to be eligible. The table in RMC Section 18.29.030(c)(1) would be amended to allow the following numbers of animals:

Table 2: Proposed Amendment to Table 18.29.030(c)(1) in RMC § 18.29

Animal Type	Minimum Lot Area	Maximum Density or Number
b. Chickens or similar fowl (hens only) or rabbits and other small animals.  To be eligible, minimum open yard dimensions of ten feet (10') by twenty feet	Less than 4,000	None
	<del>Less than</del> 4,000 - 7,200	3 <del>2</del> -per lot
	7,201 - 9,999	4 <del>3</del> -per lot

(20') shall be required.	10,000 - 20,000	5 <del>4</del> per lot
	20,000+	1 per 2,000 square feet (maximum of 9 per species per lot)

The Redlands Municipal Code already contains a development standard for any proposed chicken coop (or other enclosure housing animals) to be at least five feet (5') from interior side and rear property lines, and fifteen feet (15') from any side street rights-of-way, which is contained in RMC Section 18.29.030(E). The amendment will modify the minimum separation distance from all dwellings to be at least ten feet (10') for chicken coops.

The proposed development standard for unenclosed yard area (with minimum dimensions of 10' by 20') would ensure sufficient open yard space is available for the keeping of hens. Existing development standards would ensure that coop areas are not located adjacent to any adjoining properties so they are not subjected to nuisance conditions. In addition to these regulations, Title 6 of the Redlands Municipal Code will continue to contain the enforceable regulations to prevent excessively noisy animals, burial of dead animals, rodent infestations, and prohibit any slaughtering in the interest of protecting public health.

### **C) Other Regulations**

RMC Title 6 (Animals), Chapter 6.24 entitled "Miscellaneous Animal Regulations," currently requires a permit to be issued by the animal control bureau for the keeping of allowable animals listed within each zone. The Animal Control Bureau was previously within the Police Department but is now known as the Animal Services Division within the Facilities & Community Services Department. The amendment clarifies that no permit from Animal Services will be required for the keeping of chickens.

The proposed amendment would also permit the sale of eggs as needed (i.e., those produced on the subject property) by-right as incidental to the accessory use, and a Home Occupation Permit would not be required. Sale of other unrelated products may be allowed pursuant to a Home Occupation Permit approved in accordance with RMC Chapter 18.160 (which is already a standard code requirement).

### **D) General Plan Conformance**

The proposed code amendment will be consistent with and implement several Principles and Actions contained in the 2035 General Plan, as listed below:

*Principle 6-P.12:* Support the viability of agriculture through efforts to promote locally grown produce and livestock as part of Redlands lifestyle and economy.

*Principle 4-P.6:* Provide for a balance among a variety of different land uses and their distribution among the city's neighborhoods.

## **E) Planning Commission Review**

On December 9, 2025, the Planning Commission held a public hearing and received one public comment during the meeting. The comment briefly discussed potential concerns regarding noise, sanitation, and neighbor disputes. There were no additional public or written comments for the proposed item. The Commissioners were in support of the proposal and discussed matters related to sanitation, noise, and the City's enforcement procedures. Staff confirmed that the items listed in Title 6 would allow for the enforcement of sanitation and noise regulations. The Commission voted 6 to 0 to adopt Resolution No. 1728 (see Attachment C) recommending that the City Council approve Ordinance Text Amendment No. 371.

### **ENVIRONMENTAL REVIEW:**

The adoption of the proposed Ordinance Text Amendment No. 371 and related Specific Plan Amendment(s) are not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines because there is no possibility that this action may have a significant effect on the environment, as well as Section 15378(b)(5) for organizational and administrative activities of governments that will not result in direct or indirect physical changes in the environment.

### **ALTERNATIVES:**

The City Council may consider these alternatives:

- A. Provide additional direction to staff, and request that staff bring back a revised ordinance and resolution to a future City Council meeting.
- B. Request additional information.

### **SUBMITTED BY:**

Christopher Boatman, Assistant City Manager

### **RECOMMENDED BY:**

Charles M. Duggan Jr., City Manager

### **REVIEWED BY:**

Yvette M. Abich Garcia, City Attorney

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

**PREPARED BY:**

Jazmin Serrato, Associate Planner

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**Attachments**

Attachment A – Map of Existing Zones Allowing Chickens

Attachment B – Map of Single-Family Residential Zones (Citywide)

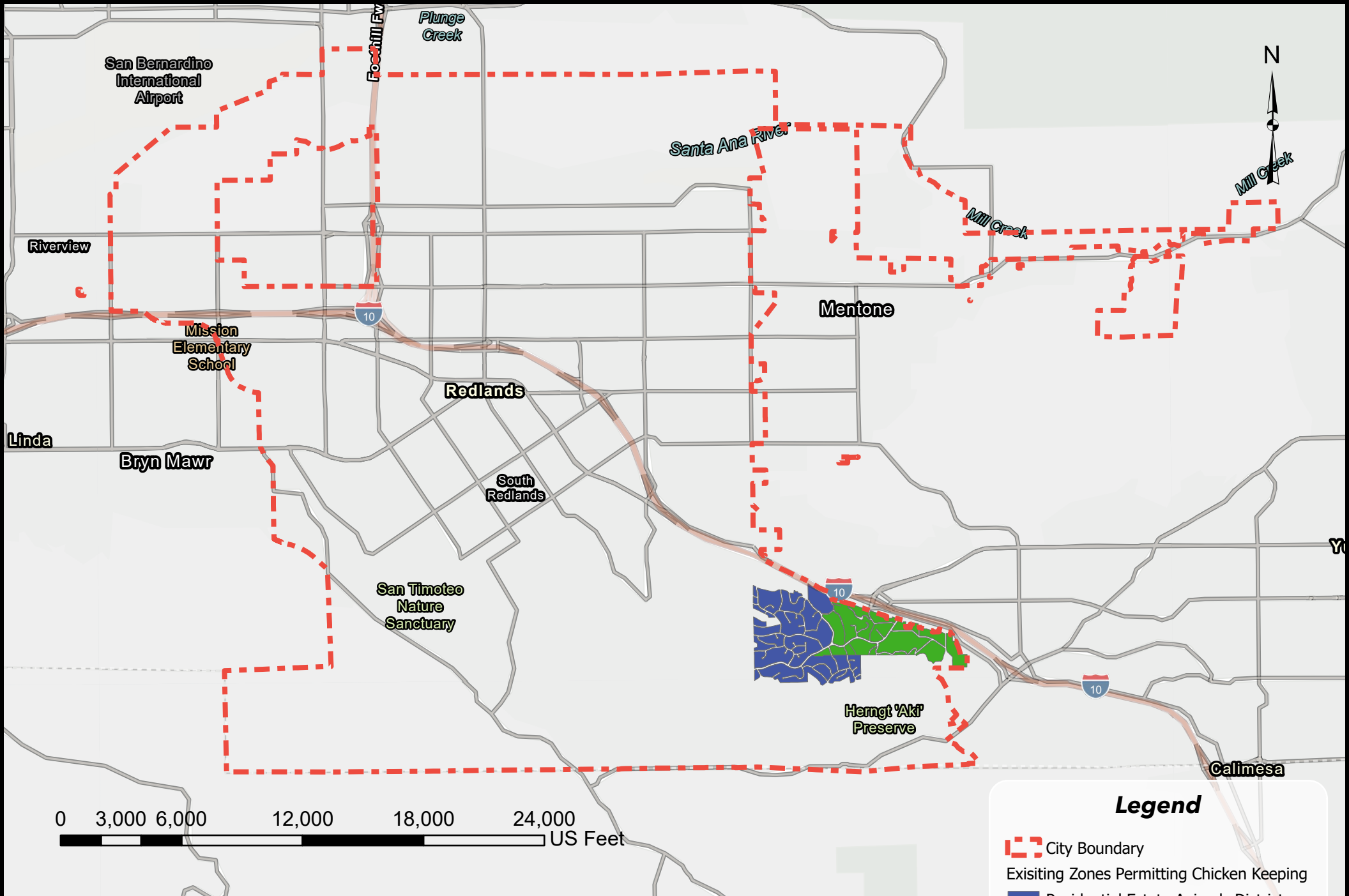
Attachment C – Planning Commission Resolution No. 1728

Attachment D-1 – Ordinance No. 2999 (legislative)





Attachment D-2 – Ordinance No. 2999 (clean)

Attachment E-2 – Resolution No. 8747 (clean)

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**Legend**

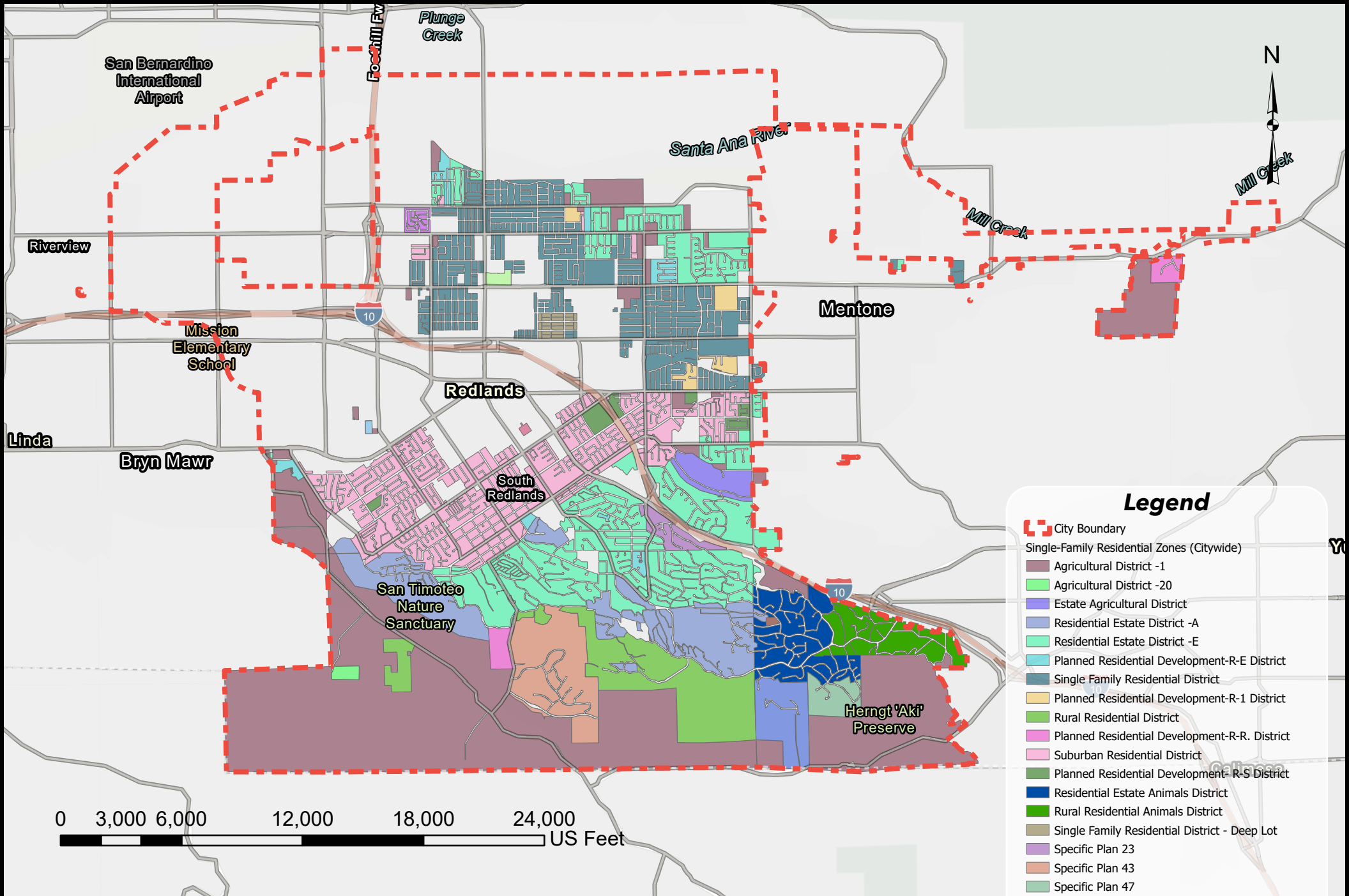
-  City Boundary
-  Existing Zones Permitting Chicken Keeping
-  Residential Estate Animals District
-  Rural Residential Animals District



**City of Redlands**  
**Zone Map of Existing Permitted Chicken Keeping**

Redlands Regular Meeting of 02-03-2026

**Author:** Redlands GIS **Date:** November 2025



### Legend

- - - City Boundary
- Single-Family Residential Zones (Citywide)
- Agricultural District -1
- Agricultural District -20
- Estate Agricultural District
- Residential Estate District -A
- Residential Estate District -E
- Planned Residential Development-R-E District
- Single Family Residential District
- Planned Residential Development-R-1 District
- Rural Residential District
- Planned Residential Development-R-R. District
- Suburban Residential District
- Planned Residential Development- R-S District
- Residential Estate Animals District
- Rural Residential Animals District
- Single Family Residential District - Deep Lot
- Specific Plan 23
- Specific Plan 43
- Specific Plan 47
- Specific Plan 55
- Specific Plan 56
- Specific Plan 59
- Specific Plan 60
- Specific Plan 61
- Specific Plan 62



# City of Redlands

## Zone Map of Single-Family Residential Zones (Citywide)

Author: Redlands GIS    Date: November 2025

RESOLUTION NO. 1728

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF REDLANDS RECOMMENDING APPROVAL TO THE CITY COUNCIL TO AMEND TITLE 18 (ZONING REGULATIONS) AND TITLE 6 (ANIMALS) OF THE REDLANDS MUNICIPAL CODE TO UPDATE THE ZONING REGULATIONS TO PERMIT THE KEEPING OF CHICKENS (HENS ONLY) IN SINGLE-FAMILY RESIDENTIAL ZONES OF TITLE 18 AND SINGLE-FAMILY RESIDENTIAL DISTRICTS OF SPECIFIC PLANS.

WHEREAS, the City has initiated Ordinance Text Amendment No. 371 and related Specific Plan Amendment(s) in accordance with Chapter 18.204 of the Redlands Municipal Code; and

WHEREAS, the City has authority under its police power to impose land use regulations and development standards for the protection of the public health, safety, and general welfare; and

WHEREAS, in accordance with Government Code § 65854 and/or § 65090, on November 18, 2025, the Secretary to the Planning Commission caused a legal advertisement of the public hearing to be published in a newspaper of general circulation in the City of Redlands; and

WHEREAS, on December 9, 2025, the Planning Commission held a noticed public hearing at which interested persons had an opportunity to testify in support of, or opposition to, Ordinance Text Amendment No. 371 and related Specific Plan Amendment(s); and

WHEREAS, the proposed Ordinance Text Amendment No. 371 and Specific Plan Amendment(s) are exempt from environmental review in accordance with Section 15061(b)(3) of the California Environmental Quality Act Guidelines; and

WHEREAS, after closing the public hearing and deliberating upon the matter, the Planning Commission finds that the proposed amendment to Title 18 (Zoning Regulations) and Title 6 (Animals) of the Redlands Municipal Code will be consistent with the public health, safety, and general welfare.

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

SECTION 1. California Environmental Quality Act. The Planning Commission has reviewed the matter and, based upon the facts and information contained in the staff report, administrative record, and written and oral testimony, hereby recommends that Ordinance Text Amendment No. 371 and related Specific Plan Amendment(s) are not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines because there is no possibility that this action may have a significant effect on the environment, and Section 15378(b)(5) for organizational and administrative activities of governments that will not result in direct or indirect physical changes in the environment.

SECTION 2. Recommendation to Approve Ordinance Text Amendment No. 371 and related Specific Plan Amendments. The proposed amendments to Title 18 (Zoning Regulations) and Title 6

(Animals) of the Redlands Municipal Code, as described in the staff report, are hereby recommended to the City Council for approval.

SECTION 3. Expiration Date. The Planning Commission's recommendation shall automatically become null and void one year from the date of adoption of this Resolution, if the City Council has not adopted an applicable ordinance and/or resolution.

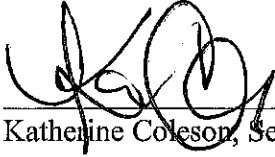
SECTION 4. Effective Date. This Resolution shall become effective upon adoption.

ADOPTED, SIGNED AND APPROVED this 9<sup>th</sup> day of December, 2025.



Karah Shaw, Chair  
Planning Commission

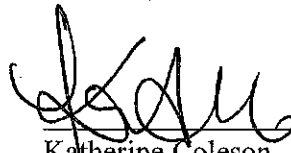
ATTEST:



Katherine Coleson, Secretary to the Planning Commission

I, Linda McCasland, Secretary to the Planning Commission of the City of Redlands, hereby certify that the foregoing resolution was duly adopted by the Planning Commission at a regular meeting thereof held on the 9<sup>th</sup> day of December, 2025, by the following vote:

AYES: 6  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0



Katherine Coleson,  
Secretary to the Planning Commission

ORDINANCE NO. 2999

AN ORDINANCE OF THE CITY OF REDLANDS AMENDING TITLE 6 (ANIMALS) AND TITLE 18 (ZONING REGULATIONS) UPDATING THE LISTS OF PERMITTED AND ACCESSORY LAND USES AND UPDATING DEVELOPMENT STANDARDS PERTAINING TO THE RAISING OR KEEPING OF HENS WITHIN SINGLE-FAMILY RESIDENTIAL ZONING DISTRICTS.

WHEREAS, the City has initiated Ordinance Text Amendment No. 371 in accordance with Chapter 18.204 of the Redlands Municipal Code; and

WHEREAS, the City has authority under its police power to impose land use regulations and development standards for the protection of the public health, safety, and general welfare; and

WHEREAS, on December 9, 2025, the Planning Commission held a noticed public hearing at which interested persons had an opportunity to testify in support of, or opposition to, Ordinance Text Amendment No. 371; and

WHEREAS, on December 9, 2025, the Planning Commission recommended to the City Council that proposed Ordinance Text Amendment No. 371 be approved; and

WHEREAS, the proposed Ordinance Text Amendment No. 371 is exempt from environmental review in accordance with Section 15061(b)(3) of the California Environmental Quality Act Guidelines; and

WHEREAS, in accordance with Government Code § 65854 and/or § 65090, on January 13, 2025, the City Clerk gave notice by publication in a newspaper of general circulation of the holding of a public hearing at which the proposed Ordinance would be considered by City Council; and

WHEREAS, on February 3, 2026, the City Council held a noticed public hearing at which interested persons had an opportunity to testify in support of, or opposition to, the proposed Ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDLANDS DOES ORDAIN AS FOLLOWS:

Section 1. Environmental Determination. The City Council has reviewed the matter and, based upon the facts and information contained in the staff report, administrative record, and written and oral testimony, hereby finds that this ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines because: there is no possibility that the Specific Plan Amendment(s) may have a significant effect on the environment, as it would further ensure the proper maintenance and regulations for the keeping of chickens (hens only) as an ancillary land use to the primary residential land

use(s) within the various single-family residential districts of specific plans within the City; and Section 15378(b)(5) for organizational and administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Section 2. The Table of Contents for Redlands Municipal Code Title 6 (Animals), Chapter 6.24 entitled “Miscellaneous Animal Regulations,” is amended as follows:

“SECTION:

[6.24.010](#): Permit Required For Keeping Livestock, ~~Fowl~~, Or Other Nondomestic Animals

[6.24.020](#): Permit; Conditions And Inspections

[6.24.030](#): ~~Hens~~ ~~Fowl~~ And Rabbits

[6.24.040](#): Revocation Of Permit

[6.24.050](#): Burying Of Dead Animals

[6.24.060](#): Rodent Infestations

[6.24.070](#): Penal Provisions; Generally

[6.24.080](#): Cattle Running At Large

[6.24.090](#): Leaving Livestock Unattended On Street

[6.24.100](#): Allowing Trespass By Animal Or Fierce Dog

[6.24.110](#): Report Of Infected Animal To Health Officer Required

[6.24.120](#): Noisy Animals; Prohibited”

Section 3. Redlands Municipal Code Title 6 (Animals), Chapter 6.24 entitled “Miscellaneous Animal Regulations,” Section 6.24.010 is amended to read as follows:

**“6.24.010: PERMIT REQUIRED FOR KEEPING LIVESTOCK, ~~FOWL~~, OR OTHER NONDOMESTIC ANIMALS:**

It is unlawful to keep within the city any livestock, ~~fowl~~, or any other nondomestic animals without first obtaining a permit from the animal [services division](#) ~~control bureau or chief of police~~.”

Section 4. Redlands Municipal Code Title 6 (Animals), Chapter 6.24 entitled “Miscellaneous Animal Regulations,” Section 6.24.020 is amended to read as follows:

**“6.24.020: PERMIT; CONDITIONS AND INSPECTIONS:**

A. The animal [services division](#) ~~control bureau~~ shall grant a permit, if applicable, only upon finding that: 1) the keeping of such animal(s) for which the permit is sought is not a prohibited use in the zone in which the applicant's property lies; 2) the keeping of such animal(s) will not be

detrimental to the public health, safety, or general welfare of the public, and 3) applicant has sufficient land to sustain the animal(s) for which the permit is sought and this requirement shall be determined adequate by the [department director](#) ~~chief of police~~ or ~~his~~ [authorized representative](#).

B. Each permit shall be renewed annually and conditioned upon the applicant's compliance with all of the following provisions:

1. Animal(s) shall be confined to a cage or other enclosure of sufficient size and strength to ensure animals are secured. Fencing materials shall be of adequate height and strength to prevent escape.

2. Fencing, cages and other enclosures for larger animals shall be kept at a distance of at least fifty feet (50') from all dwellings; and for each additional large animal this distance shall be increased by an additional fifty feet (50') up to a distance of two hundred feet (200'). Small animals shall be kept at a distance of at least twenty-five feet (25') from all dwellings.

3. Enclosures shall provide cover or shade to meet the need of and to protect the animal(s).

4. Water shall be made available at all times and held in a suitable container for the animal(s). Food shall be provided to meet the particular needs of the animal(s).

5. The premises where such animals are kept shall be maintained in a clean and sanitary condition at all times.”

Section 5. Redlands Municipal Code Title 6 (Animals), Chapter 6.24 entitled “Miscellaneous Animal Regulations,” Section 6.24.030 is amended to read as follows:

**“6.24.030: FOWL [HENS](#) AND RABBITS:**

A. Enclosures or cages for all [hens](#) ~~fowl~~, rabbits and Belgian hares shall be kept at a distance of at least [ten feet \(10'\)](#) ~~twenty-five feet (25')~~ from all dwellings.

B. [Incidental sale of chicken eggs produced on the subject property is permitted. Sale of other unrelated products may be allowed pursuant to a Home Occupation Permit approved in accordance with Chapter 18.160 of Title 18 of this Code.”](#)

Section 6. Redlands Municipal Code Title 6 (Animals), Chapter 6.24 entitled “Miscellaneous Animal Regulations,” Section 6.24.070 is amended to read as follows:

**“6.24.070: PENAL PROVISIONS; GENERALLY:**

A. It is unlawful for any person within the city to permit, cause or allow any of the acts provided for in sections 6.24.080 through 6.24.110 of this chapter.

B. [No person shall slaughter chickens on residential property or other unauthorized facilities.](#)

C. Abandonment, neglect, or inhumane treatment of animals is prohibited and shall be subject to applicable State law and the provisions of Section 1.22.060 of Chapter 1.22 of the Redlands Municipal Code.”

Section 7. Redlands Municipal Code Section 18.20.030 for the Agricultural (A-1) District, entitled “Permitted Uses,” is hereby amended to read as follows:

“Principal permitted uses in the A-1 district include:

Accessory public parking areas which serve existing public facilities such as parks, trails or linear parks, or similar public uses, pursuant to the review procedures set forth in section 18.12.190 of this title for lots containing ten thousand (10,000) square feet or less or twenty (20) spaces or fewer. In this instance, "accessory" shall mean that the parking area is accessory to the existing land use of either park, trail or linear park, or similar public use.

Apiaries, provided that no hives or boxes housing bees are kept closer than three hundred feet (300') from any dwelling other than that occupied by the owner of the apiary.

Community Care Facility, licensed or unlicensed, for up to six (6) persons.

Employee housing for up to six (6) persons, as defined in chapter 18.08 of this title.

Farms or ranches for the grazing, breeding or raising of not more than two (2) horses, cattle, goats or sheep per acre. Except for the keeping of up to three (3) horses, as provided for in sections 18.44.020 through 18.44.050 of this title of the R-1 zone, no animal(s) shall be housed or corralled closer than five hundred feet (500') from any existing residence in the R-1, R-1-D, R-2, R-2-2000 or R-3 zone, or one hundred feet (100') from any property line.

Farmworker and agricultural worker housing, consisting of no more than 12 units or 36 beds, in accordance with Article XIV of Chapter 18.156 of this title.

Horse boarding.

Keeping of chickens (hens only), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of this title.

Orchards, groves, nurseries, the raising of field crops, tree crops, berry crops, bush crops, truck gardening and commercial flower growing.

Single-family residences; provided, however, that there shall be not more than two (2) dwellings on each parcel of five (5) acres or more. Where parcels of land are already subdivided into parcels less than five (5) acres in area, there shall be permitted one dwelling for each lot, provided the lot contains dimensions and an area equivalent to the closest single-family residential zone.

Supportive and transitional housing for up to six (6) persons intended to serve the target population, as defined in chapter 18.08 of this title.

The sale of fruit, vegetables, produce, flowers and other similar products grown on the property; provided, however, that roadside stands used for such sales shall not exceed five hundred (500) square feet.”

Section 8. Redlands Municipal Code Section 18.21.030 for the Agricultural (A-1-20) District, entitled “Permitted Uses,” is hereby amended to read as follows:

“Permitted uses in the A-1-20 zone are:

Apiaries, provided that no hives or boxes housing bees shall be kept closer than three hundred feet (300') from any dwelling other than that occupied by the owner of the apiary.

Farms or ranches for the grazing, breeding or raising of not more than two (2) horses, cattle, goats or sheep per acre. Except for the keeping of up to three (3) horses, as provided for in sections 18.44.020 through 18.44.050 of this title, no animal(s) shall be housed or corralled closer than five hundred feet (500') from any existing residence in the R-1, R-1-D, R-2, R-2-2000 or R-3 zone, or one hundred feet (100') from any property line.

Employee housing for up to six (6) persons, as defined in chapter 18.08 of this title.

Farmworker and agricultural worker housing, consisting of no more than 12 units or 36 beds, in accordance with Article XIV of Chapter 18.156 of this title.

[Keeping of chickens \(hens only\), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of this title.](#)

Orchards, groves, nurseries, the raising of field crops, tree crops, berry crops, bush crops, truck gardening and commercial flower growing.

Single-family residences; provided, however, that there shall be not more than two (2) dwellings on each parcel of twenty (20) acres or more. Where parcels of land are already subdivided into parcels less than twenty (20) acres in area, there shall be permitted one dwelling for each lot, provided the lot contains dimensions and an area equivalent to the closest single-family residential zone.

Supportive and transitional housing for up to six (6) persons intended to serve the target population, as defined in chapter 18.08 of this title.”

Section 9. Redlands Municipal Code Section 18.24.030 for the Estate Agricultural (A-2) District, entitled “Permitted Uses,” is hereby amended to read as follows:

“Principal permitted uses in the A-2 district include:

Community Care Facility, licensed or unlicensed, for up to six (6) persons.

Employee housing for up to six (6) persons, as defined in chapter 18.08 of this title.

Farmworker and agricultural worker housing, consisting of no more than 12 units or 36 beds, in accordance with Article XIV of Chapter 18.156 of this title.

[Keeping of chickens \(hens only\), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of this title.](#)

Keeping of horses; provided, that stables and corrals for horses are kept not less than forty feet (40') from dwellings on the property, and not less than forty feet (40') from side property lines and streets, and not less than one hundred feet (100') from all other structures used or intended for human occupancy, and not less than one hundred feet (100') from a future residential building site, and not less than one hundred feet (100') from a public park or schools, and further:

- A. Evergreen planting screens, or other protective devices, shall be required on property lines when minimum distances are used,
- B. No grazing shall be permitted in any required yard,
- C. Lot area for one horse shall not be less than twenty-five thousand (25,000) square feet, with fifteen thousand (15,000) square feet additional lot area for each additional horse,
- D. No more than three (3) horses may be kept on any lot or parcel.

Orchards, groves, nurseries, the raising of field crops, tree crops, berry crops, bush crops, truck gardening, and commercial flower growing; provided, however, that such uses are on a premises not less than five (5) acres in size.

Single-family dwellings, not more than one dwelling for each lot.

Supportive and transitional housing for up to six (6) persons intended to serve the target population, as defined in chapter 18.08 of this title.

The sale of fruit, vegetables, produce, flowers and other similar products grown on the property; provided, however, that roadside stands used for such sales shall not exceed five hundred (500) square feet.”

Section 10. Redlands Municipal Code Section 18.28.035 for the Rural Residential (R-R) District, entitled “Accessory Uses,” is hereby amended to read as follows:

“Private residential recreation court, subject to approval of a permit in accordance with chapter 18.156 of this title.

[Keeping of chickens \(hens only\), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of this title.](#)”

Section 11. Redlands Municipal Code Section 18.29.030 for the Rural Residential Animals (R-R-A) District, entitled “Permitted Uses,” is hereby amended to read as follows:

“Principal permitted uses in R-R-A Districts include:

Accessory animal raising associated with a primary single dwelling unit.

A. Regulations Established: This section establishes regulations to allow animal raising as an accessory use to a primary single dwelling unit. Table 18.29.030(c)(1) of this section identifies the types and numbers of animals allowed. Combinations of the animal types are allowed, provided:

1. The total number in each category is not exceeded;
2. Where animal types are limited only by a maximum number per lot or unit, these animals are allowed in addition to any other accessory animal raising use. However, where animal types are limited by a ratio of animals per lot area, these animals may not be reused to allow another animal type;
3. For the purpose of this section, lots with attached multiple residential structures shall be limited to those animals allowed by table 18.29.030(c)(1) a and b of this section for lots less than seven thousand two hundred (7,200) square feet.

B. Public Health Laws: All animal raising land uses shall comply with public health laws regarding proper care and maximum number of animals.

C. Structures: Each animal raising land use includes all structures necessary to maintain and care for such animals (e.g., barn, corral, stable, pens and coops). Such structures shall comply with all development standards including those specified by the land use district and this section.

D. Distance From Human Habitation: All animals, other than cats, dogs, canaries, [birds of the species \*Gallus gallus domesticus\*](#), or birds of the psittacine family, shall be maintained at least seventy feet (70'), measured in a straight line, from any structure or area used for human habitation or public assembly (e.g., parks, churches, etc.) on adjoining property and forty feet (40') for structures and area used for human habitat or public assembly that is located on site. The area of human habitation shall not include cabanas, patios (attached or detached), private garages or storage buildings.

E. Distance From Property Lines: [Structures for housing such](#) ~~Such~~ animals shall maintain a clearance of at least five feet (5') from interior side and rear property lines, and fifteen feet (15') from side street rights of way, excepting an alley or bridle path, unless they comply with subsection F of this section.

F. Animal Enclosure: Animals may be maintained by a fence at least five feet (5') high and made of either chain link, wood with horizontal members no less than six inches (6") apart, solid masonry or other appropriate solid screening and confining materials. Such a fence may be located on an interior side or rear lot line and fifteen feet (15') from a side street right of way.

G. Distance From Water Well: All animals shall be kept no closer than one hundred feet (100') from a domestic water well.

H. Conditional Use Permit: Accessory animal raising of densities greater than or of animal types different from those specified by this section shall be subject to a conditional use permit.

I. Newborn Animal Exception: Offspring of animals maintained in accordance with applicable lands and regulations which are less than four (4) months old or which have not been weaned, whichever is longer, of any animals which are maintained in compliance with the provisions of this code and any other applicable laws, ordinances and regulations shall not be subject to the maximum density or number limitations established by this title. Offspring of equestrian animals which are less than three (3) years old, for those bred on the property, are permitted. Such animals shall not be included as part of the number of allowable animals.

J. Confined Animals: Animals which are normally maintained in aquariums, terrariums, vivariums, birdcages or similar devices each of which does not exceed fifty (50) cubic feet and where such devices are maintained within an enclosed building shall be allowed as an accessory animal raising use. The maximum number or density limitations for these animal types shall comply with public health regulations.

K. Types And Number Of Animals Allowed: Table 18.29.030(c)(1) of this section identifies the types and number of animals allowed as follows:

TABLE 18.29.030(c)(1)

Animal Type	Minimum Lot Area	Maximum Density Or Number
a. Dogs/cats	Less than 7,200 7,200 - 9,999 10,000 - 19,999 20,000+	2 per lot or unit 3 per lot or unit 4 per lot or unit 5 per lot or unit <sup>1</sup>
b. Chickens or similar fowl (hens only) or rabbits and other small animals.	<u>Less than 4,000</u> <del>Less than 4,000</del> - 7,200	<u>None</u> <u>3</u> <del>2</del> per lot <u>4</u> <del>3</del> per lot

<u>To be eligible, minimum open yard dimensions of ten feet (10') by twenty feet (20') shall be required.</u>	7,201 - 9,999 10,000 - 20,000 20,000+	<u>5</u> <del>4</del> per lot 1 per 2,000 square feet (maximum of 9 per species per lot)
Male fowl	1 acre	Maximum of 9 per lot with no more than 2 of any species
c. Sheep and/or goat (female)	7,200 - 9,999	1 per lot
Sheep and/or goat (female)	10,000	1 per 5,000 square feet
Sheep and/or goat (male)	20,000+	1 per lot (cumulative total of sheep and goats is 9)
d. Cattle, buffalo, horses and other large animals	20,000 square feet with 60 foot frontage	1 per 10,000 square feet with a maximum of 9 (cumulative total cannot exceed 9)

Note: 1. Requires conditional use permit for a kennel. For the purposes of this zone a "kennel" is defined as 5 or more cats or dogs and supersedes the definition of kennel as described in section 18.08.350 of this title.

L. Prohibited Animals: No person shall offer for sale, give away, or bring into the R-R-A zone any lion, tiger, bear, wolf, cougar, or any other wild undomesticated animal as defined in section 6.16.010 of this code. All such animals may be impounded subject to the provisions of section 6.16.010 of this code.

Community Care Facility, licensed or unlicensed, for up to six (6) persons.

Employee housing for up to six (6) persons, as defined in chapter 18.08 of this title.

Home occupations, as defined in chapter 18.08 of this title, and subject to the provisions of chapter 18.160 of this title.

Single-family dwellings, not more than one dwelling for each lot and uses permitted in the A-2, agricultural district, provided the area of the lot is not less than that required in the A-2 district. (Ord. 2190, 1992)

Supportive and transitional housing for up to six (6) persons intended to serve the target population, as defined in chapter 18.08 of this title.”

Section 12. Redlands Municipal Code Section 18.32.025 for the Residential Estate (R-A) District, entitled “Accessory Uses,” is hereby amended to read as follows:

“Private residential recreation court, subject to approval of a permit in accordance with chapter 18.156 of this title.

[Keeping of chickens \(hens only\), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of this title.](#)

Section 13. Redlands Municipal Code Section 18.36.025 for the Residential Estate (R-E) District, entitled “Accessory Uses,” is hereby amended to read as follows:

“Private residential recreation court, subject to approval of a permit in accordance with chapter 18.156 of this title.

[Keeping of chickens \(hens only\), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of this title.](#)

Section 14. Redlands Municipal Code Section 18.40.040 for the Suburban Residential (R-S) District, entitled “Accessory Uses,” is hereby amended to read as follows:

“Accessory uses in the R-S District include:

Accessory building, such as bathhouse, cabana and storage shed.

Garage or carport.

Guesthouse.

"Home occupation", as defined in chapter 18.08 of this title, and subject to the provisions of chapter 18.160 of this title.

Private greenhouse or horticultural collection incidental to the residential use of the premises.

Private residential sports and recreation court, subject to approval of a permit in accordance with chapter 18.156, article X of this title.

Private swimming pool.

The keeping of not more than three (3) adult dogs and three (3) adult cats, and their litters up to the age of ten (10) weeks.

[Keeping of chickens \(hens only\), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of this title.](#)

Section 15. The single-family residential Specific Plans of the City of Redlands, or single-family residential district of adopted Specific Plans, are hereby amended to include the following provision in the applicable single-family residential district(s):

[“Keeping of chickens \(hens only\), associated with a primary single-family dwelling unit, in accordance with 18.29.030 of Chapter 18.29 of Title 18 \(Zoning Regulations\) of the Redlands Municipal Code.”](#)

Section 16. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this ordinance for any reason is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this resolution. The City Council hereby declares that it would have adopted this ordinance, each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

Section 17. The Mayor shall sign this ordinance and the City Clerk shall certify to the adoption of this ordinance and shall cause it, or a summary of it, to be published once in a newspaper of general circulation within the City, and thereafter, this ordinance shall take effect as provided by law.

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Mario Saucedo, Mayor

ATTEST:

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Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk, City of Redlands, hereby certify that the foregoing Ordinance was duly adopted by the City Council at the regular meeting thereof, held on the 3<sup>rd</sup> day of February 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Jeanne Donaldson, City Clerk

ORDINANCE NO. 2999

AN ORDINANCE OF THE CITY OF REDLANDS AMENDING TITLE 6 (ANIMALS) AND TITLE 18 (ZONING REGULATIONS) UPDATING THE LISTS OF PERMITTED AND ACCESSORY LAND USES AND UPDATING DEVELOPMENT STANDARDS PERTAINING TO THE RAISING OR KEEPING OF HENS WITHIN SINGLE-FAMILY RESIDENTIAL ZONING DISTRICTS.

WHEREAS, the City has initiated Ordinance Text Amendment No. 371 in accordance with Chapter 18.204 of the Redlands Municipal Code; and

WHEREAS, the City has authority under its police power to impose land use regulations and development standards for the protection of the public health, safety, and general welfare; and

WHEREAS, on December 9, 2025, the Planning Commission held a noticed public hearing at which interested persons had an opportunity to testify in support of, or opposition to, Ordinance Text Amendment No. 371; and

WHEREAS, on December 9, 2025, the Planning Commission recommended to the City Council that proposed Ordinance Text Amendment No. 371 be approved; and

WHEREAS, the proposed Ordinance Text Amendment No. 371 is exempt from environmental review in accordance with Section 15061(b)(3) of the California Environmental Quality Act Guidelines; and

WHEREAS, in accordance with Government Code § 65854 and/or § 65090, on January 13, 2025, the City Clerk gave notice by publication in a newspaper of general circulation of the holding of a public hearing at which the proposed Ordinance would be considered by City Council; and

WHEREAS, on February 3, 2026, the City Council held a noticed public hearing at which interested persons had an opportunity to testify in support of, or opposition to, the proposed Ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDLANDS DOES ORDAIN AS FOLLOWS:

Section 1. Environmental Determination. The City Council has reviewed the matter and, based upon the facts and information contained in the staff report, administrative record, and written and oral testimony, hereby finds that this ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines because: there is no possibility that the Specific Plan Amendment(s) may have a significant effect on the environment, as it would further ensure the proper maintenance and regulations for the keeping of chickens (hens only) as an ancillary land use to the primary residential land use(s) within the various single-family residential districts of specific plans within the City; and Section 15378(b)(5) for organizational and administrative activities of governments that will not

result in direct or indirect physical changes in the environment.

Section 2. The Table of Contents for Redlands Municipal Code Title 6 (Animals), Chapter 6.24 entitled “Miscellaneous Animal Regulations,” is amended as follows:

SECTION:

6.24.010: Permit Required For Keeping Livestock Or Other Nondomestic Animals

6.24.020: Permit; Conditions And Inspections

6.24.030: Hens And Rabbits

6.24.040: Revocation Of Permit

6.24.050: Burying Of Dead Animals

6.24.060: Rodent Infestations

6.24.070: Penal Provisions; Generally

6.24.080: Cattle Running At Large

6.24.090: Leaving Livestock Unattended On Street

6.24.100: Allowing Trespass By Animal Or Fierce Dog

6.24.110: Report Of Infected Animal To Health Officer Required

6.24.120: Noisy Animals; Prohibited

Section 3. Redlands Municipal Code Title 6 (Animals), Chapter 6.24 entitled “Miscellaneous Animal Regulations,” Section 6.24.010 is amended to read as follows:

**“6.24.010: PERMIT REQUIRED FOR KEEPING LIVESTOCK OR OTHER NONDOMESTIC ANIMALS:**

It is unlawful to keep within the city any livestock or any other nondomestic animals without first obtaining a permit from the animal services division.”

Section 4. Redlands Municipal Code Title 6 (Animals), Chapter 6.24 entitled “Miscellaneous Animal Regulations,” Section 6.24.020 is amended to read as follows:

**“6.24.020: PERMIT; CONDITIONS AND INSPECTIONS:**

A. The animal services division shall grant a permit, if applicable, only upon finding that: 1) the keeping of such animal(s) for which the permit is sought is not a prohibited use in the zone in which the applicant's property lies; 2) the keeping of such animal(s) will not be detrimental to the public health, safety, or general welfare of the public, and 3) applicant has sufficient land to sustain the animal(s) for which the permit is sought and this requirement shall be determined adequate by the department director or authorized representative.

B. Each permit shall be renewed annually and conditioned upon the applicant's compliance with all of the following provisions:

1. Animal(s) shall be confined to a cage or other enclosure of sufficient size and strength to ensure animals are secured. Fencing materials shall be of adequate height and strength to prevent escape.

2. Fencing, cages and other enclosures for larger animals shall be kept at a distance of at least fifty feet (50') from all dwellings; and for each additional large animal this distance shall be increased by an additional fifty feet (50') up to a distance of two hundred feet (200'). Small animals shall be kept at a distance of at least twenty-five feet (25') from all dwellings.

3. Enclosures shall provide cover or shade to meet the need of and to protect the animal(s).

4. Water shall be made available at all times and held in a suitable container for the animal(s). Food shall be provided to meet the particular needs of the animal(s).

5. The premises where such animals are kept shall be maintained in a clean and sanitary condition at all times.”

Section 5. Redlands Municipal Code Title 6 (Animals), Chapter 6.24 entitled “Miscellaneous Animal Regulations,” Section 6.24.030 is amended to read as follows:

**“6.24.030: HENS AND RABBITS:**

A. Enclosures or cages for all hens, rabbits and Belgian hares shall be kept at a distance of at least ten feet (10’) from all dwellings.

B. Incidental sale of chicken eggs produced on the subject property is permitted. Sale of other unrelated products may be allowed pursuant to a Home Occupation Permit approved in accordance with Chapter 18.160 of Title 18 of this Code.”

Section 6. Redlands Municipal Code Title 6 (Animals), Chapter 6.24 entitled “Miscellaneous Animal Regulations,” Section 6.24.070 is amended to read as follows:

**“6.24.070: PENAL PROVISIONS; GENERALLY:**

A. It is unlawful for any person within the city to permit, cause or allow any of the acts provided for in sections 6.24.080 through 6.24.110 of this chapter.

B. No person shall slaughter chickens on residential property or other unauthorized facilities.

C. Abandonment, neglect, or inhumane treatment of animals is prohibited and shall be subject to applicable State law and the provisions of Section 1.22.060 of Chapter 1.22 of the Redlands Municipal Code.”

Section 7. Redlands Municipal Code Section 18.20.030 for the Agricultural (A-1) District, entitled “Permitted Uses,” is hereby amended to read as follows:

“Principal permitted uses in the A-1 district include:

Accessory public parking areas which serve existing public facilities such as parks, trails or linear parks, or similar public uses, pursuant to the review procedures set forth in section 18.12.190 of this title for lots containing ten thousand (10,000) square feet or less or twenty (20) spaces or fewer. In this instance, "accessory" shall mean that the parking area is accessory to the existing land use of either park, trail or linear park, or similar public use.

Apiaries, provided that no hives or boxes housing bees are kept closer than three hundred feet (300') from any dwelling other than that occupied by the owner of the apiary.

Community Care Facility, licensed or unlicensed, for up to six (6) persons.

Employee housing for up to six (6) persons, as defined in chapter 18.08 of this title.

Farms or ranches for the grazing, breeding or raising of not more than two (2) horses, cattle, goats or sheep per acre. Except for the keeping of up to three (3) horses, as provided for in sections 18.44.020 through 18.44.050 of this title of the R-1 zone, no animal(s) shall be housed or corralled closer than five hundred feet (500') from any existing residence in the R-1, R-1-D, R-2, R-2-2000 or R-3 zone, or one hundred feet (100') from any property line.

Farmworker and agricultural worker housing, consisting of no more than 12 units or 36 beds, in accordance with Article XIV of Chapter 18.156 of this title.

Horse boarding.

Keeping of chickens (hens only), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of this title.

Orchards, groves, nurseries, the raising of field crops, tree crops, berry crops, bush crops, truck gardening and commercial flower growing.

Single-family residences; provided, however, that there shall be not more than two (2) dwellings on each parcel of five (5) acres or more. Where parcels of land are already subdivided into parcels less than five (5) acres in area, there shall be permitted one dwelling for each lot, provided the lot contains dimensions and an area equivalent to the closest single-family residential zone.

Supportive and transitional housing for up to six (6) persons intended to serve the target population, as defined in chapter 18.08 of this title.

The sale of fruit, vegetables, produce, flowers and other similar products grown on the property; provided, however, that roadside stands used for such sales shall not exceed five hundred (500) square feet.”

Section 8. Redlands Municipal Code Section 18.21.030 for the Agricultural (A-1-20) District, entitled “Permitted Uses,” is hereby amended to read as follows:

“Permitted uses in the A-1-20 zone are:

Apiaries, provided that no hives or boxes housing bees shall be kept closer than three hundred feet (300') from any dwelling other than that occupied by the owner of the apiary.

Farms or ranches for the grazing, breeding or raising of not more than two (2) horses, cattle, goats or sheep per acre. Except for the keeping of up to three (3) horses, as provided for in sections 18.44.020 through 18.44.050 of this title, no animal(s) shall be housed or corralled closer than five hundred feet (500') from any existing residence in the R-1, R-1-D, R-2, R-2-2000 or R-3 zone, or one hundred feet (100') from any property line.

Employee housing for up to six (6) persons, as defined in chapter 18.08 of this title.

Farmworker and agricultural worker housing, consisting of no more than 12 units or 36 beds, in accordance with Article XIV of Chapter 18.156 of this title.

Keeping of chickens (hens only), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of this title.

Orchards, groves, nurseries, the raising of field crops, tree crops, berry crops, bush crops, truck gardening and commercial flower growing.

Single-family residences; provided, however, that there shall be not more than two (2) dwellings on each parcel of twenty (20) acres or more. Where parcels of land are already subdivided into parcels less than twenty (20) acres in area, there shall be permitted one dwelling for each lot, provided the lot contains dimensions and an area equivalent to the closest single-family residential zone.

Supportive and transitional housing for up to six (6) persons intended to serve the target population, as defined in chapter 18.08 of this title.”

Section 9. Redlands Municipal Code Section 18.24.030 for the Estate Agricultural (A-2) District, entitled “Permitted Uses,” is hereby amended to read as follows:

“Principal permitted uses in the A-2 district include:

Community Care Facility, licensed or unlicensed, for up to six (6) persons.

Employee housing for up to six (6) persons, as defined in chapter 18.08 of this title.

Farmworker and agricultural worker housing, consisting of no more than 12 units or 36 beds, in accordance with Article XIV of Chapter 18.156 of this title.

Keeping of chickens (hens only), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of this title.

Keeping of horses; provided, that stables and corrals for horses are kept not less than forty feet (40') from dwellings on the property, and not less than forty feet (40') from side

property lines and streets, and not less than one hundred feet (100') from all other structures used or intended for human occupancy, and not less than one hundred feet (100') from a future residential building site, and not less than one hundred feet (100') from a public park or schools, and further:

- A. Evergreen planting screens, or other protective devices, shall be required on property lines when minimum distances are used,
- B. No grazing shall be permitted in any required yard,
- C. Lot area for one horse shall not be less than twenty-five thousand (25,000) square feet, with fifteen thousand (15,000) square feet additional lot area for each additional horse,
- D. No more than three (3) horses may be kept on any lot or parcel.

Orchards, groves, nurseries, the raising of field crops, tree crops, berry crops, bush crops, truck gardening, and commercial flower growing; provided, however, that such uses are on a premises not less than five (5) acres in size.

Single-family dwellings, not more than one dwelling for each lot.

Supportive and transitional housing for up to six (6) persons intended to serve the target population, as defined in chapter 18.08 of this title.

The sale of fruit, vegetables, produce, flowers and other similar products grown on the property; provided, however, that roadside stands used for such sales shall not exceed five hundred (500) square feet.”

Section 10. Redlands Municipal Code Section 18.28.035 for the Rural Residential (R-R) District, entitled “Accessory Uses,” is hereby amended to read as follows:

“Private residential recreation court, subject to approval of a permit in accordance with chapter 18.156 of this title.

Keeping of chickens (hens only), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of this title.”

Section 11. Redlands Municipal Code Section 18.29.030 for the Rural Residential Animals (R-R-A) District, entitled “Permitted Uses,” is hereby amended to read as follows:

“Principal permitted uses in R-R-A Districts include:

Accessory animal raising associated with a primary single dwelling unit.

- A. Regulations Established: This section establishes regulations to allow animal raising as an accessory use to a primary single dwelling unit. Table 18.29.030(c)(1) of this section identifies the types and numbers of animals allowed. Combinations of the animal types are allowed, provided:

1. The total number in each category is not exceeded;
2. Where animal types are limited only by a maximum number per lot or unit, these animals are allowed in addition to any other accessory animal raising use. However, where animal types are limited by a ratio of animals per lot area, these animals may not be reused to allow another animal type;
3. For the purpose of this section, lots with attached multiple residential structures shall be limited to those animals allowed by table 18.29.030(c)(1) a and b of this section for lots less than seven thousand two hundred (7,200) square feet.

B. Public Health Laws: All animal raising land uses shall comply with public health laws regarding proper care and maximum number of animals.

C. Structures: Each animal raising land use includes all structures necessary to maintain and care for such animals (e.g., barn, corral, stable, pens and coops). Such structures shall comply with all development standards including those specified by the land use district and this section.

D. Distance From Human Habitation: All animals, other than cats, dogs, canaries, birds of the species *Gallus gallus domesticus*, or birds of the psittacine family, shall be maintained at least seventy feet (70'), measured in a straight line, from any structure or area used for human habitation or public assembly (e.g., parks, churches, etc.) on adjoining property and forty feet (40') for structures and area used for human habitat or public assembly that is located on site. The area of human habitation shall not include cabanas, patios (attached or detached), private garages or storage buildings.

E. Distance From Property Lines: Structures for housing such animals shall maintain a clearance of at least five feet (5') from interior side and rear property lines, and fifteen feet (15') from side street rights of way, excepting an alley or bridle path, unless they comply with subsection F of this section.

F. Animal Enclosure: Animals may be maintained by a fence at least five feet (5') high and made of either chain link, wood with horizontal members no less than six inches (6") apart, solid masonry or other appropriate solid screening and confining materials. Such a fence may be located on an interior side or rear lot line and fifteen feet (15') from a side street right of way.

G. Distance From Water Well: All animals shall be kept no closer than one hundred feet (100') from a domestic water well.

H. Conditional Use Permit: Accessory animal raising of densities greater than or of animal types different from those specified by this section shall be subject to a conditional use permit.

I. Newborn Animal Exception: Offspring of animals maintained in accordance with applicable lands and regulations which are less than four (4) months old or which have not been weaned, whichever is longer, of any animals which are maintained in compliance with the provisions of this code and any other applicable laws, ordinances and regulations shall not be subject to the maximum density or number limitations established by this title. Offspring of equestrian animals which are less than three (3) years old, for those bred on the property, are permitted. Such animals shall not be included as part of the number of allowable animals.

J. Confined Animals: Animals which are normally maintained in aquariums, terrariums, vivariums, birdcages or similar devices each of which does not exceed fifty (50) cubic feet and where such devices are maintained within an enclosed building shall be allowed as an accessory animal raising use. The maximum number or density limitations for these animal types shall comply with public health regulations.

K. Types And Number Of Animals Allowed: Table 18.29.030(c)(1) of this section identifies the types and number of animals allowed as follows:

TABLE 18.29.030(c)(1)

Animal Type	Minimum Lot Area	Maximum Density Or Number
a. Dogs/cats	Less than 7,200 7,200 - 9,999 10,000 - 19,999 20,000+	2 per lot or unit 3 per lot or unit 4 per lot or unit 5 per lot or unit <sup>1</sup>
b. Chickens or similar fowl (hens only) or rabbits and other small animals.  To be eligible, minimum open yard dimensions of ten feet (10') by twenty feet (20') shall be required.	Less than 4,000 4,000 - 7,200 7,201 - 9,999 10,000 - 20,000 20,000+	None 3 per lot 4 per lot 5 per lot 1 per 2,000 square feet (maximum of 9 per species per lot)
Male fowl	1 acre	Maximum of 9 per lot with no more than 2 of any species
c. Sheep and/or goat (female)	7,200 - 9,999	1 per lot
Sheep and/or goat (female)	10,000	1 per 5,000 square feet
Sheep and/or goat (male)	20,000+	1 per lot (cumulative total of sheep and goats is 9)

d. Cattle, buffalo, horses and other large animals	20,000 square feet with 60 foot frontage	1 per 10,000 square feet with a maximum of 9 (cumulative total cannot exceed 9)
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Note: 1. Requires conditional use permit for a kennel. For the purposes of this zone a "kennel" is defined as 5 or more cats or dogs and supersedes the definition of kennel as described in section 18.08.350 of this title.

L. Prohibited Animals: No person shall offer for sale, give away, or bring into the R-R-A zone any lion, tiger, bear, wolf, cougar, or any other wild undomesticated animal as defined in section 6.16.010 of this code. All such animals may be impounded subject to the provisions of section 6.16.010 of this code.

Community Care Facility, licensed or unlicensed, for up to six (6) persons.

Employee housing for up to six (6) persons, as defined in chapter 18.08 of this title.

Home occupations, as defined in chapter 18.08 of this title, and subject to the provisions of chapter 18.160 of this title.

Single-family dwellings, not more than one dwelling for each lot and uses permitted in the A-2, agricultural district, provided the area of the lot is not less than that required in the A-2 district. (Ord. 2190, 1992)

Supportive and transitional housing for up to six (6) persons intended to serve the target population, as defined in chapter 18.08 of this title.”

Section 12. Redlands Municipal Code Section 18.32.025 for the Residential Estate (R-A) District, entitled “Accessory Uses,” is hereby amended to read as follows:

“Private residential recreation court, subject to approval of a permit in accordance with chapter 18.156 of this title.

Keeping of chickens (hens only), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of this title.”

Section 13. Redlands Municipal Code Section 18.36.025 for the Residential Estate (R-E) District, entitled “Accessory Uses,” is hereby amended to read as follows:

“Private residential recreation court, subject to approval of a permit in accordance with chapter 18.156 of this title.

Keeping of chickens (hens only), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of this title.”

Section 14. Redlands Municipal Code Section 18.40.040 for the Suburban Residential (R-S) District, entitled “Accessory Uses,” is hereby amended to read as follows:

“Accessory uses in the R-S District include:

Accessory building, such as bathhouse, cabana and storage shed.

Garage or carport.

Guesthouse.

"Home occupation", as defined in chapter 18.08 of this title, and subject to the provisions of chapter 18.160 of this title.

Private greenhouse or horticultural collection incidental to the residential use of the premises.

Private residential sports and recreation court, subject to approval of a permit in accordance with chapter 18.156, article X of this title.

Private swimming pool.

The keeping of not more than three (3) adult dogs and three (3) adult cats, and their litters up to the age of ten (10) weeks.

Keeping of chickens (hens only), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of this title.”

Section 15. The single-family residential Specific Plans of the City of Redlands, or single-family residential district of adopted Specific Plans, are hereby amended to include the following provision in the applicable single-family residential district(s):

“Keeping of chickens (hens only), associated with a primary single-family dwelling unit, in accordance with 18.29.030 of Chapter 18.29 of Title 18 (Zoning Regulations) of the Redlands Municipal Code.”

Section 16. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this ordinance for any reason is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this resolution. The City Council hereby declares that it would have adopted this ordinance, each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

Section 17. The Mayor shall sign this ordinance and the City Clerk shall certify to the adoption of this ordinance and shall cause it, or a summary of it, to be published once in a newspaper of general circulation within the City, and thereafter, this ordinance shall take effect as provided by law.

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Mario Saucedo, Mayor

ATTEST:

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Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk, City of Redlands, hereby certify that the foregoing Ordinance was duly adopted by the City Council at the regular meeting thereof, held on the 3<sup>rd</sup> day of February 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Jeanne Donaldson, City Clerk

RESOLUTION NO. 8747

A RESOLUTION OF THE CITY OF REDLANDS AMENDING RESIDENTIAL SPECIFIC PLANS TO UPDATE THE LISTS OF PERMITTED AND ACCESSORY LAND USES AND UPDATE DEVELOPMENT STANDARDS PERTAINING TO THE RAISING OR KEEPING OF CHICKENS (HENS ONLY) WITHIN SINGLE-FAMILY RESIDENTIAL DISTRICTS.

WHEREAS, the City has initiated Ordinance Text Amendment No. 371 and related Specific Plan Amendment(s) in accordance with Chapter 18.204 of the Redlands Municipal Code; and

WHEREAS, the City has authority under its police power to impose land use regulations and development standards for the protection of the public health, safety, and general welfare; and

WHEREAS, on December 9, 2025, the Planning Commission held a noticed public hearing at which interested persons had an opportunity to testify in support of, or opposition to, Ordinance Text Amendment No. 371 and related Specific Plan Amendment(s); and

WHEREAS, on December 9, 2025, the Planning Commission recommended to the City Council that the proposed Specific Plan Amendment(s) be approved; and

WHEREAS, the proposed Specific Plan Amendment(s) is exempt from environmental review in accordance with Section 15061(b)(3) of the California Environmental Quality Act Guidelines; and

WHEREAS, in accordance with Government Code § 65854 and/or § 65090, on January 13, 2026, the City Clerk gave notice by publication in a newspaper of general circulation of the holding of a public hearing at which the proposed Resolution would be considered by City Council; and

WHEREAS, on February 3, 2026, the City Council held a noticed public hearing at which interested persons had an opportunity to testify in support of, or opposition to, the proposed Resolution.

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

Section 1. Environmental Determination. The City Council has reviewed the matter and, based upon the facts and information contained in the staff report, administrative record, and written and oral testimony, hereby finds that this Specific Plan Amendment(s) is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines because: there is no possibility that the Specific Plan Amendment(s) may have a significant effect on the environment, as it would further ensure the proper maintenance and regulations for the keeping of chickens (hens only) as an ancillary land use to the primary residential land use(s) within the various single-family residential districts of specific plans within

the City; and Section 15378(b)(5) for organizational and administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Section 2. The single-family residential districts of adopted Specific Plans within the City of Redlands are hereby amended to include the following accessory land use within each of their respective single-family residential district(s):

“Keeping of chickens (hens only), associated with a primary single-family dwelling unit, in accordance with Section 18.29.030 of Chapter 18.29 of Title 18 (Zoning Regulations) of the Redlands Municipal Code.”

The applicable specific plans are the following:

- a. Specific Plan No. 43 (Neighborhoods 1, 2, 3, and 4);
- b. Specific Plan No. 47 (Section 4, sub-part (A)(2));
- c. Specific Plan No. 55;
- d. Specific Plan No. 56 (Section II, sub-part (A));
- e. Specific Plan No. 59 (Section 4, sub-part (A)(2));
- f. Specific Plan No. 60 (Section II, sub-part (B));
- g. Specific Plan No. 61 (Section 3, sub-part (B));
- h. Specific Plan No. 62 (Section 2, sub-part 2.2(B)).

Section 3. Specific Plan No. 23, subsection “B. Residential,” is hereby amended as follows:

“B. Residential

These regulations shall apply to property Identified as R (Residential) on the specific plan map, Property identified as R-PRD (Planned Residential Development} on the specific plan map shall comply with the development standards contained in the La Colina supplement to Specific Plan No. 23 attached here and made a part of this plan.

a. Uses Permitted

Single family residential and accessory uses as contained in the R-E Residential Estate Districts regulations.

b. Uses Permitted By Conditional Use Permit

Planned residential development in accordance with the provisions of Section 52.50 of Ordinance 1000.

c. Uses Prohibited

Commercial

Industrial

Administrative Professional

Raising of animals and poultry; except chickens (hens only) are permitted pursuant to Section 18.29.030 of Title 18 (Zoning Regulations) of the Redlands Municipal Code.”

Section 4. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this resolution for any reason is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this resolution. The City Council hereby declares that it would have adopted this resolution, each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

Section 5. Effective Date. This Resolution shall become effective upon adoption.

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Mario Saucedo, Mayor

ATTEST:

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Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk, City of Redlands, hereby certify that the foregoing Resolution was duly adopted by the City Council at the regular meeting thereof, held on the 3<sup>rd</sup> day of February, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Jeanne Donaldson, City Clerk



## City Council Meeting

L. 1.

**DATE:** 02/03/2026

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

**SUBJECT:** Consideration of the proposed project listing for the 2026-2027 Community Development Block Grant Program Year, and authorization for submittal of the 2026-2027 Cooperating City Recommended Projects Form to the County of San Bernardino Community and Housing Division (Assistant City Manager Boatman)

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### **MOTION(S):**

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

I move to direct staff to prepare the 2026-2027 Community Development Block Grant Program Cooperating City of Recommended Projects Form and submit it to the County of San Bernardino Community Development and Housing Division.

### **RECOMMENDATION:**

Staff recommends the City Council approve the following funding requests for the projects listed below based on an evaluation and analysis of all the applications submitted, received and deemed eligible for the 2026-2027 Community Development Block Grant (CDBG) Program Year, beginning on July 1, 2026:

No.	Provider	Project/Program	Amount
1	Sylvan Park Rehabilitation Project Phase II	Restroom Replacement & ADA Improvements	\$ 170,201
2	Family Service Association of Redlands	Housing and Food Assistance	\$ 7,500
3	Boys & Girls Club of Greater Redlands - Riverside	Family Strengthening	\$ 7,500
4	YMCA of the East Valley	Legal Aid Services	\$ 7,500
5	Partners Against Violence	Supportive Services for Victims of Violence	\$ 7,500

## DISCUSSION:

The County of San Bernardino (County) released the annual CDBG Notice of Funds Availability (NOFA) to the public on Friday, October 10, 2025, for the 2026–2027 CDBG Program Year that begins July 1, 2026. The NOFA solicited applications from eligible community based organizations (CBOs) as well as applications for other CDBG activities such as capital improvement projects (CIPs) for funding consideration by the City Council (Attachment A).

The estimated allocation for Redlands Fiscal Year (FY) 2026-2027 is \$200,201, which represents a decrease of \$111,146 from the prior year, which is based on a projected 10% reduction in program funding from the most current U.S. Census statistics for poverty, overcrowded housing conditions and population estimates. Each year this allocation is an estimate subject to change dependent upon federal appropriations and the final allocation to the County's CDBG Participating Cities Program from the Department of Housing and Urban Development (HUD). The County limits the number of total allowable projects that each participating city can fund annually. Redlands annual CDBG allocation is limited to funding a maximum of nine (9) total projects with a maximum cap of 15% of the total allocation awarded to eligible CBO projects. For the FY 2026-2027 Program Year, staff is recommending one (1) CIP project and four (4) eligible CBO projects for a total of five (5) projects. (Attachment B)

In response to this year's NOFA, the County received a total of seven (7) applications for Redlands, of which five (5) are eligible CBOs and two (2) eligible City CIPs. The total funding requests for eligible applications was \$402,500, of which \$350,000 for the City CIPs and \$52,500 for the CBOs. Total funding available for the CBO projects is capped at 15% of the total city allocation and cannot exceed \$30,030. The County determines eligibility based on their consistency with CDBG National Objectives and the strategies and goals of the Consolidated Plan as well as a total review score. A list of all applications received with a brief description of the proposed CDBG project is attached to this report (Attachment C).

Staff is recommending funding the City CIP for the Sylvan Park Restroom Replacement and ADA Improvements Project (Project) Phase II, which includes replacement of an existing restroom that is beyond its useful life, full ADA accessible amenities, and the ADA improved pathways throughout the park. Recommending funding for this Project is \$170,201, (Attachment C).

Further recommendations include funding four (4) of the five (5) eligible CBO projects. A comprehensive eligibility analysis was completed for all CBO applications received and ranked by the county. Four (4) of the CBO's have a history of providing valuable services to the residents of the City and are consistent with previous Council CDBG funding priorities, have demonstrated the ability to successfully meet project objectives and perform the administrative obligations of the CDBG program. One (1) CBO application for Girls on the Run was a new applicant and previously awarded in 2025–2026. However, due to funding constraints and consideration of the review score by the county, we are not recommending the project for this year.

While there is no minimum award for CBO projects, administration of a CDBG project, which is the responsibility of City staff, can be very time-intensive. For this reason, the City Council previously determined a minimum award of \$7,500. The City does not receive any portion of the CDBG award to administer the program, thereby making it a general fund expense. Staff is recommending four (4) awards in the amount of \$7,500 each, which meets the minimum funding award threshold; their services are eligible, align with the funding priorities of the City Council as well as with the CDBG National Objectives. (Attachment C)

The City's 2026-2027 final funding recommendations will be included in the 2026-2027 Annual Action Plan prepared by the County and presented to the County Board of Supervisors during a public hearing to be held on Tuesday, January 27, 2026. Once approved, the 2026-2027 Annual Action Plan will be submitted by the County to HUD prior to May 2026 deadline. Once the County's 2026-2027 Annual Action Plan is approved by HUD, the City will be notified of the award, at which time a staff report and resolution will be presented on a future City Council date for proposed acceptance of the grant award and approval of the resolution. The approved 2026-2027 CDBG Funding would then become available to awardees on July 1, 2026.

## **ALTERNATIVES:**

The City Council may elect not to approve the funding recommendations and provide alternative funding recommendations within the funding thresholds described in this report. However, electing not to submit the 2026-2027 Cooperating City Recommended Projects Form to the County by the February 12, 2026, deadline may result in a loss of the CDBG funding for Fiscal Year 2026-2027 and could result in a reduction of or loss of funding in future years.

**STRATEGIC PLAN:**

Not applicable.

**SUBMITTED BY:**

Christopher Boatman, Assistant City Manager

**RECOMMENDED BY:**

Charles M. Duggan Jr., City Manager

**REVIEWED BY:**

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

**PREPARED BY:**

Tricia Munoz, Management Analyst/Development Services Department

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**Fiscal Impact**

**Discussion:**

There is no impact on the General Fund with approval of this item.

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**Attachments**

Attachment A - NOFA  
Attachment B - Funding Form  
Attachment C - SB 2026-2027 CDBG Project List

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**SAN BERNARDINO COUNTY**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
NOTICE OF FUNDING AVAILABILITY (NOFA)  
Program Year 2026–2027**



## Table of Contents

- I. Introduction
- II. Eligible Applicant
- III. Eligible Activities
- IV. Ineligible Activities
- V. Anticipated Funding
- VI. Non-Participating Metropolitan Cities
- VII. Application Process (Submittable)
- VIII. Timeline
- IX. Application Review & Evaluation Criteria
- X. Contract Requirements
- XI. Insurance Requirements
- XII. Post-Award Reporting & Monitoring
- XIII. Contact Information
- XIV. Federal Regulations and Executive Orders

Attachment A: Authorization to Submit Application Form

## I. Introduction

San Bernardino County's Community Development and Housing Department (CDH) is pleased to release this Notice of Funding Availability (NOFA) for Program Year 2026–2027 under the Community Development Block Grant (CDBG) program. This NOFA is guided by the County's 2025–2030 Consolidated Plan, which outlines strategies for housing, infrastructure, public services, and community development investments. The Con Plan priorities include:

- Preserving and expanding affordable housing opportunities
- Reducing and preventing homelessness through coordinated services
- Improving community facilities and infrastructure, particularly ADA accessibility and safety improvements
- Expanding access to public services for seniors, youth, and vulnerable populations

Applicants must demonstrate that projects directly advance the County's identified 2025-2030 Consolidated Plan priorities and benefit low- and moderate-income residents. The County is committed to equity, transparency, and accountability, and subrecipients are expected to deliver measurable results.

## II. Eligible Applicants

Eligible applicants include participating cities (Adelanto, Barstow, Big Bear Lake, Colton, Grand Terrace, Highland, Loma Linda, Montclair, Needles, Redlands, Twentynine Palms, Yucaipa and the Town of Yucca Valley) in the Urban County program and qualified nonprofit organizations. Applicants must demonstrate organizational stability, financial capacity, and compliance with federal requirements including obtaining a Unique Entity Identifier (UEI) and maintaining active SAM.gov registration. Evidence of past program performance and capacity to manage federal funds will be reviewed.

### **Below are the types of eligible applicants:**

- Nonprofit Organizations – 501(c)(3) entities with relevant service experience and community presence.
- Participating Cities – Jurisdictions within the County's Urban County CDBG program.
- For-profit businesses that target economic development activities.

### **All applicants must:**

- Be legally incorporated and financially stable.
- Be in good standing with the State of California.
- Possess a Unique Entity Identifier (UEI) issued through SAM.gov and maintain an active SAM registration.

- Be compliant with federal reporting, audit standards, and County contract requirements.

### III. Eligible Activities

Activities must meet at least one of the HUD national objectives listed below:

- **Benefit low- and moderate-income individuals:** At least 51% of beneficiaries must be low- or moderate-income, or the project must serve a designated low/moderate area.
- **Prevent or eliminate slums and blight:** Projects must address visible deterioration or health/safety hazards
- **Address urgent community needs:** The project must resolve an urgent threat to public health or safety.

Project must also support the priorities identified in the 2025-2030 Consolidated Plan. Projects should demonstrate that they directly advance the County’s priorities and benefit low- and moderate-income residents. Eligible activities include, but are not limited to:

Eligible Category/Priorities	Examples of Eligible Projects	Beneficiaries	Expected Outcomes
Community Infrastructure & Facilities	Parks, sidewalks, ADA ramps, lighting, drainage, community/senior centers	Neighborhood residents, seniors, youth	Safer, accessible neighborhoods
Affordable Housing Activities	Rehabilitation, energy efficiency upgrades, accessibility modifications	Low/moderate-income households	Expanded housing opportunities
Public Services (15% cap)	Senior meals, youth programs, literacy, health services, homeless outreach	Low/moderate-income persons, homeless populations	Improved quality of life and stability
Economic Development	Microenterprise assistance, job training, small business support	Low/moderate-income workers and entrepreneurs	Job Creation or Retention

#### IV. Ineligible Activities

Below are examples of ineligible activities that cannot be supported with CDBG funds:

Category	Examples
General Government Operations	Salaries for routine functions, government office construction
Political Activities	Lobbying, campaigning, partisan events
Routine Operations/Maintenance	Utilities, custodial services, standard facility repairs
New Housing Construction	Construction of new single or multi-family housing
Income Payments	Direct financial aid beyond 3-month emergency assistance

#### V. Anticipated Funding

For the 2026-27 program year, the County expects to receive approximately **\$6.3 million** in CDBG funding. The distribution of these funds is anticipated as follows:

- **\$2 million:** Unincorporated areas (focusing on infrastructure, capital improvements, and Fair Housing programs). Applications for these projects will be solicited directly from County departments.
- **\$2.3 million:** 13 participating cities (supporting public services and infrastructure improvements). Each city receives a portion of these funds; allocations are determined by a formula based on population, number of persons below the poverty level, and overcrowded housing units
  - a. For cities with allocations over \$100,000 (Adelanto, Barstow, Colton, Highland, Montclair, Redlands, Twentynine Palms, Yucaipa, and the Town of Yucca Valley), public service projects are limited to 15% of the city's allocation.
  - b. For smaller cities with allocations under \$100,000 (Big Bear Lake, Grand Terrace, and Needles), the 15% cap does not apply; however, these cities may fund up to three total projects in any combination of public service and construction activities.

#### VI. Non-Participating Metropolitan Cities

Cities with populations over 50,000 that receive their own CDBG entitlements directly from HUD and do not participate in the County's CDBG program include Apple Valley, Chino, Chino Hills, Fontana, Hesperia, Ontario, Rancho Cucamonga, Rialto, San Bernardino, Upland, and Victorville. If a project benefits residents of both a metropolitan city and the County's CDBG Program, an application may be submitted with matching funds proportional to the non-County participants.

## VII. Application Process (Submittable)

All applications must be submitted electronically through the County's online platform, Submittable. Applicants will need to create a Submittable account at [Log in | Submittable](#).

### Key features of Submittable include:

- Secure online submission
- Auto-save and return capability
- Built-in upload of budget, attachments, and certifications

### Steps for Application Submission:

- **Step 1 – Account Registration:** Applicants must register or log in to Submittable.
- **Step 2 – Complete the Online Application:** Fill in all required fields, including project narrative, budget, and compliance certifications.
- **Step 3 – Upload Required Attachments:** Attachment A (Authorization to Submit Application Form), Articles of Incorporation, Bylaws, IRS 501(c)(3) letter (for nonprofits), audited financial statements, proof of insurance (if available), proof of site control (if applicable), proof of SAM.gov registration, and UEI.
- **Step 4 – Submit by Deadline:** Applications must be submitted no later than **4:00 PM PST on November 14, 2025**. Late or incomplete submissions will not be accepted.
- **Step 5 – Confirmation & Tracking:** Submittable will provide confirmation of submission and allow applicants to track application status.

### Technical Assistance: Applicants are strongly encouraged to begin their application process early. For assistance, contact:

- Community Development and Housing Department  
San Bernardino County located at 560 E. Hospitality Lane, Suite 200,  
San Bernardino, CA 92415-0043 Phone: (909) 501-0600  
or Email: [cdbg.info@cdh.sbcounty.gov](mailto:cdbg.info@cdh.sbcounty.gov).
- For technical questions regarding Submittable, Submittable provides customer service support through its online Help Center at [Help for Applicants | Submittable Help Center](#).

## VIII. Timeline

- **Application Cycle:** October 10 – November 14, 2025
- **CDH Review:** November 14 – November 26, 2025
- **City Review & Selection:** December 1, 2025 – January 9, 2026
- **Public Notice of 30-Day Comment Period:** February 20, 2026
- **Public Hearing:** March 24, 2026
- **Board of Supervisors Approval of Final Action Plan:** April 21, 2026

## IX. Application Review & Evaluation Criteria

The evaluation criteria have been developed to ensure that Community Development Block Grant (CDBG) funds are awarded in a fair, transparent, and federally compliant manner. Each factor reflects requirements established by HUD regulations, priorities outlined in the County's Consolidated Plan, and best practices in grant administration. Collectively, these criteria are intended to assess an applicant's eligibility, organizational capacity, project readiness, and ability to deliver measurable community benefits. By applying these standards consistently, the County can ensure that CDBG resources are directed toward projects that are feasible, cost-effective, and have the greatest impact on low- and moderate-income residents.

**All applications will be reviewed to ensure eligibility and compliance with HUD requirements. Proposals will then be evaluated based on the following criteria:**

### Threshold Criteria

Applications must:

- Demonstrate eligibility of the proposed activity under CDBG regulations.
- Satisfy at least one HUD national objective.
- Align with the County's Consolidated Plan priorities.

### Evaluation Criteria

Eligible applications will then be evaluated according to the following factors:

- **Organizational Experience and Capacity**
  - a. Past performance administering CDBG or other federal/state grants.
  - b. Experience with the proposed type of program.
  - c. Adequacy of staffing, financial systems, and internal controls.
- **Project Design and Readiness**
  - a. Appropriateness and clarity of the proposed project approach.
  - b. Evidence of project feasibility (e.g., site control, permits, environmental clearance).
  - c. Realistic implementation timeline demonstrating readiness to proceed.
- **Community Need and Impact**
  - a. Demonstrated local need for the project.
  - b. Extent to which the project will benefit low- and moderate-income residents.
  - c. Anticipated measurable outcomes and long-term community impact.

- **Budget and Leveraging of Resources**
  - a. Reasonableness and cost-effectiveness of the proposed budget.
  - b. Availability of matching funds or leveraged resources.
  - c. Evidence of long-term financial sustainability.
- **Partnerships and Collaboration**
  - a. Strength and relevance of partnerships that enhance project delivery.
  - b. Demonstrated collaboration with community stakeholders.

**Characteristics of Strong Proposals:**

Proposals that are most competitive will:

- Clearly identify measurable outcomes tied to HUD and County priorities.
- Demonstrate both organizational and financial capacity.
- Show evidence of readiness to proceed within the program year.
- Leverage additional funding or partnerships to maximize community impact.

**Attachment A**

The Authorization to Submit Application Form must be completed, signed, and uploaded with the organization’s application in Submittable. Applications without this authorization will be considered incomplete.

**X. Contract Requirements**

Funded organizations must enter into a contract with either the County or the County’s CDBG participating cities. Contracts define scope, roles, reporting, and compliance requirements. Payment is on a reimbursement basis unless otherwise specified.

**XI. Insurance Requirements**

All applicants awarded CDBG funds, including participating cities and nonprofit organizations, will be required to maintain insurance coverage in accordance with the County’s standard contract. The type and limits of insurance depend on the scope of services. At a minimum, coverage generally includes:

- **Workers’ Compensation and Employer’s Liability:** As required by the State of California.
- **Commercial General Liability:** Minimum \$1,000,000 per occurrence / \$2,000,000 aggregate.
- **Automobile Liability:** Minimum \$1,000,000 per occurrence (increased to \$2,000,000 if transporting clients).
- **Umbrella/Excess Liability:** An umbrella (excess) liability policy may be required to provide additional protection above the limits of general liability, automobile liability, and employer’s liability policies. This policy functions as backup

coverage, ensuring the County is adequately protected if a claim exceeds the limits of the primary policy.

- **As Applicable:** Professional Liability, Errors and Omissions, Directors and Officers, Environmental, Cyber Liability, or Abuse/Molestation coverage.

Applicants must provide Certificates of Insurance and required endorsements, naming the County as additional insured, before contract execution. Cities may satisfy these requirements through their existing coverage. The full insurance requirements will be included in the County's standard contract.

## **XII. Post-Award Reporting & Monitoring**

Upon notification of awards, the County will conduct a kick-off meeting in May 2026 to review contract requirements and provide training on claims processing. Award recipients will be required to:

- Submit monthly and/or quarterly reports as specified by the County.
- Participate in monitoring activities, including desk reviews and on-site visits.
- Comply with annual audit requirements.
- Implement corrective actions if deficiencies or non-compliance are identified.

### **Project Periods**

- **Public Service Activities:** Limited to a 10-month operating period ending April 2027.
- **Construction Activities:** Must be fully funded and ready to proceed, with all work completed within 18 months, ending December 2028.

These timelines are necessary to ensure the County has sufficient time to review outcomes, close out projects, and submit required performance and financial reporting to HUD within federally mandated deadlines.

## **XIII. Federal Regulations and Executive Orders**

All subrecipients awarded a Community Development Block Grant (CDBG) allocation must comply with applicable federal regulations, statutes, and executive orders that govern the use of U.S. Department of Housing and Urban Development (HUD) funds. Compliance with these requirements is a condition of funding and will be monitored throughout the program year. These include, but are not limited to, the following:

- **2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)**  
Establishes the standards for financial management, procurement, and reporting for federal grant recipients.

- **24 CFR Part 58 – Environmental Review Procedures**  
Requires recipients to evaluate the potential environmental impacts of CDBG-funded projects and ensure compliance with NEPA and related laws.
- **Executive Orders 11246, 13166, and 11063**
  - *EO 11246*: Prohibits discrimination in federal contracting.
  - *EO 13166*: Requires meaningful access to federally funded programs for persons with limited English proficiency.
  - *EO 11063*: Prohibits discrimination in the sale, leasing, rental, or financing of federally assisted housing.
- **Executive Order 13985 – Advancing Racial Equity and Support for Underserved Communities**  
Directs federal programs and recipients to identify and address barriers that prevent equitable access to funding and services.
- **Executive Order 12898 – Federal Actions to Address Environmental Justice**  
Ensures that low-income and minority populations do not bear disproportionate adverse environmental and health impacts.
- **Davis-Bacon Act**  
Requires payment of locally prevailing wages on construction projects funded with federal dollars.
- **Section 504 of the Rehabilitation Act of 1973**  
Prohibits discrimination on the basis of disability and requires accessibility in federally funded programs and facilities.
- **Fair Housing Act (Title VIII of the Civil Rights Act of 1968)**  
Prohibits housing discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability.
- **National Environmental Policy Act (NEPA)**  
Mandates review of the environmental effects of federally funded actions prior to decision-making.
- **Lead-Based Paint Poisoning Prevention Act and related laws**  
Requires recipients to follow lead-safe housing practices to protect residents from lead-based paint hazards.

## Attachment A Authorization to Submit Application Form

This form must be completed, signed, and uploaded with the organization's application in Submittable. Applications without this authorization will be considered incomplete.

<b>Organization Name:</b>	
<b>Authorized Representative (Name &amp; Title):</b>	
<b>Application Preparer (if different):</b>	

### Statement of Authorization

By signing below, the undersigned affirms that:

- The individual named above is duly authorized to submit an application for CDBG funding on behalf of the organization.
- The organization's governing body (Board of Directors, City Council, or equivalent) has approved this authorization.
- All information provided in the application is true and correct to the best of the organization's knowledge.
- The organization agrees to comply with all requirements of the San Bernardino County CDBG Program and HUD regulations if awarded funding.

### Signature of Authorized Official

<b>Signature:</b>	
<b>Name/Title:</b>	
<b>Date:</b>	

### Signature of Board Chair / City Manager / Equivalent (if applicable)

<b>Signature:</b>	
<b>Name/Title:</b>	
<b>Date:</b>	



**San Bernardino County**  
**Department of Community Development and Housing**  
**2026-2027 CDBG Project Proposals**

New/ Continuing	City	Applicant	Submission ID	Project Title	Short Activity Description	Total Review Score	Amount Requested	Eligible? Yes/No
Cont	Redlands	Kyra Stewart, Executive Director Family Service Association of Redlands 612 Lawton Street, Redlands, CA 92374 kyra@redlandsfamilyservice.org 1-909-793-7324	52309696	Redlands: Housing and Food Program – FSA of Redlands	The Family Service Association of Redlands Housing and Food Program provides coordinated housing stabilization assistance and emergency food support to low- and moderate-income households in the City of Redlands. Services include individualized case management, emergency rental and move-in assistance, motel vouchers for households experiencing homelessness, and distribution of surplus food boxes providing up to seven days of groceries for a family of four. The program prioritizes families with children, seniors, persons with disabilities, and individuals facing temporary financial crises and housing instability. Services are delivered on an as-needed basis throughout the program year. During the program period, the activity is expected to serve approximately 120 unduplicated individuals.	98	\$ 10,000	Yes
Cont	Redlands	Cassandra Black, Assoc Dir. Operations Partners Against Violence, Inc. 444 North Arrowhead Ave, Suite 101, San Bernardino, CA 92401 cassandra.b@partnersav.org 1-909-885-8884	52379225	Redlands: Supportive Services for Victims of Violence - Partners Against Violence	The Redlands Supportive Services for Victims of Violence program provides trauma-informed crisis intervention, advocacy, and supportive services to low- and moderate-income individuals who are victims of sexual assault residing in the City of Redlands. Services include 24-hour crisis response and hospital accompaniment, safety planning and crisis counseling, court and legal advocacy, case management, and referrals to housing, medical, and counseling resources. Services are provided on an ongoing, as-needed basis throughout the program year and are designed to promote safety, stability, and recovery for survivors. During the program period, the activity is expected to serve approximately 125 unduplicated individuals.	97	\$ 9,500	Yes
Cont	Redlands	Sara Pugh, Legal Aid Director YMCA OF THE EAST VALLEY 500 E. Citrus Ave., Redlands, CA 92373 spugh@ymcaeastvalley.org 1-909-798-9622	52329541	Redlands: Legal Services - YMCA of the East Valley	The YMCA of the East Valley Legal Aid Program provides low- and moderate-income individuals and households with access to legal information, consultation, and document preparation services to help resolve civil legal matters and promote stability. Services include assistance with family law, housing and landlord-tenant issues, child support, guardianship, conservatorship, and other civil matters, delivered through in-person, phone, and virtual consultations. The program is designed to support individuals who do not qualify for federally funded legal services and cannot afford private legal representation. CDBG funds will support staff wages necessary to operate the program. During the program period, the activity is expected to serve approximately 550 unduplicated individuals, representing an estimated 1,200 units of service.	95	\$ 10,500	Yes
Cont	Redlands	Michael Wells, CEO Boys & Girls Clubs of Greater Redlands- Riverside 1251 Clay St., Redlands, CA 92374 mwells@bgcie.org 1-909-798-4599	52337349	Redlands: Family Strengthening Program - Boys and Girls Club	The Family Strengthening: Fueling Hope, Building Futures program provides weekly food assistance to low- and moderate-income families residing in the City of Redlands. The program distributes nutritious grocery bags containing fresh produce, proteins, and pantry staples through regularly scheduled weekly distributions at the Dennis Hansberger Clubhouse, helping households reduce food insecurity and stretch limited budgets. CDBG funds will support food purchases, pantry supplies, and a portion of staff coordination costs necessary to operate the program year-round. During the program period, the activity is expected to serve approximately 600 unduplicated individuals, representing an estimated 8,500 grocery distributions.	91	\$ 12,500	Yes
New	Redlands	Charles M. Duggan, Jr., City Manager City of Redlands 35 Cajon Street, Suite 20 Redlands, CA 92373 cduggan@cityofredlands.org 1-909-798-7510	52337124	Redlands: Gloria Flores Senior Center Backup Generator	The Gloria Flores Senior Center Backup Generator project will install a permanent backup power generator at the City-owned Gloria Flores Senior Center in the City of Redlands to ensure uninterrupted operation during power outages, extreme heat events, and emergency situations. The generator will support critical building systems, including HVAC, refrigeration, lighting, and communication equipment, allowing the facility to continue operating as a designated cooling center and emergency shelter for vulnerable senior residents. This public facility improvement will enhance health and safety for seniors who rely on the center for meals, wellness programs, and emergency services. Upon completion, the project is expected to benefit approximately 27,000 senior residents served by the facility annually.	86	\$ 100,000	Yes
Cont	Redlands	Charles M. Duggan, Jr., City Manager City of Redlands 35 Cajon Street, Suite 20 Redlands, CA 92373 cduggan@cityofredlands.org 1-909-798-7510	52339853	Redlands: Sylvan Park Restroom Replacement and ADA Improvement Project, Phase II	The Sylvan Park ADA-Compliant Pathway Project will expand and enhance accessibility improvements at Sylvan Park in the City of Redlands to remove physical barriers and improve access for persons with disabilities. The project includes construction of additional ADA-compliant pedestrian pathways connecting restrooms, picnic areas, playgrounds, and event spaces, as well as expansion of ADA-accessible restroom capacity. These improvements will create safe, continuous, and accessible routes throughout one of the City's most heavily used public parks. Upon completion, the project is expected to benefit approximately 27,000 annual park users, including seniors, persons with disabilities, and residents from surrounding low- and moderate-income areas.	81	\$ 250,000	Yes

**San Bernardino County**  
**Department of Community Development and Housing**  
**2026-2027 CDBG Project Proposals**

New/ Continuing	City	Applicant	Submission ID	Project Title	Short Activity Description	Total Review Score	Amount Requested	Eligible? Yes/No
Cont	Redlands	Molly Widdicombe, Council Director Girls on the Run Riverside, dba Girls on the Run Inland Empire 7231 Boulder Ave PMB 540, Highland, CA 92346 molly.widdicombe@girlsontherun.org 1-951-394-3141	52317353	Redlands: Girls on the Run	The Girls on the Run program provides structured physical activity and social-emotional learning services to low- and moderate-income girls in grades 3–8 residing in the City of Redlands. Through an evidence-based, curriculum-driven after-school model, participants engage in running-based activities combined with lessons focused on confidence building, healthy decision-making, teamwork, and emotional resilience. The program concludes with a community impact project and a non-competitive 5K event that reinforces goal-setting and personal achievement. Services are delivered during fall and spring program seasons at local elementary and middle school sites. During the program period, the activity is expected to serve approximately 40 unduplicated individuals.	80	\$ 10,000	Yes



## City Council Meeting

L. 2.

**DATE:** 02/03/2026

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

**SUBJECT:** Consideration of rejection of the lowest bid, approval of a Public Works Contract with Alcorn Fence Company for guardrail installations at Garden Street and Redlands Boulevard, for an amount not to exceed \$293,195.95, and determine that the project is exempt from environmental review pursuant to Section 15301 of the State's guidelines implementing the California Environmental Quality Act (Facilities and Community Services Director Crocker)

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### MOTION(S):

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

1. I move that the City Council determine that the project is categorically exempt from environmental review in accordance with Section 15301 of the State's guidelines implementing the California Environmental Quality Act; and
2. I move to reject the bid from R&J Construction in the amount of \$290,575.25; and
3. I move to approve a Public Works Contract with Alcorn Fence Company for an amount not to exceed \$293,195.95.

### RECOMMENDATION:

Staff recommends that the City Council reject the bid from R&J Construction in the amount of \$290,575.25 as non-responsive and approve a Public Works Agreement with Alcorn Fence Company for the installation of guardrails at Garden Street and Redlands Boulevard in an amount not to exceed \$293,195.95.

Staff further recommends that City Council determine that the project is categorically exempt from environmental review in accordance with Section 15301 of the State's guidelines implementing the California Environmental Quality Act.

**DISCUSSION:**

The City of Redlands Streets Division oversees approximately 314 lane miles of City streets. Public safety on the City's roadways is a paramount priority, particularly in areas where streets immediately abut storm drain channels and dangerous road shoulder conditions. While many of these areas are currently protected by guardrail systems, staff has identified locations where upgrades or improvements are recommended to enhance roadway safety and align with current federal safety guidelines. The two locations identified for this project are:

- Garden Street at Hilton Avenue
- Redlands Boulevard between Ford Street and Palm Avenue

Staff followed the City's procurement protocol by preparing a Request for Bids (RFB) for Guardrail Installations at Garden Street and Redlands Boulevard. On September 30, 2025, the City received and opened five bids. Staff evaluated the bids for conformance with the City's purchasing ordinance, and verified the total price as shown in the table below.

Staff recommends that the City Council reject the bid from R&J Construction in the amount of \$290,575.25 as non-responsive as the vendor did not have the required five years of previous experience. Following the bid opening, a bid protest was submitted on behalf of Alcorn Fence Company, Inc., on October 2, 2025. Staff analyzed the bid protest and found a basis for rejection of the lowest bidder as non-responsive.

<b>BIDDER</b>	<b>TOTAL BASE BID AMOUNT</b>	<b>TOTAL ALTERNATE BID A</b>	<b>TOTAL BID AMOUNT</b>
R&J Construction*	\$214,539.00	\$76,036.25	\$290,575.25
Alcorn Fence Company	\$208,283.20	\$84,912.75	\$293,195.95
Oaktree Engraving and Monuments	\$232,889.00	\$101,927.34	\$334,816.34
J&A Engineering Corp.	\$260,680.00	\$99,440.00	\$360,120.00
Metrocell Construction Inc	\$281,684.00	\$102,375.00	\$384,059.00

\*Contractor did not meet the (5) year minimum requirement being in business.

Staff evaluated each bid and identified Alcorn Fence Company as the lowest responsive and responsible bid. Accordingly, staff is recommending that City Council approve a Public Works Agreement with Alcorn Fence Company for the

installation of guardrails at Garden Street and Redlands Boulevard in an amount not to exceed \$293,195.95.

This project is exempt from environmental review pursuant to Section 15301 of the State's guidelines implementing the California Environmental Quality Act (CEQA), as it involves repair and maintenance of existing facilities.

**ALTERNATIVES:**

The City Council may elect not to award the agreement to Alcorn Fence Company, and provide alternative direction to staff.

**STRATEGIC PLAN:**

Supports Strategic Plan Priority B - Public Health and Safety

**SUBMITTED BY:**

Tabitha Crocker, Facilities and Community Services Department Director

**RECOMMENDED BY:**

Charles M. Duggan Jr., City Manager

**REVIEWED BY:**

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

**PREPARED BY:**

Jocelynn Butters, Senior Administrative Assistant

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**Fiscal Impact**

**Fiscal Year:** FY 2025-26

**Amount:** \$293,195.95

**Budgeted Y/N:** Yes

**Account No.:** 101304

**Discussion:**

Sufficient funding for the agreement is included in the Street Division (101304) budget for Fiscal Year 2025-26 as approved by City Council.

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**Attachments**

Public Works Contract  
Bid Analysis

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## PUBLIC WORK CONSTRUCTION CONTRACT

This Public Work Construction contract (“Contract”) is made and entered into this 3rd day of February, 2026, by and between the City of Redlands, a municipal corporation, organized and existing under the laws of the State of California (hereinafter “City”), and Alcorn Fence Company (hereinafter “Contractor”). City and Contractor are sometimes individually referred to herein as a “Party” and, together, as the “Parties.”

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

1. **SCOPE OF WORK:** Contractor shall furnish all materials and will perform all of the work for the following: installation of new guardrails at Garden Street and Redlands Boulevard, complete all items as required by the Contract Documents (as herein defined) and Specifications for City’s Facilities and Community Service Department (the “Work”).
2. **CONTRACT SUM:** City shall pay Contractor the sum of Two Hundred Ninety-Three Thousand One Hundred Ninety-Five Dollars and Ninety-Five Cents (\$293,195.95) as consideration for its performance of the Work in accordance with the terms and conditions set forth in the Contract Documents. Pursuant to Public Contract Code Section 22300, Contractor has the option to deposit securities with an escrow agent as a substitute for retention of earnings required to be withheld by City pursuant to an escrow agreement as set forth in Public Contract Code section 22300.
3. **TIME FOR COMPLETION:** The Work shall be completed within (90) calendar days from and after the date of City’s issuance of a Notice to Proceed to Contractor.
4. **LIQUIDATED DAMAGES:** Contractor’s failure to complete the Work within the time allowed will result in damages being sustained by City. Such damages are, and will continue to be, impracticable and extremely difficult to determine. Accordingly, Contractor shall pay to City, or have withheld from monies due to Contractor, the sum of Five Hundred dollars (\$500) for each consecutive calendar day in excess of the specified time for completion of the Work. Execution of this Contract shall constitute agreement by City and Contractor that Five Hundred dollars (\$500) per day is the estimated damage to City caused by the failure of Contractor to complete the work within the allowed time. Such sum is liquidated damages and shall not be construed as a penalty, and may be deducted from payments due Contractor if such delay occurs.
5. **CONTRACT DOCUMENTS:** This Contract incorporates by reference the following: Notice Inviting Bids, Instructions to Bidders, Contractor’s Proposal, Bid Bond, Agreement, Performance Bond, Labor and Material Bond, Plans, General Conditions, Special Provisions and Specifications, and any addenda thereto (collectively, the “Contract Documents”).
6. **ATTORNEYS’ FEES:** In the event any action is commenced to enforce or interpret the terms or conditions of this Contract, or the Contract Documents, the prevailing Party in such action, in addition to any costs and other relief, shall be entitled to recover its reasonable attorneys’ fees, including fees for use of in-house counsel by a Party.
7. **RESOLUTION OF CONSTRUCTION CLAIMS:** Claims by Contractor in the amount of Three Hundred Seventy-Five Thousand dollars (\$375,000) or less shall be made by Contractor and processed by the City pursuant to the provisions of Part 3, Chapter 1, Article 1.5 of the Public Contract Code (commencing with Section 20104). All claims shall be in writing and include the documents necessary to substantiate the claim. Nothing in subdivision (a) of Public Contract Code

Section 20104.2 shall extend the time limit or supersede the notice requirements provided in this case from filing claims by Contractor.

8. **ELIGIBILITY OF CONTRACTOR/SUBCONTRACTOR:** Contractor and all of its subcontractors shall abide by California Public Contract Code, Section 6109, and California Labor Code Sections 1777.1 and/or 1777.7, and certify that they are not debarred and are eligible to work on this project.
9. **ASSIGNMENT OF AGREEMENT:** No assignment by a Party of any rights or interests under this Contract shall be binding on another Party without the written consent of the Party sought to be bound.
10. **SUCCESSORS AND ASSIGNS:** City and Contractor each binds itself and their respective successors and assigns in respect to all covenants, agreements, and obligations contained in the Contract Documents.
11. **SEVERABILITY:** Any provision or part of the Contract Documents held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon City and Contractor.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract the day and year first written above.

CITY OF REDLANDS

(SEAL)

By: \_\_\_\_\_  
Mario Saucedo, Mayor

ATTEST:

\_\_\_\_\_  
Jeanne Donaldson, City Clerk

(SEAL)

Alcorn Fence Company  
Name of Contractor

By: \_\_\_\_\_  
Signature of Authorized Agent

Gustavo A. Madrigal  
Title

\_\_\_\_\_  
Signature of Authorized Agent (if necessary)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor's License No.

## WORKER'S COMPENSATION INSURANCE CERTIFICATION

Description of Contract: City of Redlands  
Facilities and Community Services Department  
FCS09302025  
Guardrail Installation

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

- a. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- b. By securing from the Director of Industrial Relations, a certificate of consent to self-insure, either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

### CHECK ONE

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

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

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

Dated this 3<sup>rd</sup> day of February, 2026.

Matich Corporation  
Name of Contractor

By: \_\_\_\_\_  
(Signature of Authorized Agent)

By: \_\_\_\_\_  
President (Official Title)

(SEAL)

(Labor Code Section 1861 provides that the above certificate must be signed and filed by the Contractor with the Owner prior to performing the work of the contract.)

## FAITHFUL PERFORMANCE BOND

Whereas, the City of Redlands (“City”), State of California, and Alcorn Fence Company (hereinafter designated as "Principal") have entered into an agreement dated February 3<sup>rd</sup>, 2026 (“Agreement”) whereby Principal agrees to install and complete certain public improvements (the “Work”), which said Agreement is identified as FCS09302025, Guardrail installment on Garden Street and Redlands Boulevard and is hereby referred to and made a part hereof; and

Whereas, said Principal is required under the terms of the Agreement to furnish a bond for the faithful performance of the Work, now, therefore, we, the Principal and, Alcorn Fence Company, as Surety, are held and firmly bound unto the City in the penal sum of Two Hundred Ninety-Three Thousand One Hundred Ninety-Five Dollars and Ninety-Five Cents (\$293,195.95) lawful money of the United States, for the payment of which sum we bind ourselves, and our heirs, successors, executors and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above bounded Principal, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the Agreement and any alteration thereof made as therein provided, on his or its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall faithfully fulfill the one-year guarantee of all materials and workmanship, and shall defend, indemnify and save harmless the City and its elected officials, officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorneys’ fees, incurred by the City in successfully enforcing such obligations, all to be taxed as costs and included in the judgment rendered.

As a condition precedent to the satisfactory completion of the Work, the above obligation shall hold good for a period of one (1) year or longer if required by the Agreement after the acceptance of the work by the City, during which time if the Principal shall fail to make full, complete, and satisfactory repair and replacements and totally protect the City from loss or damage made evident during this period from the date of completion of the Work, and resulting from or caused by defective materials or faulty workmanship, the above obligation in penal sum thereof shall remain in full force and effect. The obligations of Surety hereunder shall continue so long as any obligation of the Principal remains.

Whenever the Principal shall be, and is declared by the City to be, in default under the Agreement, the City having performed the City obligations thereunder, the Surety shall promptly remedy the default, or shall promptly, at the City’s option:

1. Complete the Work in accordance with its terms and conditions; or
2. Obtain a bid or bids for completing the Work in accordance with its terms and conditions, and upon determination by Surety of the lowest responsive and responsible bidder, arrange for a contract between such bidder and the City, and make available as work progresses sufficient funds to pay the cost of completion of the Work less the balance of the Agreement price, but not exceeding, including other costs and damages for which Surety may be liable hereunder, the amount set forth above. The term “balance of the Agreement price,” as used in this paragraph, shall

mean the total amount payable to the Principal by the City under the Agreement and any modifications thereto, less the amount previously properly paid by the City to the Principal.

Surety expressly agrees that the City may reject any contractor or subcontractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the Principal.

Surety shall not utilize the Principal in completing the Work nor shall Surety accept a bid from the Principal for completion of the Work if the City, when declaring the Principal in default, notifies Surety of the City's objection to the Principal's further participation in the completion of the Work.

No right of action shall accrue on the bond to or for the use of any person or corporation other than the City named herein or the successors or assigns of the City. Any suit under this bond must be instituted within the applicable statute of limitations period.

The said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Agreement or to the work to be performed thereunder or the Specifications accompanying the same shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Agreement or to the work or to the specifications.

No final settlement between the City and the Principal shall abridge the right of any beneficiary hereunder whose claim may be unsatisfied.

The Principal and Surety agree that if the City is required to engage the services of any attorney in connection with the enforcement of this bond, each shall pay the City's reasonable attorneys' fees incurred, with or without suit, in addition to the above sum.

In witness whereof, this instrument has been duly executed by the Principal and Surety above named, on February 3, 2026.

(SEAL)

(SEAL)

\_\_\_\_\_  
(Contractor)

\_\_\_\_\_  
(Surety)

\_\_\_\_\_  
(Signature)

BY: \_\_\_\_\_  
(Signature)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Telephone ( ) \_\_\_\_\_

(Seal and Notarial Acknowledgment of Surety)

**LABOR AND MATERIAL BOND**

Whereas, the City Council of the City of Redlands, State of California, and Alcorn Fence Company (hereinafter designated as “Principal”) have entered into an agreement (the “Agreement”) whereby Principal agrees to install and complete certain designated public improvements (the “Work”), which said agreement, dated February 3<sup>rd</sup>, 2026, and identified as Guardrail Installment at Garden Street and Redlands Boulevard is hereby referred to and made a part hereof; and

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

Now, therefore, said Principal and the undersigned as corporate surety, are held firmly bound unto the City and all contractors, subcontractors, laborers, material men and other persons employed in the performance of the Agreement and referred to in the aforesaid Code of Civil Procedure in the sum of Two Hundred Ninety-Three Thousand One Hundred Ninety-Five and Ninety-Five Cents (\$293,195.95) for materials furnished or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor, that said surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorneys’ fees, incurred by the City in successfully enforcing such obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

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

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

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

In witness whereof, this instrument has been duly executed by the Principal and surety above named, on February 3, 2026.

(SEAL)  
\_\_\_\_\_  
(Contractor)  
\_\_\_\_\_  
(Signature)

(Seal and Notarial Acknowledgement of Surety)

(SEAL)  
\_\_\_\_\_  
(Surety)  
BY: \_\_\_\_\_  
(Signature)

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (     ) \_\_\_\_\_

**CITY OF REDLANDS  
FACILITIES AND COMMUNITY SERVICES DEPARTMENT  
BID ANALYSIS**

PROJECT NO. FCS09302025

GUARDRAIL INSTALLATION: REDLANDS BLVD. & GARDENT ST.

BID DATE: 30-Sep-2025  
EST. START DATE: 10-Nov-2025

Item No.	Base Bid	Quantity	Unit	R & J Construction LLC		Alcorn Fence Company		Oaktree Engraving and Monuments	
				Unit Price	Item Price	Unit Price	Item Price	Unit Price	Item Price
1	Mobilization	1	LS	\$48,500.00	\$48,500.00	\$10,000.00	\$10,000.00	\$15,921.00	\$15,921.00
2	Supply and Installation of Midwest Guardrail System as per Details Sheet and Standards (Drill and install the posts in soil)	2,996	LF	\$52.75	\$158,039.00	\$51.45	\$154,144.20		\$161,190.00
3	Temporary traffic control measures	1	LS	\$8,000.00	\$8,000.00	\$44,139.00	\$44,139.00	\$55,778.00	\$55,778.00
<b>Total Base Bid</b>				<b>\$214,539.00</b>		<b>\$208,283.20</b>		<b>\$232,889.00</b>	

Grey Box no value inputed

Item No.	Alternate Bid "A"	Quantity	Unit						
				Unit Price	Item Price	Unit Price	Item Price	Unit Price	Item Price
4	Supply and Installation of Midwest Guardrail System as per Details Sheet and Standards (Drill and install the posts in soil)	1,195	LF	\$52.75	\$63,036.25	\$51.45	\$61,482.75	\$54.90	\$65,605.50
5	Removal and replace of existing Guardrail System on Garden St.	32	LF	\$156.25	\$5,000.00	\$218.75	\$7,000.00	\$263.52	\$8,432.64
6	Temporary traffic control measures	1	LS	\$8,000.00	\$8,000.00	\$16,430.00	\$16,430.00	\$27,889.20	\$27,889.20
<b>Total Alternate Bid "A"</b>				<b>\$76,036.25</b>		<b>\$84,912.75</b>		<b>\$101,927.34</b>	
<b>Total Bid Amount</b>				<b>\$290,575.25</b>		<b>\$293,195.95</b>		<b>\$334,816.34</b>	

License Status	Active	Active	Active
Sub's License Status	N/A	N/A	N/A
Bid Bond Company	Old Republic Surety Company	Travelers Casualty and Surety Company of America	Not Provided
Submitted Entire Bid Package	Yes	Yes	Yes
Submitted Sub's Qualification Statement	N/A	N/A	N/A
DIR Status	Active	Active	Active
Error in Bid	No	No	No

Note: Contractor does not meet five (5) year minimum requirement in business

**CITY OF REDLANDS**  
**FACILITIES AND COMMUNITY SERVICES DEPARTMENT**  
**BID ANALYSIS**

PROJECT NO. FCS09302025

BID DATE: 30-Sep-2025

GUARDRAIL INSTALLATION: REDLANDS BLVD. & GARDENT ST.

EST. START DATE: 10-Nov-2025

Item No.	Base Bid	Quantity	Unit	J & A Engineering Corp.		Metrocell Construction Inc.	
				Unit Price	Item Price	Unit Price	Item Price
1	Mobilization	1	LS	\$6,000.00	\$6,000.00	\$30,000.00	\$30,000.00
2	Supply and Installation of Midwest Guardrail System as per Details Sheet and Standards (Drill and install the posts in soil)	2,996	LF	\$80.00	\$239,680.00	\$79.00	\$236,684.00
3	Temporary traffic control measures	1	LS	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
<b>Total Base Bid</b>				<b>\$260,680.00</b>		<b>\$281,684.00</b>	

Item No.	Alternate Bid "A"	Quantity	Unit				
				Unit Price	Item Price	Unit Price	Item Price
4	Supply and Installation of Midwest Guardrail System as per Details Sheet and Standards (Drill and install the posts in soil)	1,195	LF	\$80.00	\$95,600.00	\$77.00	\$92,015.00
5	Removal and replace of existing Guardrail System on Garden St.	32	LF	\$95.00	\$3,040.00	\$230.00	\$7,360.00
6	Temporary traffic control measures	1	LS	\$800.00	\$800.00	\$3,000.00	\$3,000.00
<b>Total Alternate Bid "A"</b>				<b>\$99,440.00</b>		<b>\$102,375.00</b>	
<b>Total Bid Amount</b>				<b>\$360,120.00</b>		<b>\$384,059.00</b>	

License Status	Active	Active
Sub's License Status	N/A	N/A
Bid Bond Company	Not Provided	Not Provided
Submitted Entire Bid Package	Yes	Yes
Submitted Sub's Qualification Statement	N/A	N/A
DIR Status	Not Found	Active
Error in Bid	No	No



## City Council Meeting

**M. 1.**

**DATE:** 02/03/2026

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

**SUBJECT:** Individual Council Member Report on Activities for January 2026  
from Mayor Pro Tem Shaw (City Clerk Donaldson)

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### **DISCUSSION:**

Mayor Pro Tem Shaw has requested to include this report on the agenda for recording purposes. The report does not require City Council approval.

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### **Attachments**

January 2026 Council Activities

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# January 2026 Council Activities

Mayor Pro Tem Marc Shaw

- Attended Optimist Club Fishing Derby at Ford Park
- Attended community meeting at Plymouth Village with Redlands Police Department on Law Enforcement Appreciation Day
- Attended Airport Advisory Board meeting
- Traveled to Sacramento to participate in League of California Cities Revenue and Taxation Policy Committee Meeting
- Attended League of Cities Monthly Meeting in Grand Terrace
- Attended the Chamber of Commerce's Annual Civic Awards Dinner
- Participated in two special City Council meetings
- Met with City Manager to discuss ongoing issues