



CITY OF LOMA LINDA CITY COUNCIL AGENDA REGULAR MEETING

Tuesday, March 12, 2024, 7:00 PM
Council Chambers
25541 Barton Road
Loma Linda, CA 92354

A regular meeting of the City Council of the City of Loma Linda is scheduled in the **Council Chambers**, 25541 Barton Road, Loma Linda, California. ***Under Municipal Code Section 2.08.010, study sessions or closed session items may begin at 5:30 p.m. or as soon thereafter as possible. The public meeting begins at 7:00 p.m.***

Reports and Documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours. The agenda and reports are also located on the City's Website at www.lomalinda-ca.gov.

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office, 25541 Barton Road, Loma Linda, CA during normal business hours. Such documents are also available on the City's website at www.lomalinda-ca.gov subject to staff's ability to post the documents before the meeting.

Persons wishing to speak on an agenda item, including any closed session items, are asked to complete an information card and present it to the City Clerk before consideration of the item. When the item is to be considered, please step forward to the podium, the Chair will recognize you and you may offer your comments. The City Council meeting is recorded to assist in the preparation of the Minutes, and you are therefore asked to give your name and address before testifying.

The Oral Reports/Public Participation portion of the agenda pertains to items NOT on the agenda and is limited to 30 minutes; 3 minutes are allotted for each speaker. Under the Brown Act, no action may be taken by the City Council at this time; however, the City Council may refer your comments/concerns to staff or request that the item be placed on a future agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (909) 799-2819. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Later requests will be accommodated to the extent feasible.

A recess may be called at the discretion of the City Council.

Meetings are accessible to people with disabilities. Every attempt will be made to swiftly address each request. Requests in advance of the meeting will enable us to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting materials, should contact the City Clerk at larreola@lomalinda-ca.gov or (909) 799-2819.

1: Call to Order

- 1A. Call to Order
- 1B. Roll Call
- 1C. Closed Session/Workshop

1D. Invocation and Pledge of Allegiance - Councilman Jindal

1E. Items to be Added or Deleted

1F. Oral Reports/Public Participation - Non-Agenda Items (Each Speaker limited to 3 minutes. Pursuant to the Brown Act, no action or discussion can be taken by City Council)

1G. Conflict of Interest Disclosure

2: Scheduled and Related Items

2A. Proclamation - Arbor Day

2B. Presentation by Mission Elementary School [Minerva Castorena, Principal]

2C. Public Hearing - Council Bill #O-2024-03 - Ordinance Modifying Water Rates and Repealing Ordinance Nos. 754 [Public Works]

— Introduce Council Bill #O-2024-03 on First Reading; Waive the Reading of Ordinance in its entirety; and Set Second Reading for April 9, 2024.

3: Consent Calendar

3A. Demands Registers - February 27 and March 12, 2024 [Finance]

— Approve for payment.

3B. Approval of Minutes January 23, 2024 [City Clerk]

3C. Treasurer's Report - February 2024 [Finance]

— Accept Report for filing.

3D. Fire Department's Activity Report - February 2024 [Fire]

— Accept Report for Filing.

3E. Agreement for the Joint Exercise Powers - San Bernardino Associated Governments JPA Amendment #4 [Public Works]

— Approve Amendments to the San Bernardino Council of Governments Joint Powers Authority Agreement including dues increase; and

— Authorize the City Manager to take related actions.

3F. Appropriate and Authorized Purchase of Four (4) Security Cameras [Public Works]

— Appropriate \$25,000.00 into Account No. 1355430-58220; and

— Award a contract to Security Lines US of Van Nuys, CA for \$21,700.85 and a contingency amount of \$2,200.00.

3G. Award Contract for Sewer Manhole Cockroach Management Control [Public Works]

— Award contract to Golden Bell Products, Inc. of Orange, CA in an amount not to exceed \$14,998.50 per application.

3H. Award Audit Service Contract to Rogers, Anderson, Malody & Scott, LLP, as the City's External Auditors [Finance]

— Award Contract to Rogers, Anderson, Malody & Scott, LLP for Audit Services.

3I. Reject all Bids for Electrical Wiring of Hinkley House at Heritage Park [Public Works]

— Reject the bids for the subject project and direct staff to reevaluate the project.

3J. Council Bill #R-2024-10 Reclassify the Accounting Technician I and Update the Miscellaneous and Fire Salary Schedule [Administration]

— Adopt Council Bill #R-2024-10 - Resolution to reclassify the Accounting Technician I to Account Clerk and update the salary schedule to reflect the change.

3K. Accept and Appropriate \$36,300 of additional CDBG Funds for Capital Improvement Infrastructure Project [Public Works]

- Accept the revenue of \$36,300 into account no. 1320000-49332, Federal Grants - CDBG; and
- Approve a supplemental appropriation of \$36,300 into account no. 1325400-58500, CDBG Infrastructure Capital Improvement; and
- City Council substitute \$36,300 of CDBG funding for \$36,300 of Measure I funding in the ADA ramp and sidewalk project completed November 14, 2023 (CIP 23-114).

4: Old Business

4A. Council Bill #O-2024-01 - (Second Reading) Adopt Ordinance Amending Title 17 (Zoning) pertaining to Streamlined Housing Development Projects [Community Development]

- Waive Reading of Council Bill #O-2024-01 in its entirety, directing to read by title only; and
- Adopt Council Bill #O-2024-01.

5: New Business

5A. Discussion of the Potential Closure of the Pedestrian Bridge at the south end of Ragsdale Road [City Manager]

6: Reports

6A. Reports of Council Members

6B. Reports Of Officers

7: Adjournment

POSTING

I, Lynette Arreola, City Clerk, do hereby certify and declare that, I caused this agenda to be posted at the following three (3) locations, to-wit:

Loma Linda Branch Library, 25581 Barton Road, Loma Linda, California

City Council Chambers, 25541 Barton Road, Loma Linda, California

U. S. Post Office Annex, Newport Avenue, Loma Linda, California



Lynette Arreola, City Clerk
City of Loma Linda, California

Date Posted: March 7, 2024



City of Loma Linda

Regular City Council Staff Report

Prepared By: Lynette Arreola

Proclamation - Arbor Day

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Scheduled and Related Items Item: 2A
To	From
City Council	Sara Garcia Barrera, Administrative Specialist II

Accepted for filing by City Council

Date: _____

RECOMMENDATION:

It is recommended that the City Council receive the Proclamation for filing.

Attachments

Arbor Day Proclamation.pdf

PROCLAMATION

ARBOR DAY

WHEREAS, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; and

WHEREAS, This holiday, called Arbor Day, was first observed with planting of more than a million trees in Nebraska and is not observed throughout the nation and the world; and

WHEREAS, Trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen and providing habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products while increasing property values, enhancing the economic vitality of business areas, and beautifying our community; and

WHEREAS, in California, Arbor Day is recognized on March 7, birthday of horticulturalist Luther Burbank, known for the hundreds of plant and fruit strains he created which include the Shasta daisy, fire poppy, Santa Rosa plum and the white blackberry; and

WHEREAS, Loma Linda is committed to growing and maintaining our urban forest, beautifying our community, and improving aesthetics for a healthy environment;

NOW, THEREFORE, I, Phillip Dupper, Mayor of the City of Loma Linda, on behalf of the entire City Council, do hereby recognize

ARBOR DAY

in the City of Loma Linda and urge all citizens to join together to celebrate the benefits of community trees, recognize the work accomplished to plant and maintain them and to promote the well-being of this and future generations.



Phillip Dupper, Mayor

March 12, 2024



City of Loma Linda

Regular City Council Staff Report

Prepared By: Lynette Arreola

Presentation by Mission Elementary School [Minerva Castorena, Principal]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Scheduled and Related Items Item: 2B
To	From
City Council	T Jarb Thaipejr, City Manager

Accepted for filing by City Council

Date: _____

RECOMMENDATION:

It is recommended that the City Council receive the report for filing.



City of Loma Linda

Regular City Council Staff Report

Prepared By: Lynette Arreola

Public Hearing - Council Bill #O-2024-03 - Ordinance Modifying Water Rates and Repealing Ordinance Nos. 754 [Public Works]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Scheduled and Related Items Item: 2C
To	From
City Council	Jeff Peterson, Associate Engineer
Via	
T Jarb Thaipejr, City Manager	

Approved/Continued/Denied by City Council

Date: _____

RECOMMENDATION:

It is recommended that the City Council repeal Ordinance Nos. 754 and introduce Council Bill #O-2024-03 on the first reading establishing maximum water utility service rates and charges effective June 1, 2024, through January 1, 2029, and set the second reading for April 9, 2024.

BACKGROUND:

This proposed rate increase is based on the study presented at the January 9, 2024 meeting. Pursuant to Section of the California Constitution, Article XIII D (Prop. 218) a Notice of Public Hearing regarding this matter was sent to the record property owners and residents on January 10, 2024. The notice was sent at least 45 days prior to the public hearing. The notice included instructions on how to protest the proposed increase. There is no change to the wastewater water rate.

ANALYSIS:

4911 notices were sent to residents and owners with approximately 20 returned as undeliverable. We have received written protests representing three (3) properties. The proposed increases are to cover the City costs projected for the next five years. The average increase is 4% annually, with the exception of the first year at 8.2% due to the shortened period. The City's commitment is to provide the highest quality service at the lowest possible rates while meeting all legal obligations. A utility is expected to recover the costs required to provide and maintain services.

ENVIRONMENTAL IMPACT:

N/A

FINANCIAL IMPACT:

Rate increases to cover City costs.

Attachments

Ordinance -Council Bill #O-2024-03 - Water Rates.pdf

Water and Wastewater Rate Study Final Rpt Rev 1-9-2024 v2 (5).pdf

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMA LINDA, CALIFORNIA, MODIFYING THE WATER RATES EFFECTIVE JUNE 1, 2024, AND REPEALING ORDINANCE NO. 754

WHEREAS, the City Council, in response to increased costs to provide water service, has at various times amended said water rates; and

WHEREAS, pursuant to Articles XIII B and XIII C of the California Constitution, it is the intent of the City Council to require the ascertainment and recovery of costs reasonably borne from fees and charges levied therefor in providing the regulation, products or services hereinafter enumerated in this ordinance; and

WHEREAS, the City is allowed to recover the operational costs, including the ability to maintain the operations and financial stability of the water system; and

WHEREAS, the City commissioned a comprehensive water and wastewater rate study to determine the suitability of the City's utility rate structure and to determine its ability to comply with the bonding agency's regulations; and

WHEREAS, the study revealed a need to increase water rates for the next five (5) years beginning in June 2024 in order to be in compliance with the bonding agency's regulations and meet expenses; and

WHEREAS, Article XIII D, Section 6(a) of the State Constitution (Proposition 218), passed by the voters of California on November 5, 1996, requires municipalities to give written notice to the owners of parcels upon which proposed water-, refuse- and/or sewer-related fees or charges are to be applied; and

WHEREAS, Proposition 218 requires that a public hearing shall be conducted not less than 45 days after the mailing of a notice of a public hearing on property-related fee adjustments to the record owners of each identified parcel upon which the fee is proposed for imposition; and

WHEREAS, Proposition 218 provides that, if written protests against proposed property-related fees are presented by a majority of the property owners of record upon which the proposed fees would be imposed, the fee adjustment shall not be implemented; and

WHEREAS, the City has considered all comments and correspondence, and the findings and conclusions made by the City pursuant to this Ordinance are based upon all of the oral and written evidence presented to it and taken as a whole.

NOW, THEREFORE, the City Council of the City of Loma Linda does ordain as follows:

SECTION 1. FINDINGS.

The City Council finds:

- a. Notice of the proposed amended water rates and of the public hearing thereon was given pursuant to Proposition 218 to record owners of all affected parcels on January 18, 2024. 4911 notices were sent to residents and owners with 24 returned as undeliverable.
- b. The public hearing required by Proposition 218 was duly held by the City Council on March 12, 2024, pursuant to notice.
- c. Three (3) written protests were received in opposition to the proposed amended water rates, constituting less than a majority of the affected property owners.
- d. Revenues derived shall not exceed the funds required to provide the property-related service.
- e. Revenues derived shall not be used for any purpose other than that for which the fee is imposed.
- f. The fee imposed shall not exceed the proportional cost of the service.
- g. No fee may be imposed unless the service is actually used by, or immediately available to, the owner of the property.
- h. No fee may be imposed for general governmental services such as police, fire, ambulance, or library services where the service is available to the public at large in substantially the same manner as it is to property owners.

SECTION 2. CONCLUSIONS

- a. The minimum water rates are hereby established pursuant to Exhibit “A” attached hereto and made a part hereof.
- b. Rates for private fire lines used exclusively for commercial fire protection, whether said lines are connected with automatic sprinkling systems or hose attachments are hereby established pursuant to Exhibit “A” attached hereto and made a part hereof.
- c. Rates for agricultural water shall be determined by a separate agreement.
- d. The City of Loma Linda retains the right to be the retail water purveyor for all domestic water service within the City limits of the City of Loma Linda and areas beyond the City limits by written agreement with the exception of those institutionally related services which at any time receive water from the Loma Linda University Water System.
- e. Ordinance No. 754 is hereby repealed.

f. The effective date of the rates shall be June 1, 2024.

SECTION 3. POSTING AND PUBLICATION. The City Clerk is directed to cause copies of this ordinance to be posted at three (3) prominent places in the City of Loma Linda and to cause publication once in The Sun, the official newspaper of the City of Loma Linda, of a notice setting forth the date of adoption, the title of this ordinance, and a list of places where copies of this ordinance are posted, within fifteen (15) days after adoption of this ordinance.

This Ordinance was introduced at a regular meeting of the City Council of the City of Loma Linda, California, held on the 12th day of March, 2024, and adopted as an Ordinance the on the _____ day of _____, 2024, by the following vote to wit:

Ayes:

Noes:

Abstain:

Absent:

Phillip Dupper, Mayor

ATTEST:

Lynette Arreola, City Clerk



Report For:
City of Loma Linda

25541 Barton Road
Loma Linda, CA 92354
(909) 799-2811

Report on Water and Wastewater Rate Study

Submitted By:
Tuckfield & Associates

Contact: Mr. G. Clayton Tuckfield
2549 Eastbluff Dr, #450B
Newport Beach, CA 92660
(949) 760-9454

www.tuckfieldassociates.com

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Tuckfield & Associates

2549 Eastbluff Drive, Suite 450B, Newport Beach, CA 92660
Phone (949) 760-9454 Fax (949) 760-2725
Email ctuckfield@tuckfieldassociates.com

January 4, 2024

Mr. Jarb Thaipejr
City Manager
City of Loma Linda
25541 Barton Road
Loma Linda, CA 92354

Dear Mr. Thaipejr:

I am pleased to present this Water and Wastewater Rate Study (Study) report for the City of Loma Linda (City). The water and wastewater rates presented in this report have been developed based on cost of service principles following industry methods. The rates are fair and equitable for the users of the water and wastewater systems and have been established in accordance with Proposition 218.

This study included a review and analysis of the water and wastewater enterprise revenue and revenue requirements, number of customers, volumes, and current rate structure. The major objectives of the Study include the following.

- Generate positive levels of income in the Study period
- Maintain operating and capital reserves at or greater than target levels
- Maintain debt service coverage ratios at or greater than the minimum required
- Meet annual capital replacement spending from enterprise rate revenue

This report documents the findings and recommendations for the financial plans and rates for the City's water and wastewater enterprises. Tables and figures are provided throughout the report to demonstrate the calculations.

It has been a pleasure to work with City staff during the performance of this study. If there are any questions, please contact me at (949) 760-9454.

Very Truly Yours,

TUCKFIELD & ASSOCIATES



G. Clayton Tuckfield
Principal Consultant

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Water and Wastewater Rate Study

CITY OF LOMA LINDA

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Water and Wastewater Rate Study

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Water and Wastewater Rate Study

CITY OF LOMA LINDA

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Water and Wastewater Rate Study

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Executive Summary

The City of Loma Linda (City) engaged Tuckfield & Associates to conduct a comprehensive Water and Wastewater Rate Study (Study) for its water and wastewater enterprise systems. The major objectives of the Study were to develop forward-looking financial plans of revenues and revenue requirements for each system, perform analyses to determine the costs of providing service, and design new water and wastewater rates and charges for implementation.

Water Financial Plan

The revenue and revenue requirements of the water system were identified and projected to create a forward looking financial plan for the water enterprise. Annual costs of the water system include operation and maintenance expense (O&M), capital improvement funding, and debt service. Projected O&M expenses of the financial plan include the City's FY 2023-24 budget expenses for the first year of the financial plan, with future O&M expenses being projected through application of inflation factors to budget year expenses.

The City has prepared a five-year Capital Improvement Program (CIP) that includes replacements and other capital improvements. The majority of the CIP includes spending on various structures, improvements, and equipment including the South Hills 1.6 MG Reservoir, waterline replacements, and meter replacements. The construction costs of the CIP total about \$6.3M over the period FY 2023-24 to FY 2027-28. The CIP is expected to be financed through water revenues, development impact fees, and capital reserves.

An analysis was performed that compared the projected revenue using the City's current water rates with the projected revenue requirements (costs) of the water system. The analysis indicated that the current level of revenue being received is not sufficient to meet future obligations and needs to be increased by approximately 4.0 percent on June 1, 2024 and on each January 1 for the remaining years of the Study period. Revenue increases are recommended to adequately meet future obligations, debt coverage requirements, and other financial planning criteria. The water financial plan is presented in Table 10.

Current Water Rates

The current water rates consist of fixed charges by meter size and variable charges for water consumption. Single-family Residential (SFR) customers have a tiered variable rate structure for blocks of water consumption while all other customers have a uniform variable charge. Table ES-1 provides the current water rates charged to water customers of the City.

Proposed Water Rate Structure and Rates

The proposed rate structure for the City maintains the current rate structure in place. The proposed water rate structure keeps the fixed charge structure by meter size and maintains the consumption tiered structure for SFR

customers and uniform volume rates for all other customers. A discussion of the proposed rate structure is provided on page 18. Table ES-1 presents the water rates for June 1, 2024 and for future years.

Table ES-1
Proposed Water Fixed and Variable Charges

	Current Rate	June 1, FY 23-24	January 1, FY 24-25	January 1, FY 25-26	January 1, FY 26-27	January 1, FY 27-28
Meter Size	Fixed Charge (\$ per bi-month)					
3/4"	\$39.15	\$41.82	\$43.49	\$45.23	\$47.04	\$48.92
1"	\$54.47	\$57.54	\$59.84	\$62.23	\$64.72	\$67.31
1.5"	\$86.44	\$90.53	\$94.15	\$97.92	\$101.84	\$105.91
2"	\$136.00	\$141.28	\$146.93	\$152.81	\$158.92	\$165.28
3"	\$361.38	\$369.50	\$384.28	\$399.65	\$415.64	\$432.27
4"	\$504.65	\$516.33	\$536.98	\$558.46	\$580.80	\$604.03
6"	\$977.44	\$1,003.49	\$1,043.63	\$1,085.38	\$1,128.80	\$1,173.95
8"	\$1,517.81	\$1,560.23	\$1,622.64	\$1,687.55	\$1,755.05	\$1,825.25
10"	\$2,175.22	\$2,238.19	\$2,327.72	\$2,420.83	\$2,517.66	\$2,618.37
Fireline Size	Fixed Charge (\$ per bi-month)					
1"	\$1.01	\$1.06	\$1.10	\$1.14	\$1.19	\$1.24
1.5"	\$2.96	\$3.08	\$3.21	\$3.34	\$3.47	\$3.61
2"	\$6.31	\$6.57	\$6.83	\$7.10	\$7.38	\$7.68
2.5"	\$25.55	\$11.81	\$12.29	\$12.78	\$13.29	\$13.82
3"	\$39.06	\$19.08	\$19.85	\$20.64	\$21.47	\$22.33
4"	\$113.47	\$40.66	\$42.29	\$43.98	\$45.74	\$47.57
6"	\$241.78	\$118.12	\$122.85	\$127.76	\$132.87	\$138.18
8"	\$434.82	\$251.72	\$261.79	\$272.26	\$283.15	\$294.48
10"	\$702.35	\$452.68	\$470.79	\$489.62	\$509.20	\$529.57
Variable Charge (\$ per HCF)						
Single-family Residential						
Tier 1 - 0 to 18 HCF	\$1.91	\$2.23	\$2.32	\$2.41	\$2.51	\$2.61
Tier 2 - 18 to 50 HCF	\$2.74	\$2.82	\$2.93	\$3.05	\$3.17	\$3.30
Tier 3 - Over 50 HCF	\$3.87	\$3.95	\$4.11	\$4.27	\$4.44	\$4.62
Multiunit Residential	\$2.11	\$2.23	\$2.32	\$2.41	\$2.51	\$2.61
Commercial	\$2.75	\$2.79	\$2.90	\$3.02	\$3.14	\$3.27
Irrigation	\$3.02	\$3.13	\$3.25	\$3.38	\$3.52	\$3.66

Water Bill Impacts

Table ES-2 presents the impacts to SFR bills from the implementation of the proposed June 1, 2024 water rates. For a SFR customer with a 3/4-inch meter using the average consumption of 35 hundred cubic feet (HCF) bi-monthly, the bill will increase from \$120.11 to \$129.90, an increase of \$9.79, or 8.2 percent. The 8.2 percent increase is higher than the overall 4.0 percent revenue increase required due to cost of service rate changes in this first year.

Table ES-2
Comparison of Current Single-family Residential Bi-monthly Water Bill with 3/4 -inch Meter
Size with Proposed Bill Using June 2024 Water Rates

Description	Use (HCF)	Current Bill			Proposed FY 23-24 Bill				
		Service Charge	Volume Charge	Current Bill	Service Charge	Volume Charge	Proposed Bill	Dollar Difference	Percent Change
	0	\$39.15	\$0.00	\$39.15	\$41.82	\$0.00	\$41.82	\$2.67	6.8%
Very Low	5	\$39.15	\$9.55	\$48.70	\$41.82	\$11.15	\$52.97	\$4.27	8.8%
Low	10	\$39.15	\$19.10	\$58.25	\$41.82	\$22.30	\$64.12	\$5.87	10.1%
Median	24	\$39.15	\$50.82	\$89.97	\$41.82	\$57.06	\$98.88	\$8.91	9.9%
Average	35	\$39.15	\$80.96	\$120.11	\$41.82	\$88.08	\$129.90	\$9.79	8.2%
	50	\$39.15	\$122.06	\$161.21	\$41.82	\$130.38	\$172.20	\$10.99	6.8%
High	60	\$39.15	\$160.76	\$199.91	\$41.82	\$169.88	\$211.70	\$11.79	5.9%
	75	\$39.15	\$218.81	\$257.96	\$41.82	\$229.13	\$270.95	\$12.99	5.0%
Very High	100	\$39.15	\$315.56	\$354.71	\$41.82	\$327.88	\$369.70	\$14.99	4.2%

Chart ES-1 has been prepared to compare the City's average SFR water bill with those of other communities at the same consumption. The chart indicates that with the proposed June 2024 rates, a SFR customer with a monthly consumption of 35 HCF will experience a bill that is in the mid to upper range of the communities listed.

Chart ES-1
Single-family Residential Bi-monthly Water Bills with 3/4-inch Meter Using 37 HCF
For Rates in Effect November 2023



Note: Above table uses water rates in effect November 2023. City's June 2024 bill is based on the rate structure and rates in Table ES-1.

Wastewater Financial Plan

The revenue and revenue requirements of the wastewater system were identified and projected to create a forward-looking financial plan of the wastewater enterprise. Annual costs include operation and maintenance expense (O&M), San Bernardino wastewater treatment expense, capital improvement funding, and repayment of advances from the Water Fund to the Sewer Fund. Projected O&M expenses include the City's FY 2023-24 Budget expenses for the first year of the financial plan, with future expenses projected through application of inflation factors to budget year expenses. San Bernardino wastewater treatment expenses are offset by charges from the City of San Bernardino to Loma Linda customers. Revenues collected from these charges are remitted to the City of San Bernardino.

The City has prepared a five-year capital improvement program (CIP) spending plan for the wastewater system. Major projects of the CIP include Juanita Street Sewer Pump Station, sewer line casing, and sewer line replacements. The CIP expenditures total about \$713,000 for the period FY 2023-24 to FY 2027-28. The CIP is planned to be funded through the sewer revenues and capital reserves.

The wastewater system currently does not have any outstanding debt. However, in the recent past the Sewer Fund borrowed funds from the Water Fund, and the wastewater financial plan includes repayment of those funds over a five-year period. Payments to the Water Fund are included at \$500,000 in FY 23-24 with \$165,600 paid annually for four years.

An analysis was performed that compared the projected revenue using the City's current wastewater rates with the projected revenue requirements (costs) of the wastewater system. The analysis indicated that the current level of revenue being received is sufficient to meet revenue requirements for the Study period. No changes to wastewater rates are proposed in this Study. The wastewater financial plan is presented in Table 29.

Current Wastewater Rates

The current wastewater rates consist of fixed charges for all customers and a variable charge based on water consumption for Non-residential customers. Residential customers are charged a bi-monthly flat charge per billing cycle. Non-residential customers are charged a bi-monthly fixed charge and a variable charge based on water consumption depending on the rate classification. Table ES-3 provides the current wastewater charges by customer classification.

Proposed Wastewater Rate Structure and Rates

The proposed wastewater rates are the same as the current rates. Residential customers are charged a fixed charge per bi-month. Non-residential customer charges include a bi-monthly fixed charge and a variable rate for water consumption. Charges related to treatment of the City's wastewater is recovered in the San Bernardino charges to City's customers and are not included in the City's wastewater rates in this Study. Table ES-3 presents the proposed wastewater rates for the next five years.

Table ES-3
Proposed Wastewater Fixed and Variable Charges

Classification	Jan 1, 2023
	\$/bi-month
Residential	\$38.47
Commercial	\$8.57

Classification	Jan 1, 2023
	\$/HCF
Class I: MHP (>=4 units)	\$1.58
Class II: Category a	1.98
Class II: Category b	1.84
Class III: Auto Service	2.00
Class IV: Laundry, Mortuary	2.11
Class V: Restaurant	2.11
Class VI	\$1.89

Wastewater Bill Impacts

There is no impact to wastewater bills from the City's proposed rates. For a SFR customer, the wastewater bill remains at \$38.47 bi-monthly for the Study period. Chart ES-2 has been prepared to compare the City's SFR wastewater bill with those of other communities. The City's bill includes the City of San Bernardino treatment charge. The chart indicates that the City's SFR wastewater bill is in the mid-range of the communities listed.

Chart ES-2
Single-family Residential Bi-monthly Wastewater Bills
For Rates in Effect November 2023



Note: Above table uses wastewater rates in effect November 2023. City's June 2024 bill is based on the rate structure and rates in Table ES-3 and includes the San Bernardino Treatment charge.

Introduction

The City of Loma Linda (City) engaged Tuckfield & Associates to conduct a comprehensive Water and Wastewater Rate Study (Study) for its water and wastewater enterprise systems. The major objectives of the Study are to develop forward-looking financial plans for each enterprise, perform analyses to determine the cost of providing service, and design new water and wastewater rates and charges for implementation.

Background

The City of Loma Linda is an incorporated City located in San Bernardino County in the San Bernardino-Ontario Metropolitan area. The City was formed in 1970 and provides water and wastewater service to a population of over 25,200 in a service area of approximately 7.5 square miles. The City's customer base consists primarily of residential customers with additional commercial, retail, and public facility customers. Loma Linda University and the Loma Linda University Medical Center are within the City's service area; however, water service is provided by their own water production and distribution system while wastewater collection is provided to these facilities by the City. The City's water and wastewater service is identified in separate enterprise funds of the City.

The City obtains its water supply from groundwater, replenishment water, and imported water. Groundwater is pumped from the San Bernardino Basin Area (SBBA) from six wells. The City purchases replenishment water that is injected into the basin to maintain safe yield and the health of the basin. A small amount of water is imported from the San Bernardino Valley Municipal Water District (SBVMWD). Water is delivered through a distribution system consisting of pump stations, storage tanks, pressure reducing valves, and water pipelines.

The City's wastewater is collected through a system of sewer gravity mains and several lift stations. Wastewater treatment service is provided by the City of San Bernardino at the San Bernardino Water Reclamation Plant treatment plant that provides secondary treatment.

Objectives

The objectives of this Study are to (1) review the current and future financial status of each of the water and wastewater enterprises, (2) make any adjustments to the revenue being received to ensure that the financial obligations are being met now and in the future, including adequate reserves and debt service coverage, and (3) design water and wastewater rates that generate the required revenue while being fair and equitable for its customers. Additionally, the Study also sought to provide the following.

- Revenue sufficiency to fund operating and capital needs
- Appropriate levels of operating and capital reserves
- Cost of service allocations following appropriate standards, regulations, and guidelines
- Rates that are consistent with industry practice
- Rates that are easy to understand and administrate

Scope of the Study

This Study includes the findings and recommendations of analyzing each of the water and wastewater enterprise's financial status. Historical trends were analyzed from data supplied by the City showing the number of customers, volumes, revenue, and revenue requirements.

Revenue requirements of each enterprise include operation and maintenance expenses, routine capital outlays, replacement transfers, debt service, and additions to reserves. Changing conditions such as additional facilities, system growth, employee staffing levels, and non-recurring maintenance expenditures are recognized. Inflation for ongoing expenditures is included to reflect cost escalation.

The financial plan and rates developed herein are based on funding of the capital improvement plan as stated as well as estimates of operation and maintenance expenses developed from information provided by the City. Deviation from the financial plans, construction cost estimates and funding requirements, major operational changes, or other financial policy changes that were not foreseen, may result in the need for lower or higher revenue than anticipated. It is suggested that the City conduct an update to the rate study at least every five years for prudent rate planning.

Assumptions

Several assumptions were used to conduct the Study for the period FY 2023-24 to FY 2027-28. The assumptions included growth rates in customer accounts and annual consumption, interest earnings on reserve balances, and expense inflation factors used for making projections. The financial planning assumptions are provided below in Table 1.

Table 1
Assumptions and Planning Factors

Description	Value
Annual Account & Demand growth [1]	
Residential	0.5%
All Other	0.0%
Interest earnings on fund reserves (annual)	2.5%
Cost Escalation	
Personnel Services [2]	4.0%
Benefits	8.0%
Electrical Power	3.0%
Chemicals	3.0%
Purchased Water	5.0%
All Other Operations & Maintenance	3.0%
Capital	3.0%

[1] Annualized growth in water accounts is based on future growth information provided by staff.

[2] Personnel Services growth in staffing, promotions, and inflation

City Reserve Policy

A reserve policy sets forth goals for maintaining various reserves for water and wastewater operations and capital spending. The reserve policy provides guidelines to maintain the financial health and stability of the enterprise funds, allowing the enterprises to meet unanticipated reductions in revenues, changes in the costs of providing services, fixed asset repair and replacement needs, natural disasters, and other issues.

The City has established various reserve types for the water and wastewater enterprises. The City's goals for the amount of the reserves to be held are discussed below.

Operating Reserve – The purpose of the Operating Reserve is to provide working capital to meet cash flow needs during normal operations and support the operation, maintenance and administration of the utility. This reserve ensures that operations can continue should there be significant events that impact cash flow. The target balance to be maintained is 180 days of annual operation and maintenance expenses.

Capital Replacement Reserve – The Capital Replacement Reserve is used to fund future replacement of assets and capital projects. The target balance is equal to 50 percent of annual depreciation expense for both enterprises.

Expansion Reserve – The Expansion Reserve is funds held in an account separate from all other funds. The reserve is accumulated from the collection of capacity charges and may only be spent on capital projects that increase capacity. There is no specific target balance to be maintained for this reserve.

Emergency Reserve – The Emergency Reserve is intended to provide recovery from natural disasters and allow timely repair of capital infrastructure. The target balance to be maintained is equal to 3 percent of fixed asset value.

City Beginning Reserve Balances and Reserve Targets

The reserve balances discussed above are used in developing the financial plans for the water and wastewater utilities. The City's beginning reserve balances are listed in Table 2 below as of June 30, 2023.

Table 2
June 30, 2023 Estimated Beginning Reserve Balances and Reserve Targets

Reserve Type	Water		Wastewater	
	Reserve Balance	Reserve Target	Reserve Balance	Reserve Target
Operating Fund Reserve	\$2,259,300	\$3,775,000	\$1,618,807	\$1,073,000
Capital Replacement Reserve	\$708,000	\$708,000	\$163,000	\$163,000
Construction/Expansion Fund Reserve	\$2,916,700	n/a	\$450,450	n/a
Emergency Reserve	\$998,000	\$998,000	\$100,000	\$100,000
Total	\$6,882,000	\$5,481,000	\$2,332,257	\$1,336,000

Target Reserves discussed above are also stated in the table. The financial plans developed in this Study increase and/or maintain the various reserve types such that the goals are achieved over a ten-year planning period.

Water Financial Planning

Financial planning for the water system includes identifying and projecting revenues and revenue requirements for a five-year planning period. Estimates of revenue from various sources are compared with the projected revenue requirements of the water system. This comparison allows the review of the sufficiency of existing revenue to meet annual revenue requirements and provides the basis for any rate adjustments. New water rates and charges are created to recover the City's annual operating and capital costs associated with the water system.

This financial planning section of the report discusses current water rates, current user classifications, projected revenues and revenue requirements, capital improvement expenditures and financing sources, and proposed revenue adjustments.

Current Water Fixed and Variable Charges

The current water rates consist of fixed and variable charges to residential and non-residential customers. All customers are charged a bi-monthly fixed charge by meter size and are charged for water consumption. SFR customers are charged a three-tier rate structure while all other customers are charged a uniform variable rate structure. Table 3 provides the current water rates of the water enterprise.

Table 3
Current Water Rates

Meter Size	Water Service (\$/Bi-mo)	Private Fire Protection (\$/Bi-mo)	Customer Class/Tier	Variable Rate (\$/HCF)
5/8"	\$39.15	\$0.00	Single-Family	
3/4"	\$39.15	\$0.00	Tier 1 - 0 to 18 HCF	\$1.91
1"	\$54.47	\$0.00	Tier 2 - 19 to 50 HCF	\$2.74
1.5"	\$86.44	\$0.00	Tier 3 - Over 50 HCF	\$3.87
2"	\$136.00	\$21.78	Multifamily/Apartments	\$2.11
3"	\$361.38	\$25.55	Commercial	\$2.75
4"	\$504.65	\$31.24	Irrigation	\$3.02
6"	\$977.44	\$41.29		
8"	\$1,517.81	\$61.93		
10"	\$2,175.22	\$85.55		

Water User Classifications

Number of Customers

The City currently classifies water customers as Single-family, Multifamily/Apartments, Commercial, and Irrigation. Residential customers account for more than 84 percent of the total customers served by the water system. Growth in Residential accounts (including single-family and multifamily dwelling units) is projected to occur at a rate of 0.50 percent annually, following the assumptions listed in Table 1. Table 4 provides the historical and projected number of customers by classification.

Table 4
Historical and Projected Water Customers by Classification

Customer Class	Historical	Projected				
	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Number of Accounts						
Single Family [1]	4,784	4,808	4,832	4,856	4,880	4,904
Multifamily/Apartments [1]	398	400	402	404	406	408
Commercial	268	268	268	268	268	268
Irrigation	170	170	170	170	170	170
Total Accounts	5,620	5,646	5,672	5,698	5,724	5,750
Fire Protection						
Public Fire Protection	873	873	873	873	873	873
Private Fire Protection	90	90	90	90	90	90
Total Fire Protection Accounts	963	963	963	963	963	963

[1] Residential accounts are forecast to increase based on the assumed growth rate of 0.5% annually.

Number of Water Meters

Table 5 provides a summary of the number of projected meters by size. The majority of customers have 3/4-inch and 1-inch meters installed at the service location. The growth in residential accounts is assumed to occur with 1-inch meters. All new single-family residential construction will have 1-inch meters due to fire code and this is the minimum size for installation for residential customers in the City's customer base.

Table 5
Projected Number of Water Meters by Size

Description	Projected				
	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Active Water Meters/Accounts [1]					
3/4"	3,200	3,200	3,200	3,200	3,200
1"	1,936	1,960	1,986	2,010	2,036
1.5"	159	160	160	161	161
2"	303	304	304	305	305
3"	21	21	21	21	21
4"	14	14	14	14	14
6"	8	8	8	8	8
8"	3	3	3	3	3
10"	2	2	2	2	2
Total Accounts	5,646	5,672	5,698	5,724	5,750

[1] Historical water accounts for FY 22-23 were provided through City billing records.

Water Financial Plan

The financial plan provides the means of analyzing the revenue and revenue requirements of the water system and its impact on reserves as well as the ability to fund on-going operation and maintenance expense and capital infrastructure requirements. Below is a discussion of the projection of revenue, operation and maintenance expenses, capital improvement needs of the water system and its financing, debt service requirements, and revenue adjustments needed to maintain a sustainable water enterprise.

Revenues

The City receives revenue from operating and miscellaneous sources. Operating revenue is received from rates and charges for water service. Revenue from water rates is projected by applying the current water rates to the projected number of accounts and consumption volume. Projected revenues from water service rates are presented in Table 6.

Table 6
Projected Rate-based Water Revenue

Description	Projected				
	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Water Service Revenues					
Fixed Charges ^[1]	\$1,902,380	\$1,911,558	\$1,920,056	\$1,929,234	\$1,937,731
Variable Charges ^[2]	5,399,990	5,417,287	5,434,589	5,451,889	5,469,188
Subtotal Revenues From Current Rates	\$7,302,370	\$7,328,845	\$7,354,645	\$7,381,123	\$7,406,919
Fire Protection Revenues	130,561	130,561	130,561	130,561	130,561
Total Revenues From Current Rates	\$7,432,931	\$7,459,406	\$7,485,206	\$7,511,684	\$7,537,480

[1] FY 23-24 and forecast revenue calculated by multiplying current water rates by the number of projected customers.

[2] FY 23-24 and forecast revenue calculated by multiplying projected water sales by the current variable rates.

Miscellaneous revenue is a source of revenue that includes lease income, repayment advances, meter installations, set-up fees, hydrant rental, reimbursements, and other sources. Table 7 presents the projected miscellaneous revenue.

Table 7
Projected Water Miscellaneous Revenue

Description	Budget	Projected			
	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Lease Income	\$70,600	\$72,000	\$73,400	\$74,900	\$76,400
Advances Repayment from Sewer Fund	500,000	165,600	165,600	165,600	165,600
Installation - Connection Fees	10,000	26,600	26,600	26,600	26,600
Utility Account Set Up Fee	25,000	25,500	26,000	26,500	27,000
Miscellaneous Services	84,200	85,900	87,600	89,400	91,200
Hydrant Meter Rental	10,000	10,200	10,400	10,600	10,800
Refunds and Reimbursements	440,000	440,000	440,000	440,000	440,000
Miscellaneous Revenue	50,000	5,000	5,000	5,000	5,000
Damage Claim Recoveries	2,000	-	-	-	-
Total Miscellaneous Revenues	\$1,191,800	\$830,800	\$834,600	\$838,600	\$842,600

Revenue Requirements

Revenue requirements of the water system include operation and maintenance expense, capital improvement funding, and debt service payments. Each of these items are discussed below.

Operation and Maintenance Expense

Operation and maintenance expenses (O&M) are an on-going obligation of the water system and such costs are normally met from water service revenue. O&M includes the cost to operate and maintain the water supply,

reservoirs, and distribution system facilities. Costs also include technical services and other general and administrative expenses.

O&M has been projected recognizing the major expense categories of personnel services, electric power expense, chemicals, purchased water, capital outlay, all other expenses following the inflation factors presented in Table 1. Table 8 provides a summary of the O&M expenses for the Study period.

Table 8
Budget and Projected Water Operation and Maintenance Expense

Description	Budget	Projected			
	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Operation and Maintenance Expense					
Water Administration	1,530,700	1,595,496	1,663,532	1,735,002	1,810,113
Water Production	4,224,200	4,382,807	4,548,052	4,720,249	4,899,741
Water Transmission and Distribution	1,389,500	1,448,923	1,511,359	1,576,993	1,646,013
Water Meters	404,700	396,228	412,463	429,493	447,366
Total Operation and Maintenance Exp	7,549,100	7,823,454	8,135,406	8,461,737	8,803,233

Capital Improvement Funding

The City pays for water system replacements and capital improvements from the water and water acquisition funds. The City plans for these expenses through its capital improvement planning during the fiscal year. The annual amount necessary to fund the improvements is included in the water financial plan such that revenue from water rates, as well as from reserves, are providing funding to aid in the cost of these replacements and improvements. Any money not spent accumulates into reserves to be used for future capital improvement spending. Project management overhead expenses are also incurred with each project of the CIP.

Annual Debt Service

The City has one outstanding loan on the water system. The 2016 Water Revenue Refunding Bonds issue has annual debt service payments of about \$374,000 and will be retired in FY 2036. A new \$4.35M loan from the Special Projects Construction Fund is providing funding to construct the 1.6 MG South Hills reservoir. The loan has a variable interest rate and will be repaid when the City receives Development Impact Fees (DIF) into the Water Acquisitions Fund. An estimated loan payment is used in the Study at 4 percent for 30 years and assumes projections of DIF revenue from the projected customer growth are similar in amount to the estimated payments.

Water Capital Improvement Program

The City has developed a water Capital Improvement Program (CIP) provided in Table 9 that lists capital expenditures for FY 2023-24 through FY 2027-28. Over this period the City projects that it will spend approximately \$6,300,000. The major improvements include the South Hill Reservoir, waterline replacements, and other replacements and rehabilitations. The CIP is funded through water revenue, capital reserves, and DIFs.

Table 9
Water Capital Improvement Program

Description	Budget	Projected			
	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Current Capital Improvement Program (CIP) Projects [1]					
Replace water meters	\$10,000	\$5,200	\$5,300	\$0	\$0
Campus St. - Replace water line	150,000	-	-	-	-
South Hill - Install 1.6 MG reservoir	4,500,000	-	-	-	-
Mt. View well No. 3 - Rehabilitation	180,000	-	-	-	-
Mt. View Ave. - Install new PRV	100,000	-	-	-	-
Install new 12" waterline, Beaumont Ave	200,000	-	-	-	-
Poplar St - Replace 6" with 8" waterline, Shepardson Dr.	-	618,000	-	-	-
Prospect Ave.- Replace 6" with 8" waterline , Poplar St.	-	-	530,500	-	-
Total Water CIP	\$5,140,000	\$623,200	\$535,800	\$0	\$0

Water Financial Plan

A financial plan has been prepared that includes the revenues and revenue requirements that were identified for the water system and is presented in Table 10. The plan incorporates specific financial planning goals to provide guidance to maintain the health of the water utility on an on-going basis. The goals included the following.

- Generate positive levels of income in each year of the Study period
- Maintain the operating and capital reserves at or greater than target levels
- Maintain debt service coverage ratios at or greater than the minimum required
- Meet annual capital replacement and improvement spending requirements

Proposed Revenue Adjustments

Table 10 provides the annual revenue increases recommended to meet the financial planning criteria for the five-year Study period. The financial plan indicates that a 4.0 percent increase is recommended on June 1, 2024 and then for each January for the remainder of the Study period. The increases are necessary to meet the planning criteria discussed above.

Table 10
Water Financial Plan

Description	Projected				
	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Proposed Revenue Increase (June 1)	4.0%				
Proposed Revenue Increase (January 1)		4.0%	4.0%	4.0%	4.0%
Revenue					
Revenues from Existing Water Rates [1]	\$7,432,931	\$7,459,406	\$7,485,206	\$7,511,684	\$7,537,480
Total Additional Water Sales Revenue [2]	-	427,672	745,726	1,078,765	1,427,269
Miscellaneous Income	1,191,800	830,800	834,600	838,600	842,600
Interest Income [3]	171,315	167,754	163,123	168,594	183,034
Total Revenues	\$8,796,046	\$8,885,632	\$9,228,655	\$9,597,643	\$9,990,383
Operations					
Operation and Maintenance Expense	\$7,549,100	\$7,823,454	\$8,135,406	\$8,461,737	\$8,803,233
Capital Outlay	-	-	-	-	-
2016 Water Bonds Debt Service	371,756	372,381	367,725	367,788	368,875
New Debt Service [4]	-	251,600	251,600	251,600	251,600
Net Funds Available Before Capital	\$7,920,856	\$8,447,435	\$8,754,731	\$9,081,125	\$9,423,708
Capital					
<u>Sources of Funds</u>					
Development Impact Fees	\$979,600	\$209,736	\$209,736	\$209,736	\$209,736
Interest from Other Agencies	25,000	-	-	-	-
New Debt Proceeds	4,350,000	-	-	-	-
Total Capital Sources of Funds	\$5,354,600	\$209,736	\$209,736	\$209,736	\$209,736
<u>Uses of Funds</u>					
Capital Improvement Projects (CIP)	\$5,140,000	\$623,200	\$535,800	\$0	\$0
Repairs and Maintenance	122,400	-	-	-	-
Project Management Overhead	1,026,200	121,524	104,481	-	-
Total Capital Uses of Funds	6,288,600	744,724	640,281	-	-
Net Funds Available After Capital	(\$58,810)	(\$96,791)	\$43,379	\$726,255	\$776,411
Available Reserves					
Beginning available reserves [5]	\$6,882,000	\$6,823,190	\$6,726,399	\$6,769,778	\$7,496,032
Additions (reductions)	(58,810)	(96,791)	43,379	726,255	776,411
Rate Stabilization Set Aside	-	-	-	-	-
Ending available reserves	\$6,823,190	\$6,726,399	\$6,769,778	\$7,496,032	\$8,272,443
Target Reserves [6]	\$5,481,000	\$5,769,000	\$5,919,000	\$6,074,000	\$6,222,000
Above (below) Target	\$1,342,190	\$957,399	\$850,778	\$1,422,032	\$2,050,443
Debt Service Coverage					
Net Revenues [7]	\$1,102,946	\$1,150,390	\$1,198,504	\$1,345,642	\$1,396,886
Annual Debt Service	371,756	623,981	619,325	619,388	620,475
Coverage [8]	297%	184%	194%	217%	225%

[1] Projected using the existing rates.

[2] Additional revenue from proposed rate adjustments.

[3] Interest earnings on the average fund balance calculated at 2.50%.

[4] Loan from Special Projects Construction Fund at 4.0% for 30 years.

[5] The available beginning FY 23-24 cash balance provided by District.

[6] Target reserve includes Operating, Capital, and Emergency Capital reserves.

[7] Includes capacity charge revenue, property tax revenue, and miscellaneous and interest income.

[8] Minimum coverage is 125 percent.

Cost of Service

This section of the report discusses how the water system's operating and capital costs are allocated for use in designing rates. Establishing rates in California requires that the agency responsible for imposing property-related fees create a nexus between the cost of providing service and the rates to be imposed.

Industry Methodology

This Study uses methodologies from the American Water Works Association (AWWA) to allocate costs in an appropriate manner. AWWA is an industry trade organization that provides guidance on operations and management of water utilities. General principles are provided to assist agencies with the design of water rates such that the rates may be consistent with local requirements while also recognizing state laws and legal framework. The AWWA guidelines have been used to conduct this Study and have been used in the design of the City's water rates while also following Proposition 218 and the recent San Juan Capistrano court decision.

The annual costs of providing water service from the financial plan are allocated to cost components according to industry standards provided in the AWWA Manual M1. The methodology provides the basis to design rates to generate adequate revenue to meet estimated annual revenue requirements from the financial plan. Costs are then recovered through the design of fixed and variable charges.

Costs of Service to be Allocated

The annual cost of providing service consists of O&M expenses and capital costs of the water system. O&M expenses include costs related to water supply, water distribution, maintenance of the facilities, and general and administrative costs. Capital costs include annual capital improvement funding and debt service discussed in the financial plan.

Water rates are designed from cost allocations to water system cost components, based on the operating characteristics and design of the water system facilities. Cost allocations consider the average rate of water consumed as well as the peak rate at which water is consumed based on the design of the water system. Costs are recovered through fixed and variable charges that are related to average and peak demands as well as customer related costs.

The cost allocation components for water service are Water Supply (groundwater, replenishment, and import), Delivery, Peaking, Meters and Services, Customer, and Direct Fire Protection. FY 2023-24 operating and capital costs of the water system are assigned to each of these components. The total cost to be recovered from the users of the water system by cost component for FY 2023-24 is presented in Table 11. Appendix A provides a detailed allocation of revenue requirements to cost component.

Table 11
Allocation of Water Revenue Requirements to Cost Component

Year	Total Revenue Requirement	Water Supply			Delivery	Peaking		Customer		Direct Fire Protection
		Imported	Replenish	Groundwater		Max Day	Max Hour	Meters/Serv	Customer	
FY 23-24	\$7,730,248	\$78,540	\$270,000	\$1,290,060	\$2,375,752	\$1,660,845	\$743,127	\$879,512	\$222,200	\$210,212

Water Rate Design

The cost of service analyses described in the previous section provides the basis for water rate design. The goal of the design of rates is to achieve fairness while ensuring that each customer class pays its fair share of costs. Rates should be simple to administer, easy to understand, and comply with regulatory requirements. This section describes how water rates and charges are designed and includes the proposed schedule of water rates for implementation.

Proposed Rate Structure

The proposed water rate structure maintains the current rate structure. The current rate structure includes fixed charges by meter size, and a three-tier variable charge for SFR customers and a uniform volume charge for all other customers. The design of the fixed charges and variable charges are discussed below.

Proposed Fixed Charges

The proposed fixed charges recover the Meters and Services and Customer costs of service identified in Table 11, and additionally recover capacity costs related to public fire protection. Meters and Services costs are recovered on meter and service ratios provided by AWWA. Customer costs are recovered on the number of bills issued. Public fire protection costs are recovered based on meter capacity ratios provided by AWWA. Public fire protection costs are developed through the allocations presented in Appendix A-2.

Table 12 below presents the design of the proposed monthly fixed charges for water customers. The current fixed charges generate about 25 percent of revenue from water rates. The proposed fixed charges also generate approximately 25 percent of the revenue from water rates.

Table 12
Design of Water Fixed Charges

Customer Service Cost		FY 23-24
Customer Cost		\$222,200
Number of Bills		33,876
Customer Cost per Unit		\$6.56
Meters and Services Cost		FY 23-24
Meters and Services Cost		\$879,512
Number of Equivalent Meters & Services		44,473
Meters and Services Cost per Unit		\$19.78
Public Fire Capacity Costs		FY 23-24
Public Fire Protection		\$905,837
Number of Equivalent Meters		58,500
Public Fire Capacity Costs per Unit		\$15.48
Base Fixed Charge - 3/4" meter		\$41.82

Fixed charges for meter sizes greater than 3/4 inch are increased through application of cost ratios as shown below in Table 13. The Meter and Service charge is increased through meter and service ratios while the public fire protection charge is increased through meter capacity ratios. The Customer charge is a charge per bill and does not increase with meter size. The charges are summed to provide the total bi-monthly charge by meter size as shown in the last column of Table 13.

Table 13
Design of Water Fixed Charges by Meter Size

Meter Size	Meter & Service Ratio	Meter & Services Charge	Meter Capacity Ratio	Public Fire Protection	Customer Charge	Total Bi-monthly Charge
inches						
3/4"	1.00	\$19.78	1.00	\$15.48	\$6.56	\$41.82
1"	1.27	\$25.17	1.67	\$25.81	\$6.56	\$57.54
1.5"	1.64	\$32.36	3.33	\$51.61	\$6.56	\$90.53
2"	2.64	\$52.14	5.33	\$82.58	\$6.56	\$141.28
3"	10.00	\$197.77	10.67	\$165.17	\$6.56	\$369.50
4"	12.73	\$251.70	16.67	\$258.07	\$6.56	\$516.33
6"	19.09	\$377.55	40.00	\$619.38	\$6.56	\$1,003.49
8"	26.36	\$521.38	66.67	\$1,032.29	\$6.56	\$1,560.23
10"	34.55	\$683.19	100.00	\$1,548.44	\$6.56	\$2,238.19

The fixed charges for years beyond FY 2023-24 are increased at the percentages identified in the financial plan in Table 10 and are presented in Table 14.

Table 14
Proposed Water Fixed Charges by Meter Size

	Current Rate	June 1, FY 23-24	January 1, FY 24-25	January 1, FY 25-26	January 1, FY 26-27	January 1, FY 27-28
Meter Size	Fixed Charge (\$ per bi-month)					
3/4"	\$39.15	\$41.82	\$43.49	\$45.23	\$47.04	\$48.92
1"	\$54.47	\$57.54	\$59.84	\$62.23	\$64.72	\$67.31
1.5"	\$86.44	\$90.53	\$94.15	\$97.92	\$101.84	\$105.91
2"	\$136.00	\$141.28	\$146.93	\$152.81	\$158.92	\$165.28
3"	\$361.38	\$369.50	\$384.28	\$399.65	\$415.64	\$432.27
4"	\$504.65	\$516.33	\$536.98	\$558.46	\$580.80	\$604.03
6"	\$977.44	\$1,003.49	\$1,043.63	\$1,085.38	\$1,128.80	\$1,173.95
8"	\$1,517.81	\$1,560.23	\$1,622.64	\$1,687.55	\$1,755.05	\$1,825.25
10"	\$2,175.22	\$2,238.19	\$2,327.72	\$2,420.83	\$2,517.66	\$2,618.37

Private Fire Protection Fixed Charges. Annual costs allocated to the Fire Protection cost component are separated into Public and Private Fire Protection costs. Public Fire Protection costs are included in the service charges as shown in Table 12 and Table 13. Private Fire Protection costs are recovered from those customers that receive the direct fire protection benefit. The cost by equivalent (6") private fireline size is provided in Table 15.

Table 15
Design of Private Fire Protection Charge

Fire Protection Cost	FY 23-24
Private Fire Protection	\$63,786
Private Fire Protection Eq. Hydrants	540
Private Fire Protection 6" Charge	\$118.12

The 6" Private Fire Protection charge is increased or decreased based on fire hydrant ratios provided by the AWWA as provided in Table 16. The private fire protection charges for years beyond FY 2023-24 are increased with the percentages identified in Table 10 and are shown in Table 16.

Table 16
Proposed Bi-monthly Private Fire Protection Charges

Fireline Size inches	Hydrant Ratio	Current Charge	May 1, FY 23-24	January 1, FY 24-25	January 1, FY 25-26	January 1, FY 26-27	January 1, FY 27-28
1"	0.01	\$1.01	\$1.06	\$1.10	\$1.14	\$1.19	\$1.24
1.5"	0.03	\$2.96	\$3.08	\$3.21	\$3.34	\$3.47	\$3.61
2"	0.06	\$6.31	\$6.57	\$6.83	\$7.10	\$7.38	\$7.68
2.5"	0.10	\$25.55	\$11.81	\$12.29	\$12.78	\$13.29	\$13.82
3"	0.16	\$39.06	\$19.08	\$19.85	\$20.64	\$21.47	\$22.33
4"	0.34	\$113.47	\$40.66	\$42.29	\$43.98	\$45.74	\$47.57
6"	1.00	\$241.78	\$118.12	\$122.85	\$127.76	\$132.87	\$138.18
8"	2.13	\$434.82	\$251.72	\$261.79	\$272.26	\$283.15	\$294.48
10"	3.83	\$702.35	\$452.68	\$470.79	\$489.62	\$509.20	\$529.57

Proposed Variable Charges

Variable charges are designed to recover the Water Supply, Delivery, and Peaking costs from Table 11. Consumption and peaking characteristics of water system customers were analyzed to allocate costs to customer classification as well as between each tier. Water Supply costs, consisting of groundwater, replenishment, and imported water, were allocated to each tier based on water availability and the demand of each tier.

Tier Definitions. For Single-family Residential (SFR) customers, Tier 1 is defined as consumption to provide basic indoor water use and is based on an assumed 4 persons per household (pph) using 55 gallons per capita per day (gpcpd) resulting in a Tier 1 breakpoint of 18 HCF ($4 \text{ pph} \times 55 \text{ gpcpd} \div 748 \text{ gal/HCF} \times 365 \text{ days} \div 6 \text{ bi-monthly billing periods}$). Tier 2 is defined as consumption related to outdoor water use and is all water consumed beyond Tier 1 and below Tier 3. Tier 3 is defined as excessive use beyond Tier 2 to encourage water conservation. The Tier 3 breakpoint is defined as the SFR summer peak demand, determined from billing information to be 50 HCF.

For the other customer classes of Multifamily/Apartments, Commercial, and Irrigation, these classes will have an individual uniform volume rate structure, however each also recognizes the peaking characteristics of each class in their variable rate. A uniform variable rate structure is recommended for these classes as most of the Multifamily and Commercial customers have separate Irrigation meters.

Delivery Costs. Delivery costs are those operating and capital costs that tend to vary with the total quantity of water consumed associated with service to customers under average-load conditions, without the cost elements of water supply or costs to meet peak system demands. These costs include a portion of O&M expense and capital costs related to treatment, pumping, and distribution and are shared uniformly by all customers of the system. Table 17 provides the per unit Delivery cost.

Table 17
Design of Uniform Volume Rate for Delivery Costs

Customer Class	Delivery Costs	Volume	Uniform Rate
Single Family	\$1,150,017	1,012,290	\$1.14
Multifamily/Apartments	465,360	409,628	\$1.14
Commercial	340,543	299,759	\$1.14
Irrigation	419,834	369,554	\$1.14
Total Cost of Service	\$2,375,752	2,091,231	\$1.14

Peaking Costs. Peaking costs are costs associated with meeting peak demand rates of use requirements of the water system and include operating and capital costs beyond that required for average rates of use. Water system facilities are designed to meet peak characteristics and are apportioned to customer classes based on their system use characteristics. Peaking costs may be assigned to tiers in a tiered-rate structure based on the customers within the tier that are causing the peak demand.

Peaking costs are first allocated to each customer class based on their total demand. Then for SFR, peaking costs are allocated to the defined tiers based on the peaking factors that occur from customer use within the tiers based on the tier break points discussed above. Tier 1 is considered to have a peaking factor of 1.0, Tier 2 and Tier 3 have peaking factors that reflect the average use per customer within these tiers as a ratio to Tier 1.

Table 18 presents the SFR consumption, peaking factor, peaking cost allocation, and the resulting rate by tier for SFR customers.

Table 18
Design of Single-family Residential Peaking Rate

Tier	Percent Consumption in Tier	Consumption	Peaking Factor	Weighted Consumption	Peaking Cost Allocation	Rate in Tier
Tier 1 - 0 to 18 HCF	47.3%	478,657	1.00	478,657	205,632	\$0.43
Tier 2 - 18 to 50 HCF	36.7%	371,241	2.06	766,130	329,132	\$0.89
Tier 3 - Over 50 HCF	16.0%	162,392	4.46	724,948	311,440	\$1.92
	100.0%	1,012,290		1,969,735	\$846,204	

Water Supply Costs. The City's water supply consists of three sources including groundwater, replenishment water, and imported water. Groundwater accounts for about 77 percent of the total water supply. Recently, the City has implemented a Groundwater Replenishment Program to ensure the reliability of the groundwater source. The Replenishment water is the least expensive source and accounts for nearly 22 percent of the total water

supply. The most expensive water is imported water purchased from SBVMWD consisting of less than 500 acre-feet (AF) annually, and accounts for less than 1 percent of the total water supply.

The sources of water supply are allocated to each tier assuming the least expensive source of water is used first, followed by remaining sources in order of cost to meet the demand. Table 19 provides the City's demand by tier, the water supply source used to meet the demand in the tier, the costs associated with the water supply, and the resulting water supply rate in the tier.

Table 19
Design of Water Supply Costs by Tier

Tier	Projected	Consumption Met By			Water	Water
	Consumption	Groundwater	Replenish	Imported	Supply Costs	Supply Rates
	HCF	HCF	HCF	HCF	\$	\$/HCF
Tier 1 - 0 to 18 HCF	783,561	310,417	473,144		\$517,552	\$0.66
Tier 2 - 18 to 50 HCF	491,466	491,466			391,936	\$0.80
Tier 3 - Over 50 HCF	816,203	815,781		423	729,112	\$0.89
Total	2,091,230	1,617,665	473,144	423	\$1,638,600	

Table 20 provides a summary of the variable rate components from Tables 17 through 19 applicable to each customer classification. Each class pays for the same Delivery costs; however, each class pays for their individual peaking requirements and differentiated water supply costs. SFR pays for a more expensive water supply in Tier 3 due to the customers in that tier causing the City to obtain more expensive water to meet that demand. Other customers pay for a blend of water supply based on their consumption within the defined tiers.

Table 20
Design of Water Rate Structure

Customer Class	Delivery Costs	Peaking Costs	Differentiated Supply Costs	Proposed Volume Rate
Single Family				
Tier 1 - 0 to 18 HCF	\$1.14	\$0.43	\$0.66	\$2.23
Tier 2 - 18 to 50 HCF	\$1.14	\$0.89	\$0.80	\$2.82
Tier 3 - Over 50 HCF	\$1.14	\$1.92	\$0.89	\$3.95
Multifamily/Apartments [1]	\$1.14	\$0.37	\$0.73	\$2.23
Commercial [1]	\$1.14	\$0.78	\$0.87	\$2.79
Irrigation [1]	\$1.14	\$1.12	\$0.87	\$3.13

[1] Peaking Differentiated Supply costs represent a blended rate.

Proposed Water Rates

Table 21 presents the proposed fixed and variable charges for the water system for the next five years. Current fixed charges are provided as well as the proposed fixed charges for June 1, 2024 developed in the tables above, and the proposed fixed charges for each January 1 through January 1, 2028. The table also includes the current and proposed uniform volume rates for SFR customers all other customers developed in this Study. SFR customers have a tiered rate structure while all other customers have a uniform volume rate structure. The variable charges are proposed for implementation beginning on June 1, 2024 and each January 1 through January 1, 2028.

Table 21
Proposed Water Fixed and Variable Charges

	Current Rate	June 1, FY 23-24	January 1, FY 24-25	January 1, FY 25-26	January 1, FY 26-27	January 1, FY 27-28
Meter Size	Fixed Charge (\$ per bi-month)					
3/4"	\$39.15	\$41.82	\$43.49	\$45.23	\$47.04	\$48.92
1"	\$54.47	\$57.54	\$59.84	\$62.23	\$64.72	\$67.31
1.5"	\$86.44	\$90.53	\$94.15	\$97.92	\$101.84	\$105.91
2"	\$136.00	\$141.28	\$146.93	\$152.81	\$158.92	\$165.28
3"	\$361.38	\$369.50	\$384.28	\$399.65	\$415.64	\$432.27
4"	\$504.65	\$516.33	\$536.98	\$558.46	\$580.80	\$604.03
6"	\$977.44	\$1,003.49	\$1,043.63	\$1,085.38	\$1,128.80	\$1,173.95
8"	\$1,517.81	\$1,560.23	\$1,622.64	\$1,687.55	\$1,755.05	\$1,825.25
10"	\$2,175.22	\$2,238.19	\$2,327.72	\$2,420.83	\$2,517.66	\$2,618.37
Fireline Size	Fixed Charge (\$ per bi-month)					
1"	\$1.01	\$1.06	\$1.10	\$1.14	\$1.19	\$1.24
1.5"	\$2.96	\$3.08	\$3.21	\$3.34	\$3.47	\$3.61
2"	\$6.31	\$6.57	\$6.83	\$7.10	\$7.38	\$7.68
2.5"	\$25.55	\$11.81	\$12.29	\$12.78	\$13.29	\$13.82
3"	\$39.06	\$19.08	\$19.85	\$20.64	\$21.47	\$22.33
4"	\$113.47	\$40.66	\$42.29	\$43.98	\$45.74	\$47.57
6"	\$241.78	\$118.12	\$122.85	\$127.76	\$132.87	\$138.18
8"	\$434.82	\$251.72	\$261.79	\$272.26	\$283.15	\$294.48
10"	\$702.35	\$452.68	\$470.79	\$489.62	\$509.20	\$529.57
Variable Charge (\$ per HCF)						
Single-family Residential						
Tier 1 - 0 to 18 HCF	\$1.91	\$2.23	\$2.32	\$2.41	\$2.51	\$2.61
Tier 2 - 18 to 50 HCF	\$2.74	\$2.82	\$2.93	\$3.05	\$3.17	\$3.30
Tier 3 - Over 50 HCF	\$3.87	\$3.95	\$4.11	\$4.27	\$4.44	\$4.62
Multiunit Residential	\$2.11	\$2.23	\$2.32	\$2.41	\$2.51	\$2.61
Commercial	\$2.75	\$2.79	\$2.90	\$3.02	\$3.14	\$3.27
Irrigation	\$3.02	\$3.13	\$3.25	\$3.38	\$3.52	\$3.66

Water Bill Impact Analysis

An impact analysis was performed to evaluate the change in SFR customer bills that would occur from the implementation of the proposed water rates for the June 2024 rate implementation. The impacts are provided in Table 22 below. For a SFR customer with a 3/4-inch meter size using the average consumption of 35 hundred cubic feet (HCF) bi-monthly, the bill will increase from \$120.11 to \$129.90, an increase of \$9.79 or 8.2 percent. The 8.2 percent increase is higher than the overall 4.0 percent revenue increase required in the water financial plan due to cost of service adjustments the first year of the rate plan. Subsequent year rates increase at the percentages from the water financial plan in Table 10. Current and the proposed water bills for a SFR customer with a ¾-inch meter using various levels of consumption are shown in Table 22.

Table 22
Comparison of Current Single-family Residential Bi-monthly Water Bill with 3/4-inch Meter
Size with Proposed Bill Using June 2024 Water Rates

Description	Use (HCF)	Current Bill			Proposed FY 23-24 Bill				
		Service Charge	Volume Charge	Current Bill	Service Charge	Volume Charge	Proposed Bill	Dollar Difference	Percent Change
	0	\$39.15	\$0.00	\$39.15	\$41.82	\$0.00	\$41.82	\$2.67	6.8%
Very Low	5	\$39.15	\$9.55	\$48.70	\$41.82	\$11.15	\$52.97	\$4.27	8.8%
Low	10	\$39.15	\$19.10	\$58.25	\$41.82	\$22.30	\$64.12	\$5.87	10.1%
Median	24	\$39.15	\$50.82	\$89.97	\$41.82	\$57.06	\$98.88	\$8.91	9.9%
Average	35	\$39.15	\$80.96	\$120.11	\$41.82	\$88.08	\$129.90	\$9.79	8.2%
	50	\$39.15	\$122.06	\$161.21	\$41.82	\$130.38	\$172.20	\$10.99	6.8%
High	60	\$39.15	\$160.76	\$199.91	\$41.82	\$169.88	\$211.70	\$11.79	5.9%
	75	\$39.15	\$218.81	\$257.96	\$41.82	\$229.13	\$270.95	\$12.99	5.0%
Very High	100	\$39.15	\$315.56	\$354.71	\$41.82	\$327.88	\$369.70	\$14.99	4.2%

Water Rate Survey

A water rate survey was conducted for neighboring communities to the City of Loma Linda. Chart 1 compares the City's SFR bi-monthly water bill with those of neighboring communities at the same consumption of 35 HCF bi-monthly (the City's SFR average consumption). The rate survey includes rate schedules in effect November 2023. Water bills for the City are shown using the current rates and the proposed rates for implementation June 1, 2024. The chart indicates that with the proposed June 2024 water rates, a SFR customer using the average monthly consumption of 35 HCF will experience a bill that is in the mid to upper range of the communities listed.

Chart 1
Single-family Residential Bi-monthly Water Bills with 3/4-inch Meter Using 37 HCF
For Rates in Effect November 2023



Note: Above table uses water rates in effect November 2023. City's June 2024 bill is based on the rate structure and rates in Table 21.

Wastewater Financial Planning

Financial planning for the wastewater enterprise includes identifying and projecting revenues and revenue requirements of the wastewater system for a five-year planning period. Estimates of revenue from various sources are compared with the projected revenue requirements. This comparison allows the review of the adequacy of existing revenue to meet annual obligations and provide the basis for revenue adjustments. New wastewater rates and charges may be created to recover the City's annual operating and capital costs associated with the wastewater system.

This section discusses the current wastewater rates, user classifications, revenues and revenue requirements, planned capital improvement expenditures and financing sources, and proposed revenue adjustments.

Current Wastewater Rates

The current wastewater rates consist of fixed charges and variable charges. Residential (including single-family dwellings and multifamily with 1 to 3 dwellings) customers are charged a fixed charge per month. Non-Residential customer rates include a fixed charge and variable charge based on water consumption depending on a classification into one of seven classifications. The current rates are presented in Table 23.

Table 23
Current Wastewater Fixed and Variable Charges

Classification	Jan 1, 2023
	\$/bi-month
Residential	\$38.47
Commercial	\$8.57

Classification	Jan 1, 2023
	\$/HCF
Class I: MFR (>=4 units)	\$1.58
Class II: Category a	1.98
Class II: Category b	1.84
Class III: Auto Service	2.00
Class IV: Laundry, Mortuary	2.11
Class V: Restaurant	2.11
Class VI	\$1.89

Wastewater User Classifications

Number of Customers

The City currently classifies wastewater customers as Single-family Residential, Multifamily Residential, and Commercial, with Commercial being further classified into one of seven classifications. Residential customers account for about 87 percent of the total customers served by the wastewater system. Residential accounts and dwelling units are projected to grow at a rate of 0.50 percent annually following the assumptions listed in Table 1. Table 24 provides the historical and projected number of customers by classification.

Table 24
Historical and Projected Wastewater Customers by Classification

Customer Class	Historical	Projected				
	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Number of Accounts						
Single-family [1]	4,542	4,565	4,588	4,611	4,634	4,657
Multi Family (4+ units, Mobile Home Parks)	359	361	363	365	367	369
Commercial Class IIA- Non Offices (Retail,	80	80	80	80	80	80
Commercial Class IIB	60	60	60	60	60	60
Commercial Class III (Auto Repair, Car Wash)	11	11	11	11	11	11
Commercial Class IV (Laundromat)	2	2	2	2	2	2
Commercial Class V (Restaurants, Hotels)	28	28	28	28	28	28
Class VI (Institutional, LLU)	1	1	1	1	1	1
Class VI (Hospital, Convalescent Homes)	0	0	0	0	0	0
Class VI (Churches)	6	6	6	6	6	6
VA	3	3	3	3	3	3
Class VI (Hospitals)	24	24	24	24	24	24
Class VI (Schools)	6	6	6	6	6	6
Sewer Flat Rate	565	565	565	565	565	565
Total Accounts	5,687	5,712	5,737	5,762	5,787	5,812
Number of Dwelling Units						
Single-family [1]	4,542	4,565	4,588	4,611	4,634	4,657
Multi Family (4+ units, Mobile Home Parks) [1]	4,515	4,538	4,561	4,584	4,607	4,630
Total Dwelling Units	9,057	9,103	9,149	9,195	9,241	9,287

[1] Accounts are forecast to increase based on the assumed growth rate of 0.5% annually from Table 1.

Wastewater Financial Plan

The financial plan provides the means of analyzing the revenue and revenue requirements of the wastewater system and its impact on reserves as well as the ability to fund on-going operation and maintenance expense and capital infrastructure requirements. Below is a discussion of the projection of revenue, operation and maintenance expenses, capital improvement needs of the wastewater system and its financing, debt service, and revenue adjustments needed to maintain a sustainable wastewater enterprise.

Revenues

The City receives wastewater revenue from operating and miscellaneous sources. Operating revenue is received from rates and charges for wastewater service. The revenue is projected by applying the current wastewater rates from Table 23 to the projected number of accounts and non-residential water consumption. Table 25 presents the projected fixed and variable charge revenue from current wastewater rates of the wastewater system.

Table 25
Projected Rate-based Wastewater Revenue Using Current Rates

Description	Projected				
	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Wastewater Service Revenues					
Fixed Charges [1]	\$1,112,672	\$1,118,084	\$1,123,495	\$1,128,907	\$1,134,319
Variable Charges [2]	1,416,335	1,419,486	1,422,636	1,425,788	1,428,939
Total Revenues From Current Rates	\$2,529,007	\$2,537,570	\$2,546,131	\$2,554,695	\$2,563,258

[1] FY 23-24 and forecast revenue calculated by multiplying current wastewater service charges by the number of projected customers and units.

[2] FY 23-24 and forecast revenue calculated by multiplying projected water sales volume of wastewater customers by the current variable rates.

Miscellaneous revenue includes City of San Bernardino pass-through revenue and miscellaneous income. The City collects revenue for wastewater treatment to its customers from charges and remits this to the City of San Bernardino. Projected revenue collected from City of San Bernardino wastewater treatment charges and other miscellaneous revenue is presented in Table 26.

Table 26
Projected Wastewater Miscellaneous Revenue

Description	Budget	Projected			
	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Miscellaneous Income	\$60,000	\$0	\$0	\$0	\$0
Refund and Reimbursements	600	500	500	500	500
San Bernardino Pass-Through Revenue	\$3,502,200	\$3,642,288	\$3,787,980	\$3,939,499	\$4,097,079
Total Miscellaneous Revenues	\$3,562,800	\$3,642,788	\$3,788,480	\$3,939,999	\$4,097,579

Revenue Requirements

Revenue requirements of the wastewater system include operation and maintenance expense, capital improvement funding, City of San Bernardino treatment expense, and advances repayment. Each of these items are discussed below.

Operation and Maintenance Expense

Operation and maintenance expenses (O&M) are an on-going obligation of the wastewater system and such costs are normally met from wastewater service revenue. O&M includes the cost to operate and maintain the wastewater collection system. Costs also include technical services and other general and administrative expenses.

O&M has been projected recognizing the major expense categories of personnel services, electric power expense, chemicals, purchased water, capital outlay, all other expenses following the inflation factors presented in Table 1. Table 27 provides a summary of the wastewater O&M expenses for the Study period.

Table 27
Projected Wastewater Operation and Maintenance Expense

Description	Budget	Projected			
	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Maintenance Personnel Services	\$807,700	\$851,164	\$897,258	\$946,161	\$998,061
Maintenance and Operations	4,839,800	5,020,016	5,207,040	5,401,129	5,602,557
Total	\$5,647,500	\$5,871,180	\$6,104,298	\$6,347,290	\$6,600,618

Capital Improvement Funding

The City pays for wastewater system replacements and capital improvements from the sewer and sewer capital funds. The City plans for these expenses through its capital improvement planning during the fiscal year. The annual amount necessary to fund the improvements is included in the wastewater financial plan such that revenue from wastewater rates, as well as from reserves, are providing funding to aid in the cost of these replacements and improvements. Any money not spent accumulates into reserves to be used for future capital improvement spending. Project management overhead expenses are also incurred with each project of the CIP.

Advances Repayment

In the past, the City borrowed funds from the water enterprise to meet annual wastewater revenue requirements. The wastewater financial plan proposes to repay the borrowed funds to the Water Fund in an amount of \$500,000 in FY 2023-24, then about \$165,600 annually for four years.

Wastewater Capital Improvement Program

The City has developed a wastewater CIP that lists capital expenditures for FY 2023-24 through FY 2027-28, presented in Table 28. Major projects include only collection system improvements including pump station installation and repairs and sewer line replacements since the City does not own treatment facilities. The CIP is funded through wastewater revenues, capital reserves, and DIFs.

Table 28
Wastewater Capital Improvement Program

Description	Budget	Projected			
	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Current Capital Improvement Projects (CIP) [1]					
Install sewer pump station at the end of Juanita St.	\$250,000	\$0	\$0	\$0	\$0
Campus St. - Jack and bore steel pipe casing at UPRR	-	206,000	-	-	-
Lilac St. - Pipe bursting from 8" to 12" sewerline	-	257,500	-	-	-
Total Wastewater CIP	\$250,000	\$463,500	\$0	\$0	\$0

Wastewater Financial Plan

A financial plan has been prepared for the wastewater utility that includes the revenues and revenue requirements that were identified for the wastewater system and is presented in Table 29. The plan incorporates specific financial planning goals to provide guidance to maintain the health of the wastewater utility on an on-going basis. The goals included the following.

- Generate positive levels of income in each year of the Study period
- Maintain the operating and capital reserves at or greater than target levels
- Maintain debt service coverage ratios at or greater than the minimum required
- Meet annual capital replacement and improvement spending requirements

Proposed Revenue Adjustments

Analysis of the revenues and revenue requirements of the wastewater financial plan indicates that no revenue increases are necessary. Revenue currently being received is sufficient to meet the financial planning criteria discussed above. Table 29 provides the wastewater financial plan.

Table 29
Wastewater Financial Plan

Description	Projected				
	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Proposed Revenue Increase (June 1)	0.0%				
Proposed Revenue Increase (January 1)		0.0%	0.0%	0.0%	0.0%
Sources of Funds					
Rate-based Revenues, Existing Rates [1]	\$2,529,007	\$2,537,570	\$2,546,131	\$2,554,695	\$2,563,258
Total Additional Water Sales Revenue [2]	0	0	0	0	0
Miscellaneous Income	60,600	500	500	500	500
Invoiced San Bernardino Charges	3,502,200	3,642,288	3,787,980	3,939,499	4,097,079
Interest Income [3]	78,284	76,400	69,839	73,943	75,997
Total Sources of Funds	\$6,170,091	\$6,256,758	\$6,404,450	\$6,568,637	\$6,736,834
Operations					
O&M and Capital Outlay	\$2,145,300	\$2,228,892	\$2,316,318	\$2,407,791	\$2,503,539
San Bernardino Treatment Service	3,502,200	3,642,288	3,787,980	3,939,499	4,097,079
Advances Repayment	500,000	165,600	165,600	165,600	165,600
Net Funds Before Capital	\$6,147,500	\$6,036,780	\$6,269,898	\$6,512,890	\$6,766,218
Capital					
Sources of Funds					
Development Impact Fees	\$176,900	\$69,000	\$69,000	\$69,000	\$69,000
Total Sources of Capital Funds	\$176,900	\$69,000	\$69,000	\$69,000	\$69,000
Uses of Funds					
Capital Improvements	\$250,000	\$463,500	\$0	\$0	\$0
Project Management Overhead	48,800	90,383	0	0	0
Total Uses of Capital Funds	\$298,800	\$553,883	\$0	\$0	\$0
Net Funds Available After Capital	(\$99,309)	(\$264,905)	\$203,552	\$124,747	\$39,616
Available Reserves					
Beginning available reserves [4]	\$3,056,000	\$2,956,691	\$2,691,786	\$2,895,338	\$3,020,085
Additions (reductions)	(99,309)	(264,905)	203,552	124,747	39,616
Ending available reserves	\$2,956,691	\$2,691,786	\$2,895,338	\$3,020,085	\$3,059,701
Target Reserves [5]	\$1,261,000	\$1,305,000	\$1,351,000	\$1,400,000	\$1,450,000
Above (below) Target	\$1,695,691	\$1,386,786	\$1,544,338	\$1,620,085	\$1,609,701
Debt Service Coverage					
Net Revenues	\$650,691	\$364,195	\$369,152	\$290,347	\$205,216
Annual Debt Service	\$0	\$0	\$0	\$0	\$0
Coverage	0%	0%	0%	0%	0%

[1] Projected using the existing rates.

[2] Additional revenue from revenue adjustments.

[3] Interest earnings on the average fund balance calculated at 2.50%.

[4] The available FY 23-24 reserve balance provided by the City.

[5] Target reserve includes Operating, Capital, and Emergency Capital reserves.

Wastewater Rate Survey

A wastewater rate survey was conducted for neighboring communities to the City of Loma Linda. Chart 2 compares the City's current and proposed SFR bi-monthly wastewater bill with those of neighboring communities. The chart indicates that a City SFR customer will experience a bill that is in the mid-range of the communities surveyed.

Chart 2
Single-family Residential Bi-monthly Wastewater Bills
For Rates in Effect November 2023



Note: Above table uses wastewater rates in effect November 2023. City's June 2024 bill is based on the rate structure and rates in Table 23 and includes the San Bernardino Treatment charge.

Appendix A

Water Cost of Service Allocation is provided in Appendix A.

Appendix A-1

Allocation of Water Revenue Requirements to Cost Component

Line No.	Description	Total FY 23-24	Water Supply			Delivery	Peaking		Customer		Direct Fire Protection
			Imported	Replenish	Groundwater		Max Day	Max Hour	Meters/Serv	Customer	
Water Production											
1	Salaries and Benefits	\$840,400	\$0	\$0	\$0	\$494,353	\$346,047	\$0	\$0	\$0	\$0
2	Utilities	1,292,500	2,440	-	1,290,060	-	-	-	-	-	-
3	Replenishment Water Purchases	270,000	-	270,000	-	-	-	-	-	-	-
4	Imported San Bernardino Water Purchases	76,100	76,100	-	-	-	-	-	-	-	-
5	Repairs and Maintenance	14,900	-	-	-	8,765	6,135	-	-	-	-
6	Materials & Other Services	3,000	-	-	-	1,765	1,235	-	-	-	-
7	All Other	1,727,300	-	-	-	1,016,059	711,241	-	-	-	-
8	Total Water Production	\$4,224,200	\$78,540	\$270,000	\$1,290,060	\$1,520,941	\$1,064,659	\$0	\$0	\$0	\$0
Water Transmission and Distribution											
9	Salaries and Benefits	\$730,600	\$0	\$0	\$0	\$129,691	\$90,784	\$269,758	\$153,426	\$0	\$86,941
10	Repairs and Maintenance	105,900	-	-	-	18,799	13,159	39,101	22,239	-	12,602
11	Capital Asset Aquisition	53,700	-	-	-	9,532	6,673	19,828	11,277	-	6,390
12	All Other	497,000	-	-	-	88,224	61,757	183,506	104,370	-	59,143
13	Total Water Transmission and Distribution	\$1,389,500	\$0	\$0	\$0	\$246,655	\$172,658	\$513,042	\$291,795	\$0	\$165,351
Water Meters											
14	Salaries and Benefits	\$158,600	\$0	\$0	\$0	\$0	\$0	\$0	\$158,600	\$0	\$0
15	Repairs and Maintenance	78,600	-	-	-	-	-	-	78,600	-	-
16	Cap Cont -Transf Of Cap Assets	64,100	-	-	-	-	-	-	64,100	-	-
17	All Other	103,400	-	-	-	-	-	-	103,400	-	-
18	Total Water Meters	\$404,700	\$0	\$0	\$0	\$0	\$0	\$0	\$404,700	\$0	\$0
19	Water Administration	1,530,700	0	0	0	525,095	367,566	152,408	206,906	229,605	49,120
20	Total Operation and Maintenance Expense	\$7,549,100	\$78,540	\$270,000	\$1,290,060	\$2,292,691	\$1,604,883	\$665,449	\$903,401	\$229,605	\$214,471
Capital Costs											
21	2016 Water Bonds Debt Service	371,756	-	-	-	156,999	107,718	99,138	5,245	-	2,657
22	Total Capital Costs	\$371,756	\$0	\$0	\$0	\$156,999	\$107,718	\$99,138	\$5,245	\$0	\$2,657
Adjustments											
23	Revenue Offsets	(\$1,363,115)	\$0	\$0	\$0	(\$528,754)	(\$370,128)	(\$153,470)	(\$208,348)	(\$52,953)	(\$49,462)
24	Adjustments for Annual Cash Balance	(58,810)	-	-	-	(22,812)	(15,969)	(6,621)	(8,989)	(2,285)	(2,134)
25	Adjustments to Annualize Rate Increase (1)	1,231,317	-	-	-	477,629	334,341	138,631	188,203	47,833	44,680
26	Total Adjustments	(\$190,608)	\$0	\$0	\$0	(\$73,937)	(\$51,756)	(\$21,460)	(\$29,134)	(\$7,405)	(\$6,916)
27	Total Cost of Service	\$7,730,248	\$78,540	\$270,000	\$1,290,060	\$2,375,752	\$1,660,845	\$743,127	\$879,512	\$222,200	\$210,212

[1] Adjustment accounts for a partial year rate increase.

Appendix A-2
Allocation of Costs to Public and Private Fire Protection

Description	Allocated Total Cost	Peaking		Direct Fire Protection
		Max Day	Max Hour	
Unit Costs of Service		\$651.24	\$36.01	\$35.70
Units of Measure		Ccf/day	Ccf/day	Eq. Hyd
Public Fire Protection				
Units of Service		770	5,390	5,889
Allocated Cost of Service	\$905,837	\$501,493	\$194,132	\$210,212
Private Fire Protection				
Units of Service		71	494	0
Allocated Cost of Service	\$63,786	\$45,985	\$17,801	\$0

City of Loma Linda
Regular City Council Staff Report

Prepared By: Lynette Arreola

Demands Registers - February 27 and March 12, 2024 [Finance]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Consent Calendar Item: 3A
To	From
City Council	Sonia Fabela, Finance Director

Approved/Continued/Denied by City Council

Date: _____

RECOMMENDATION:

It is recommended that the City Council approve the attached list of demands for payment.

Attachments

CC Demands Register Feb. 27, 2024.pdf

CC Demands Register Mar 12, 2024.pdf



CITY OF LOMA LINDA

VOUCHER LIST

2/27/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706781	2/8/2024	5502	FRONTIER COMMUNICATIONS	9097991480 Feb		Phone costs Senior Center Fire Alarm 1/28-2/27/24	\$121.77
						706781 Total	\$121.77
706782	2/8/2024	1245	SO CALIF EDISON	700228294695 Jan		Electricity costs 12/7/23-1/25/24	\$14,619.38
						706782 Total	\$14,619.38
706783	2/8/2024	1261	THE GAS COMPANY	10232459007 January 10022459001 January 14642464003 January		Gas costs 1/4-2/1/2024 Gas costs 1/4-2/1/2024 Gas costs 1/3-1/31/2024	\$781.71 \$958.32 \$102.41
						706783 Total	\$1,842.44
706784	2/8/2024	3294	US POSTAL SERVICE	Request 2/8/2024		Postage for Mtr Acct#47718562	\$1,000.00
						706784 Total	\$1,000.00
706785	2/8/2024	26	VERIZON WIRELESS	9955406504 January 9955406505 Jan		City wide cell phone service 12/29/2023-1/28/2024 SCADA Modem for sewer lift station12/29/23-1/28/24	\$2,715.20 \$38.01
						706785 Total	\$2,753.21
706786	2/12/2024	5640	APPLEONE EMPLOYMENT SERVICES	01-6811781	1240405	CASHIER TEMP 1/29-2/1/2024	\$1,536.31
						706786 Total	\$1,536.31
706787	2/12/2024	5502	FRONTIER COMMUNICATIONS	9097998149 Feb		Phone costs Fire Station#1 1/25-2/24/24	\$261.75
						706787 Total	\$261.75
706788	2/12/2024	7193	O'REILLY AUTO ENTERPRISES, LLC	6160-189317	1240049	Battery & Starter	\$292.02
						706788 Total	\$292.02
706789	2/12/2024	7083	SELF INSURED SERVICES COMPANY	14081 Life 14081		Life Insurance Premium February 2024 Life& Disability February 2024 Coverage	\$565.24 \$3,896.03
						706789 Total	\$4,461.27
706790	2/12/2024	1261	THE GAS COMPANY	06872460008 January		Gas costs 1/4-2/1/2024	\$97.17
						706790 Total	\$97.17
706791	2/14/2024	7448	ANNA BRIONES	Travel Reimb		CSMFO Conference Travel Reimbursement	\$496.14
						706791 Total	\$496.14



CITY OF LOMA LINDA
VOUCHER LIST
2/27/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT				
706792	2/14/2024	1245	SO CALIF EDISON	700228421001 Jan		Electricity costs 12/12/23-1/10/24	\$1,671.75				
				600000500568 Jan		Electricity costs 1/2-1/30/2024	\$4,110.42				
				700796906978 Jan		Electricity costs 12/29/23-1/29/24	\$169.70				
				700030769656 Jan		Electricity costs 1/3-1/31/2024	\$236.46				
				700072821984 Jan		Electricity costs 1/2-1/30/2024	\$227.25				
				700547438439 Jan		Electricity costs 1/2-1/30/2024	\$85.71				
				700142439793 Jan		Electricity costs 12/28/23-1/28/2024	\$194.72				
				700394531780 Jan		Electricity costs 12/28/23-1/28/24	\$162.67				
				700570670141 Jan		Electricity costs 12/28/23-1/28/24	\$193.47				
				700010396020 Jan		Electricity costs 1/3-1/31/2024	\$158.14				
				700252505390 Jan		Electricity costs 1/3-1/31/2024	\$153.17				
				700371011405 Jan		Electricity costs 1/3/24-1/31/24	\$2,071.86				
				700337902271 Jan		Electricity costs 1/3-1/31/2024	\$239.08				
				700123802154 Jan		Electricity costs 1/3-1/31/2024	\$263.85				
				700281250130 Jan		Electricity costs 1/3-1/31/2024	\$94.74				
				700357831327 Jan		Electricity costs 1/3-1/31/2024	\$85.97				
				700475961967 Jan		Electricity costs 1/3-1/31/2024	\$128.07				
				700180303341 Jan		Electricity costs 1/3-1/31/2024	\$115.35				
				700350988278 Jan		Electricity costs 1/1-1/31/2024	\$7,114.00				
				700491050723 Jan		Electricity costs 1/3-1/31/2024	\$406.99				
				700548764612 Jan		Electricity costs 12/29/23-1/29/24	\$269.91				
				700011104827 Jan		Electricity costs 12/29/23-1/29/24	\$133.30				
				700620519956 Jan		Electricity costs 1/3-1/31/2024	\$1,706.37				
				700630870058 Jan		Electricity costs 1/3-1/31/2024	\$332.43				
				700619667467 Jan		Electricity costs 1/3-1/31/2024	\$178.88				
				700411454240 Jan		Electricity costs 1/3-1/31/2024	\$1,064.93				
				700004740213 Jan		Electricity costs 1/4-2/1/2024	\$653.71				
				706792 Total							\$22,222.90
				706793	2/14/2024	3628	U.S. BANK CORPORATE PYMNT SYS	012224larreola		Meal for Audit Committee Workshop 1/9/24	\$115.72
								01222024 JLoeffert		Refreshments for Senior Center Dance Jan	\$160.97
								01222024 HReed		Paper, ink, & cleaner	\$379.78
01222024NAIvizar		Water for fire meetings	\$9.78								
01222024MAtchison		Keyboard for tablet and lunch for officers meeting	\$506.53								
01222024WBaker		Hand tools for ME252 and MT251	\$468.65								
01222024NBoucher		Bed frames x2	\$172.38								
01222024Tingalls		Mnthly Carwash subspts Code/Fire Prev/Disaster pre	\$94.97								
01222024BCorreia		CAL Animal annual membership & training	\$150.00								



CITY OF LOMA LINDA
VOUCHER LIST
2/27/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
				01222024 BBolger		Ceiling tiles, troubleshoot fee for CR Fridge	\$1,112.35
				01222024FPerez		10 ft charger for ME252 tablet	\$19.56
				01222024 VGomez		Soccer nets, dungee & PPE	\$579.64
				01222024 MMosqueda		Concrete, mixer, & credit	\$303.41
				01222024 VPuentes		Lights, smog checks, & DPF cleaning	\$1,173.46
				01222024GGarza		Credit fraudulent purchase on 12/22/23 Cal-card	-\$172.29
				01222024 KMacGavin		HP Printer, New SSD, USB, shipping cost & FS Refund	\$66.32
				01222024LMatarrita		Cal Card Amazon Purchase supplies-desk tray	\$177.27
				01222024SFabela		GFOA ACFR Application and CSMFO Memberships	\$720.00
				01222024KMacGavin HA		Small tools, Computer parts, Software, VMClusterHA	-\$3.00
						706793 Total	\$6,035.50
706794	2/20/2024	5502	FRONTIER COMMUNICATIONS	9097964692 Feb		Phone costs Corp Yard Intrusion 2/4-3/3/24	\$84.91
				9094785042 Feb		Phone costs Cole House Fire Alarm 2/4-3/3/24	\$169.18
				9097990759 Feb		Phone costs 2/1-2/29/24 Fire Station#252	\$42.11
				9097997651 Feb		Phone costs 2/1-2/29/2024	\$37.77
						706794 Total	\$333.97
706795	2/20/2024	1245	SO CALIF EDISON	700192550906 Jan		Electricity costs 12/29/23-/29/24	\$7.67
				700044573766 Jan		Electricity costs 1/3-1/31/24	\$5.57
				700142501532 Jan		Electricity costs 1/3/24-1/31/24	\$5.31
				700571294375 Jan		Electricity costs 1/3-1/31/2024	\$8.07
				700619645542 Jan		Electricity costs 1/3-1/31/2024	\$7.23
				700540416245 Jan		Electricity costs 1/3-1/31/2024	\$6.85
				700448473884 Jan		Electricity costs 1/3-1/31/2024	\$22.29
				7000010613157 Jan		Electricity costs 1/3-1/31/2024	\$41.29
				700142412616 Jan		Electricity costs 12/28/23-1/28/24	\$15.81
				700075919924 Jan		Electricity costs 12/28/23-1/28/24	\$70.46
				700452547783 Jan		Electricity costs 12/28/23-1/28/24	\$71.64
				700556225427 Jan		Electricity costs 1/2-1/30/2024	\$59.71



CITY OF LOMA LINDA
VOUCHER LIST
2/27/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
				700237930435 Jan		Electricity costs 1/2-1/30/2024	\$91.67
				700848022443 Jan		Electricity costs 1/2-1/30/2024	\$31.53
				700605303585 Jan		Electricity costs 1/2-1/30/2024	\$27.42
				700242318673 Jan		Electricity costs 1/2-1/30/2024	\$52.80
				700030754805 Jan		Electricity costs 1/3-1/31/2024	\$5.83
				700441458865 Jan		Electricity costs 1/4-2/1/2024	\$137.52
				700164228320 Jan		Electricity costs 1/4-2/1/2024	\$4.79
				700280676618 Jan		Electricity costs 1/4-2/1/2024	\$110.98
				700157750235 Jan		Electricity costs 1/4-2/1/2024	\$1.06
				700402406564 Jan		Electricity costs 1/4-2/1/2024	\$106.01
				700491092452 Jan		Electricity costs 1/4-2/1/2024	\$7.87
				700012556793 Jan		Electricity costs 1/5-2/4/2024	\$28.64
				700533422444 Jan		Electricity costs 1/5-2/4/2024	\$122.98
				700546694670 Jan		Electricity costs 1/3-1/31/2024	\$300.46
				700625935485 Jan		Electricity costs 1/5-2/4/2024	\$86.55
				700542818815 Jan		Electricity costs 1/5-2/4/2024	\$3.95
				700377436138 Jan		Electricity costs	\$207.33
				700327588141 Jan		Electricity costs 1/5-2/4/2024	\$116.78
				700237491915 Jan		Electricity costs 1/5-2/4/2024	\$138.30
				700125145505 Jan		Electricity costs 1/5-2/4/2024	\$134.65
				700125053252 Jan		Electricity costs 1/5-2/4/2024	\$60.86
				700077110701 Jan		Electricity costs 1/5-2/4/2024	\$105.95
				700620742955 Jan		Electricity costs 1/5-2/4/2024	\$266.16
				700125316869 Jan		Electricity costs 1/5-2/4/2024	\$92.34
				700123951189 Jan		Electricity costs 1/5-2/4/2024	\$59.60
				700124018786 Jan		Electricity costs 1/5-2/4/2024	\$82.90
				700162747250 Jan		Electricity costs 1/5-2/4/2024	\$501.80
				700303221438 Jan		Electricity costs 1/6-2/5/2024	\$162.68
				700023837085 Jan		Electricity costs 1/6-2/5/2024	\$16,987.67
				700396836845 Jan		Electricity costs 1/6-2/5/2024	\$13,629.58
				700044797169 Jan		Electricity costs 1/6-2/5/2024	\$32,986.70
				700063569396 Jan		Electricity costs 1/6-2/5/2024	\$3,271.92
				700491039205 Jan		Electricity costs 1/6-2/5/2024	\$5,440.87
				700165738789 Jan		Electricity costs 1/6-2/5/2024	\$431.12
				700577818031 Jan		Electricity costs 1/6-2/5/2024	\$13,787.38



CITY OF LOMA LINDA

VOUCHER LIST

2/27/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
				700075862128 Jan		Electricity costs 1/6-2/5/2024	\$574.27
				700529893260 Jan		Electricity costs 1/9-2/7/2024	\$205.80
				700250837495 Jan		Electricity costs 1/11-2/11/2024	\$17.17
						706795 Total	\$90,703.79
706796	2/20/2024	1261	THE GAS COMPANY	19406867366 Jan		Gas costs 1/10-2/8/2024	\$14.30
						706796 Total	\$14.30
706797	2/21/2024	1730	AFLAC	961962		AFLAC Insurance Premium February 2024	\$1,548.39
						706797 Total	\$1,548.39
706798	2/21/2024	7451	BAM BALLOONS	BL18940Reimbursement		BL#18940 Reimbursement due to closing of BL.	\$23.10
						706798 Total	\$23.10
706799	2/27/2024	4229	A & I REPROGRAPHICS	CN00041875	1240029	Plans & Specs Hinckley Electrical CIP 24-865	\$419.67
						706799 Total	\$419.67
706800	2/27/2024	29	AGUA MANSA PROPERTIES, INC.	52059 52139	1240022	Concrete 2/12/24 A/C & Concrete	\$320.00 \$320.00
						706800 Total	\$640.00
706801	2/27/2024	5758	ALETHEA, INC.	LL012024	1240185	Onsite or remote desk support specialist January24	\$15,455.00
						706801 Total	\$15,455.00
706802	2/27/2024	4554	ALTERNATIVE HOSE, INC.	6074398	1240024	3"" Fire protector adaptor	\$107.67
						706802 Total	\$107.67
706803	2/27/2024	7264	BEST DRILLING AND PUMP INC.	4393	1230533	Contract for Mt View Well # Rehabilitation	\$8,550.00
						706803 Total	\$8,550.00
706804	2/27/2024	4702	BMI	51865978	1240646	LICENSING FEES FOR MUSICAL WORKS 2024	\$431.35
						706804 Total	\$431.35
706805	2/27/2024	110	BURTRONICS BUSINESS SYSTEM	AR111164	1240033	Printing services and supplies CN10872-01	\$54.95
						706805 Total	\$54.95
706806	2/27/2024	161	CA TOOL & WELDING SUPPLY	851671	1240036	Gas for welder	\$44.61
						706806 Total	\$44.61

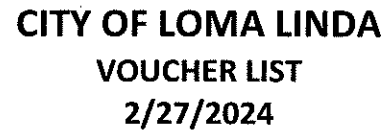


CITY OF LOMA LINDA

VOUCHER LIST

2/27/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706807	2/27/2024	5390	CALIFORNIA HIGHWAY ADOPTION CO	124142 124143	1240169	Maint southside I-10 Fwy ramp @ Mt View Ave Jan Maint of southside I10 Fwy ramp @ Mt View Ave Jan	\$350.00 \$750.00 706807 Total \$1,100.00
706808	2/27/2024	4397	CHEMPAK	123068	1240654	Paper & Sanitation products for Park restrooms	\$1,839.72 706808 Total \$1,839.72
706809	2/27/2024	840	CITY OF SAN BERNARDINO	92661-90878 Jan 2024 133-132 Jan 2024	1240043	1516 Gould St 1/3/24 to 2/1/24 1415 Richardson St 1/8/24 to 2/6/24	\$50.15 \$4,691.48 706809 Total \$4,741.63
706810	2/27/2024	5762	CORE & MAIN LP	U321720	1240081	Compressions for distribution dept	\$724.93 706810 Total \$724.93
706811	2/27/2024	1279	DAILY JOURNAL CORPORATION	B3781561	1240085	Legal advertisement: NIB for CIP 24-865	\$301.30 706811 Total \$301.30
706812	2/27/2024	1279	DAILY JOURNAL CORPORATION	B3780394	1240085	Legal advertisement: Notice CDBG	\$87.40 706812 Total \$87.40
706813	2/27/2024	7290	DANNY ELLIS	0000248140	1240089	Safe and Lock services	\$523.64 706813 Total \$523.64
706814	2/27/2024	2179	ENGINEERING RESOURCES OF	59857	1230692	Contract for Inspections & Project Mgt CIP20-656	\$30,148.00 706814 Total \$30,148.00
706815	2/27/2024	331	FAIRVIEW FORD SALES, INC.	066923 068437	1240649 1240005	Blade & motorcraft Brake fluid cap	\$529.66 \$7.43 706815 Total \$537.09
706816	2/27/2024	3197	KALMIKOV ENTERPRISES, INC	28649 28696 28650	1240007 1240647 1240007	Ladder rp & prkg brake leak repair 2006 Smeal Various repairs for ME252 Smeal Pumper Airbrake valve repair 2021 Spartan Tiller	\$1,562.20 \$20,786.76 \$326.53 706816 Total \$22,675.49
706817	2/27/2024	212	FLEET SERVICES, INC.	05P109104	1240070	Trailer stand , bulbs, & swivel	\$317.40 706817 Total \$317.40



VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706818	2/27/2024	5256	FLYERS ENERGY, LLC	24-024433	1240008	Fire Dept Fuel Delivery 2/7/2024	\$2,350.77
						706818 Total	\$2,350.77
706819	2/27/2024	2098	FRANK PEREZ, JR	Sta&ICEMAreimbFPerez	1240637	CA Paramedic & ICEMA licenses reimbursement	\$320.00
						706819 Total	\$320.00
706820	2/27/2024	7286	GENUINE PARTS COMPANY	6627-140323	1240010	Hose nozzle for wash station	\$32.60
						706820 Total	\$32.60
706821	2/27/2024	389	GRAINGER, INC.	9007699045	1240011	Sandbags for winter storms	\$178.54
						706821 Total	\$178.54
706822	2/27/2024	5458	HIRSCH PIPE & SUPPLY	9362298 9376394	1240000	3"" Galvanized coupling Hose for Veterans Drinking fountains	\$48.08 \$19.43
						706822 Total	\$67.51
706823	2/27/2024	439	HOSE MAN, INC.	00056429	1240650	Old vactor fill hose	\$215.26
						706823 Total	\$215.26
706824	2/27/2024	3400	INFOSEND, INC.	256046	1240290	FY 2023-2024 Utility bill printing & mailing Jan24	\$73.08
						706824 Total	\$73.08
706825	2/27/2024	1728	INLAND LIGHTING SUPPLIES, INC.	284291	1240634	LED bulbs for Civic Center lobby	\$34.37
						706825 Total	\$34.37
706826	2/27/2024	7032	JOHN ARTHUR MAY	1396 1397 1417 1352 1415	1240084 1240484 1240651	Service call for valves Labor for checking alarm system Service @ Richardson #3, 5, & 6 Replace Richardson Well #3 Telemetry Panel Labor for installation on SonicWall & updates	\$315.00 \$1,680.00 \$960.00 \$5,136.00 \$2,798.63
						706826 Total	\$10,889.63
706827	2/27/2024	503	JON'S FLAGS & POLES	F89254	1240016	Flag	\$141.38
						706827 Total	\$141.38



CITY OF LOMA LINDA

VOUCHER LIST

2/27/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706828	2/27/2024	7210	JOSHUA CUNNINGHAM	Sta&ICEMAreimbJCunni	1240644	CA Paramedic & ICEMA licenses reimbursement	\$320.00
706828 Total							\$320.00
706829	2/27/2024	495	LARRY JACINTO CONST, INC.	001888-0005		Refund hydrant meter deposit #001888-0005	\$600.00
706829 Total							\$600.00
706830	2/27/2024	5375	LEVEL 3 COMMUNICATIONS, LLC	676169114 672610411	1240197	27247 VoIP 02/01-02/29/24 Bandwidth 260960 1/17-02/16/24	\$410.05 \$4,793.75
706830 Total							\$5,203.80
706831	2/27/2024	2045	LOMA LINDA HEATING & AIR CONDITIONING, INC.	11792711 11795140 11794632 11794892 11793997 11899844 11900100 11878340 11894724	1240219 1240213 1240211	HVAC Annual Maint for Richardson #6 Q2 HVAC Annual Maint for Richardson #5 Q2 HVAC Annual Maint for Cooley #6 Q2 HVAC Annual Maint for Richardson #3 Q2 HVAC Annual Maint for Cooley #5 Q2 HVAC Maint for Heritage Park St B Q3 HVAC Maint for Heritage Park #A Q3 Annual HVAC Svc Fire Station 2 Q3 Annual HVAC Svc Fire Station 1 Q3	\$73.82 \$80.63 \$154.35 \$73.82 \$101.99 \$154.35 \$77.18 \$75.31 \$655.20
706831 Total							\$1,446.65
706832	2/27/2024	1733	LOWE'S COMPANIES, INC.	73584 83041 98100 98104 99691 07061550000CM-1E 070502100000CM-1B 975158 01-10-24 96543 25552 70184 98116	1240038	Pipe fittings Lubricant, fuse kit, spray bottle, & weed killer Measuring tape & voltage tester EMT Fillings & photocell for fleet shop lights Hog rings & line winder Credit for unapplied payment Credit for unapplied payment Air filter, ceiling hooks, ext-hooks Disconnecter, gloves, heat shrink, & electric tape Chisel, nails, door jamb, drywall, & bifold door Studs Drywall, mix, tape, nail, tray, & saw	\$29.88 \$96.07 \$36.12 \$68.26 \$57.19 -\$20.62 -\$14.45 \$50.82 \$102.41 \$290.65 \$31.09 \$68.20



CITY OF LOMA LINDA
VOUCHER LIST
2/27/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
				80391		Vinyl for window, drywall, lumber, & caulk	\$365.88
				81324		Production office project	\$39.53
				84602		Ladder & tool bag	\$319.24
				85959		Water hose	\$61.94
						706832 Total	\$1,582.21
706833	2/27/2024	2875	LYNN MERRILL & ASSOCIATES, INC.	FY 24-7	1240303	Consulting fees for NPDES Jan 2024	\$739.24
						706833 Total	\$739.24
706834	2/27/2024	1566	MALLORY SAFETY & SUPPLY, LLC	5821268	1240040	Coveralls	\$54.36
						706834 Total	\$54.36
706835	2/27/2024	3172	MCC EQUIPMENT RENTALS, INC.	223-47-3	1230720	Waterline Improvement on Beuamont Ave CIP 20-657	\$287,893.13
						706835 Total	\$287,893.13
706836	2/27/2024	2876	MOORE, IACOFANO, GOLTSMAN, INC.	0084892	1230420	Planning services-housing element Jan 2024	\$817.50
						706836 Total	\$817.50
706837	2/27/2024	4703	MUNICIPAL EMERGENCY SVCS, INC.	IN2006966	1240648	Boots for new hire Dillon Myers	\$711.99
						706837 Total	\$711.99
706838	2/27/2024	1935	NARCISCO VALDOVINOS	001152	1240246	Landscape Maint Contract - So Barton Pkwy Jan 2024	\$692.56
				001153	1240243	Landscape Maintenance in the LMD Area Jan 2024	\$15,106.67
				001154	1240244	Landscape Maint Cont - Barton Rd Median Jan 2024	\$4,464.87
				001155	1240245	Landscape Maint Contract-Mlss, Heritage Medi Jan24	\$1,037.37
						706838 Total	\$21,301.47
706839	2/27/2024	7193	O'REILLY AUTO ENTERPRISES, LLC	6160-189603	1240049	Oil & air filter, cabin filter, wiper blade, & oil	\$148.37
				6160-190243		Fuel pump assembly UT227 Ram 1500	\$261.51
				6160-191262		Oil filter	\$25.76

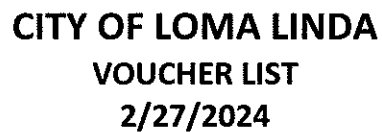


CITY OF LOMA LINDA

VOUCHER LIST

2/27/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
				6160-191194		Fuel filter & motor oil	\$140.42
						706839 Total	\$576.06
706840	2/27/2024	7176	ODP BUSINESS SOLUTIONS, LLC	351750054001	1240048	CDD-Marker, duster, cups & key tag.	\$60.14
				351758844001		CDD-Disinfectant.	\$23.27
				352237038001		Cups, post-its, clock & toner	\$300.78
				352237038002		Monthly calendar	\$29.73
				352700407001		Office Supplies- Metal Rims	\$85.11
						706840 Total	\$499.03
706841	2/27/2024	7282	ORKIN SERVICES OF CALIFORNIA, INC.	254978512	1240204	Pest control Svc Station 252 srv date 2/10/2024	\$139.99
				254977905	1240180	Pest control services for the Senior Center Feb 24	\$70.99
						706841 Total	\$210.98
706842	2/27/2024	4094	PAUL LEMAY	2843	1240019	Toilet repair @ library	\$975.00
				2844		Door sweep at the Senior Center	\$75.00
						706842 Total	\$1,050.00
706843	2/27/2024	1592	PHOENIX GROUP INFORMATION SYST	122023903	1240330	Parking Permit Management Dec 2023	\$1,012.76
				122023143	1240329	Delinquent prkg ticket recovery prgm Dec 2023	\$635.10
				1220231143	1240331	Code & Animal Admin Cite collection Dec 2023	\$186.92
						706843 Total	\$1,834.78
706844	2/27/2024	6153	QUADIENT LEASING USA, INC.	Q1184001	1240289	FY 2023-2024 LEASE N23011855 POSTAGE MACHINE	\$584.14
						706844 Total	\$584.14
706845	2/27/2024	5772	QUINN COMPANY	PCA00410963	1240054	Wiper blades	\$288.41
						706845 Total	\$288.41
706846	2/27/2024	5594	RAILPROS FIELD SERVICES, INC.	CLLC2401	1240641	Flagging & Observation of Waterline Ext CIP20-657	\$26,300.00
				CL4388520240131		Flagging & Observation of Waterline Ext CIP20-657	\$23,405.00
						706846 Total	\$49,705.00
706847	2/27/2024	2703	REDLANDS PRINT SHOP	64292	1240638	Printing of FMS brochures	\$352.35
				64322	1240633	Business cards	\$294.69
						706847 Total	\$647.04

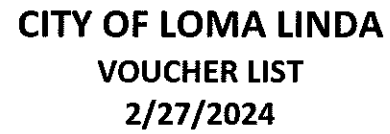


VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706848	2/27/2024	266	ROBBINS & HOLDAWAY	00-1006-03-45993 00-1006-04-45994 00-1006-06-45996 00-1006-11-45997 00-1006-12-45998 00-1006-45990 00-1006-02-45992 00-7200-46000 00-1006-01-45991	1240059	Legal Services Jan 2024 - Personnel Legal Services Jan 2024 - Public Safety Legal Services Jan 2024 - Finance Legal Services Jan 2024 - Claims Legal Services Jan 2024- Misc Legal Services Jan 2024- LL General City Matters Legal Services Jan 2024 - Community Development Legal Services Jan 2024- Special Counsel Srvs Legal Srvs - PC and CC Meetings Jan 2024	\$367.50 \$52.50 \$52.50 \$297.50 \$507.50 \$262.50 \$3,710.00 \$5,340.00 \$1,575.00
						706848 Total	\$12,165.00
706849	2/27/2024	356	SAN BERNARDINO & RIVERSIDE CNTIES FIRE EQUIP, INC.	144M 171550	1240105	Annual recharging fire extinguishers	\$130.61
						706849 Total	\$130.61
706850	2/27/2024	3881	SB CO PROFESSIONAL FIREFIGHTER	SBFF Feb 2024		SB County Firefighters dues Feb 2024	\$3,847.90
						706850 Total	\$3,847.90
706851	2/27/2024	6137	SILVERSTRAND TECHNOLOGIES, INC.	156504 156484	1240616 1240640	Monthly Security Alarm Service Feb 2024 Alarm service fee for Corp Yard Feb 2024	\$24.99 \$24.99
						706851 Total	\$49.98
706852	2/27/2024	451	SITEONE LANDSCAPE SUPPLY, LLC	138010088-001 138194064-001 137896348-001	1240063	Water Basin, drain gate, & adapters Valve box	\$32.85 \$119.06 \$2.96
						706852 Total	\$154.87
706853	2/27/2024	865	SN BERNARDINO CO SHERIFF DEPT	24033	1240635	Pre-emp polygraph srvs Myers, Ramos	\$200.00
						706853 Total	\$200.00



CITY OF LOMA LINDA
VOUCHER LIST
2/27/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706854	2/27/2024	5849	ST FRANCIS ELECTRIC, LLC	22035353	1240265	Annual Traffic Signal Maint. Contract Jan 2024	\$1,566.76
				22035354	1240266	Misc Traffic Signal Repairs Jan 2024	\$3,347.65
				22035355		Misc Traffic Signal Repairs @ Anderson & Redlands	\$773.03
				22035356		Misc Traffic Signal Repair @ Barton & Benton	\$2,685.54
						706854 Total	\$8,372.98
706855	2/27/2024	1356	STAPLES BUSINESS ADVANTAGE	3557935011	1240064	Utility billing door hanger notices	\$111.61
				3557935012		Agenda, note pads, label tape	\$57.92
				3558856720		Paper towels, paper plates	\$59.50
						706855 Total	\$229.03
706856	2/27/2024	7393	TEAMSTERS LOCAL 1932	PW Teamsters Feb2024		PW Teamsters dues February 2024	\$1,453.84
						706856 Total	\$1,453.84
706857	2/27/2024	7393	TEAMSTERS LOCAL 1932	Teamsters Feb 2024		Teamsters dues Feb 2024	\$683.58
						706857 Total	\$683.58
706858	2/27/2024	6177	TELEFLEX, LLC	9507972940	1240636	EMS equipt. (2) EZ-IO Power Drive	\$656.85
						706858 Total	\$656.85
706859	2/27/2024	6269	TESS ELECTRIC INC.	1399	1240072	Service call @ Jobsite Mt View #3	\$620.00
				1394	1240490	Replacement of stolen ground cable at RTP	\$4,512.19
						706859 Total	\$5,132.19
706860	2/27/2024	237	THE COUNSELING TEAM, INC.	90318	1240310	Behavioral health and wellness srvs Feb 2024	\$600.00
						706860 Total	\$600.00
706861	2/27/2024	2862	TRL SYSTEMS, INC.	592468	1240587	Card Reader Program Intelligent System Controller	\$4,595.91
						706861 Total	\$4,595.91
706862	2/27/2024	1977	VULCAN MATERIALS	73910652	1240082	Agg & asphalt	\$1,380.38
				73909023		Sand	\$652.14
				73909713		Sand	\$1,322.77
						706862 Total	\$3,355.29



VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706863	2/27/2024	7446	WCS DISTRIBUTING, INC.	0695555-IN	1240653	Replacement part for pesticide spray rig	\$8.93
						706863 Total	\$8.93
706864	2/27/2024	1919	WILLDAN	002-31093	1240092	Building Inspection/Plan Check Services Jan 2024	\$15,063.43
				002-31094		EngineeringServicesCivil/ParcelMapReview Jan 2024	\$140.00
						706864 Total	\$15,203.43
706865	2/27/2024	4353	WITTMAN ENTERPRISES, LLC	2401069	1240308	Medical billing services Jan 2024	\$817.01
						706865 Total	\$817.01
706866	2/21/2024	5502	FRONTIER COMMUNICATIONS	9097998064 Feb		Phone costs 2/10/24-3/9/24	\$51.19
						706866 Total	\$51.19
706867	2/21/2024	1245	SO CALIF EDISON	700228347138 Jan		Electricity costs 01/11-02/11/2024	\$2,022.09
				700228318038 Jan		Electricity costs 01/11-02/11/2024	\$1,089.49
						706867 Total	\$3,111.58
						Grand Total	\$688,252.36



CITY OF LOMA LINDA
VOUCHER LIST
2/27/2024


VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
102571888	2/6/2024	771	PERS	1002571888/89		Retirement Contributions-01/01 through 01/31/2024	\$995.35
102573792	2/8/2024	771	PERS	1002573792/93/94/95		Retirement Contributions-12/31 through 01/13/2024	\$73,489.76
102578632	2/15/2024	771	PERS	1002578632/33/34/35		Retirement Contributions-01/14 through 01/27/2024	\$73,493.26

Total Wires:	\$147,978.37
Total Checks (Total from previous page):	\$688,252.36
Grand Total =	<u>\$836,230.73</u>

PAYROLL: 02/15/2024 \$399,327.51

CLAIMS VOUCHER APPROVAL

I have reviewed the above listing of payments on check nos. 706781 through 706867 and wire nos. 102571888, 102573792 & 102578632 for a total disbursement of \$836,230.73 and to the best of my knowledge, based on the information provided, they are correct and are recommended for payment.


Sonia Fabela, Finance Director

Recommend that City Council approve for payment.

T. Jarb Thaipejr, City Manager

Approved by the City Council at their meeting held on March 12, 2024 and the City Treasurer is hereby to pay except as noted.

Phillip Dupper, Mayor



CITY OF LOMA LINDA
VOUCHER LIST
3/12/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706868	2/28/2024	5640	APPLEONE EMPLOYMENT SERVICES	01-6816936 01-6820817	1240405	CASHIER TEMP 02/05-02/08/2024 CASHIER TEMP 02/12-02/15/2024	\$1,474.03 \$1,539.52 706868 Total \$3,013.55
706869	2/28/2024	7123	CHARTER COMMUNICATIONS HOLDINGS, LLC	0020150021824	1240140	acct # 8448400530020150 2/18-3/17/24	\$136.92 706869 Total \$136.92
706870	2/28/2024	7123	CHARTER COMMUNICATIONS HOLDINGS, LLC	0212906021424	1240140	Fire Station#2 Acct#8448400530212906 2/14-3/13/24	\$158.80 706870 Total \$158.80
706871	2/28/2024	7445	LUIS A CALDERON	LCE-TC04112019	1240660	Cold plundge & laundry room lights STA 251	\$2,497.14 706871 Total \$2,497.14
706872	2/28/2024	7083	SELF INSURED SERVICES COMPANY	BOCHPD BOCRKB		Delta Dental Feb 2024 Coverage Delta Dental March 2024 Coverage	\$4,188.30 \$4,188.30 706872 Total \$8,376.60
706873	2/28/2024	1154	VISION SERVICE PLAN - CA	12121787/0002 Feb 12121787/0002 March 12121787/0001 March 12121787/0001 Feb		Vison Base Plan Feb 2024 Coverage Vision Base Plan March 2024 Coverage Vision insurance Premium March 2024 Coverage Vision Insurance Premium Feb 2024 Coverage	\$95.10 \$95.10 \$899.40 \$899.40 706873 Total \$1,989.00
706874	2/29/2024	5640	APPLEONE EMPLOYMENT SERVICES	01-6825631	1240405	CASHIER TEMP 02/20-02/22/24	\$1,066.36 706874 Total \$1,066.36
706875	2/29/2024	4197	C.A.P.F.	March 2024		Long Term Disability March 2024	\$826.00 706875 Total \$826.00
706876	2/29/2024	5502	FRONTIER COMMUNICATIONS	9097997257 March		Phone costs Corp Yard Fire Alarm 2/19-3/18/24	\$43.63 706876 Total \$43.63



CITY OF LOMA LINDA

VOUCHER LIST

3/12/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706877	2/29/2024	3855	LYNN A. HIRTZ	285263 285270 285267 285264	1240087	Repair on line trimmer Fuel can New hedge trimmer Fuel filter, spark plug, filter, washer, & cleaner	\$128.29 \$96.96 \$549.51 \$81.72
						706877 Total	\$856.48
706878	2/29/2024	4787	SALVADOR M. SORIANO	02282024		Donation for DJ service for Ballroom Dance 3/2/24	\$100.00
						706878 Total	\$100.00
706879	2/29/2024	2127	T. JARB THAIPEJR	Citymgrconf2024		Reimbursement for City Mgr Conf 2024	\$658.30
						706879 Total	\$658.30
706880	2/29/2024	304	TYLER TECHNOLOGIES, INC.	045-455381 045-435210	1240527	Energov Project Implementation-Remote 1/29/24 Energov Remote Project implementation 8/14/2023	\$700.00 \$1,400.00
						706880 Total	\$2,100.00
706881	3/7/2024	7123	CHARTER COMMUNICATIONS HOLDINGS, LLC	0030597021024	1240178	City Hall CS FEB 24 #8448400530030597	\$48.73
						706881 Total	\$48.73
706882	3/7/2024	7123	CHARTER COMMUNICATIONS HOLDINGS, LLC	231334701020124 Rev		2nd Fiber Line Internet Svcs Feb 24 Acct 231334701	\$3,942.94
						706882 Total	\$3,942.94
706883	3/7/2024	5117	NICHOLS LOCAL GOVERNMENT CONSULTING, LLC	2023-9836467-01 2024-9836467-01	1240699	State Mandated Claims reimbursements FY 23 State Mandated Claims reimbursements FY 24	\$2,200.00 \$2,400.00
						706883 Total	\$4,600.00
706884	3/12/2024	2394	2 HOT ACTIVEWEAR & UNIFORMS	7174	1240655	New hire uniform items for Dillon Myers	\$1,875.85
						706884 Total	\$1,875.85
706885	3/12/2024	22	ADVANCE REFRIGERATION & ICE SYSTEMS, INC.	54274 54331	1240657 1240669	Troubleshoot broken ice machine Ice machine for employee breakroom	\$180.00 \$3,198.20
						706885 Total	\$3,378.20
706886	3/12/2024	29	AGUA MANSA PROPERTIES, INC.	52206	1240022	A/C & Concrete Corp Yard	\$320.00
						706886 Total	\$320.00



CITY OF LOMA LINDA
VOUCHER LIST
3/12/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706887	3/12/2024	7449	ALEXANDER FOWLER	TDAtainingReimb		TDA training tuition reimbursement	\$1,691.00
						706887 Total	\$1,691.00
706888	3/12/2024	4554	ALTERNATIVE HOSE, INC.	6075237 6075235	1240024	Water hose assembly for rear water tank hose reel Turbo nozzle for pressure washer	\$912.97 \$140.15
						706888 Total	\$1,053.12
706889	3/12/2024	45	AMERIGAS - BLOOMINGTON 1120	3160951125	1240659	32 units of Propane for Heritage Park/Cole House	\$197.98
						706889 Total	\$197.98
706890	3/12/2024	3833	ATKINSON, ANDESLOH, LOYA, RUUD, & ROMO	705912	1240028	HR Legal fees for January 2024	\$8,969.64
						706890 Total	\$8,969.64
706891	3/12/2024	80	BEAR VALLEY MUTUAL WATER CO	6006	1240687	Assessment Fees for 1,020 shares	\$5,865.00
						706891 Total	\$5,865.00
706892	3/12/2024	1400	BOOT BARN 4 SAN BERNARDINO	INV00341128	1240031	Uniform Boots 02/19/24	\$596.99
						706892 Total	\$596.99
706893	3/12/2024	5390	CALIFORNIA HIGHWAY ADOPTION CO	224141 224142	1240169	Maint of south side I-10 Fwy ramps @ Mt View Feb Maint of south side I-10 Fwy ramps @ Mt View Feb	\$350.00 \$750.00
						706893 Total	\$1,100.00
706894	3/12/2024	25	CINTAS CORPORATION NO 2	5198602944	1240042	First aid supplies 2/20/2024	\$255.22
						706894 Total	\$255.22
706895	3/12/2024	203	CLINICAL LABORATORY OF	2400225-LOM01	1240068	Test water at well sites Jan 2024	\$8,164.50
						706895 Total	\$8,164.50
706896	3/12/2024	7027	COLANTUONO, HIGHSMITH & WHATLEY, PC	58698 59030 59401	1240662	Counsel Services-Inclusionary Housing Ord Dec-23 Counsel Serv-Legal Research,Memo,Incl Housing 1/24 Counsel Servs-The Groves, Highpoint Feb 2024	\$9,401.50 \$15,471.00 \$3,645.00
						706896 Total	\$28,517.50

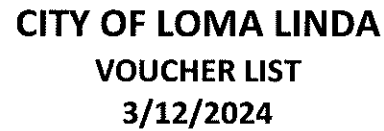


CITY OF LOMA LINDA

VOUCHER LIST

3/12/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706897	3/12/2024	236	COSTCO WHOLESAL	7 104 51 2/28/24 47810245188	1240076	Costco membership, coffee, & wax Station household supplies	\$347.15 \$612.07 706897 Total \$959.22
706898	3/12/2024	7290	DANNY ELLIS	0001270883 0001271052 0001271077	1240663 1240089	Electric door strike at Senior Center Keys for Production Dept Duplicate Key	\$1,374.60 \$32.63 \$10.06 706898 Total \$1,417.29
706899	3/12/2024	7366	DENNIS GRUBB & ASSOCIATES	002-30662	1240287	Fire Prevention Plan Check Srvs Feb 2024	\$2,175.00 706899 Total \$2,175.00
706900	3/12/2024	28	EDWARD J. AGUILAR	6375D32024		Drinking Water Distr Operat Cert Renewal E.Aguilar	\$90.00 706900 Total \$90.00
706901	3/12/2024	325	EWING IRRIGATION PRODUCTS	21585322 21566334	1240003	Pesticide inventory for Parks Squirrel bait for parks	\$611.60 \$328.47 706901 Total \$940.07
706902	3/12/2024	331	FAIRVIEW FORD SALES, INC.	071320 071300	1240005	Door speaker Tailgate clip	\$16.75 \$9.90 706902 Total \$26.65
706903	3/12/2024	3197	KALMIKOV ENTERPRISES, INC	28073	1230580	Final pmt - Refurbish 2006 Smeal Fire Truck Pumper	\$154,811.82 706903 Total \$154,811.82
706904	3/12/2024	7273	FLOCK GROUP INC	INV-33754	1240528	Hardware & Software for 26 License Plate Readers	\$67,848.63 706904 Total \$67,848.63
706905	3/12/2024	5256	FLYERS ENERGY, LLC	24-030405 24-030406 23-038466 24-033589	1240008	Fuel delivery for PW 2/15/24 Diesel delivery for PW dept 2/15/24 Fuel for PW dept 2/28/24 Fire Dept fuel delivery 2/21/2024	\$2,053.19 \$2,119.22 \$1,493.64 \$968.04 706905 Total \$6,634.09
706906	3/12/2024	7325	GCI CONSTRUCTION, INC	1213R	1230899	Retention CIP 22-666 Release chk 3/21/24	\$14,431.46 706906 Total \$14,431.46



VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706907	3/12/2024	7352	GENESIS INDUSTRIAL SUPPLY, INC.	12859	1240683	Earplugs, Sanitizer & Coveralls	\$370.38
						706907 Total	\$370.38
706908	3/12/2024	2484	HAAKER EQUIPMENT CO	C1ABDB C1ABH7 C1ABD8	1240012 1240685 1240686	Hose & connections for Vactor 1 inch nozzle 1" Flush hose for vactor truck	\$329.38 \$1,386.56 \$1,487.72
						706908 Total	\$3,203.66
706909	3/12/2024	1710	HARLOW'S KITCHEN CONCEPTS	SB01104003	1240580	Whirlpool refrigerator for Community Room	\$2,242.91
						706909 Total	\$2,242.91
706910	3/12/2024	2204	HINDERLITER, DE LLAMAS & ASSOC	SIN033934	1240338	Sales Tax Professional Services Q2/2023	\$3,031.03
						706910 Total	\$3,031.03
706911	3/12/2024	5458	HIRSCH PIPE & SUPPLY	9386280 9397812	1240000	Hose for Bailey drinking fountain Adapter & Ball valve	\$21.91 \$25.47
						706911 Total	\$47.38
706912	3/12/2024	435	HOME DEPOT CREDIT SERVICES	9483098	1240001	Flooring for production office	\$312.50
						706912 Total	\$312.50
706913	3/12/2024	439	HOSE MAN, INC.	00056531	1240656	Hose for new Vactor Truck	\$215.26
						706913 Total	\$215.26
706914	3/12/2024	4896	INTERFACE SECURITY SYSTEMS, LLC	20648099	1240320	Alarm monitoring Sr Center & Heritage Park	\$443.07
						706914 Total	\$443.07
706915	3/12/2024	6071	KELLERMEYER BERGENSONS SERVICE	INV90002732855	1240167	Community Room Cleaning Jan 2024	\$600.00
						706915 Total	\$600.00
706916	3/12/2024	7454	LAKESIDE MG	REFrun#21-575396		FMS overpayment of run #21-575396	\$379.03
						706916 Total	\$379.03



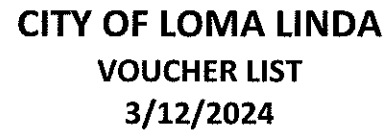
CITY OF LOMA LINDA
VOUCHER LIST
3/12/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706917	3/12/2024	557	LIFE ASSIST, INC.	1409839	1240021	Emergency Medical Supplies and Equipment	\$911.53
						706917 Total	\$911.53
706918	3/12/2024	570	LOMA LINDA FIREFIGHTERS ASSN	11 2-22-2024	1240689	4 sets of Uniform items for new hires	\$468.00
						706918 Total	\$468.00
706919	3/12/2024	2045	LOMA LINDA HEATING & AIR CONDITIONING, INC.	11896773 11900356 11896132	1240218 1240217	HVAC Maint at 11097 Mesquite Q3 HVAC Maint at 11673 Bryn Mawr Q3 HVAC Maint for Corp yard Q3	\$76.03 \$76.03 \$477.17
						706919 Total	\$629.23
706920	3/12/2024	1733	LOWE'S COMPANIES, INC.	85655 70865 99267 97675 70274 83926 86138 70240 87245 83965	1240038	Key pin & head bolts Light switch & wall plate Electrical fittings for fleet shop Sponge & drywall Tape, caulk, & masking paper Hex nut driver, valves, & screws Concrete for storm drain @ San Timoteo Wash Conduit boxes Trims, screws, metal flushing, duct tape, & mould Trash bags and zip ties	\$33.55 \$7.86 \$144.51 \$21.92 \$29.86 \$31.94 \$220.01 \$33.34 \$270.77 \$60.69
						706920 Total	\$854.45
706921	3/12/2024	1566	MALLORY SAFETY & SUPPLY, LLC	5825610 5828926 5831069	1240040	Safety glasses Leather gloves Nitrile gloves	\$79.04 \$38.26 \$95.72
						706921 Total	\$213.02
706922	3/12/2024	5254	MANSFIELD OIL COMPANY OF GAINESVILL, INC.	2023 Q3 2023 Q2		2023 Q3 Sales Tax Incentive 2023 Q2 Sales Tax Incentive	\$256,547.25 \$330.75
						706922 Total	\$256,878.00
706923	3/12/2024	632	MATICH CORPORATION	177415	1240658	One ton of asphalt for water leak repair	\$70.73
						706923 Total	\$70.73
706924	3/12/2024	2099	MCCROMETER, INC.	8002503	1240629	Sewer Flow Meter Monitoring Srv Feb 2024	\$1,170.00
						706924 Total	\$1,170.00



CITY OF LOMA LINDA
VOUCHER LIST
3/12/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706925	3/12/2024	667	MUNIMETRIX SYSTEMS CORP	2403-1129	1240046	Maint and upgrades to Clerks Index Prog-Feb. 2024	\$39.99
						706925 Total	\$39.99
706926	3/12/2024	1935	NARCISCO VALDOVINOS	001156	1240617	Remove Tule Weeds from perk pond at MT View Well 6	\$1,191.44
						706926 Total	\$1,191.44
706927	3/12/2024	6059	NICHOLAS MARZULLO	12244	1240571	Sandblast & powder coat Senlor Center sign	\$2,140.00
						706927 Total	\$2,140.00
706928	3/12/2024	7193	O'REILLY AUTO ENTERPRISES, LLC	6160-192490 6160-193926 6160-193377 6160-193773	1240049	Service parts for target saw Battery Battery for welder/generator Generator/welder on D1973	\$147.89 \$45.62 \$147.42 \$28.41
						706928 Total	\$369.34
706929	3/12/2024	7176	ODP BUSINESS SOLUTIONS, LLC	352968335001 354338206001 352820587001 352815397001 352820586001 3560293444	1240048	File trays, paper, binder clips, post its, boxes Creamer, tea, & coffee for Senior Centers Notebook USB Drive Notebook, binders, & pens Office Supplies for supply room	\$170.29 \$55.59 \$21.44 \$20.90 \$122.68 \$147.95
						706929 Total	\$538.85
706930	3/12/2024	7282	ORKIN SERVICES OF CALIFORNIA, INC.	254979687 254978178	1240204 1240181	Pest control STA251- srv date 2/15/24 Pest control services for 10466 Richardson Feb 24	\$169.99 \$64.99
						706930 Total	\$234.98
706931	3/12/2024	7444	PACKET FUSION, INC.	PB16311	1240645	Desktop Phone support 02/25/2024 - 06/30/2024	\$2,437.68
						706931 Total	\$2,437.68
706932	3/12/2024	1592	PHOENIX GROUP INFORMATION SYST	012024143 012024903 0120241143	1240329 1240330 1240331	Delinquent parking ticket recovery prgm Jan 2024 Parking Permit Management Jan 2024 Code & Animal Admin Citation collection Jan 2024	\$731.30 \$1,059.75 \$112.59
						706932 Total	\$1,903.64

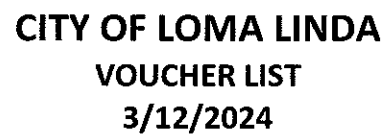


VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706933	3/12/2024	4458	PRINTING & PROMOTION PLUS, INC.	89384	1240668	Citation booklets	\$1,943.99
						706933 Total	\$1,943.99
706934	3/12/2024	4199	QUALITY CODE PUBLISHING	PG000035487	1240053	Codification of Ord - Supplemental No. 99	\$1,409.00
						706934 Total	\$1,409.00
706935	3/12/2024	5629	QUALITY POWER	361851	1240671	Starter for Target Saw	\$156.24
						706935 Total	\$156.24
706936	3/12/2024	5911	RDO EQUIPMENT CO	P5368635	1240056	Mower drive belt	\$264.43
						706936 Total	\$264.43
706937	3/12/2024	2703	REDLANDS PRINT SHOP	64418	1240672	Organic Waste Labels 8.5x11 full color-Matte vinyl	\$238.38
						706937 Total	\$238.38
706938	3/12/2024	7440	ROADSAFE TRAFFIC SYSTEMS, INC.	196078	1240605	Water Wall Traffix	\$2,040.13
						706938 Total	\$2,040.13
706939	3/12/2024	7455	ROGER & CONSTANCE SOHN	REFRun#23-581140		FMS overpayment for run #23-581140	\$375.00
						706939 Total	\$375.00
706940	3/12/2024	7452	ROLAND BLACKISTON	Sta&ICEMAreimbrBlack	1240661	CA Paramedic & ICEMA licenses reimbursement	\$320.00
						706940 Total	\$320.00
706941	3/12/2024	853	SAN BERNARDINO CO FIRE CHIEFS	SBCFCA03-24	1240692	2024 Annual membership dues	\$198.00
						706941 Total	\$198.00
706942	3/12/2024	7127	SCA OF CA, LLC	157890PS	1240501	Street Sweeping Svcs FY 2023-24 (remainder of year	\$6,094.08
						706942 Total	\$6,094.08
706943	3/12/2024	3698	SCOTT ZEHM	02212024 01172024	1240168	City Hall Fountain Maintenance for Feb 2024 City Hall Fountain Maintenance Svc for Jan 2024	\$145.00 \$315.00
						706943 Total	\$460.00



CITY OF LOMA LINDA
VOUCHER LIST
3/12/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
706944	3/12/2024	7047	SHI INTERNATIONAL CORP	B17850896 B17756615	1240564 1240524	Hard drives for Old VM host server Network switch for senior center	\$1,863.37 \$220.76 706944 Total \$2,084.13
706945	3/12/2024	7048	R&M PATOS TOOLS LLC	02222460990	1240674	Torque Wrench Repair	\$110.00 706945 Total \$110.00
706946	3/12/2024	2218	SONIA FABELA	CSMFO Conf Reimb		CSMFO Conference Reimb - Meals SFabela/ABriones	\$70.00 706946 Total \$70.00
706947	3/12/2024	1356	STAPLES BUSINESS ADVANTAGE	3560293442	1240064	Office Supplies, ink and note pads	\$113.01 706947 Total \$113.01
706948	3/12/2024	1788	STATE CONTROLLER'S OFFICE	FAUD-00004160	1240679	FY 2022/2023 Annual Street Report	\$3,488.78 706948 Total \$3,488.78
706949	3/12/2024	6003	VEOLIA WTS SERVICES USA, INC.	902550339 902550340	1240189	Deionized water tank & reg fees STA251 Feb 2024 Deionizedwatertank rental fee STA252 2/1-4/30/24	\$89.92 \$107.90 706949 Total \$197.82
706950	3/12/2024	7124	TETRA TECH INC.	52165893 52206888	1230522	Contract for Project Mgt/Inspections CIP-22-665 Contract for Project Mgt/Inspections CIP-22-665	\$2,419.98 \$2,412.92 706950 Total \$4,832.90
706951	3/12/2024	7199	THE LLOYD PEST CONTROL CO, INC.	8368609 8369154 8358155 8368320 8368321	1240253	Gopher control svcs for Elmer Digneo Feb 2024 Gopher control svcs for Hulda Crooks Feb 2024 Gopher control svcs for BB Fields Feb 2024 Gopher control svcs for Bryn Mawr Pk Feb 2024 Gopher control svcs for Bailey Pk Feb 2024	\$200.00 \$300.00 \$300.00 \$200.00 \$200.00 706951 Total \$1,200.00
706952	3/12/2024	3890	TOTAL COMPENSATION SYSTEM, INC.	12810	1240200	GASB 75 Full Valuation	\$2,250.00 706952 Total \$2,250.00

[illegible]



CITY OF LOMA LINDA
VOUCHER LIST
3/12/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
579781	3/4/2024	454	MISSIONSQUARE	2024030400579781		457 Plan Contributions-02/11 through 02/24/2024	\$11,371.47
102571882	2/9/2024	773	PERS	1002571882		Health Insurance Premium-February 2024	\$76,661.89

Total Wires:	\$88,033.36
Total Checks (Total from previous page):	\$657,407.95
Grand Total =	<u>\$745,441.31</u>

PAYROLL: 02/29/2024 \$334,395.55

CLAIMS VOUCHER APPROVAL

I have reviewed the above listing of payments on check nos. 706868 through 706961 and wire nos. 579781 & 102571882 for a total disbursement of \$745,441.31 and to the best of my knowledge, based on the information provided, they are correct and are recommended for payment.

Anna Brionce, Sr. Accountant/Fin. Analyst
FOR: Sonia Fabela, Finance Director

Recommend that City Council approve for payment.

T. Jarb Thaipejr, City Manager

Approved by the City Council at their meeting held on March 12, 2024 and the City Treasurer is hereby to pay except as noted.

Phillip Dupper, Mayor



City of Loma Linda

Regular City Council Staff Report

Prepared By: Lynette Arreola

Approval of Minutes January 23, 2024 [City Clerk]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Consent Calendar Item: 3B
To	From
City Council	Lynette Arreola, City Clerk

Approval of Minutes for Regular City Council held on January 23, 2024.

Attachments

Regular City Council-01-24-2024-minutesDraft.pdf

**** The following document is a draft of the minutes and the not the official approved minutes ****

Minutes for the Regular City Council

25541 Barton Road, Loma Linda, CA 92354

January 23, 2024, 7:02 PM - January 23, 2024, 8:35 PM

Roll Call: *(The following members were in attendance)*

- **Phillip Dupper**, Mayor
- **Ronald Dailey**, Mayor pro tempore
- **Bhavin Jindal**, Councilmember
- **John Lenart**, Councilmember
- **Rhodes Rigsby**, Councilmember

1. Call to Order

1A. Call to Order- 7:02 PM

1B. Roll Call-

Staff Present:

T Jarb Thaiper, City Manager

Diane Robbins, City Attorney

Lynette Arreola, City Clerk

Dan Harker, Fire Chief

Lt. Kaysie Smith, San Bernardino County Sheriff's Department

Nicole Campbell, Associate Planner

Kyle Mac Gavin, Information Systems Analyst III

1C. Closed Session/Workshop- 7:03 PM

None.

1D. Invocation and Pledge of Allegiance - Mayor pro tempore Dailey- 7:03 PM

Mayor pro tempore Dailey led the invocation and Pledge of Allegiance.

1E. Items to be Added or Deleted- 7:04 PM

No items were added or deleted.

1F. Oral Reports/Public Participation - Non-Agenda Items (Each Speaker limited to 3 minutes. Pursuant to the Brown Act, no action or discussion can be taken by City Council)- 7:04 PM

No public participation upon invitation by the Mayor.

1G. Conflict of Interest Disclosure- 7:05 PM

No reported conflicts of interest.

2. Scheduled and Related Items

2A. Public Hearing: An Urgency Ordinance adding Chapter 17.130 (Inclusionary Housing Requirements) to Title 17 (Zoning) of the Loma Linda Municipal Code [City Attorney]- 7:06 PM

Public Hearing was opened at 8:08 PM and closed at 8:16 PM

City Attorney Robbins presented the report as evidence, stating that the Inclusionary Housing Ordinance exclusively pertains to housing development projects of all residential units, mixed-use developments incorporating a residential component, or common interest developments formed through the conversion of existing residential units. She emphasized that the ordinance aimed to promote the construction of residential units affordable to households with diverse income levels and to address the Regional Housing Needs Allocation (RHNA), requiring 523 units affordable to very-low-income households and 311 units affordable to low-income households for Loma Linda. She explained the ordinance would apply to proposed developments of 10 or more dwelling units that will be required to provide affordable housing on-site or the alternate options of payment of in-lieu fees, off-site construction of inclusionary units, or converting

market rate units to affordable units. She reviewed the Affordable Housing income level thresholds and the safeguard options to ensure fairness. She concluded by stating that the project was exempt from CEQA; that the request is to adopt the ordinance on an urgent basis to go into effect immediately, which will require a four-fifths vote; and that the ordinance will then go through a regular and formal review by the Planning Commission and City Council.

Associate Planner Campbell explained that the conditions of the adopted ordinance would apply to all residential development applications that have not been deemed complete.

Discussion ensued among the Council that, despite the City's efforts to observe the rules and meet the RHNA required allocation of affordable housing, new allocations of affordable housing were established requiring cities to comply with new, seemingly, unattainable numbers. There were concerns that the ordinance would affect the recently approved large lot subdivision project, which the public, ultimately, desired. The Council inquired about the intent behind the urgent adoption and the potential consequences and risks associated with not promptly approving the Urgency Ordinance. They requested further information and findings regarding the ordinance.

City Manager Thaipejr explained that, when the State eliminated the RDA funding from local governments in 2012, it eliminated the funding for the City's affordable housing program. He pointed out that it is challenging to find developers willing to undertake affordable housing projects. Therefore, establishing inclusionary housing requirements is the direction for the City to ensure compliance. He pointed out that many other cities are adopting inclusionary ordinances.

In response, City Attorney Robbins stated that the City Council may consider the option to modify or repeal the ordinance if the City meets the requirements outlined by RHNA.

Mayor Dupper observed from the discussion that it appeared that the Council could not determine the justification for approving the urgency of the Ordinance and that there was an interest in a more comprehensive Council report that would include actions taken by other cities and the potential consequences.

The Mayor opened the public hearing.

Milford Harrison expressed concern that the State is taking control and influence over local governments and believes this legislation is financially motivated.

Dick Wiley agreed that this legislation is financially motivated. He is concerned that Legislators do not look at the consequences of how this will affect cities with increased traffic, pollution, and the water impact.

The public hearing was closed.

Due to a lack of motion, the proposal to adopt the Urgency Ordinance failed.

3. Consent Calendar

Motion by John Lenart, seconded by Rhodes Rigsby, and passing by a vote of 5-0-0-0 To Approve the Consent Calendar item as submitted.

3A. Demands Register - January 23, 2024 [Finance]- 8:16 PM

Approved the Demands Register dated January 23, 2024, with commercial demands totaling \$1,064,314.48 and payroll demands dated January 18, 2024, totaling \$370,685.06.

4. Old Business

No items.

5. New Business

No items.

6. Reports

6A. Reports of Council Members- 8:16 PM

Councilman Lenart stated that he received complaints from residents about inspectors looking through their green waste carts and receiving notices relating to SB1383, the State mandate on organic recycling. He also commented on the City's online utility payment system recently being down for some time not allowing him to pay his bill. When he was able to pay his bill online, he had accrued a late fee. He stated that the City should have provided information to residents about the service issue and, consequently, not apply late fees.

Milford Harrison, CR&R Consultant, spoke briefly on the State mandate of SB1383 and the role of CR&R and the public.

6B. Reports Of Officers- 8:35 PM

No reports from officers.

7. Adjournment

Meeting adjourned at 8:35 pm.



City of Loma Linda

Regular City Council Staff Report

Prepared By: Sonia Fabela

Treasurer's Report - February 2024 [Finance]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Consent Calendar Item: 3C
To	From
City Council	Sonia Fabela, Finance Director

Accepted for filing by City Council

Date: _____

RECOMMENDATION:

It is recommended that the City Council receive the report for filing.

Attachments

Feb 24 TREAS REPORT.pdf

CITY OF LOMA LINDA
COMPOSITION OF CASH
February 2024

DEMAND DEPOSIT ACCOUNTS

CITY - BANK OF AMERICA - MAIN CHECKING ACCOUNT	\$ 2,592,695.81
Outstanding Checks as of month-end	<u>(581,002.22)</u>
CITY - MAIN CHECKING ACCOUNT AVAILABLE BALANCE	\$ 2,011,693.59
BANK OF AMERICA - PAYROLL	\$ 20,734.73
HOUSING AUTHORITY - BANK OF AMERICA - CHECKING ACCOUNT	254,706.62
Outstanding Checks as of month-end	<u>(34,898.56)</u>
HOUSING AUTHORITY - CHECKING ACCOUNT AVAILABLE BALANCE	\$ 219,808.06
SUCCESSOR AGENCY - BANK OF AMERICA - CHECKING ACCOUNT	33,417.90
Outstanding Checks as of month-end	<u>(562.50)</u>
SUCCESSOR AGENCY - CHECKING ACCOUNT AVAILABLE BALANCE	\$ 32,855.40

DEMAND DEPOSIT ACCOUNTS - TOTAL	\$ 2,285,091.78
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INVESTMENTS

YIELD

LOCAL AGENCY INVESTMENT FUND (LAIF)

CITY	4.122%	\$ 51,258,120.62
CITY - Former RDA Bond Proceeds	4.122%	423,696.57
CITY -Total		51,681,817.19
SUCCESSOR RDA	4.122%	1,488,916.76
HOUSING AUTHORITY	4.122%	1,363,843.37

INVESTMENTS TOTALS	\$ 54,534,577.32
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OTHER CASH

IMPREST ACCOUNT	\$ 500.00
CASH ON HAND	<u>1,350.00</u>

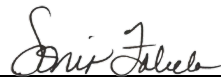
OTHER CASH TOTAL	\$ 1,850.00
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CASH AND INVESTMENTS - GRAND TOTAL	56,821,519.10
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PREVIOUS MONTH	<u>57,994,399.34</u>
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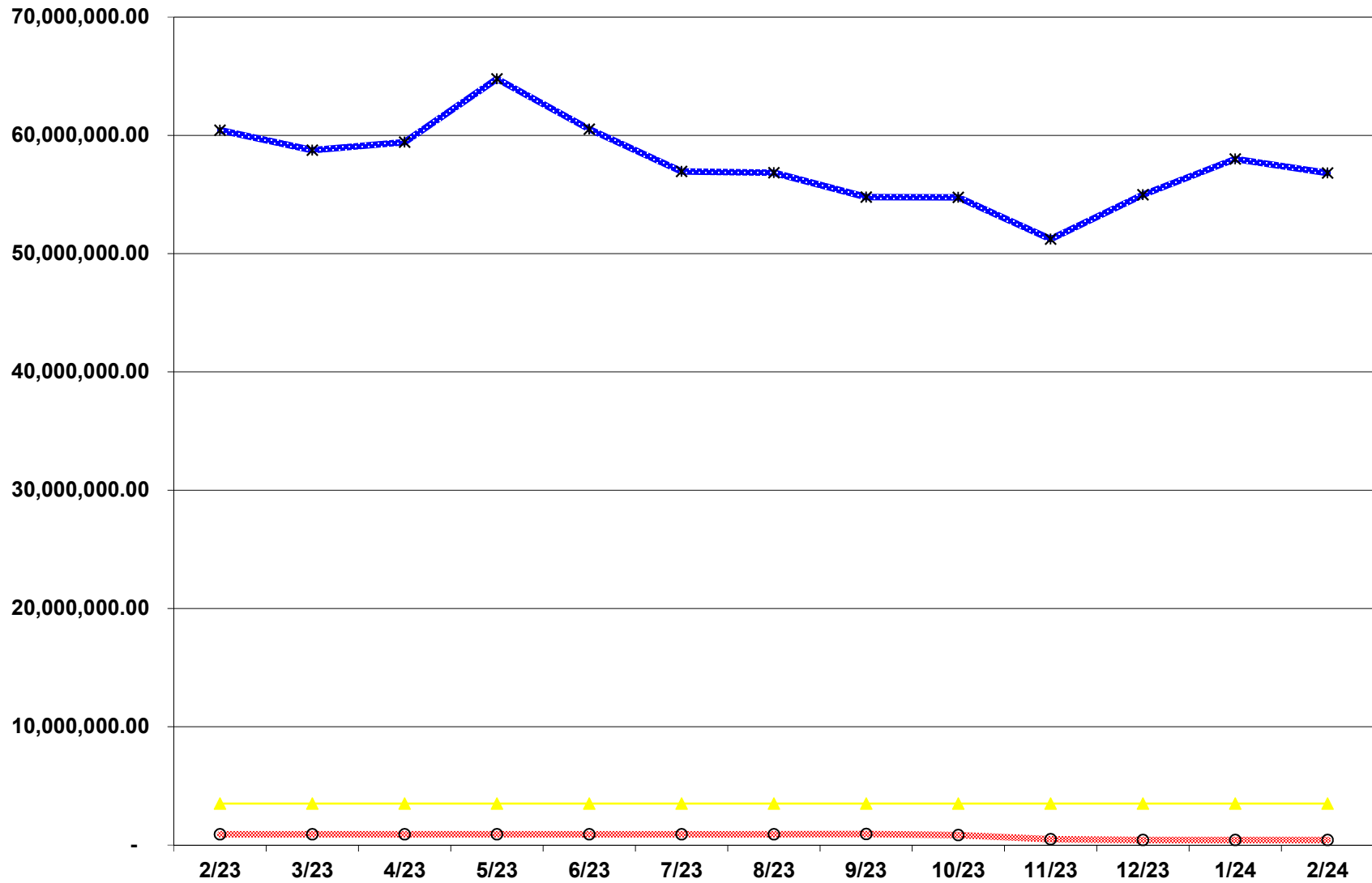
CHANGE +/-(-)	<u>\$ (1,172,880.24)</u>
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All investments are in accordance with the City Investment Policy, and as such, sufficient funds are available to meet the cash flow requirements of Loma Linda, including the next thirty days' obligations.



 Treasurer

CITY OF LOMA LINDA
MONTHLY TREASURER'S REPORT 02/23-02/24



CITY, SUCCESSOR RDA & HA - TOTAL CASH AVAILABLE CITY- FORMER RDA BOND PROCEEDS BASELINE



City of Loma Linda

Regular City Council Staff Report

Prepared By: Nataly Alvizar

Fire Department's Activity Report - February 2024 [Fire]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Consent Calendar Item: 3D
To	From
City Council	Nataly Alvizar, Executive Aide

Accepted for filing by City Council

Date: _____

RECOMMENDATION:

It is recommended that the City Council receive the report for filing.

Attachments

Feb 2024 Fire Activity Report.pdf

SUBJECT: February 2024 Fire Department Activity Report

Operations Division:

The Fire Department's Operations Division responded to 360 incidents in January 2024. There were 0 calls/incidents given or received in Mutual/Automatic Aid. The alarm types are broken down as follows:

Fire & Rescue	Month		YTD	
Medical Aid (MA)	261	72.5%	567	72.2%
Traffic Collision (TC)	21	5.8%	36	4.6%
MA + TC	282	78.3%	603	76.8%
Hazardous Conditions	1	2.40%	2	0.70%
Hazardous Material	2	0.40%	4	0.40%
Public Assistance	17	6.90%	29	5.50%
Rescue	0	0.90%	2	0.60%
Structure Fire	2	2.10%	5	1.00%
Cooking	0	0.00%	0	0.10%
Vegetation Fire	0	0.40%	1	0.70%
Vehicle Fire	2	0.00%	3	0.10%
Refuse Fire	9	1.10%	17	1.40%
All Fires	13	3.60%	26	3.30%
Good Intent/Dispatched & Cancelled Enroute	28	7.8%	54	6.9%
Fire Alarm Activation*	17	4.7%	36	4.6%

*Note: Includes accidental activation, burnt food, system malfunction, malicious, etc.



City of Loma Linda

Regular City Council Staff Report

Prepared By: Lynette Arreola

Agreement for the Joint Exercise Powers - San Bernardino Associated Governments JPA Amendment #4 [Public Works]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Consent Calendar Item: 3E
To	From
City Council	Jeff Peterson, Associate Engineer
Via	
T Jarb Thaipejr, City Manager	

Approved/Continued/Denied by City Council

Date: _____

RECOMMENDATION:

It is recommended that City Council approve amendments to the San Bernardino Council of Governments Joint Powers Authority Agreement including dues increase and authorize the City Manager to take related actions.

BACKGROUND:

The City of Loma Linda is a member of the San Bernardino Associated Governments, now called San Bernardino Council of Governments (SBCOG), Joint Powers Authority. SBCOG JPA agreement was last amended in 1975. An Ad Hoc committee, formed in July 2023, has been studying fee structure and expanding the functions of SBCOG. The committee directed staff to present its' proposals directly to the Board of SBCOG for consideration, bypassing prior policy or technical advisory committee review. The responsible staff is Monique Reza-Arellano, Chief of COG and Equity Programs.

ANALYSIS:

That the Board, acting as the San Bernardino Associated Governments:

A. Accept Council of Governments (COG) Ad Hoc Committee recommendation to increase work capacity, including adding staff, and increasing the budget of the San Bernardino COG (SBCOG) by increasing the cost to each agency by the 50% Population/50% General Fund Tax Revenues per Table 2 (attached).

B. Approve Amendment No. 4 to the Agreement for the Joint Exercise of Powers relative to the San Bernardino Associated Governments, SANBAG JPA to amend language concerning the method by which member agency dues are assessed.

Most notably, the changes include:

- Increasing annual budget baseline of services from current \$658,000 and 1.3 staff to \$1.5M and 3 staff.
- Adding a CPI inflation adjustment factor and a method for additional "gap" assessment fees as well as optional or subscription assessments for programs or projects beyond those identified.
- Current City assessment is \$14,803, new assessment based on \$1.5M budget will be \$23,467.
- Following execution of the Amendment by all member agencies, staff will work through an Ad Hoc of the Board and of the City/County Managers' Technical Advisory Committee to identify program and project priorities and amend the approved work plan.

ENVIRONMENTAL IMPACT:

N/A

FINANCIAL IMPACT:

Increase in fee of \$8,664.

Attachments

JPA Amendment No 4 SANBAG SB Assoc Govts 1 3 24.final.pdf

Incremental Dues Increase 2024.pdf

This Amendment No. 4 to the Agreement for the Joint Exercise of Powers ("Agreement") Relative to the San Bernardino Associated Governments is entered into by and between San Bernardino County, a political subdivision of the State of California; the City of Adelanto, a charter city; the Town of Apple Valley, a municipal corporation; the City of Barstow, a municipal corporation; the City of Big Bear Lake, a charter city; the City of Chino, a municipal corporation; the City of Chino Hills, a municipal corporation; the City of Colton, a municipal corporation; the City of Fontana, a municipal corporation; the City of Grand Terrace, a municipal corporation; the City of Hesperia, a municipal corporation; the City of Highland, a municipal corporation; the City of Loma Linda, a charter city; the City of Montclair, a municipal corporation; the City of Needles, a charter city; the City of Ontario, a municipal corporation; the City of Rancho Cucamonga, a municipal corporation; the City of Redlands, a municipal corporation; the City of Rialto, a municipal corporation; the City of San Bernardino, a charter city; the City of Twentynine Palms, a municipal corporation; the City of Upland, a municipal corporation; the City of Victorville, a charter city; the City of Yucaipa, municipal corporation; and the Town of Yucca Valley, a municipal corporation.

RECITALS

1. WHEREAS, each party to the Agreement is a public agency and is authorized to enter into this Amendment No. 4;
2. WHEREAS, each party to the Agreement entered into and executed a Joint Powers Agreement creating an organization (San Bernardino Associated Governments) to explore and study countywide, subregional and regional problems and to effect improved intergovernmental cooperation; and
3. WHEREAS, the parties have previously amended the Agreement three times, the last time being in 1975; and
4. WHEREAS, the parties desire to amend the Agreement to rename the entity formed by the Agreement to be San Bernardino Council of Governments; and
5. WHEREAS, the Agreement's funding mechanism is outdated, and as such, the parties desire to amend the Agreement to provide greater funding to the joint powers entity in a more equitable manner.

NOW, THEREFORE, the parties hereto agree as follows:

1. The joint powers entity formed by the Agreement shall be known as the San Bernardino Council of Governments ("SBCOG"). All instances of "San Bernardino Associated Governments" in the Agreement are replaced with "San Bernardino Council of Governments." All instances of "SANBAG" are replaced with "SBCOG." All instances of "the Association" or "the association" in reference to the joint powers entity are replaced with "the COG."
2. The article titled "ASSESSMENTS" is removed and replaced in its entirety with the following:

ASSESSMENTS

10. In reviewing the budget, the Board of Directors shall determine what assessments are necessary. Such assessments shall be calculated in accordance with SBCOG policy

adopted by the Board of Directors. The policy will identify a particular method or formula specifying how member agency dues shall be assessed, and will also allow for optional, subscription assessments that member agencies may opt in to on a voluntary basis, based on a Board-adopted budget or budget amendment and a subscription work program.

Each party shall be informed of its estimated assessment by April 1. After the final budget becomes effective, the Board of Directors shall determine the precise amount of the assessment, if any may be necessary, and the parties shall be so informed. Assessments shall be payable on or before August 1 for the fiscal year starting July 1.

In addition to the assessments referenced in the preceding paragraphs, advances from the public funds of the parties hereto may be made for the purposes set forth in this Agreement. When such advances are made, they shall be repaid from the first available funds.

The Board of Directors shall have the power to authorize utilization of personnel, equipment, or property of one or more of the parties to this Agreement in complete or partial satisfaction of such party's obligations to pay assessments or make advances.

All assessments or other monetary obligations hereunder shall be paid to the COG and shall be authorized for expenditure by a majority vote of the Board of Directors in connection with the adoption of the annual budget.”

3. This Amendment No. 4 shall become binding upon each party hereto upon that party's execution.

Signed and attested by the following:

Jurisdiction	Date
<hr/> City of Adelanto	<hr/>
<hr/> City of Apple Valley	<hr/>
<hr/> City of Barstow	<hr/>
<hr/> City of Big Bear Lake	<hr/>
<hr/> City of Chino	<hr/>
<hr/> City of Chino Hills	<hr/>
<hr/> City of Colton	<hr/>
<hr/> City of Fontana	<hr/>
<hr/> City of Grand Terrace	<hr/>

Amended Agreement for the Joint Exercise of PowersRelative to the 01/03/2024
San Bernardino Associated Governments, SANBAG JPA Amendment #4

City of Hesperia	
City of Highland	
City of Loma Linda	
City of Montclair	
City of Needles	
City of Ontario	
City of Rancho Cucamonga	
City of Redlands	
City of Rialto	
City of San Bernardino	
City of Twentynine Palms	
City of Upland	
City of Victorville	
City of Yucaipa	
Town of Yucca Valley	
County of San Bernardino	

Board Adopted: January 3, 2024

SBCOG General Assessment Dues & Potential Increase

Jurisdiction	Population 2022	Assessed Value	Base Sales Tax +	Total Current				New	Total Current	New	Total Current
		Fiscal Year	Property Tax	Original	2016	2022	Assessments	Assessment	Assessments +	Assessment	Assessments +
		2022/2023	Revenues (1)	Assessment (2)	Assessment (3)	Assessment (4)	(2)+(3)+(4)	50% Population/ 50% Revenue	New Assessment (5)	50% Population/ 50% Revenue	New Assessment (6)
Adelanto	36,357	\$3,011,709,510	8,290,201	\$1,856	\$5,337	\$8,000	\$15,193	\$5,254	20,447	\$10,379	\$25,572
Apple Valley	75,628	\$7,557,490,866	25,206,081	\$4,166	\$5,337	\$8,000	\$17,503	\$11,818	29,321	\$23,345	\$40,848
Barstow	25,202	\$1,724,738,920	19,590,846	\$1,200	\$5,337	\$8,000	\$14,537	\$5,187	19,724	\$10,247	\$24,784
Big Bear Lake	5,041	\$4,416,276,035	18,299,262	\$1,204	\$5,337	\$8,000	\$14,541	\$2,643	17,184	\$5,221	\$19,762
Chino	91,998	\$17,295,592,739	75,528,060	\$6,985	\$5,337	\$8,000	\$20,322	\$19,384	39,706	\$38,292	\$58,614
Chino Hills	77,964	\$14,639,278,992	32,696,782	\$5,915	\$5,337	\$8,000	\$19,252	\$12,932	32,184	\$25,546	\$44,798
Colton	53,617	\$5,016,940,896	31,398,593	\$2,873	\$5,337	\$8,000	\$16,210	\$9,889	26,099	\$19,534	\$35,744
Fontana	212,809	\$27,019,267,552	108,183,439	\$13,084	\$5,337	\$8,000	\$26,421	\$37,413	63,834	\$73,906	\$100,327
Grand Terrace	13,042	\$1,347,509,349	5,765,052	\$729	\$5,337	\$8,000	\$14,066	\$2,196	16,262	\$4,339	\$18,405
Hesperia	100,324	\$8,075,905,550	23,814,083	\$5,065	\$5,337	\$8,000	\$18,402	\$14,603	33,005	\$28,847	\$47,249
Highland	56,546	\$4,500,367,999	21,881,584	\$2,843	\$5,337	\$8,000	\$16,180	\$9,175	25,355	\$18,124	\$34,304
Loma Linda	25,349	\$2,827,789,573	12,255,309	\$1,466	\$5,337	\$8,000	\$14,803	\$4,386	19,189	\$8,664	\$23,467
Montclair	37,846	\$4,280,071,001	31,424,075	\$2,203	\$5,337	\$8,000	\$15,540	\$8,014	23,554	\$15,830	\$31,370
Needles	4,876	\$495,248,695	8,921,710	\$270	\$5,337	\$8,000	\$13,607	\$1,576	15,183	\$3,114	\$16,721
Ontario	179,516	\$36,223,657,090	243,176,826	\$14,216	\$5,337	\$8,000	\$27,553	\$48,517	76,070	\$95,842	\$123,395
Rancho Cucamonga	174,476	\$32,965,855,079	87,561,737	\$13,287	\$5,337	\$8,000	\$26,624	\$30,547	57,171	\$60,344	\$86,968
Redlands	72,585	\$12,032,086,055	66,216,730	\$5,129	\$5,337	\$8,000	\$18,466	\$16,033	34,499	\$31,673	\$50,139
Rialto	103,954	\$13,115,586,958	111,985,260	\$6,372	\$5,337	\$8,000	\$19,709	\$24,877	44,586	\$49,142	\$68,851
San Bernardino	220,840	\$19,097,789,522	129,701,848	\$11,462	\$5,337	\$8,000	\$24,799	\$40,771	65,570	\$80,540	\$105,339
Twentynine Palms	27,685	\$1,137,526,790	10,674,796	\$1,139	\$5,337	\$8,000	\$14,476	\$4,488	18,964	\$8,865	\$23,341
Upland	79,139	\$11,532,952,948	41,173,743	\$5,217	\$5,337	\$8,000	\$18,554	\$14,018	32,572	\$27,692	\$46,246
Victorville	136,561	\$11,444,656,207	65,149,801	\$7,001	\$5,337	\$8,000	\$20,338	\$23,531	43,869	\$46,484	\$66,822
Yucaipa	54,494	\$5,524,015,696	19,954,046	\$3,020	\$5,337	\$8,000	\$16,357	\$8,715	25,072	\$17,217	\$33,574
Yucca Valley	21,813	\$2,270,934,302	11,976,891	\$1,223	\$5,337	\$8,000	\$14,560	\$3,934	18,494	\$7,771	\$22,331
County	300,003	\$42,962,663,648	1,122,622,000	\$19,598	\$5,330	\$8,000	\$32,928	\$161,029	193,957	\$318,100	\$351,028
	2,187,665	\$290,515,911,972	2,333,448,755	\$137,523	\$133,418	\$200,000	\$470,941	\$520,932	991,873	\$1,029,059	\$1,500,000

NOTES:

- (1) Base sales tax (7.75%) and property tax amounts obtained from financial statements for FY 2022, except for Town of Apple Valley FY 2021 and City of Adelanto FY 2020. Additional local tax is deducted for Barstow, Montclair, Redlands.
- (2) Original assessment based on 50% population and 50% assessed value. Amounts are adjusted every fiscal year.
- (3) In FY2015/2016, the Board of Directors approved an additional \$133,418 every fiscal year for Council of Government (COG) activities.
- (4) In FY2021/2022, the Board of Directors approved additional monetary obligations for COG activities: \$66,675 for FY22-23, \$133,350 for FY23-24, \$200,000 for FY24-25 and escalation every fiscal year thereafter of the lower of CPI for the previous year or 3%.
- (5) \$991,873 total sum of current assessments plus the net amount of \$520,932 distributed based on 50% Population/50% Revenue.
- (5) \$1.5M total sum of current assessments plus the net amount of \$1,029,059 distributed based on 50% Population/50% Revenue.



City of Loma Linda

Regular City Council Staff Report

Prepared By: Lynette Arreola

Appropriate and Authorized Purchase of Four (4) Security Cameras [Public Works]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Consent Calendar Item: 3F
To	From
City Council	Jeff Peterson, Associate Engineer
Via	
T Jarb Thaipejr, City Manager	

RECOMMENDATION:

It is recommended that the City Council appropriate \$25,000.00 into Account No. 1355430-58220 and then award a contract to Security Lines US of Van Nuys, CA for \$21,700.85 to purchase four (4) security cameras and approve a contingency amount of \$2,200.00 .

BACKGROUND:

Vandalism and other criminal activities continue to plague our city parks. In an effort to support the Sheriff Department, additional security equipment is requested. These pan/tilt/zoom cameras have been shown to be highly effective in identifying vehicles and individuals that may be involved either as a perpetrator or victim. In November, City Council approved the purchase of five cameras for a demonstration project.

ANALYSIS:

Staff has been very satisfied with the demonstration project results and recommends expanding the use of these cameras. The Citizens Option for Public Safety Grant is available to cover the cost additional cameras and supporting equipment. City staff will install and monitor the cameras. It is not unusual for a project to experience the need for additional work items based on field conditions encountered during installation. Staff recommends a contingency amount of approximately 10% (\$2,200) of the purchase amount to cover such costs.

ENVIRONMENTAL IMPACT:

N/A

FINANCIAL IMPACT:

Appropriate \$25,000.00 into Account No. 1355430-58220 and then funding is available in Account No. 1355430-58220.

Attachments

Security cameras 2024.pdf



16128 Valerio Street
Van Nuys, CA 91406
877-822-2303

Estimate

Date	Estimate #
2/22/2024	2369

Name / Address
City of Loma Linda 25541 Barton Road Loma Linda, CA 92354

Terms	Upon Completion
Rep	RC

Item	Description	Qty	Cost	Total
i2P-16	i2P-IP 16 Channel portable surveillance system with: 1. (1) Network Video Recorder w/ 4TB HD 2. (1) Wireless Cellular Router or 5ghz wireless transmitter and receiver 3. (1) Dual Lens Pan-Tilt-Zoom Camera, 4MP, 25x Optical Zoom w/ Fixed Panoramic Camera 4. (1) Custom Powder Coated metal enclosure 5. (1) Mounting bracket 6. Desktop, Phone App and Web Browser(no per-computer licensing fee). 7. Smart Search Features	4	4,995.00	19,980.00T
Shipping Charge	Shipping and Handling: Ground -	4	40.00	160.00T

Client agrees that SLUS does not have control over cellular signal quality or Client's network speed - both of which may affect POD streaming performance. Installation is NOT included unless specified in estimate. Client is responsible for providing mounting location and 110 power to that location. Additional charges may apply for extra transmitters needed to connect satellites to main PODs and for upgrades to First Net routers. Any returns must be approved by SLUS and is subject to a 20% restocking fee and/or charges for any damage incurred in shipping.

Subtotal	\$20,140.00
Sales Tax (7.75%)	\$1,560.85
Total	\$21,700.85

Approved By:

Signature:

Date:

Thank you for this opportunity. We look forward to working with you.



City of Loma Linda

Regular City Council Staff Report

Prepared By: Lynette Arreola

Award Contract for Sewer Manhole Cockroach Mananagement Control [Public Works]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Consent Calendar Item: 3G
To	From
City Council	Jeff Peterson, Associate Engineer
Via	
T Jarb Thaipejr, City Manager	

Approved/Continued/Denied by City Council

Date: _____

RECOMMENDATION:

It is recommended that the City Council award a contract for cockroach management services to Golden Bell Products, Inc. of Orange, CA. The contract is an amount not to exceed \$14,998.50 per application.

BACKGROUND:

The City has previously utilized this sole-source product vendor with satisfactory results. The product is used for sewer manholes only and is guaranteed for eighteen (18) months. We have 594 manholes to be treated.

ANALYSIS:

The proposed contract, adjusted for inflation, aligns with the past contracts. The cost per manhole of \$24.75 includes traffic control. The project will be completed within 90 days of notice to proceed.

ENVIRONMENTAL IMPACT:

N/A

FINANCIAL IMPACT:

Funding is available in Account No. 4053500-51830, Sewer Enterprise Fund.

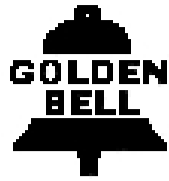
Attachments

Insecta Scope 2024.pdf

Jabco sole source 10-18-23.pdf

Sole Source Justification.pdf

Professional Consultant Agreement.pdf



PRODUCTS, INC.

952 N Batavia Street, Orange, CA 92867 – Phone (714) 363-3985 / Fax (714) 997-4807
***.goldenbellproducts.com

Tuesday, February 13, 2024

City of Loma Linda
Edward Aguilar
25541 Barton Road
Loma Linda, CA 92354

Dear Edward:

Golden Bell Products to provide all labor, material and supplies required to coat sanitary sewer manholes with INSECTA, insecticidal latex coating for sewer roach control.

SCOPE OF WORK

Golden Bell Products to perform the following items:

- ◆ Apply INSECTA, an approved product for sewer roach control application in sanitary manholes.
- ◆ Treat to depth of seven feet or less, with an approximate area of 100 square feet per manhole.
- ◆ Will prepare and treat according to manufacturer's specifications for preparation instructions.
- ◆ Apply coating based on the manufacturers recommended label rates, five (5) manholes per gallon, not to exceed three (3) pints per manhole.
- ◆ Remove existing sewer manhole covers, and scrape clean the inside of the cover area, spray Insecta, reseal the cover and mark the reinstalled cover with a painted white mark extending from the manhole cover to the adjoining pavement, indicating that the cover has been reseated properly and firmly. Liability for damage caused by covers that have been reinstalled and marked is limited to 24 hours. Covers that are damaged or will not reseal properly will be immediately reported to the customer. Customer assumes all liability for damages caused by covers that fail to properly reseal.
- ◆ Mark each manhole cover with an identifying white mark after being treated.
- ◆ Provide proper supervision at the job site during all phases of work.
- ◆ Be responsible for coordinating the work to be done. Work will take place in accessible alleys, parking lots, and streets.
- ◆ Guarantee the application for eighteen (18) months from the date of treatment. If more than 50 living roaches are found in a manhole during the warranty period, the manhole must then be retreated by Golden Bell Products at no additional charge or obligation to Customer. Golden Bell Products will retreat any manhole which inspections with photographs report live roaches within sixty (60) calendar days after notification; providing more than 50 live roaches are found inside the manhole during two inspections occurring two days apart. *

- ◆ Will report number of manholes treated when submitting billing invoices. Golden Bell Products will indicate in writing on each paper quarter section map, the number of manholes treated, applicators name initials with the date of completion. This will serve as the record of application for the necessary Agencies and warranty information.
- ◆ Customer will supply paper quarter section maps indicating exact locations of manholes to be treated, street names and smart cover locations. Golden Bell Products will not be responsible for any damage to unidentified smart covers.
- ◆ Customer will make accessible all designated manholes to be coated prior to crew's arrival. If not drive up accessible by service truck Golden Bell Products will notify Customer.
- ◆ Customer will provide inspection and assistance where necessary.
- ◆ No more than 90 calendar days will elapse between date of notice to proceed and completion of the application. A reasonable time for potentially unfavorable weather will be mutually agreed upon by Customer and Golden Bell Products
- ◆ Requirements may be added or deleted from the above Scope of Work; however, these must be agreed upon by both parties prior to the commencement of work.
- ◆ The cost of additional permits and/or licenses, other than those already required by the state, required within city limits to perform work within that city will be assumed by the Customer.

Golden Bell Products will supply all appropriate insurance coverage required by the state licensing agencies to apply roach control product to sewer manholes; if any additional insurance is required and available at additional costs those costs will be assumed by the Customer.

Special Note: Some assistance with traffic control in heavily traveled areas may be required.

**NOTE: The Insecticidal-latex coating is not a repellent and therefore, will not repel roaches. They must rest on it to eliminate them! Insecta is not a spot treatment product: for warranty to be in effect and for the best results all manholes must be treated in the same area of the sewer system!*

Pricing per Manhole Application costs:

For less than 1000 Manholes is \$25.25 ea.
For more than 1000 Manholes is \$24.75 ea.
(This is a service – No Sales Tax)

** There is a **150**-manhole minimum for all jobs.*

Pricing for 594 manholes @\$25.25 each is \$14,998.50.

This service proposal is good through June 30, 2024. Thank you for this opportunity. If you have any questions, please contact Michelle Webster at 714/363-3985.

Sincerely,



Michelle Webster
Vice President

JABco

Jim Lawrence
President
29008 Beauclaire Drive
Tavares, FL 32778

Toll Free: (888) 781-6955
Cell: 727-365-6995

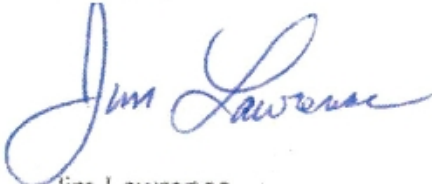
October 18, 2023

To Whom It May Concern:

I, Jim Lawrence, President of JABco, the manufacturing company for Insecta, EPA registration number 45600-1, have granted Golden Bell Products the sole distribution and application rights within the State of California. Golden Bell Products has proven its expertise in selling and applying Insecta 45600-1 since 1997 and will maintain the sole source to Insecta until the year 2030.

Any California company that would use Insecta or Insecta Liquid is required to purchase the material from Golden Bell Products. If any bids were received indicating otherwise, the bidding company is misrepresenting itself. All Insecta 45600-1 product used for manhole cockroach control in sewer manholes is sold through Golden Bell Products.

Sincerely



Jim Lawrence
President



952 N Batavia Street Orange, CA 92867- PHONE (714) 363-3985 FAX (714) 997-4807
***.goldenbellproducts.com

Sole Source Justification

Within the State of California Golden Bell Products has the sole source right for the application and distribution of Insecta. Golden Bell Products has provided the service and product that is used in sewer manholes for the control of cockroaches since October of 1998, when the first test area was treated in the State of California.

Insecta is the only registered product of its type and active ingredient labeled for use in sewer manholes. The product is a formulated product, which is produced in an EPA approved establishment. The product comes ready to use and since it is a polymerized product there is no field mixing required, (which is not the case with any additive type of product). Insecta has been tested and applied by Orange County Sanitation Districts and has proven to be effective standing up to the eighteen-month guarantee provided by Golden Bell and the product manufacturer.

Additionally, this product is used and approved by Los Angeles County Sanitation District and approximately 60 other cities and agencies within the state of California. Over the past 24 years Golden Bell Products has provided this service with minimal price increases. Finally, Golden Bell Products is a local vendor that holds the correct licensing for application of pesticides in sewer manholes. Golden Bell Products is licensed by the California Agricultural Department of Pesticide Regulation. Holding a QAL license with the required categories A, C and N and a Pest Control Business License. Golden Bell carries and maintains all current registrations with all the County Agricultural Commissioners in each of the counties they apply the Insecta pesticide in.

The accompanying letter from the manufacturer of Insecta shows Golden Bell Products as the sole source for the application and distribution of Insecta in the State of California.

CITY OF LOMA LINDA

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and effective as of _____, between the City of Loma Linda, a municipal corporation ("City") and _____, a California corporation, ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on _____ and shall remain and continue in effect until _____, unless otherwise terminated pursuant to the provisions of this Agreement. The City and Consultant may extend the Agreement for three additional two-year periods upon their mutual written consent.

2. SERVICES

Consultant shall act as the plan reviewer and perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

3. PERFORMANCE

Consultant shall at all times faithfully, competently and to the best of his/her ability, experience and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

4. CITY MANAGEMENT

City's City Manager shall represent City in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by Consultant.

5. PAYMENT

(a) The City agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, based upon actual time spent on the above tasks.

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City Manager and Consultant at the time City's written authorization is given to Consultant for the performance of said services.

(c) Consultant will submit invoices monthly for actual services performed. Said invoices shall detail all costs, rates and hours for individual tasks. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of the Consultant's fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

(a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least thirty (30) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement. Consultant also may terminate this Agreement by serving upon the City at least thirty (30) days prior written notice.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant on a pro-rata basis the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City pursuant to Section 5(c).

7. DEFAULT OF CONSULTANT

(a) The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

(b) If the City Manager or his/her delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

8. OWNERSHIP OF DOCUMENTS

(a) Consultant shall maintain complete and accurate records with respect to billed time, sales, costs, expenses, receipts and other such information required by City that relate to

the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, claims, applications, computer files, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

9. INDEMNIFICATION

(a) Defense, Indemnity and Hold Harmless. Consultant shall defend, indemnify, and hold harmless the City, its present and former officers, directors, employees, agents, staff, volunteers, mayor, council, boards, committees, and representatives, as broadly interpreted (collectively, the "Indemnified Parties"), of and from all claims, suits, demands, obligations, losses, damages, sums, or any other matters threatened or presently asserted, including but not limited to all legal fees, costs of defense and litigation expenses (including legal fees, expert fees and any other costs or fees, including those of adverse parties imposed on or sought against the Indemnified Parties), arising directly or indirectly out of any liability or claim of loss or liability for personal injury, bodily injury to persons, contractual liability, errors or omissions, breach, failure to perform, damage to or loss of property, or any other loss, damage, injury or other claim of any kind or nature arising out of the work to be performed by Consultant herein, caused by or arising out of the negligent acts or omissions, or intentional misconduct of Consultant, including its subcontractors, subconsultants, employees, agents, and other persons or entities performing work for Consultant.

(b) Contractual Indemnity. To the fullest extent permitted under California law, Consultant shall contractually indemnify, defend and hold harmless the Indemnified Parties from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses, amounts for good faith settlement, or costs of any kind, whether actual, alleged or threatened, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees and costs), arising out of or related to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to Consultant's officers, agents, representative, employees, independent contractors, subcontractors, subconsultants, or affiliated or related entities and/or its or their employees, agents and representatives, caused by or arising out of all negligent acts or omissions, or intentional misconduct of Consultant, including its subcontractors, subconsultants, employees, agents and

other persons or entities performing work for Consultant. Indemnification shall include any claim that Consultant, or Consultant's employees or agents, are or may be considered and treated as employees of the City or are entitled to any employee benefits from City including but not limited to those available under Public Employees Retirement Law. The obligation to indemnify, defend and hold harmless the Indemnified Parties shall apply to all liability as defined above regardless of whether the Indemnified Parties were or are alleged to have been negligent, except that it shall not apply to claims arising from the sole negligence or willful intentional misconduct of the Indemnified Parties. Consultant's obligation to defend the Indemnified Parties is not contingent upon there being an acknowledgement of or determination of the merit of any claims, liability, demands, causes of action, suits, losses, expenses, errors, omissions and/or costs.

(c) Subcontractors/Subconsultants and Indemnification. Consultant agrees to and shall obtain executed indemnity agreements in favor of the Indemnified Parties with provisions identical to those set forth from each and every Subcontractor, Sub consultant, or other person or entity involved by, for, with, or on behalf of Consultant in the performance of any aspect of this Agreement. In the event Consultant fails to obtain such indemnity obligations, Consultant shall be fully responsible for each and every Subcontractor, Subconsultant or other person or entity in terms of defense, indemnity and hold harmless obligations in favor of the Indemnified Parties as set forth above. This obligation to indemnify and defend the Indemnified Parties is binding on the successors, assigns, or heirs of Consultant and shall survive the full performance or termination of this Agreement. These indemnification provisions are independent of and shall not in any way be limited or superseded by the insurance requirements and insurance-related provisions of this Agreement.

(d) City Lost or Damaged Property – Theft. Consultant further agrees to pay or cause to be paid to the Indemnified Parties' benefit, any and all damages, fines, penalties, and loss or theft of property of the City arising out of or related in any way to the negligent acts or omissions or intentional misconduct of Consultant or of Consultant's officers, agents, representatives, employees, independent contractors, subcontractors or affiliated or related entities and/or its or their employees, agents and representatives, whether such actions, omissions to act, negligence or intentional conduct is or was authorized by this Agreement or not. City assumes no responsibility whatsoever for any property placed on the premises of City. Consultant further agrees to waive all rights of subrogation against the Indemnified Parties.

(e) Non-Waiver and Non-Exhaustion of City's Further Rights and Remedies. No aspect of this provision shall in any way limit or effect the rights of the Indemnified Parties against the Consultant under the terms of this Agreement or otherwise. The indemnification provisions shall apply regardless of whether this Agreement is executed after Consultant begins the work and shall extend to claims arising after this Agreement is performed or terminated, including a dispute as to the termination of Consultant. The indemnity obligations of Consultant shall continue until it is determined by final judgment that the claim against the City and any Indemnified Parties is determined by final judgment and after exhaustion of any rights of appeal. Further, no aspect of this provision shall impact the City's rights to contribution from Consultant, or for the City to dispute Consultant's refusal to defend and indemnify City.

(f) Limitations on Scope of Indemnity. Notwithstanding the foregoing, Consultant shall not be responsible for indemnification for claims or losses caused by the sole negligence or

intentional wrongdoing of Indemnified Parties. Further, the indemnity provided shall be interpreted as broadly as permitted under California law and as to agreements between parties and shall if required be reformed to be consistent with those laws to protect and save this provision for the protection of the Indemnified Parties.

(g) The obligations of Consultant under this or any other provision of this Agreement shall not be limited by the provisions of any workers' compensation act or similar act. The Consultant expressly waives any statutory immunity under such statutes or laws as to the Indemnified Parties. The Consultant's indemnity obligation set forth in this Section 9 shall not be limited by the limits of any policies of insurance required or provided by the Consultant pursuant to this Agreement.

(h) The Consultant's covenant under this Section 9 shall survive the expiration or termination of this Agreement.

10. INSURANCE

The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

(a) Types of Required Coverages

Without limiting the indemnity provisions of the Contract, the Consultant shall procure and maintain in full force and effect during the term of the Contract, the following policies of insurance. If the existing policies do not meet the insurance requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

- (1) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 00 01, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$1,000,000 per occurrence, and \$2,000,000 aggregate total bodily injury, personal injury, and property damage.
- (2) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1), including owned, non-owned and hired autos, or the exact equivalent, with minimum limits of \$1,000,000 for bodily injury and property damage, each accident. If Contractor owns no vehicles, auto liability coverage may be provided by means of a non-owned and hired auto endorsement to the general liability policy. Automobile liability insurance and endorsements shall be kept in force at all times during the performance of this Agreement.
- (3) Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 each accident for bodily injury and \$1,000,000 each employee for bodily injury by disease.
- (4) Professional Liability: Professional Liability insurance with limit of not less than \$3,000,000 each claim. Covered professional services shall

specifically include all work to be performed under the Agreement and delete any exclusion that may potentially affect the work to be performed.

(b) Endorsements

Insurance policies shall not be in compliance if they include any limiting provision or endorsement. The insurance policies shall contain, or be endorsed to contain, the following provisions:

(1) Commercial General Liability

Additional Insured: The City, its elected officials, officers, employees, volunteers, boards, agents and representatives shall be additional insureds with regard to liability and defense of suits or claims arising out of the work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations. Coverage for the additional insureds shall apply to the fullest extent permitted by law.

Additional Insured Endorsements shall not:

1. Be limited to "Ongoing Operations"
2. Exclude "Contractual Liability"
3. Restrict coverage to the "Sole" liability of contractor
4. Exclude "Third-Party-Over Actions"
5. Contain any other exclusion contrary to the Agreement

Additional Insured Endorsements shall be at least as broad as ISO Forms CG 20 10 11 85; or CG 20 and 10 and CG 2037.

Primary Insurance: This insurance shall be primary and any other insurance, whether primary, excess, umbrella or contingent insurance, including deductible, or self-insurance available to the insureds added by endorsement, shall be in excess of, and shall not contribute with, this insurance. Coverage shall be at least as broad as ISO CG 20 01 04 13.

(2) Auto Liability

Additional Insured: The City, its elected officials, officers, employees, volunteers, boards, agents, and representatives shall be additional insureds with regard to liability and defense of suits or claims arising out of the work or operations performed by or on behalf of the Contractor.

Primary Insurance: This insurance shall be primary and any other insurance whether primary, excess, umbrella or contingent insurance, including deductible, or self-insurance available to the insureds added by endorsement shall be in excess of and shall not contribute with this insurance.

(3) Workers' Compensation

Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

(c) Notice of Cancellation

Required insurance policies shall not be cancelled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

(d) Waiver of Subrogation

Required insurance coverages shall not prohibit Consultant from waiving the right of subrogation prior to a loss. Consultant shall waive all rights of subrogation against the indemnified parties and policies shall contain or be endorsed to contain such a provision. This provision applies regardless of whether the City has received a waiver of subrogation endorsement from the insurer.

(e) Evidence of Insurance

All policies, endorsements, certificates, and/or binders shall be subject to approval by the City as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the City. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

(f) Deductible or Self-Insured Retention

Any deductible or self-insured retention must be approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention. The City may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the Consultant or the City.

(g) Contractual Liability/Insurance Obligations

The coverage provided shall apply to the obligations assumed by the Consultant under the indemnity provisions of this Agreement. The insurance obligations under this Agreement shall be: (1) all the insurance coverage and/or limits carried by or available to the Consultant; or (2) the minimum insurance coverage requirements and/or limits shown in this Agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to the City. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of the Consultant under this Agreement.

(h) Failure to Maintain Coverage

Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Contract. In addition, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may take out the necessary insurance and pay, at Consultant's expense, the premium thereon.

In the event that the Consultant's operations are suspended for failure to maintain required insurance coverage, the Consultant shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

(i) Acceptability of Insurers

Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law. Any other rating must be approved in writing by the City.

(j) Claims Made Policies

If coverage is written on a claims-made basis, the retroactive date on such insurance and all subsequent insurance shall coincide or precede the effective date of the initial Consultant's Agreement with the City and continuous coverage shall be maintained or an extended reporting period shall be exercised for a period of at least five (5) years from termination or expiration of this Agreement.

(k) Insurance for Subcontractors

Consultant shall be responsible for causing Subcontractors/Subconsultants to purchase the same types and limits of insurance in compliance with the terms of this Agreement, including adding the City as an Additional Insured, providing Primary and Non-Contributory coverage and Waiver of Subrogation to the Subcontractors'/Subconsultant's policies. The Commercial General Liability Additional Insured Endorsement shall be on a form at least as good as CG 20 38 04 13.

11. INDEPENDENT CONTRACTOR

(a) Consultant is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control and shall not be construed to be employees of City for any purpose, including eligibility under Public Employees Retirement Law. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner. Consultant shall be solely responsible and hold the City harmless for all matters relating to the payment of Consultant's employees,

including compliance with Social Security withholdings and all other regulations governing such matters.

(b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

12. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its services pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

13. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City of Loma Linda in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City of Loma Linda will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

14. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the project performed under this Agreement.

15. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, responses to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

(b) Consultant shall promptly notify City should Consultant, its officers, employees, agents or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, requests for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding. Consultant agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

(c) Consultant shall comply with all applicable federal, state and local Conflict of Interest laws, including the Political Reform Act (California Government Code, Section 81000, *et. seq.*) and California Government Code, Section 1090, *et. seq.* Consultant covenants that neither he/she nor any officer or principal of their firm have any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of their services hereunder. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed by them as an officer, employee, agent or subconsultant. Consultant further covenants that Consultant has not contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area and further covenants and agrees that Consultant and/or its subconsultants shall provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area prior to the completion of the work under this Agreement. Further, Consultant covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate vendor(s) of services to the City as a result of the performance of this Agreement, or the services that may be procured by the City as a result of the recommendations made by the Consultant. The Consultant's covenant under this Section shall survive the termination of this Agreement.

16. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To City:

T. Jarb Thaipejr, City Manager
City of Loma Linda
25541 Barton Rd.
Loma Linda, CA 92354

To Consultant:

Patrick Johnson, PE, CBO
Willdan Engineering
650 E. Hospitality Ln, Suite 400
San Bernardino, CA 92408

17. ASSIGNMENT AND SUBCONTRACTING

The Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, nor any monies due hereunder, without prior written consent of the City. The City's consent to an assignment of rights under this Agreement shall not release the Consultant from any of its obligations or alter any of its obligations to be performed under this Agreement. Any attempt at assignment or delegation by the Consultant in violation of this Section 17 shall be void and of no legal effect and shall constitute grounds to terminate this Agreement for cause. The Consultant shall not subcontract any performance required under this Agreement without the City's prior written consent.

18. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement, including a City of Loma Linda business license.

19. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City of Loma Linda.

20. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. CONTENTS OF REQUEST FOR PROPOSAL

Consultant is bound by the contents of City's Request for Proposal, Exhibit A hereto, and the contents of the proposal submitted by Consultant, Exhibit B hereto. In the event of conflict, the terms and requirements of the City's Request for Proposal and this Agreement shall take precedence over those contained in the Consultant's proposals.

22. CONFIDENTIALITY

Information and materials obtained by the Consultant from City during the performance of this Agreement shall be treated as strictly confidential and shall not be used by the Consultant for any purpose other than the performance of this Agreement. Consultant's covenant under this Section shall survive the expiration or termination of this Agreement.

23. DISCRIMINATION

The Consultant agrees that no person shall be excluded from employment in the performance of this Agreement on grounds of race, creed, color, sex, age, marital status, or place of national origin. In this connection, the Consultant agrees to comply with all County, State and Federal laws relating to equal employment opportunity rights.

24. EFFECT OF PARTIAL INVALIDITY

If any term or provision of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement and any application of the terms shall remain valid and enforceable under this Agreement or California law.

25. CLAIMS AGAINST CITY

Consultant must comply with the claim procedures set forth in Government Code sections 900, *et. seq.*, and/or the Loma Linda Municipal Code, as applicable, prior to filing any lawsuit against the City. Such claims and any subsequent lawsuit based upon the claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Contractor. If no such claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Contractor shall be barred from bringing and maintaining a valid lawsuit against the City.

26. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

27. NO THIRD PARTY BENEFICIARIES

This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

28. COST OF LITIGATION

If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement (whether in contract, tort or both), the prevailing Party shall be entitled to receive from the losing Party all attorneys' fees, costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses and attorneys' fees paid or incurred in good faith.

29. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be the original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CONSULTANT: Willdan Engineering

CITY: City of Loma Linda

By: _____
Signature

By: _____
Signature

Name: _____
Typed/Printed

Name: T. Jarb Thaipejr
Typed/Printed

Title: _____

Title: City Manager

ATTEST:

Lynette Arreola, City Clerk

APPROVED AS TO FORM:

Diane Robbins, City Attorney

EXHIBIT A

The City's RFP – ADD HERE

EXHIBIT B

The proposal from the selected consultant – ADD HERE



City of Loma Linda

Regular City Council Staff Report

Prepared By: Lynette Arreola

Award Audit Service Contract to Rogers, Anderson, Malody & Scott, LLP, as the City's External Auditors

[Finance]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Consent Calendar Item: 3H
To	From
City Council	Sonia Fabela, Finance Director
Via	
T Jarb Thaipejr, City Manager	

Approved/Continued/Denied by City Council

Date: _____

RECOMMENDATION:

It is recommended the City Council award the contract for audit services to Rogers Anderson Malody & Scott, LLP.

BACKGROUND:

The Government Finance Officer's Association (GFOA) recommends a full-scale competitive selection process at the end of each audit contract for independent audits of financial statements and single audits as required by federal or state grants. For the fiscal year 2022-2023, the City of Loma Linda completed the last contract year with the audit firm Rogers Anderson Malody & Scott, LLP (RAMS) who has been completing independent audits for the City since 2013. The scope of the City's independent audits has encompassed a fair presentation of the basic financial statements as well as the fair presentation of the individual funds and component units. The audits have been performed in accordance with Generally Accepted Government Auditing Standards (GAGAS). RAMS has also prepared Single audits, previously known as OMB Circular A-133, as needed and required by the Office of Federal Financial Management.

ANALYSIS:

As recommended by GFOA, the City undertook a full-scale competitive selection process starting with the mailing out of a Request for Proposal (RFP) to 9 audit firms within the Inland Empire and surrounding areas. Out of the 9 RFPs the City only received 2 proposals; RAMS and CliftonLarsonAllen LLP (CLA). A review of both proposals was completed to ensure the criteria in the RFP were met using a rating system ranging from 1 to 4 for each criterion; whereas 1 is "Fails to meet Expectations" and 4 is "Above Expectations". The end results show RAMS scoring a 4 and CLA scoring a 3.8. Staff requested cost estimates for a three-year contract with the option to renew for two more years. RAMS proposed a first-year contract cost of \$55,450 with a 4.2% increase for the second year and 4% for the third year. CLA proposed a first-year contract cost of \$60,750 with a 4% increase thereafter. The past performance of RAMS has proven satisfactory and is in compliance with California Government Code 12410.6 (b) which states that the same lead, coordinating, or reviewing partner cannot perform audit services the previous six years, a rotation of the audit team will be implemented. Due to the higher scoring in the criteria ranking, lower cost for the first year and every year thereafter, and the assurance that different audit, coordinating, and review partners will be part of the new audit team; staff is recommending the audit service contract for three years with an option to renew two more years, be awarded to RAMS.

ENVIRONMENTAL IMPACT:

N/A

FINANCIAL IMPACT:

Audit services are billed as services are performed. Interim audit services will be billed in fiscal year 2023-2024 and have been included in the adopted budget. Year-end audit services will be included in the 2024-2025 Proposed budget.

Attachments

Attachment I - Audit Services Contract

CITY OF LOMA LINDA
AGREEMENT FOR CONSULTANT SERVICES
FINANCIAL AUDITING SERVICES

THIS AGREEMENT is made and effective as of March 12, 2024, between the City of Loma Linda, a municipal corporation ("City") and Rogers Anderson Malody & Scott, LLP, a California corporation, ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on March 12, 2024 and shall remain and continue in effect until March 12, 2027, unless otherwise terminated pursuant to the provisions of this Agreement. The City and Consultant may extend the Agreement for an additional two-year periods upon their mutual written consent.

2. **SERVICES**

Consultant shall act as the plan reviewer and perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

3. **PERFORMANCE**

Consultant shall at all times faithfully, competently and to the best of his/her ability, experience and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

4. **CITY MANAGEMENT**

City's City Manager shall represent City in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by Consultant.

5. **PAYMENT**

(a) The City agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, based upon actual time spent on the above tasks.

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth

herein, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City Manager and Consultant at the time City's written authorization is given to Consultant for the performance of said services.

(c) Consultant will submit invoices monthly for actual services performed. Said invoices shall detail all costs, rates and hours for individual tasks. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of the Consultant's fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

(a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least thirty (30) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement. Consultant also may terminate this Agreement by serving upon the City at least thirty (30) days prior written notice.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant on a pro-rata basis the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City pursuant to Section 5(c).

7. DEFAULT OF CONSULTANT

(a) The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

(b) If the City Manager or his/her delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its

default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

8. OWNERSHIP OF DOCUMENTS

(a) Consultant shall maintain complete and accurate records with respect to billed time, sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, claims, applications, computer files, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

9. INDEMNIFICATION

(a) Defense, Indemnity and Hold Harmless. Consultant shall defend, indemnify, and hold harmless the City, its present and former officers, directors, employees, agents, staff, volunteers, mayor, council, boards, committees, and representatives, as broadly interpreted (collectively, the "Indemnified Parties"), of and from all claims, suits, demands, obligations, losses, damages, sums, or any other matters threatened or presently asserted, including but not limited to all legal fees, costs of defense and litigation expenses (including legal fees, expert fees and any other costs or fees, including those of adverse parties imposed on or sought against the Indemnified Parties), arising directly or indirectly out of any liability or claim of loss or liability for personal injury, bodily injury to persons, contractual liability, errors or omissions, breach, failure to perform, damage to or loss of property, or any other loss, damage, injury or other claim of any kind or nature arising out of the work to be performed by Consultant herein, caused by or arising out of the negligent acts or omissions, or intentional misconduct of Consultant, including its subcontractors, subconsultants, employees, agents, and other persons or entities performing work for Consultant.

(b) Contractual Indemnity. To the fullest extent permitted under California law, Consultant shall contractually indemnify, defend and hold harmless the Indemnified Parties from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses, amounts for good faith settlement, or costs of any kind, whether actual, alleged or threatened, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees and costs), arising out of or related to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to Consultant's officers, agents, representative, employees, independent contractors, subcontractors, subconsultants, or affiliated or related entities and/or its or their employees, agents and representatives, caused by or arising out of all negligent acts or omissions, or intentional misconduct of Consultant, including its subcontractors, subconsultants, employees, agents and other persons or entities performing work for Consultant. Indemnification shall include any claim that Consultant, or Consultant's employees or agents, are or may be considered and treated as employees of the City or are entitled to any employee benefits from City including but not limited to those available under Public Employees Retirement Law. The obligation to indemnify, defend and hold harmless the Indemnified Parties shall apply to all liability as defined above regardless of whether the Indemnified Parties were or are alleged to have been negligent, except that it shall not apply to claims arising from the sole negligence or willful intentional misconduct of the Indemnified Parties. Consultant's obligation to defend the Indemnified Parties is not contingent upon there being an acknowledgement of or determination of the merit of any claims, liability, demands, causes of action, suits, losses, expenses, errors, omissions and/or costs.

(c) Subcontractors/Subconsultants and Indemnification. Consultant agrees to and shall obtain executed indemnity agreements in favor of the Indemnified Parties with provisions identical to those set forth from each and every Subcontractor, Sub consultant, or other person or entity involved by, for, with, or on behalf of Consultant in the performance of any aspect of this Agreement. In the event Consultant fails to obtain such indemnity obligations, Consultant shall be fully responsible for each and every Subcontractor, Subconsultant or other person or entity in terms of defense, indemnity and hold harmless obligations in favor of the Indemnified Parties as set forth above. This obligation to indemnify and defend the Indemnified Parties is binding on the successors, assigns, or heirs of Consultant and shall survive the full performance or termination of this Agreement. These indemnification provisions are independent of and shall not in any way be limited or superseded by the insurance requirements and insurance-related provisions of this Agreement.

(d) City Lost or Damaged Property – Theft. Consultant further agrees to pay or cause to be paid to the Indemnified Parties' benefit, any and all damages, fines, penalties, and loss or theft of property of the City arising out of or related in any way to the negligent acts or omissions or intentional misconduct of Consultant or of Consultant's officers, agents, representatives, employees, independent contractors, subcontractors or affiliated or related entities and/or its or their employees, agents and representatives, whether such

actions, omissions to act, negligence or intentional conduct is or was authorized by this Agreement or not. City assumes no responsibility whatsoever for any property placed on the premises of City. Consultant further agrees to waive all rights of subrogation against the Indemnified Parties.

(e) Non-Waiver and Non-Exhaustion of City's Further Rights and Remedies. No aspect of this provision shall in any way limit or effect the rights of the Indemnified Parties against the Consultant under the terms of this Agreement or otherwise. The indemnification provisions shall apply regardless of whether this Agreement is executed after Consultant begins the work and shall extend to claims arising after this Agreement is performed or terminated, including a dispute as to the termination of Consultant. The indemnity obligations of Consultant shall continue until it is determined by final judgment that the claim against the City and any Indemnified Parties is determined by final judgment and after exhaustion of any rights of appeal. Further, no aspect of this provision shall impact the City's rights to contribution from Consultant, or for the City to dispute Consultant's refusal to defend and indemnify City.

(f) Limitations on Scope of Indemnity. Notwithstanding the foregoing, Consultant shall not be responsible for indemnification for claims or losses caused by the sole negligence or intentional wrongdoing of Indemnified Parties. Further, the indemnity provided shall be interpreted as broadly as permitted under California law and as to agreements between parties and shall if required be reformed to be consistent with those laws to protect and save this provision for the protection of the Indemnified Parties.

(g) The obligations of Consultant under this or any other provision of this Agreement shall not be limited by the provisions of any workers' compensation act or similar act. The Consultant expressly waives any statutory immunity under such statutes or laws as to the Indemnified Parties. The Consultant's indemnity obligation set forth in this Section 9 shall not be limited by the limits of any policies of insurance required or provided by the Consultant pursuant to this Agreement.

(h) The Consultant's covenant under this Section 9 shall survive the expiration or termination of this Agreement.

10. INSURANCE

The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

(a) Types of Required Coverages

Without limiting the indemnity provisions of the Contract, the Consultant shall procure and maintain in full force and effect during the term of the Contract, the following policies of insurance. If the existing policies do not meet the insurance requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

- (1) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance

Services Office “occurrence” form CG 00 01, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$1,000,000 per occurrence, and \$2,000,000 aggregate total bodily injury, personal injury, and property damage.

- (2) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering “Any Auto” (Symbol 1), including owned, non-owned and hired autos, or the exact equivalent, with minimum limits of \$1,000,000 for bodily injury and property damage, each accident. If Contractor owns no vehicles, auto liability coverage may be provided by means of a non-owned and hired auto endorsement to the general liability policy. Automobile liability insurance and endorsements shall be kept in force at all times during the performance of this Agreement.
- (3) Workers’ Compensation: Workers’ Compensation Insurance, as required by the State of California and Employer’s Liability Insurance with a limit of not less than \$1,000,000 each accident for bodily injury and \$1,000,000 each employee for bodily injury by disease.
- (4) Professional Liability: Professional Liability insurance with limit of not less than \$3,000,000 each claim. Covered professional services shall specifically include all work to be performed under the Agreement and delete any exclusion that may potentially affect the work to be performed.

(b) Endorsements

Insurance policies shall not be in compliance if they include any limiting provision or endorsement. The insurance policies shall contain, or be endorsed to contain, the following provisions:

(1) Commercial General Liability

Additional Insured: The City, its elected officials, officers, employees, volunteers, boards, agents and representatives shall be additional insureds with regard to liability and defense of suits or claims arising out of the work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations. Coverage for the additional insureds shall apply to the fullest extent permitted by law.

Additional Insured Endorsements shall not:

- 1. Be limited to “Ongoing Operations”
- 2. Exclude “Contractual Liability
- 3. Restrict coverage to the “Sole” liability of contractor
- 4. Exclude “Third-Party-Over Actions”

5. Contain any other exclusion contrary to the Agreement

Additional Insured Endorsements shall be at least as broad as ISO Forms CG 20 10 11 85; or CG 20 and 10 and CG 2037.

Primary Insurance: This insurance shall be primary and any other insurance, whether primary, excess, umbrella or contingent insurance, including deductible, or self-insurance available to the insureds added by endorsement, shall be in excess of, and shall not contribute with, this insurance. Coverage shall be at least as broad as ISO CG 20 01 04 13.

(2) Auto Liability

Additional Insured: The City, its elected officials, officers, employees, volunteers, boards, agents, and representatives shall be additional insureds with regard to liability and defense of suits or claims arising out of the work or operations performed by or on behalf of the Contractor.

Primary Insurance: This insurance shall be primary and any other insurance whether primary, excess, umbrella or contingent insurance, including deductible, or self-insurance available to the insureds added by endorsement shall be in excess of and shall not contribute with this insurance.

(3) Workers' Compensation

Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

(c) Notice of Cancellation

Required insurance policies shall not be cancelled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

(d) Waiver of Subrogation

Required insurance coverages shall not prohibit Consultant from waiving the right of subrogation prior to a loss. Consultant shall waive all rights of subrogation against the indemnified parties and policies shall contain or be endorsed to contain such a provision. This provision applies regardless of whether the City has received a waiver of subrogation endorsement from the insurer.

(e) Evidence of Insurance

All policies, endorsements, certificates, and/or binders shall be subject to approval by the City as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the City. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

(f) Deductible or Self-Insured Retention

Any deductible or self-insured retention must be approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention. The City may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the Consultant or the City.

(g) Contractual Liability/Insurance Obligations

The coverage provided shall apply to the obligations assumed by the Consultant under the indemnity provisions of this Agreement. The insurance obligations under this Agreement shall be: (1) all the insurance coverage and/or limits carried by or available to the Consultant; or (2) the minimum insurance coverage requirements and/or limits shown in this Agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to the City. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of the Consultant under this Agreement.

(h) Failure to Maintain Coverage

Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Contract. In addition, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may take out the necessary insurance and pay, at Consultant's expense, the premium thereon.

In the event that the Consultant's operations are suspended for failure to maintain required insurance coverage, the Consultant shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

(i) Acceptability of Insurers

Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law. Any other rating must be approved in writing by the City.

(j) Claims Made Policies

If coverage is written on a claims-made basis, the retroactive date on such insurance and all subsequent insurance shall coincide or precede the effective date of the initial Consultant's Agreement with the City and continuous coverage shall be maintained or an extended reporting period shall be exercised for a period of at least five (5) years from termination or expiration of this Agreement.

(k) Insurance for Subcontractors

Consultant shall be responsible for causing Subcontractors/Subconsultants to purchase the same types and limits of insurance in compliance with the terms of this Agreement, including adding the City as an Additional Insured, providing Primary and Non-Contributory coverage and Waiver of Subrogation to the Subcontractors'/Subconsultant's policies. The Commercial General Liability Additional Insured Endorsement shall be on a form at least as good as CG 20 38 04 13.

11. INDEPENDENT CONTRACTOR

(a) Consultant is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control and shall not be construed to be employees of City for any purpose, including eligibility under Public Employees Retirement Law. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner. Consultant shall be solely responsible and hold the City harmless for all matters relating to the payment of Consultant's employees, including compliance with Social Security withholdings and all other regulations governing such matters.

(b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

12. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its services pursuant to this Agreement. The Consultant shall at all times observe and

comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

13. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City of Loma Linda in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City of Loma Linda will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

14. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the project performed under this Agreement.

15. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, responses to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

(b) Consultant shall promptly notify City should Consultant, its officers, employees, agents or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, requests for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding. Consultant agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such

response does not imply or mean the right by City to control, direct, or rewrite said response.

(c) Consultant shall comply with all applicable federal, state and local Conflict of Interest laws, including the Political Reform Act (California Government Code, Section 81000, *et. seq.*) and California Government Code, Section 1090, *et. seq.* Consultant covenants that neither he/she nor any officer or principal of their firm have any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of their services hereunder. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed by them as an officer, employee, agent or subconsultant. Consultant further covenants that Consultant has not contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area and further covenants and agrees that Consultant and/or its subconsultants shall provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area prior to the completion of the work under this Agreement. Further, Consultant covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate vendor(s) of services to the City as a result of the performance of this Agreement, or the services that may be procured by the City as a result of the recommendations made by the Consultant. The Consultant's covenant under this Section shall survive the termination of this Agreement.

16. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To City:

T. Jarb Thaipejr, City Manager
City of Loma Linda
25541 Barton Rd.
Loma Linda, CA 92354

To Consultant:

Rogers Anderson Malody & Scott, LLP
735 E. Carnegie Drive, Suite 100
San Bernardino, CA 92408

17. ASSIGNMENT AND SUBCONTRACTING

The Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, nor any monies due hereunder, without prior written consent of the City. The City's consent to an assignment of rights under this Agreement shall not release the Consultant from any of its obligations or alter any of its obligations to be performed under this Agreement. Any attempt at assignment or delegation by the Consultant in violation of this Section 17 shall be void and of no legal effect and shall constitute grounds to terminate this Agreement for cause. The Consultant shall not subcontract any performance required under this Agreement without the City's prior written consent.

18. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement, including a City of Loma Linda business license.

19. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City of Loma Linda.

20. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. CONTENTS OF REQUEST FOR PROPOSAL

Consultant is bound by the contents of City's Request for Proposal, Exhibit A hereto, and the contents of the proposal submitted by Consultant, Exhibit B hereto. In the event of conflict, the terms and requirements of the City's Request for Proposal and this Agreement shall take precedence over those contained in the Consultant's proposals.

22. CONFIDENTIALITY

Information and materials obtained by the Consultant from City during the performance of this Agreement shall be treated as strictly confidential and shall not be used by the Consultant for any purpose other than the performance of this Agreement. Consultant's covenant under this Section shall survive the expiration or termination of this Agreement.

23. DISCRIMINATION

The Consultant agrees that no person shall be excluded from employment in the performance of this Agreement on grounds of race, creed, color, sex, age, marital status, or place of national origin. In this connection, the Consultant agrees to comply with all County, State and Federal laws relating to equal employment opportunity rights.

24. EFFECT OF PARTIAL INVALIDITY

If any term or provision of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement and any application of the terms shall remain valid and enforceable under this Agreement or California law.

25. CLAIMS AGAINST CITY

Consultant must comply with the claim procedures set forth in Government Code sections 900, *et. seq.*, and/or the Loma Linda Municipal Code, as applicable, prior to filing any lawsuit against the City. Such claims and any subsequent lawsuit based upon the claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Contractor. If no such claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Contractor shall be barred from bringing and maintaining a valid lawsuit against the City.

26. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

27. NO THIRD PARTY BENEFICIARIES

This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

28. COST OF LITIGATION

If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement (whether in contract, tort or both), the prevailing Party shall be entitled to receive from the losing Party all attorneys' fees, costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses and attorneys' fees paid or incurred in good faith.

29. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be the original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CONSULTANT: Rogers Anderson
Malody & Scott, LLP

CITY: City of Loma Linda

By: _____
Signature

By: _____
Signature

Name: Brianna Schultz
Typed/Printed

Name: T. Jarb Thaipejr
Typed/Printed

Title: Engagement Partner

Title: City Manager

ATTEST:

Lynette Arreola, City Clerk

APPROVED AS TO FORM:

Diane Robbins, City Attorney

Exhibit A

AUDIT SCHEDULE

	FY 2024	FY 2025	FY 2026
Books Closed	Sept. 16, 2024	Sept. 15, 2025	Sept. 14, 2026
Year-End Audit	Sept. 30 - Oct. 9, 2024	Sept. 22 - Oct. 2, 2025	Sept. 28 - Oct. 8, 2026
Auditor preparation of ACFR, (and Housing Authority, and Successor Agency Financial Statements draft if needed)	Oct. 28, 2024	Oct. 27, 2025	Nov. 30, 2026
Auditor finalize ACFR (and Housing Authority, and Successor Agency Financial Statements if needed) (Delivery)	Dec. 2, 2024	Dec. 1, 2025	Sept. 14, 2026
Partner to present audit to Audit Committee and Council	Dec. 10, 2024	Dec. 9, 2025	Dec. 8, 2026

REPORT SCHEDULE

Report Description	Number of Copies	Due date		
		FY 2024	FY 2025	FY 2026
Annual Comprehensive Financial Report (ACFR)	15 (and 1 PDF)	Dec. 2	Dec. 1	Nov. 30
Successor Agency and Housing Authority Component Unit Statements(if needed)	15	Dec. 2	Dec. 1	Nov. 30
Management Letter	8	Dec. 2	Dec. 1	Nov. 30
GANN limit letter	8	Dec. 2	Dec. 1	Nov. 30
A-133 Single Audit Report	15	Dec. 2	Dec. 1	Nov. 30

City of Loma Linda
Proposal for Independent Audit Services

	<u>Cost of Services (All-Inclusive/Fixed Fee)</u>			<u>Option Years</u>		<u>TOTAL</u>
	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	
<u>Basic report to be issued</u>						
City audit	\$ 40,800	\$ 42,400	\$ 44,100	\$ 45,900	\$ 47,700	\$ 220,900
Single Audit Report (if applicable)*	7,100	7,400	7,700	8,000	8,300	38,500
Housing Authority	3,500	3,600	3,700	3,800	4,000	18,600
Successor Agency	3,500	3,600	3,700	3,800	4,000	18,600
GANN AUP	550	800	900	1,000	1,100	4,350
Total	\$ 55,450	\$ 57,800	\$ 60,100	\$ 62,500	\$ 65,100	\$ 300,950

* = for the first major program, each additional major program \$5,100 in 2024, \$5,300 in 2025, \$5,500 in 2026, \$5,700 in 2027, and \$5,900 in 2028.

Estimated Project Hours

<u>Basic report to be issued</u>	
City audit	230
Single Audit Report (if applicable)*	40
Housing Authority	20
Successor Agency	20
GANN AUP	3
Total	313

* = for the first major program

Billable Hourly Rates by Classification (for Additional Work)

<u>Description</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Partner	\$ 350	\$ 360	\$ 370	\$ 380	\$ 390
Manager	235	240	245	250	260
Senior auditor	175	180	185	190	195
Staff auditor	155	160	165	170	175



City of Loma Linda

Regular City Council Staff Report

Prepared By: Lynette Arreola

Reject all Bids for Electrical Wiring of Hinkley House at Heritage Park [Public Works]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Consent Calendar Item: 3I
To	From
City Council	Jeff Peterson, Associate Engineer
Via	
T Jarb Thaipejr, City Manager	

Approved/Continued/Denied by City Council

Date: _____

RECOMMENDATION:

It is recommended that the City Council reject the bids for the subject project and direct staff to reevaluate the project.

BACKGROUND:

The City Council approved the Capital Improvement Project program that included this project. Funds have been allocated in the FY 23/24 CIP to accomplish this work. This is a continuation of City efforts to renovate the Hinkley House at Heritage Park.

ANALYSIS:

Two bids were received and publicly opened on March 5, 2024. The bids were \$463,000.00 and \$554,413.00. These bids far exceed the budgeted amount. Staff will carefully analyze the bids and determine if changes to the scope of the project will bring bids within the budgeted amount.

ENVIRONMENTAL IMPACT:

N/A

FINANCIAL IMPACT:

The cost to evaluate and analyze the project is minimal.



City of Loma Linda

Regular City Council Staff Report

Prepared By: Lynette Arreola

Council Bill #R-2024-10 Reclassify the Accounting Technician I and Update the Miscellaneous and Fire Salary Schedule [Administration]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Consent Calendar Item: 3J
To	From
City Council	Jennifer Pearsall, Human Resources/Risk Management Analyst
Via	
T Jarb Thaipejr, City Manager	

Approved/Continued/Denied by City Council

Date: _____

RECOMMENDATION:

The City recommends Council adopt Council Bill #R-2024-10.

Adopt a resolution to reclassify the position of Accounting Technician I to Account Clerk and update the salary schedule to reflect that change.

BACKGROUND:

The current job description for Accounting Technician I does not provide an accurate depiction of the functions currently performed for the classification. The knowledge, skills, and abilities required are at the clerk level, rather than a technician. The minimum qualifications were lowered to reduce the barrier of entry for applicants to more appropriate entry-level requirements.

Teamsters, the representing Union has reviewed and is in agreement with the updated classification.

ENVIRONMENTAL IMPACT:

There is no environmental impact for the reclassification.

FINANCIAL IMPACT:

There is no financial impact on the reclassification.

Attachments

Exhibit "A" - Salary Table All Units Revised 03-12-2024

Exhibit "B" - Account Clerk Job Description

Exhibit "C" - Accounting Technician I Job Description

Attachments

Exhibit A.pdf

Exhibit B.pdf

Exhibit C.pdf

Resolution - Council Bill #R-2024-10.pdf

CITY OF LOMA LINDA
Pay Schedule By Classification
Fiscal Year 2023/2024
Effective March 12, 2024

Revised: March 6, 2024

TITLE	UNIT	PAY TYPE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
ACCOUNTANT	TEAM A	Annual	21	67,808.5736	71,199.0059	74,758.9608	78,496.9047	82,421.7489	86,542.8395	88,706.4138	90,924.0773
		Monthly		5,650.7145	5,933.2505	6,229.9134	6,541.4087	6,868.4791	7,211.9033	7,392.2012	7,577.0064
		Bi-weekly		2,608.0221	2,738.4233	2,875.3446	3,019.1117	3,170.0673	3,328.5707	3,411.7851	3,497.0799
		Hourly		32.6003	34.2303	35.9418	37.7389	39.6258	41.6071	42.6473	43.7135
ACCOUNTING MANAGER	UMCE	Annual	24	85,419.2642	89,690.2227	94,174.7328	98,883.4653	103,827.6396	109,019.0237	111,744.4995	114,538.1094
		Monthly		7,118.2720	7,474.1852	7,847.8944	8,240.2888	8,652.3033	9,084.9186	9,312.0416	9,544.8425
		Bi-weekly		3,285.3563	3,449.6240	3,622.1051	3,803.2102	3,993.3708	4,193.0394	4,297.8654	4,405.3119
		Hourly		41.0670	43.1203	45.2763	47.5401	49.9171	52.4130	53.7233	55.0664
ACCOUNTING SPECIALIST	TEAM A	Annual	17	49,841.3255	52,333.3881	54,950.0544	57,697.5551	60,582.4313	63,611.5554	65,201.8433	66,831.8855
		Monthly		4,153.4438	4,361.1157	4,579.1712	4,808.1296	5,048.5359	5,300.9630	5,433.4869	5,569.3238
		Bi-weekly		1,916.9741	2,012.8226	2,113.4636	2,219.1367	2,330.0935	2,446.5983	2,507.7632	2,570.4571
		Hourly		23.9622	25.1603	26.4183	27.7392	29.1262	30.5825	31.3470	32.1307
ACCOUNT CLERK	TEAM A	Annual	14	39,565.6592	41,543.9375	43,621.1307	45,802.1862	48,092.2997	50,496.9152	51,759.3357	53,053.3238
		Monthly		3,297.1383	3,461.9948	3,635.0942	3,816.8489	4,007.6916	4,208.0763	4,313.2780	4,421.1103
		Bi-weekly		1,521.7561	1,597.8437	1,677.7358	1,761.6225	1,849.7038	1,942.1890	1,990.7437	2,040.5125
		Hourly		19.0220	19.9730	20.9717	22.0203	23.1213	24.2774	24.8843	25.5064
ACCOUNTING TECHNICIAN II	TEAM A	Annual	16	46,149.3770	48,456.8474	50,879.6892	53,423.6778	56,094.8576	58,899.6041	60,372.0985	61,881.3977
		Monthly		3,845.7814	4,038.0706	4,239.9741	4,451.9732	4,674.5715	4,908.3003	5,031.0082	5,156.7831
		Bi-weekly		1,774.9760	1,863.7249	1,956.9111	2,054.7568	2,157.4945	2,265.3694	2,322.0038	2,380.0538
		Hourly		22.1872	23.2966	24.4614	25.6845	26.9687	28.3171	29.0250	29.7507
ADMINISTRATIVE SPECIALIST I	TEAM A	Annual	13	36,634.8704	38,466.6134	40,389.9435	42,409.4459	44,529.9228	46,756.4148	47,925.3231	49,123.4598
		Monthly		3,052.9059	3,205.5511	3,365.8286	3,534.1205	3,710.8269	3,896.3679	3,993.7769	4,093.6217
		Bi-weekly		1,409.0335	1,479.4851	1,553.4594	1,631.1325	1,712.6893	1,798.3236	1,843.2817	1,889.3638
		Hourly		17.6129	18.4936	19.4182	20.3892	21.4086	22.4790	23.0410	23.6170
ADMINISTRATIVE SPECIALIST II	TEAM A	Annual	14	39,565.6592	41,543.9375	43,621.1307	45,802.1862	48,092.2997	50,496.9152	51,759.3357	53,053.3238
		Monthly		3,297.1383	3,461.9948	3,635.0942	3,816.8489	4,007.6916	4,208.0763	4,313.2780	4,421.1103
		Bi-weekly		1,521.7561	1,597.8437	1,677.7358	1,761.6225	1,849.7038	1,942.1890	1,990.7437	2,040.5125
		Hourly		19.0220	19.9730	20.9717	22.0203	23.1213	24.2774	24.8843	25.5064

CITY OF LOMA LINDA
Pay Schedule By Classification
Fiscal Year 2023/2024
Effective March 12, 2024

Revised: March 6, 2024

TITLE	UNIT	PAY TYPE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
ADMINISTRATIVE SPECIALIST III	TEAM A	Annual	17	49,841.3255	52,333.3881	54,950.0544	57,697.5551	60,582.4313	63,611.5554	65,201.8433	66,831.8855
		Monthly		4,153.4438	4,361.1157	4,579.1712	4,808.1296	5,048.5359	5,300.9630	5,433.4869	5,569.3238
		Bi-weekly		1,916.9741	2,012.8226	2,113.4636	2,219.1367	2,330.0935	2,446.5983	2,507.7632	2,570.4571
		Hourly		23.9622	25.1603	26.4183	27.7392	29.1262	30.5825	31.3470	32.1307
ASSISTANT CITY MANAGER	UMCE	Annual	32	158,105.0993	166,010.3568	174,310.8705	183,026.4192	192,177.7443	201,786.6326	206,831.2950	212,002.0826
		Monthly		13,175.4249	13,834.1964	14,525.9059	15,252.2016	16,014.8120	16,815.5527	17,235.9413	17,666.8402
		Bi-weekly		6,080.9654	6,385.0137	6,704.2643	7,039.4777	7,391.4517	7,761.0243	7,955.0498	8,153.9263
		Hourly		76.0121	79.8127	83.8033	87.9935	92.3931	97.0128	99.4381	101.9241
ASSISTANT PLANNER	UMCE	Annual	20	62,785.7186	65,925.0081	69,221.2554	72,682.3161	76,316.4288	80,132.2461	82,135.5507	84,188.9390
		Monthly		5,232.1432	5,493.7507	5,768.4380	6,056.8597	6,359.7024	6,677.6872	6,844.6292	7,015.7449
		Bi-weekly		2,414.8353	2,535.5772	2,662.3560	2,795.4737	2,935.2473	3,082.0095	3,159.0596	3,238.0361
		Hourly		30.1854	31.6947	33.2794	34.9434	36.6906	38.5251	39.4882	40.4755
ASSISTANT PUBLIC WORKS	UMCE	Annual	28	116,211.9632	122,022.5567	128,123.6850	134,529.8693	141,256.3653	148,319.1846	152,027.1653	155,827.8405
DIRECTOR/ CITY		Monthly		9,684.3303	10,168.5464	10,676.9738	11,210.8224	11,771.3638	12,359.9321	12,668.9304	12,985.6534
ENGINEER		Bi-weekly		4,469.6909	4,693.1753	4,927.8340	5,174.2257	5,432.9371		5,847.1987	5,993.3785
		Hourly		55.8711	58.6647	61.5979	64.6778	67.9117	71.3073	73.0900	74.9172
ASSOCIATE ENGINEER	UMCE	Annual	26	99,633.0330	104,614.6847	109,845.4194	115,337.6883	121,104.5738	127,159.7999	130,338.7920	133,597.2618
		Monthly		8,302.7528	8,717.8904	9,153.7850	9,611.4740	10,092.0478	10,596.6500	10,861.5660	11,133.1052
		Bi-weekly		3,832.0397	4,023.6417	4,224.8238	4,436.0649	4,657.8682	4,890.7615	5,013.0305	5,138.3562
		Hourly		47.9005	50.2955	52.8103	55.4508	58.2234	61.1345	62.6629	64.2295
ASSOCIATE PLANNER	UMCE	Annual	21	67,808.5736	71,199.0059	74,758.9608	78,496.9047	82,421.7489	86,542.8395	88,706.4138	90,924.0773
		Monthly		5,650.7145	5,933.2505	6,229.9134	6,541.4087	6,868.4791	7,211.9033	7,392.2012	7,577.0064
		Bi-weekly		2,608.0221	2,738.4233	2,875.3446	3,019.1117	3,170.0673	3,328.5707	3,411.7851	3,497.0799
		Hourly		32.6003	34.2303	35.9418	37.7389	39.6258	41.6071	42.6473	43.7135
CITY CLERK	UMCE	Annual	25	92,252.8103	96,865.4534	101,708.7255	106,794.1670	112,133.8769	117,740.5754	120,684.0947	123,701.1921
		Monthly		7,687.7342	8,072.1211	8,475.7271	8,899.5139	9,344.4897	9,811.7146	10,057.0079	10,308.4327
		Bi-weekly		3,548.1850	3,725.5944	3,911.8741	4,107.4680	4,312.8414	4,528.4837	4,641.6959	4,757.7382
		Hourly		44.3523	46.5699	48.8984	51.3433	53.9105	56.6060	58.0212	59.4717

CITY OF LOMA LINDA
Pay Schedule By Classification
Fiscal Year 2023/2024
Effective March 12, 2024

Revised: March 6, 2024

TITLE	UNIT	PAY TYPE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
CITY MANAGER	UMCE	Annual		263,238.9535							
		Monthly		21,936.5795							
		Bi-weekly		10,124.5751							
		Hourly		126.5572							
COUNCIL MEMBER	ELECTED OFFICIAL	Annual		12,800.7600							
		Monthly		1,066.7300							
CODE COMPLIANCE/ANIMAL CONTROL OFFICER	TEAM A	Annual	18	53,828.6319	56,520.0666	59,346.0720	62,313.3756	65,429.0465	68,700.4952	70,418.0052	72,178.4574
		Monthly		4,485.7193	4,710.0056	4,945.5060	5,192.7813	5,452.4205	5,725.0413	5,868.1671	6,014.8715
		Bi-weekly		2,070.3320	2,173.8487	2,282.5412	2,396.6683	2,516.5018	2,642.3267	2,708.3848	2,776.0945
		Hourly		25.8791	27.1731	28.5318	29.9584	31.4563	33.0291	33.8548	34.7012
COMMUNICATIONS INFRASTRUCTURE INSPECTOR	UMCE	Annual	23	79,091.9159	83,046.5163	87,198.8432	91,558.7807	96,136.7202	100,943.5604	103,467.1491	106,053.8315
		Monthly		6,590.9930	6,920.5430	7,266.5703	7,629.8984	8,011.3934	8,411.9634	8,622.2624	8,837.8193
		Bi-weekly		3,041.9968	3,194.0968	3,353.8017	3,521.4916	3,697.5662	3,882.4446	3,979.5057	4,078.9935
		Hourly		38.0250	39.9262	41.9225	44.0186	46.2196	48.5306	49.7438	50.9874
COMMUNITY DEVELOPMENT DIRECTOR	UMCE	Annual	30	135,549.6341	142,327.1142	149,443.4741	156,915.6462	164,761.4327	172,999.5048	177,324.4904	181,757.6024
		Monthly		11,295.8028	11,860.5929	12,453.6228	13,076.3039	13,730.1194	14,416.6254	14,777.0409	15,146.4669
		Bi-weekly		5,213.4475	5,474.1198	5,747.8259	6,035.2172	6,336.9782	6,653.8271	6,820.1727	6,990.6770
		Hourly		65.1681	68.4265	71.8478	75.4402	79.2122	83.1728	85.2522	87.3835
CUSTOMER SERVICE/ METER TECH	TEAM PW	Annual	18	53,828.6319	56,520.0666	59,346.0720	62,313.3756	65,429.0465	68,700.4952	70,418.0052	72,178.4574
		Monthly		4,485.7193	4,710.0056	4,945.5060	5,192.7813	5,452.4205	5,725.0413	5,868.1671	6,014.8715
		Bi-weekly		2,070.3320	2,173.8487	2,282.5412	2,396.6683	2,516.5018	2,642.3267	2,708.3848	2,776.0945
		Hourly		25.8791	27.1731	28.5318	29.9584	31.4563	33.0291	33.8548	34.7012

CITY OF LOMA LINDA
Pay Schedule By Classification
Fiscal Year 2023/2024
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Revised: March 6, 2024

TITLE	UNIT	PAY TYPE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
CUSTOMER SUPPORT TECHNICIAN	TEAM A	Annual	16	46,149.3770	48,456.8474	50,879.6892	53,423.6778	56,094.8576	58,899.6041	60,372.0985	61,881.3977
		Monthly		3,845.7814	4,038.0706	4,239.9741	4,451.9732	4,674.5715	4,908.3003	5,031.0082	5,156.7831
		Bi-weekly		1,774.9760	1,863.7249	1,956.9111	2,054.7568	2,157.4945	2,265.3694	2,322.0038	2,380.0538
		Hourly		22.1872	23.2966	24.4614	25.6845	26.9687	28.3171	29.0250	29.7507

DISTRIBUTION SUPERINTENDENT	UMCE	Annual	25	92,252.8103	96,865.4534	101,708.7255	106,794.1670	112,133.8769	117,740.5754	120,684.0947	123,701.1921
		Monthly		7,687.7342	8,072.1211	8,475.7271	8,899.5139	9,344.4897	9,811.7146	10,057.0079	10,308.4327
		Bi-weekly		3,548.1850	3,725.5944	3,911.8741	4,107.4680	4,312.8414	4,528.4837	4,641.6959	4,757.7382
		Hourly		44.3523	46.5699	48.8984	51.3433	53.9105	56.6060	58.0212	59.4717

ENGINEERING TECHNICIAN/GIS ANALYST	TEAM A	Annual	19	58,134.9254	61,041.6711	64,093.7516	67,298.4428	70,663.3623	74,196.5315	76,051.4481	77,952.7328
		Monthly		4,844.5771	5,086.8059	5,341.1460	5,608.2036	5,888.6135	6,183.0443	6,337.6207	6,496.0611
		Bi-weekly		2,235.9587	2,347.7566	2,465.1443	2,588.4016	2,717.8216	2,853.7127	2,925.0557	2,998.1820
		Hourly		27.9495	29.3470	30.8143	32.3550	33.9728	35.6714	36.5632	37.4773
EXECUTIVE AIDE	UMCE	Annual	19	58,134.9254	61,041.6711	64,093.7516	67,298.4428	70,663.3623	74,196.5315	76,051.4481	77,952.7328
		Monthly		4,844.5771	5,086.8059	5,341.1460	5,608.2036	5,888.6135	6,183.0443	6,337.6207	6,496.0611
		Bi-weekly		2,235.9587	2,347.7566	2,465.1443	2,588.4016	2,717.8216	2,853.7127	2,925.0557	2,998.1820
		Hourly		27.9495	29.3470	30.8143	32.3550	33.9728	35.6714	36.5632	37.4773

EXECUTIVE ASSISTANT	UMCE	Annual	20	62,785.7186	65,925.0081	69,221.2554	72,682.3161	76,316.4288	80,132.2461	82,135.5507	84,188.9390
		Monthly		5,232.1432	5,493.7507	5,768.4380	6,056.8597	6,359.7024	6,677.6872	6,844.6292	7,015.7449
		Bi-weekly		2,414.8353	2,535.5772	2,662.3560	2,795.4737	2,935.2473	3,082.0095	3,159.0596	3,238.0361
		Hourly		30.1854	31.6947	33.2794	34.9434	36.6906	38.5251	39.4882	40.4755

FACILITY MAINTENANCE COORDINATOR	TEAM PW	Annual	19	58,134.9254	61,041.6711	64,093.7516	67,298.4428	70,663.3623	74,196.5315	76,051.4481	77,952.7328
		Monthly		4,844.5771	5,086.8059	5,341.1460	5,608.2036	5,888.6135	6,183.0443	6,337.6207	6,496.0611
		Bi-weekly		2,235.9587	2,347.7566	2,465.1443	2,588.4016	2,717.8216	2,853.7127	2,925.0557	2,998.1820
		Hourly		27.9495	29.3470	30.8143	32.3550	33.9728	35.6714	36.5632	37.4773

FIELD MAINTENANCE TECH I	TEAM PW	Annual	15	42,730.9078	44,867.4570	47,110.8299	49,466.3760	51,939.6948	54,536.6754	55,900.0913	57,297.5897
		Monthly		3,560.9090	3,738.9548	3,925.9025	4,122.1980	4,328.3079	4,544.7230	4,658.3409	4,774.7991
		Bi-weekly		1,643.4965	1,725.6714	1,811.9550	1,902.5529	1,997.6806	2,097.5644	2,150.0035	2,203.7534
		Hourly		20.5437	21.5709	22.6494	23.7819	24.9710	26.2196	26.8750	27.5469

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FIELD MAINTENANCE TECH II	TEAM PW	Annual	18	53,828.6319	56,520.0666	59,346.0720	62,313.3756	65,429.0465	68,700.4952	70,418.0052	72,178.4574
		Monthly		4,485.7193	4,710.0056	4,945.5060	5,192.7813	5,452.4205	5,725.0413	5,868.1671	6,014.8715
		Bi-weekly		2,070.3320	2,173.8487	2,282.5412	2,396.6683	2,516.5018	2,642.3267	2,708.3848	2,776.0945
		Hourly		25.8791	27.1731	28.5318	29.9584	31.4563	33.0291	33.8548	34.7012

FIELD MAINTENANCE TECH III	TEAM PW	Annual	19	58,134.9254	61,041.6711	64,093.7516	67,298.4428	70,663.3623	74,196.5315	76,051.4481	77,952.7328
		Monthly		4,844.5771	5,086.8059	5,341.1460	5,608.2036	5,888.6135	6,183.0443	6,337.6207	6,496.0611
		Bi-weekly		2,235.9587	2,347.7566	2,465.1443	2,588.4016	2,717.8216	2,853.7127	2,925.0557	2,998.1820
		Hourly		27.9495	29.3470	30.8143	32.3550	33.9728	35.6714	36.5632	37.4773

FIELD SERVICES SUPERINTENDENT	UMCE	Annual	25	92,252.8103	96,865.4534	101,708.7255	106,794.1670	112,133.8769	117,740.5754	120,684.0947	123,701.1921
		Monthly		7,687.7342	8,072.1211	8,475.7271	8,899.5139	9,344.4897	9,811.7146	10,057.0079	10,308.4327
		Bi-weekly		3,548.1850	3,725.5944	3,911.8741	4,107.4680	4,312.8414	4,528.4837	4,641.6959	4,757.7382
		Hourly		44.3523	46.5699	48.8984	51.3433	53.9105	56.6060	58.0212	59.4717

FINANCE DIRECTOR	UMCE	Annual	30	135,549.6341	142,327.1142	149,443.4741	156,915.6462	164,761.4327	172,999.5048	177,324.4904	181,757.6024
		Monthly		11,295.8028	11,860.5929	12,453.6228	13,076.3039	13,730.1194	14,416.6254	14,777.0409	15,146.4669
		Bi-weekly		5,213.4475	5,474.1198	5,747.8259	6,035.2172	6,336.9782	6,653.8271	6,820.1727	6,990.6770
		Hourly		65.1681	68.4265	71.8478	75.4402	79.2122	83.1728	85.2522	87.3835

FIRE BATTALION CHIEF	USFMC	Annual	FIRE 14	130,318.5578	136,834.4831	143,676.2057	150,860.0165	158,403.0137	162,363.0893	166,422.1626	170,582.7177
		Monthly		10,859.8798	11,402.8736	11,973.0171	12,571.6680	13,200.2511	13,530.2574	13,868.5136	14,215.2265
		Bi-weekly		5,012.2522	5,262.8647	5,526.0079	5,802.3083	6,092.4236	6,244.7342	6,400.8524	6,560.8738
		40-hour		62.6532	65.7858	69.0751	72.5289	76.1553	78.0592	80.0107	82.0109
		56-hour		44.7523	46.9899	49.3394	51.8063	54.3966	55.7566	57.1505	58.5792

FIRE CAPTAIN	LLPF	Annual	FIRE 8	97,245.7227	102,108.0078	107,213.4041	112,574.0727	118,202.7753	121,157.8452	124,186.7934	127,291.4622
		Monthly		8,103.8102	8,509.0007	8,934.4503	9,381.1727	9,850.2313	10,096.4871	10,348.8995	10,607.6219
		Bi-weekly		3,740.2201	3,927.2311	4,123.5925	4,329.7720	4,546.2606	4,659.9171	4,776.4151	4,895.8255
		40-hour		46.7528	49.0904	51.5449	54.1222	56.8283	58.2490	59.7052	61.1978
		56-hour		33.3948	35.0646	36.8178	38.6587	40.5916	41.6064	42.6466	43.7127

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FIRE CHIEF	USFMC	Annual	33	170,753.5031	179,291.1767	188,255.7360	197,668.5228	207,551.9448	217,929.5379	223,377.7779	228,962.2239
		Monthly		14,229.4586	14,940.9314	15,687.9780	16,472.3769	17,295.9954	18,160.7948	18,614.8148	19,080.1853
		Bi-weekly		6,567.4424	6,895.8145	7,240.6052	7,602.6355	7,982.7671	8,381.9053	8,591.4530	8,806.2394
		Hourly		82.0930	86.1977	90.5076	95.0329	99.7846	104.7738	107.3932	110.0780

FIRE DIVISION CHIEF	USFMC	Annual	FIRE 14	130,318.5578	136,834.4831	143,676.2057	150,860.0165	158,403.0137	162,363.0893	166,422.1626	170,582.7177
		Monthly		10,859.8798	11,402.8736	11,973.0171	12,571.6680	13,200.2511	13,530.2574	13,868.5136	14,215.2265
		Bi-weekly		5,012.2522	5,262.8647	5,526.0079	5,802.3083	6,092.4236	6,244.7342	6,400.8524	6,560.8738
		40-hour		62.6532	65.7858	69.0751	72.5289	76.1553	78.0592	80.0107	82.0109
		56-hour		44.7523	46.9899	49.3394	51.8063	54.3966	55.7566	57.1505	58.5792

FIRE ENGINEER	LLPF	Annual	FIRE 6	88,204.7390	92,614.9775	97,245.7227	102,108.0078	107,213.4041	109,893.7436	112,641.0890	115,457.1170
		Monthly		7,350.3949	7,717.9148	8,103.8102	8,509.0007	8,934.4503	9,157.8120	9,386.7574	9,621.4264
		Bi-weekly		3,392.4900	3,562.1145	3,740.2201	3,927.2311	4,123.5925	4,226.6824	4,332.3496	4,440.6583
		40-hour		42.4061	44.5264	46.7528	49.0904	51.5449	52.8335	54.1544	55.5082
		56-hour		30.2901	31.8046	33.3948	35.0646	36.8178	37.7382	38.6817	39.6487

FIRE MARSHAL I	USFMC	Annual	FIRE 8	97,245.7227	102,108.0078	107,213.4041	112,574.0727	118,202.7753	121,157.8452	124,186.7934	127,291.4622
		Monthly		8,103.8102	8,509.0007	8,934.4503	9,381.1727	9,850.2313	10,096.4871	10,348.8995	10,607.6219
		Bi-weekly		3,740.2201	3,927.2311	4,123.5925	4,329.7720	4,546.2606	4,659.9171	4,776.4151	4,895.8255
		40-hour		46.7528	49.0904	51.5449	54.1222	56.8283	58.2490	59.7052	61.1978
		56-hour		33.3948	35.0646	36.8178	38.6587	40.5916	41.6064	42.6466	43.7127

FIRE MARSHAL II	USFMC	Annual	FIRE 14	130,318.5578	136,834.4831	143,676.2057	150,860.0165	158,403.0137	162,363.0893	166,422.1626	170,582.7177
		Monthly		10,859.8798	11,402.8736	11,973.0171	12,571.6680	13,200.2511	13,530.2574	13,868.5136	14,215.2265
		Bi-weekly		5,012.2522	5,262.8647	5,526.0079	5,802.3083	6,092.4236	6,244.7342	6,400.8524	6,560.8738
		40-hour		62.6532	65.7858	69.0751	72.5289	76.1553	78.0592	80.0107	82.0109
		56-hour		44.7523	46.9899	49.3394	51.8063	54.3966	55.7566	57.1505	58.5792

FIREFIGHTER/PARAMEDIC	LLPF	Annual	FIRE 4	80,004.2994	84,004.5123	88,204.7390	92,614.9775	97,245.7227	99,676.8653	102,168.7830	104,723.0078
		Monthly		6,667.0250	7,000.3760	7,350.3949	7,717.9148	8,103.8102	8,306.4054	8,514.0653	8,726.9173
		Bi-weekly		3,077.0884	3,230.9428	3,392.4900	3,562.1145	3,740.2201	3,833.7256	3,929.5686	4,027.8080
		40-hour		38.4636	40.3868	42.4061	44.5264	46.7528	47.9216	49.1196	50.3476
		56-hour		27.4740	28.8477	30.2901	31.8046	33.3948	34.2297	35.0854	35.9626

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FIREFIGHTER-EMT	LLPF	Annual	FIRE 1	69,110.7201	72,566.2512	76,194.5679	80,004.2994	84,004.5123	86,104.6205	88,257.2342	90,463.6679
		Monthly		5,759.2267	6,047.1876	6,349.5473	6,667.0250	7,000.3760	7,175.3850	7,354.7695	7,538.6390
		Bi-weekly		2,658.1046	2,791.0097	2,930.5603	3,077.0884	3,230.9428	3,311.7162	3,394.5090	3,479.3718
		40-hour		33.2263	34.8876	36.6320	38.4636	40.3868	41.3965	42.4314	43.4921
		56-hour		23.7331	24.9197	26.1657	27.4740	28.8477	29.5689	30.3081	31.0658
FIRE PREVENTION INSPECTOR	TEAM A	Annual	21	67,808.5736	71,199.0059	74,758.9608	78,496.9047	82,421.7489	86,542.8395	88,706.4138	90,924.0773
		Monthly		5,650.7145	5,933.2505	6,229.9134	6,541.4087	6,868.4791	7,211.9033	7,392.2012	7,577.0064
		Bi-weekly		2,608.0221	2,738.4233	2,875.3446	3,019.1117	3,170.0673	3,328.5707	3,411.7851	3,497.0799
		Hourly		32.6003	34.2303	35.9418	37.7389	39.6258	41.6071	42.6473	43.7135
HUMAN RESOURCES - RISK MANAGEMENT ANALYST	UMCE	Annual	21	67,808.5736	71,199.0059	74,758.9608	78,496.9047	82,421.7489	86,542.8395	88,706.4138	90,924.0773
		Monthly		5,650.7145	5,933.2505	6,229.9134	6,541.4087	6,868.4791	7,211.9033	7,392.2012	7,577.0064
		Bi-weekly		2,608.0221	2,738.4233	2,875.3446	3,019.1117	3,170.0673	3,328.5707	3,411.7851	3,497.0799
		Hourly		32.6003	34.2303	35.9418	37.7389	39.6258	41.6071	42.6473	43.7135
INFORMATION SYSTEMS ANALYST I	UMCE	Annual	20	62,785.7186	65,925.0081	69,221.2554	72,682.3161	76,316.4288	80,132.2461	82,135.5507	84,188.9390
		Monthly		5,232.1432	5,493.7507	5,768.4380	6,056.8597	6,359.7024	6,677.6872	6,844.6292	7,015.7449
		Bi-weekly		2,414.8353	2,535.5772	2,662.3560	2,795.4737	2,935.2473	3,082.0095	3,159.0596	3,238.0361
		Hourly		30.1854	31.6947	33.2794	34.9434	36.6906	38.5251	39.4882	40.4755
INFORMATION SYSTEMS ANALYST II	UMCE	Annual	21	67,808.5736	71,199.0059	74,758.9608	78,496.9047	82,421.7489	86,542.8395	88,706.4138	90,924.0773
		Monthly		5,650.7145	5,933.2505	6,229.9134	6,541.4087	6,868.4791	7,211.9033	7,392.2012	7,577.0064
		Bi-weekly		2,608.0221	2,738.4233	2,875.3446	3,019.1117	3,170.0673	3,328.5707	3,411.7851	3,497.0799
		Hourly		32.6003	34.2303	35.9418	37.7389	39.6258	41.6071	42.6473	43.7135
INFORMATION SYSTEMS ANALYST III	UMCE	Annual	22	73,233.2570	76,894.9214	80,739.6669	84,776.6534	89,015.4855	93,466.2650	95,802.9224	98,197.9952
		Monthly		6,102.7714	6,407.9101	6,728.3056	7,064.7211	7,417.9571	7,788.8554	7,983.5769	8,183.1663
		Bi-weekly		2,816.6637	2,957.4970	3,105.3718	3,260.6405	3,423.6725	3,594.8563	3,684.7278	3,776.8460
		Hourly		35.2083	36.9687	38.8171	40.7580	42.7959	44.9357	46.0591	47.2106
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INFORMATION SYSTEMS ANALYST IV	UMCE	Annual	25	92,252.8103	96,865.4534	101,708.7255	106,794.1670	112,133.8769	117,740.5754	120,684.0947	123,701.1921
		Monthly		7,687.7342	8,072.1211	8,475.7271	8,899.5139	9,344.4897	9,811.7146	10,057.0079	10,308.4327
		Bi-weekly		3,548.1850	3,725.5944	3,911.8741	4,107.4680	4,312.8414	4,528.4837	4,641.6959	4,757.7382
		Hourly		44.3523	46.5699	48.8984	51.3433	53.9105	56.6060	58.0212	59.4717
LEAD MECHANIC/FLEET SVCS COORDINATOR	TEAM PW	Annual	19	58,134.9254	61,041.6711	64,093.7516	67,298.4428	70,663.3623	74,196.5315	76,051.4481	77,952.7328
		Monthly		4,844.5771	5,086.8059	5,341.1460	5,608.2036	5,888.6135	6,183.0443	6,337.6207	6,496.0611
		Bi-weekly		2,235.9587	2,347.7566	2,465.1443	2,588.4016	2,717.8216	2,853.7127	2,925.0557	2,998.1820
		Hourly		27.9495	29.3470	30.8143	32.3550	33.9728	35.6714	36.5632	37.4773
PARKING CONTROL OFFICER-SPECIAL EVENTS COORDINATOR	TEAM A	Annual	16	46,149.3770	48,456.8474	50,879.6892	53,423.6778	56,094.8576	58,899.6041	60,372.0985	61,881.3977
		Monthly		3,845.7814	4,038.0706	4,239.9741	4,451.9732	4,674.5715	4,908.3003	5,031.0082	5,156.7831
		Bi-weekly		1,774.9760	1,863.7249	1,956.9111	2,054.7568	2,157.4945	2,265.3694	2,322.0038	2,380.0538
		Hourly		22.1872	23.2966	24.4614	25.6845	26.9687	28.3171	29.0250	29.7507
PARKING ENFORCEMENT/ANIMAL CONTROL OFFICER	TEAM A	Annual	18	53,828.6319	56,520.0666	59,346.0720	62,313.3756	65,429.0465	68,700.4952	70,418.0052	72,178.4574
		Monthly		4,485.7193	4,710.0056	4,945.5060	5,192.7813	5,452.4205	5,725.0413	5,868.1671	6,014.8715
		Bi-weekly		2,070.3320	2,173.8487	2,282.5412	2,396.6683	2,516.5018	2,642.3267	2,708.3848	2,776.0945
		Hourly		25.8791	27.1731	28.5318	29.9584	31.4563	33.0291	33.8548	34.7012
PLANNING TECHNICIAN	UMCE	Annual	19	58,134.9254	61,041.6711	64,093.7516	67,298.4428	70,663.3623	74,196.5315	76,051.4481	77,952.7328
		Monthly		4,844.5771	5,086.8059	5,341.1460	5,608.2036	5,888.6135	6,183.0443	6,337.6207	6,496.0611
		Bi-weekly		2,235.9587	2,347.7566	2,465.1443	2,588.4016	2,717.8216	2,853.7127	2,925.0557	2,998.1820
		Hourly		27.9495	29.3470	30.8143	32.3550	33.9728	35.6714	36.5632	37.4773
PUBLIC WORKS DIRECTOR/CITY ENGINEER	UMCE	Annual	31	146,393.6085	153,713.2941	161,398.9557	169,468.9025	177,942.3440	186,839.4627	191,510.4488	196,298.2139
		Monthly		12,199.4674	12,809.4412	13,449.9130	14,122.4085	14,828.5287	15,569.9552	15,959.2041	16,358.1845
		Bi-weekly		5,630.5234	5,912.0498	6,207.6521	6,518.0347	6,843.9363	7,186.1332	7,365.7865	7,549.9313
		Hourly		70.3815	73.9006	77.5957	81.4754	85.5492	89.8267	92.0723	94.3741

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SENIOR ACCOUNTANT/FINANCIAL ANALYST	UMCE	Annual	23	79,091.9159	83,046.5163	87,198.8432	91,558.7807	96,136.7202	100,943.5604	103,467.1491	106,053.8315
		Monthly		6,590.9930	6,920.5430	7,266.5703	7,629.8984	8,011.3934	8,411.9634	8,622.2624	8,837.8193
		Bi-weekly		3,041.9968	3,194.0968	3,353.8017	3,521.4916	3,697.5662	3,882.4446	3,979.5057	4,078.9935
		Hourly		38.0250	39.9262	41.9225	44.0186	46.2196	48.5306	49.7438	50.9874

SENIOR CENTER MANAGER	UMCE	Annual	21	67,808.5736	71,199.0059	74,758.9608	78,496.9047	82,421.7489	86,542.8395	88,706.4138	90,924.0773
		Monthly		5,650.7145	5,933.2505	6,229.9134	6,541.4087	6,868.4791	7,211.9033	7,392.2012	7,577.0064
		Bi-weekly		2,608.0221	2,738.4233	2,875.3446	3,019.1117	3,170.0673	3,328.5707	3,411.7851	3,497.0799
		Hourly		32.6003	34.2303	35.9418	37.7389	39.6258	41.6071	42.6473	43.7135

SENIOR CODE ENFORCEMENT OFFICER	UMCE	Annual	20	62,785.7186	65,925.0081	69,221.2554	72,682.3161	76,316.4288	80,132.2461	82,135.5507	84,188.9390
		Monthly		5,232.1432	5,493.7507	5,768.4380	6,056.8597	6,359.7024	6,677.6872	6,844.6292	7,015.7449
		Bi-weekly		2,414.8353	2,535.5772	2,662.3560	2,795.4737	2,935.2473	3,082.0095	3,159.0596	3,238.0361
		Hourly		30.1854	31.6947	33.2794	34.9434	36.6906	38.5251	39.4882	40.4755

SENIOR PLANNER	UMCE	Annual	25	92,252.8103	96,865.4534	101,708.7255	106,794.1670	112,133.8769	117,740.5754	120,684.0947	123,701.1921
		Monthly		7,687.7342	8,072.1211	8,475.7271	8,899.5139	9,344.4897	9,811.7146	10,057.0079	10,308.4327
		Bi-weekly		3,548.1850	3,725.5944	3,911.8741	4,107.4680	4,312.8414	4,528.4837	4,641.6959	4,757.7382
		Hourly		44.3523	46.5699	48.8984	51.3433	53.9105	56.6060	58.0212	59.4717

STORMWATER INSPECTOR	UMCE	Annual	18	53,828.6319	56,520.0666	59,346.0720	62,313.3756	65,429.0465	68,700.4952	70,418.0052	72,178.4574
		Monthly		4,485.7193	4,710.0056	4,945.5060	5,192.7813	5,452.4205	5,725.0413	5,868.1671	6,014.8715
		Bi-weekly		2,070.3320	2,173.8487	2,282.5412	2,396.6683	2,516.5018	2,642.3267	2,708.3848	2,776.0945
		Hourly		25.8791	27.1731	28.5318	29.9584	31.4563	33.0291	33.8548	34.7012

STUDENT INTERN	PT	Annual	1	33,280.0000
		Monthly		2,773.3333
		Bi-weekly		1,280.0000
		Hourly		16.0000

CITY OF LOMA LINDA
Pay Schedule By Classification
Fiscal Year 2023/2024
Effective March 12, 2024

Revised: March 6, 2024

TITLE	UNIT	PAY TYPE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
SUPERVISING ACCOUNTING TECHNICIAN	UMCE	Annual	19	58,134.9254	61,041.6711	64,093.7516	67,298.4428	70,663.3623	74,196.5315	76,051.4481	77,952.7328
		Monthly		4,844.5771	5,086.8059	5,341.1460	5,608.2036	5,888.6135	6,183.0443	6,337.6207	6,496.0611
		Bi-weekly		2,235.9587	2,347.7566	2,465.1443	2,588.4016	2,717.8216	2,853.7127	2,925.0557	2,998.1820
		Hourly		27.9495	29.3470	30.8143	32.3550	33.9728	35.6714	36.5632	37.4773

TREATMENT PLANT OPERATOR I	TEAM PW	Annual	17	49,841.3255	52,333.3881	54,950.0544	57,697.5551	60,582.4313	63,611.5554	65,201.8433	66,831.8855
		Monthly		4,153.4438	4,361.1157	4,579.1712	4,808.1296	5,048.5359	5,300.9630	5,433.4869	5,569.3238
		Bi-weekly		1,916.9741	2,012.8226	2,113.4636	2,219.1367	2,330.0935	2,446.5983	2,507.7632	2,570.4571
		Hourly		23.9622	25.1603	26.4183	27.7392	29.1262	30.5825	31.3470	32.1307

TREATMENT PLANT OPERATOR II	TEAM PW	Annual	19	58,134.9254	61,041.6711	64,093.7516	67,298.4428	70,663.3623	74,196.5315	76,051.4481	77,952.7328
		Monthly		4,844.5771	5,086.8059	5,341.1460	5,608.2036	5,888.6135	6,183.0443	6,337.6207	6,496.0611
		Bi-weekly		2,235.9587	2,347.7566	2,465.1443	2,588.4016	2,717.8216	2,853.7127	2,925.0557	2,998.1820
		Hourly		27.9495	29.3470	30.8143	32.3550	33.9728	35.6714	36.5632	37.4773

TREATMENT PLANT OPERATOR III	TEAM PW	Annual	20	62,785.7186	65,925.0081	69,221.2554	72,682.3161	76,316.4288	80,132.2461	82,135.5507	84,188.9390
		Monthly		5,232.1432	5,493.7507	5,768.4380	6,056.8597	6,359.7024	6,677.6872	6,844.6292	7,015.7449
		Bi-weekly		2,414.8353	2,535.5772	2,662.3560	2,795.4737	2,935.2473	3,082.0095	3,159.0596	3,238.0361
		Hourly		30.1854	31.6947	33.2794	34.9434	36.6906	38.5251	39.4882	40.4755

TREATMENT SUPERINTENDENT	UMCE	Annual	25	92,252.8103	96,865.4534	101,708.7255	106,794.1670	112,133.8769	117,740.5754	120,684.0947	123,701.1921
		Monthly		7,687.7342	8,072.1211	8,475.7271	8,899.5139	9,344.4897	9,811.7146	10,057.0079	10,308.4327
		Bi-weekly		3,548.1850	3,725.5944	3,911.8741	4,107.4680	4,312.8414	4,528.4837	4,641.6959	4,757.7382
		Hourly		44.3523	46.5699	48.8984	51.3433	53.9105	56.6060	58.0212	59.4717

UTILITIES AIDE	TEAM PW	Annual	15	42,730.9078	44,867.4570	47,110.8299	49,466.3760	51,939.6948	54,536.6754	55,900.0913	57,297.5897
		Monthly		3,560.9090	3,738.9548	3,925.9025	4,122.1980	4,328.3079	4,544.7230	4,658.3409	4,774.7991
		Bi-weekly		1,643.4965	1,725.6714	1,811.9550	1,902.5529	1,997.6806	2,097.5644	2,150.0035	2,203.7534
		Hourly		20.5437	21.5709	22.6494	23.7819	24.9710	26.2196	26.8750	27.5469

CITY OF LOMA LINDA
Pay Schedule By Classification
Fiscal Year 2023/2024
Effective March 12, 2024

Revised: March 6, 2024

TITLE	UNIT	PAY TYPE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
UTILITIES MAINTENANCE TECHNICIAN I	TEAM PW	Annual	16	46,149.3770	48,456.8474	50,879.6892	53,423.6778	56,094.8576	58,899.6041	60,372.0985	61,881.3977
		Monthly		3,845.7814	4,038.0706	4,239.9741	4,451.9732	4,674.5715	4,908.3003	5,031.0082	5,156.7831
		Bi-weekly		1,774.9760	1,863.7249	1,956.9111	2,054.7568	2,157.4945	2,265.3694	2,322.0038	2,380.0538
		Hourly		22.1872	23.2966	24.4614	25.6845	26.9687	28.3171	29.0250	29.7507

UTILITIES MAINTENANCE TECHNICIAN II	TEAM PW	Annual	19	58,134.9254	61,041.6711	64,093.7516	67,298.4428	70,663.3623	74,196.5315	76,051.4481	77,952.7328
		Monthly		4,844.5771	5,086.8059	5,341.1460	5,608.2036	5,888.6135	6,183.0443	6,337.6207	6,496.0611
		Bi-weekly		2,235.9587	2,347.7566	2,465.1443	2,588.4016	2,717.8216	2,853.7127	2,925.0557	2,998.1820
		Hourly		27.9495	29.3470	30.8143	32.3550	33.9728	35.6714	36.5632	37.4773

UTILITIES MAINTENANCE TECHNICIAN III	TEAM PW	Annual	20	62,785.7186	65,925.0081	69,221.2554	72,682.3161	76,316.4288	80,132.2461	82,135.5507	84,188.9390
		Monthly		5,232.1432	5,493.7507	5,768.4380	6,056.8597	6,359.7024	6,677.6872	6,844.6292	7,015.7449
		Bi-weekly		2,414.8353	2,535.5772	2,662.3560	2,795.4737	2,935.2473	3,082.0095	3,159.0596	3,238.0361
		Hourly		30.1854	31.6947	33.2794	34.9434	36.6906	38.5251	39.4882	40.4755

UTILITIES PLANT MAINTENANCE MECHANIC	TEAM PW	Annual	20	62,785.7186	65,925.0081	69,221.2554	72,682.3161	76,316.4288	80,132.2461	82,135.5507	84,188.9390
		Monthly		5,232.1432	5,493.7507	5,768.4380	6,056.8597	6,359.7024	6,677.6872	6,844.6292	7,015.7449
		Bi-weekly		2,414.8353	2,535.5772	2,662.3560	2,795.4737	2,935.2473	3,082.0095	3,159.0596	3,238.0361
		Hourly		30.1854	31.6947	33.2794	34.9434	36.6906	38.5251	39.4882	40.4755

UNIT LEGEND

Teamsters - Administrative (TEAM A)

Teamsters - Public Works (TEAM PW)

Loma Linda Professional Firefighters (LLPF)

Unrepresented Safety Fire Management/Confidential Employees (USFMCE)

Unrepresented Miscellaneous Management/Confidential Employees (UMCE)



ACCOUNT CLERK

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, performs general office support, customer service, cashiering, bookkeeping, administrative, and data processing for the Finance department.

DISTINGUISHING CHARACTERISTICS

The Account Clerk is the entry level classification in the accounting support series. The employee performs a variety of accounting support functions related to accounts payable, accounts receivable, and cashiering.

SUPERVISION RECEIVED AND EXERCISED

Works under the administrative and technical supervision of senior accounting staff and general supervision from the Finance Director. No supervision is exercised.

ESSENTIAL FUNCTIONS - *Essential responsibilities and duties may include, but are not limited to, the following:*

1. Provides customer service in person, by phone, and email to external and internal customers.
2. Greeting the public in a courteous manner; answers questions concerning fees, requirements, city policies and procedures, services, status of accounts, with accurate information.
3. Front counter cashier; accepts payments from walk-in customers, online platforms, by mail, or night depository.
4. Makes daily settlement of monies. Checks and balances cash and negotiable instruments against receipted copies of bills. Posts to applicable software.
5. Receives, sorts, and checks documents for mathematical accuracy and completeness.
6. Prepares and/or types routine fiscal documents, including purchase orders, and standard forms in accordance with established procedures.
7. Performs data entry and basic clerical functions such as typing, filing, copying, maintenance of records, and generating reports for the department.
8. Resolves customer issues by demonstrating the ability to assist dissatisfied or frustrated customers through patience, compassion and understanding, while remaining professional and maintaining composure.
9. Receive, sort, and distribute incoming mail to proper personnel for all departments. Prepares and processes outgoing mail and packages.
10. Maintains files of correspondence, utility applications, business licenses, accounting records, and other documents.
11. Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Accounting principles and practices.
- Cash control procedures.
- Basic mathematical principles.
- Modern office methods, procedures, terms, and equipment.
- Methods and practices of financial and statistical recordkeeping.
- Basic principles and techniques of public relations and customer service.
- Maintenance of files and information retrieval systems.

Skill and Ability to:

- Make rapid and accurate calculations using addition, subtraction, multiplication, and division principles.
- Maintain effective working relationships with coworkers, supervisors, and the general public.
- Count cash, make accurate change, and balance cash drawer, and post transactions.
- Locate and correct discrepancies or errors in financial or statistical documents.
- Read, understand, explain, and apply oral and written City policies and procedures.
- Communicate verbally in order to respond to inquiries from other departments and the public.
- Alphabetize or numerically/chronologically sort materials.
- Speak clearly, listen effectively, and assimilate information accurately.
- Deal tactfully, patiently and effectively with individuals who are disabled, elderly, and from a wide variety of backgrounds under frequently stressful circumstances.

QUALIFICATIONS GUIDELINES

Experience, Education, and Training Guidelines

Experience:

One (1) year of experience cash handling.

One (1) year of experience providing customer service to the general public.

Preferred:

Previous public sector experience providing clerical support in finance or treasury.

Education:

High school graduation or evidence of equivalent educational proficiency.

Licenses and Certifications:

A valid California Class C driver's license, acceptable driving record, and the ability to maintain insurability under the City's vehicle insurance program.

Special Requirements:

None.

WORKING CONDITIONS

Essential functions and duties require the following physical abilities and work environment

Physical Characteristics

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Ability to sit for extended periods of time, walk and stand; talk and hear; use verbal communication; use hands and fingers to handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; and stoop, kneel, bend at the waist, crouch or crawl. The employee is required to lift up to twenty-five (25) pounds unaided. Specific vision abilities required for this job include close vision and the ability to adjust focus. Use of office equipment, including but not limited to computers, telephones, calculators, copiers, FAX, scanners, postage machines, credit card machines, cash counters, binding machines, and laminators.

Mental Demands

Uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with the public and dissatisfied individuals.

Work Environment

Work is performed in an office environment where the noise level is usually quiet to moderate. Occasional driving may be required to visit City facilities, attend professional meetings, and trainings. This position has regular contact with other staff and the public.

CLASS INFORMATION

Pay Grade: 14
Revised Date: March 12, 2024
EEO Category: EE04 – Administrative Support Workers
Probationary Period: One (1) Year

CITY OF LOMA LINDA
ACCOUNTING TECHNICIAN I

DEFINITION

Under general supervision, performs specialized clerical work in connection with the receipt and balancing of monies received by the City; performs such other duties as may be assigned.

CLASS CHARACTERISTICS

This level of the Accounting Technician series is characterized by the primary responsibility for the City's cashier function and by the assignment of tasks which require a working knowledge of basic accounting record keeping practices.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Receives and records receipt of money from the public and other City departments in the form of cash or check; operates cash register and makes change; counts cash and prepares bank deposits on a daily basis.
2. Receives the public and/or answers phones; responds to inquiries; provides routine information pertaining to department policies and procedures, charges, services rendered, or billings issued; may direct inquiries to appropriate authority for further information.
3. Enters, tabulates, or codes fiscal and statistical data; makes arithmetical calculations and verifies totals and extensions.
4. Prepares and/or types routine fiscal documents, including purchase orders and standard forms in accordance with established procedure; may type correspondence from rough draft or verbal instructions.
5. Assists others in the performance of related tasks.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combination includes graduation from high school or equivalent and a minimum of 2 – 5 years of responsible accounting clerical experience including experience as a cashier which involved contact with the public; posting to and balancing accounts; including or supplemented by specialized training in the clerical occupational field. Additional experience with a municipal agency involving utility billing highly desirable.

Knowledge, Skills, and Abilities

Working knowledge of procedures and methods used in the receipt and processing of monies. Skill in the operation of a variety of office equipment, including cash register and adding machine or electronic calculator. Ability to perform clerical, financial record keeping work; make arithmetical calculations quickly and with accuracy; understand and apply general fiscal and financial record keeping practices in the performance of assigned tasks; understand and follow verbal and written directions; receive the public in person or over the phone; meet the public in situations requiring diplomacy and tact; earn and explain regulations, policies, and procedures; maintain fiscal records accurately; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a valid Class III California driver's license, and a satisfactory driving record.

Incumbents must pass a medical examination at time of appointment.

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMA LINDA, CALIFORNIA,
TO RECLASSIFY THE ACCOUNTING TECHNICIAN I TO ACCOUNT CLERK AND
UPDATE THE MISCELLANEOUS AND FIRE SALARY SCHEDULE.**

WHEREAS, The City recognizes we need to have accurate and updated job descriptions; and

WHEREAS, the City of Loma Linda ("City") contracts with the California Public Employees' Retirement System ("CalPERS") to provide retirement benefits for its employees; and

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

WHEREAS, the pay schedule must identify each position by title, the individual pay rate amount or ranges for that position, and the time base upon which the amounts are based; and

WHEREAS, the City of Loma Linda desires to establish a new salary table for to reflect the reclassification from Accounting Technician I to Account Clerk, effective March 12, 2024; and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Loma Linda adopts the reclassification to Account Clerk and as follows:

Section 1: This Resolution shall take the place of all existing Resolutions or orders of the City Council as they relate to the subject matter contained herein. However, in no event shall this Resolution rescind, supersede, alter or in any way, regarding subject matter that is not contained in this Resolution. In the event that any provision of this Resolution is in conflict with an employment contract of an unrepresented and/or unaffiliated City employee, the applicable employment contract shall supersede and govern the City's policies and practices with regard to that particular employee.

Section 2: The pay schedule for all employees of the City, which shall be effective March 12, 2024, is hereby updated in the salary schedule, attached hereto as Exhibit A.

Section 3: The pay schedule contained in the salary schedule in Exhibit A is hereby adopted and will be made available for public viewing via the City website for no less than five (5) years.

AYES:
ABSENT:
NOES:

Phillip Dupper, Mayor

ATTEST:

Lynette Arreola, City Clerk



City of Loma Linda

Regular City Council Staff Report

Prepared By: Lynette Arreola

Accept and Appropriate \$36,300 of additional CDBG Funds for Capital Improvement Infrastructure Project [Public Works]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Consent Calendar Item: 3K
To	From
City Council	Jeff Peterson, Associate Engineer
Via	
T Jarb Thaipejr, City Manager	

Approved/Continued/Denied by City Council

Date: _____

RECOMMENDATION:

It is recommended that the City Council approve a supplemental appropriation of \$36,300 and recognize the revenue, in the same amount. It is then recommended that the City Council apply the additional CDBG funding towards the expense of the ADA ramp and sidewalk project - CIP 23-114, completed November 14, 2023.

BACKGROUND:

On July 11, 2023, the City Council awarded a \$295K contract to install ADA ramps and sidewalks at various locations. The funding was split between Community Development Block Grant (CDBG) and Measure I funding sources. The work was completed and a notice of completion was approved on November 11, 2023. At the end of February, the City received a notice requesting that the City draw down additional funds, this will assist the County in meeting its goals. The City is currently and will remain in compliance with the CDBG guidelines and regulations.

ANALYSIS:

N/A

ENVIRONMENTAL IMPACT:

N/A

FINANCIAL IMPACT:

By approving a supplemental appropriation and recognizing the revenue in the amount, of \$36,000, into account no. 1325400-58500 (CDBG Infrastructure Capital Improvement) and account no. 1320000-49332 (Federal Grants - CDBG), respectively, this action will free up Measure I funding originally expensed for said project, for future use.

Attachments

2024 Extra Funding.pdf



Community Revitalization

Diane Rundles
Assistant Executive Officer

Carrie Harmon
Director, Community
Development & Housing

Marcus Dillard
Chief of Homeless Services

February 28, 2024

Jarb Thaipejr, City Manager
City of Loma Linda
25541 Barton Road
Loma Linda, CA 92354-3125

Subject: Community Development Block Grant Timeliness Expenditure Requirements for FY 2023-24

Dear Mr. Thaipejr,

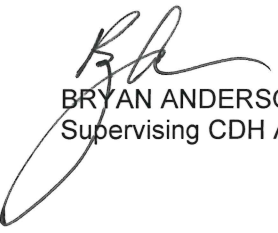
The San Bernardino County Department of Community Development and Housing (CDH) is ensuring that all of the County's Community Development Block Grant (CDBG) program participants are in the process of making the Federal Department of Housing and Urban Development (HUD's) timeliness requirements for FY 2023-24. To do your city's part please ensure that all CDBG activities are being carried out in a timely matter and reimbursement is being requested on a regular basis.

The City of Loma Linda is already in compliance with the 1.5 timeliness standard*, however, to assist the County with meeting HUD's drawdown requirement, it is requested that the City continue to spend its grant funds and request reimbursement up to a total of \$36,273.32 by **March 29, 2024**.

*1.5 timeliness standard is: the City must have a balance no greater than 1.5 times its FY allocation (\$141,434), 90 days prior to the end of the program year, March 31, 2024.

Should you have any questions, please contact Kelly Graham at (909) 501-0626 or via email at Kelly.Graham@cdh.sbcounty.gov.

Thank you,


BRYAN ANDERSON
Supervising CDH Analyst

BOARD OF SUPERVISORS

COL. PAUL COOK (RET.)
Vice Chairman, First District

JESSE ARMENDAREZ
Second District

DAWN ROWE
Chair, Third District

CURT HAGMAN
Fourth District

JOE BACA, JR.
Fifth District

Luther Snoke
Chief Executive Officer



City of Loma Linda

Regular City Council Staff Report

Prepared By: Lynette Arreola

Council Bill #O-2024-01 - (Second Reading) Adopt Ordinance Amending Title 17 (Zoning) pertaining to Streamlined Housing Development Projects [Community Development]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	Old Business Item: 4A
To	From
City Council	Lynette Arreola, City Clerk
Via	
T Jarb Thaipejr, City Manager	

Approved/Continued/Denied by City Council

Date: _____

RECOMMENDATION

It is recommended that the City Council waive the reading of the Ordinance in its entirety, direct the Clerk to read by title only, and adopt Council Bill#O-2024-01.

BACKGROUND

At the February 13, 2024, City Council meeting, the City Council conducted a public hearing and introduced Council Bill # O-2024-01 and set the second reading for March 12, 2024. There were no public comments made.

The Ordinance is Amending Title 17, Zoning, pertaining to Streamlined Housing Development Projects. This amendment essentially removes the discretion on the part of the City to deny or make modifications to a project that proposes the designated level of affordable housing and meets all development requirements in the Code. Upon adoption of the Ordinance, this would be the final step for the City to receive the coveted letter of certification from the State Housing and Community Development Department for its Housing Element.

ENVIRONMENTAL

The Land Use Development Code Amendment is not subject to the requirements of the State of California Environmental Quality Act (CEQA) according to Section 15061(b)(3) of the CEQA Guidelines where CEQA only applies to projects that have the potential for causing a significant effect on the environment, and there is no possibility that the proposed Development Code Amendment may have a significant effect on the environment.

FISCAL IMPACT

There is no fiscal impact related to this text amendment.

Attachments

Attachment A - Council Bill O-2024-01 Ordinance and Exhibit A.pdf

Attachment B - Applicable Housing Element Sites.pdf

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMA LINDA, APPROVING DEVELOPMENT CODE AMENDMENT NO. P23-222, WHICH AMENDS TITLE 17 (ZONING) OF THE LOMA LINDA MUNICIPAL CODE BY ADDING CHAPTER 120 PERTAINING TO STREAMLINED HOUSING DEVELOPMENT PROJECTS ON HOUSING ELEMENT SITES TO IDENTIFY APPLICABLE SITES, ESTABLISH REQUIREMENTS AND STANDARDS FOR LOWER-INCOME TARGET UNITS, AND ESTABLISH PROCEDURES AND REQUIREMENTS FOR THE MINISTERIAL REVIEW AND APPROVAL OF HOUSING DEVELOPMENT PROJECTS WITH LOWER-INCOME TARGET UNITS.

WHEREAS, the City of Loma Linda wishes to serve the public health, safety, and general welfare and preserve the quality of life throughout the City, through effective land use and planning; and,

WHEREAS, on February 8, 2022, the City Council adopted Resolution No. 3126 to repeal the Loma Linda General Plan 2014-2021 Housing Element and replace it in its entirety with the 2021-2029 Housing Element (General Plan Amendment No. P20-109); and

WHEREAS, Program 1.1 of the Housing Plan of the 2021-2029 Housing Element addresses adequate housing sites and includes an action to amend the zoning code to allow residential developments in which at least 20 percent of the housing units are affordable to lower-income households ("target units") by-right and not subject to any discretionary review; and

WHEREAS, Government Code Sections 65583.2(c) and 65583.2(i) require that housing development projects be approved as by-right uses if at least twenty (20) percent of the units are affordable to households at or below the lower-income level on "re-used" sites, defined as those sites identified in the housing element as suitable for residential development to meet the sixth cycle RHNA that are non-vacant and that were also identified as suitable sites in the fifth cycle housing element, and vacant sites that were also identified as suitable sites in the fourth and fifth planning cycles; and

WHEREAS, on October 5, 2023, staff of the State Housing and Community Development Department (HCD), informed the City in writing that it cannot find the City in full compliance with state housing element law until the zoning code amendments to meet the affordability requirements for re-used sites have been completed; and

WHEREAS, the City of Loma Linda proposes to amend Title 17 (Zoning) of the Loma Linda Municipal Code to establish provisions for the by-right ministerial approval of housing development projects with the required lower-income target units on re-used housing element sites consistent with Government Code Sections 65583.2(c) and 65583.2(i), as set forth in Exhibit A; and,

WHEREAS, on January 3, 2024, the Planning Commission held a duly noticed public hearing on the proposed development code amendment and Ordinance, at which an oral and written presentation was made and comments received, and the Planning Commission made a recommendation to City Council to adopt the ordinance; and,

WHEREAS, on _____, 2024, the City Council conducted the first reading of the development code amendment and the second reading on _____, 2024 where it adopted the Ordinance, approving Development Code Amendment No. P23-222; and,

ATTACHMENT A

WHEREAS, the Planning Commission and City Council have reviewed the proposed amendments and find that Development Code Amendment No. P23-222 is consistent with the Loma Linda General Plan, is not detrimental to the public health, safety, and general welfare, and is in conformity with good land use practice.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LOMA LINDA DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. The City Council hereby finds that all of the facts set forth in the recitals of this ordinance are true and correct.

Section 2. Environmental Exemption. The Planning Commission recommends that the City Council determines that the Development Code Amendment is exempt from the requirements of the State of California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the CEQA Guidelines where CEQA only applies to projects that have the potential for causing a significant effect on the environment, and there is no possibility that the proposed Development Code Amendment may have a significant effect on the environment.

Section 3. Approval. The Planning Commission recommended adoption and City Council hereby adopts the Ordinance approving Development Code Amendment No. P23-222, which amends Title 17 (Zoning) of the Loma Linda Municipal Code as indicated in "Exhibit A" and as referenced herein.

Section 4. Severability. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Ordinance or any part thereof is for any reason held to be unconstitutional, such decision shall not affect this validity of the remaining portion of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsection, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional.

Section 5. Certification. The City Clerk shall certify to the passage of this Ordinance and shall cause the same to be posted within fifteen (15) days from its passage pursuant to Government Code section 36933.

Section 6. Effective Date. This Ordinance shall be in full force and effective a minimum of thirty (30) days after passage.

This Ordinance was introduced at the regular meeting of the City Council of the City of Loma Linda, California, held on the _____ day of _____ 2024 and was adopted on the _____ day of _____ 2024 by the following vote to wit:

Ayes:

Noes:

Absent:

Abstain:

ATTACHMENT A

Phil Dupper, Mayor

Attest:

Lynette Arreola, City Clerk

EXHIBIT A

Chapter 17.120 Streamlined Housing Development Projects on Housing Element Sites

17.120.010 Purpose.

This Chapter is established to comply with Government Code §65583.2(c) and §65583.2(i) relating to the inventory of land suitable for residential development to meet the general plan housing element Regional Housing Needs Assessment (RHNA). The Government Code requires that specified housing development projects be approved as by-right uses if at least twenty (20) percent of the units are affordable to households at or below the lower income level. The specified housing development projects are: 1) those proposed on sites identified in the housing element as suitable for residential development to meet the sixth cycle RHNA that are non-vacant and that were also identified as suitable sites in the fifth cycle housing element; and 2) vacant sites that were also identified as suitable sites in the fourth and fifth planning cycles. This Chapter identifies the sites applicable to these provisions, establishes requirements and standards for lower-income units, and establishes procedures and requirements for the review and approval of housing development projects with the required lower-income household units.

17.120.020 Applicability.

The provisions of this Chapter pertain to housing development projects that include at least twenty (20) percent of the total housing units for persons and families of lower-income households (or income levels below that designation), referred to as targeted income households, and are on sites identified in the State Housing and Community Development Department Site Inventory Forms Table A in the Housing Element as being: 1) non-vacant and identified in the fifth cycle housing element as suitable for residential development to meet the RHNA and accommodate lower-income housing, moderate-income housing, or above moderate-income housing; or (2) vacant and identified in the fourth and fifth cycles of housing elements as suitable for residential development to meet the RHNA and accommodate lower-income housing, moderate-income housing, or above moderate-income housing.

17.120.030 Definitions.

- A. "Above moderate-income" means above one hundred twenty (120) percent of the San Bernardino County median income.
- B. "Affordable" shall have the respective meaning set forth therefor in California Health and Safety Code Section 50053 as to rental units and Section 50052.5 as to ownership units.
- C. "By-right use" shall have the same meaning as Government Code §65583.2(i).
- D. "Extremely low-income" means income not greater than thirty (30) percent of the San Bernardino County median income.
- E. "Housing development project" shall have the same meaning as Government Code §65589.5(h)(2), and refers to a use consisting of residential units, mixed-use developments consisting of residential and non-residential uses with at least two-thirds of the square footage designated for residential use, or transitional housing or supportive housing.

- F. "Lower-income households" means those households earning not greater than eighty (80) percent of the San Bernardino County median income, and includes very-low-income households, as defined in California Health and Safety Code §50105, and extremely low-income households, as defined in Health and Safety Code §50106.
- G. "Moderate-income" means eighty (80) percent to one hundred twenty (120) percent of the San Bernardino County median income.
- H. "Regional Housing Needs Assessment," or RHNA, means a process mandated by state housing law as part of the periodic process of updating the general plan housing element that quantifies the need for housing within each jurisdiction during specified planning periods.
- I. "Targeted income" means extremely low-income, very low-income, or lower-income.
- J. "Very-low-income" means income that is between thirty (30) percent and fifty (50) percent of the San Bernardino County median income.

17.120.040 Review, Permits and Approval.

- A. Ministerial Approval and Design Review.** Housing development projects that qualify under Section 17.120.20 and are consistent with the provisions of this Chapter shall be reviewed, permitted, and approved by the city as by-right uses and as ministerial actions, including design review, in accordance with Chapter 17.115 (Objective Design Standards), except that a housing development project with the required lower-income units that requires a subdivision action to establish a legal building site for such development shall comply with all applicable requirements of Title 16 (Subdivisions) and be subject to a discretionary review process and the application types, reviews, and procedures as outlined in Chapter 17.30 (Administration), unless otherwise exempted by state law. When an applicant elects to deviate from the objective design standards set forth in Chapter 17.11.115, a ministerial review process shall not apply and the development application shall be subject to any required discretionary application types, review and approvals as set forth in Chapter 17.30 (Administration).
- B. Zoning Development Standards and Building Standards.** Notwithstanding Section 17.120.040(A), all housing development projects pursuant to this Chapter shall comply with all development standards and regulations of the applicable zoning district and other applicable provisions of Title 17 (Zoning), and with all applicable regulations of Title 15 (Buildings and Construction).
- C. California Environmental Quality Act.** All housing development projects pursuant to this Chapter, and that are in conformance with the provisions of this Chapter, that qualify for a ministerial review process shall be considered exempt from the California Environmental Quality Act (CEQA). This exemption does not preclude a determination by the city that certain technical reports are required as part of the standard submittal checklist established by the Community Development Director, or as required through the imposition of standard conditions of approval. Any required technical reports shall conform to city requirements established for such reports. Projects that do not qualify for a ministerial review process shall be reviewed in compliance with the applicable CEQA guidelines for discretionary application types.

- D. Building Permit.** All housing development projects pursuant to this Chapter, and that are in conformance with the provisions of this Chapter, shall require a building permit, subject to all the standard application, review and processing fees and procedures that apply to building permits generally.

17.120.050 Targeted Income Unit Requirements and Standards.

The targeted income units that represent at least twenty (20) percent of the total units of the housing development project must be constructed on the same site as the housing development project and must conform to the following standards.

- A. The units shall remain restricted and affordable to the designated income group for a period of at least forty-five (45) years for owner-occupied units and at least fifty-five (55) years for renter-occupied units.
- B. The units shall have the same exterior appearance and quality of construction as that of market-rate units in the same housing development project.
- C. The units shall have the same amenities as the market-rate units in the same housing development project, including the same access to and enjoyment of common open space, parking, storage, and other facilities in the development.
- D. The unit mix based on bedroom count shall be proportional to the unit mix based on bedroom count provided for the market-rate units in the same housing development project.
- E. The units shall be dispersed throughout the housing development project, on each floor and section of the building(s) and throughout the site such that:
 - 1. No more than fifty (50) percent of the proposed lower-income units are consolidated into one structure in developments with more than one multi-unit structure; and
 - 2. No more than twenty (20) percent of the proposed lower-income units in a single multi-unit structure are located adjacent to each other or stacked on consecutive floors unless it is unavoidable due to the required unit mix and distribution.
- F. All targeted units shall be made available for occupancy concurrently with the market-rate units of the housing development project as follows:
 - 1. In ownership projects, the city may not issue building permits for more than fifty (50) percent of the market-rate units until it has issued building permits for all of the targeted income units, and the city may not approve any final inspections or certificates of occupancy for more than seventy-five (75) percent of the market-rate units until it has issued final inspections or certificates of occupancy for all of the targeted income units.
 - 2. In rental projects, the city may not issue building permits for more than fifty (50) percent of the market-rate buildings until it has issued building permits for all buildings containing targeted income units, and the city may not approve any final inspections or certificates of occupancy for more than seventy-five (75) percent of the market-rate buildings until it has issued final inspections or certificates of occupancy for all of the buildings containing targeted income units.

3. In the event the city approves a phased project, the targeted income units shall be provided proportionally within each phase of the housing development project.

17.120.060 Housing Plan.

- A. An application for approval of a housing development project pursuant to Section 17.120.020 shall include a housing plan describing how the development will comply with the provisions of this Chapter. No application for approval of a housing development project shall be deemed complete unless the housing plan is in conformance with this section.
- B. A housing plan shall include a written description and project plans indicating each of the following:
 1. The number of targeted income units proposed, specifically delineating the income level for the targeted income units.
 2. The unit square footage and number of bedrooms for market-rate and targeted income units and whether they are ownership or rental units.
 3. The proposed location of the targeted income units.
 4. Amenities and services provided for the unit residents.
 5. Specific level of affordability for each of the targeted income units.
 6. Schedule for production of the targeted income and market-rate units.

17.120.070 Housing Agreement.

A housing agreement that includes provisions and terms for meeting the requirements of this Chapter shall be approved by the Community Development Director and recorded as a restriction (agreement) against the property prior to issuance of a certificate of occupancy for the housing development project. The restriction (agreement) shall be completed by the developer on a form acceptable to the City Attorney and submitted with an application for the housing development project.

17.120.80 Continued Affordability.

- A. All units restricted to a designated targeted income group (namely, extremely low-income, very low-income, or lower-income) shall remain affordable to the targeted income group for a period of at least forty-five (45) years for owner-occupied units and at least fifty-five (55) years for renter-occupied units.
- B. The occupancy of the targeted income units shall be governed by the terms of the housing agreement recorded as a restriction (agreement) recorded against the property, which shall establish, at a minimum, the following:
 1. Any eligible household that occupies a unit at a targeted income level (namely, extremely low-income, very low-income or lower-income) must occupy that unit as its principal residence unless otherwise approved in writing for rental to a third-party eligible household

for a limited period due to household hardship, as may be specified in the housing agreement.

2. No household may begin occupancy of a targeted income unit until the household has been determined to be eligible to occupy that unit by the Director or designee.

17.120.090 Administration and Monitoring.

- A. The City Council, by resolution, may from time to time establish fees for the ongoing administration and monitoring of the targeted income units, which fees may be updated periodically, as required.
- B. The City Council, by resolution, may from time to time adopt procedures for implementing this Chapter, including documents that establish standards for determining household income, affordable rent and/or affordable housing cost, provisions for continued monitoring of tenant eligibility, and other eligibility criteria, and enforcement.

ATTACHMENT B
APPLICABLE HOUSING ELEMENT SITES

Site Address/Intersection	Assessor Parcel Number	Zoning Designation (Current)	Parcel Size (Acres)	Use	Identified in Last/Last Two Planning Cycle(s)
Anderson St & Court St	0283-092-01-0000	I-HC	0.93	Vacant	Last Two
24965 Court St	0283-092-10-0000	R3	0.26	Residential	Last One
24987 Court St	0283-092-14-0000	R3	0.32	Residential	Last One
10646 Lind Ave	0283-092-18-0000	R3	0.85	Vacant	Last Two
25041 Court St	0283-092-24-0000	R3	0.61	Residential	Last One
10646 Lind Ave	0283-092-32-0000	R3	1.34	Residential	Last One
10660 Lind Ave	0283-092-33-0000	R3	0.48	Residential	Last One
10659 Lind Ave	0283-092-34-0000	R3	0.38	Residential	Last One
Lind Ave & Court St	0283-092-37-0000	R3	0.24	Vacant	Last Two
Court St & Lind Ave	0283-092-49-0000	R3	0.29	Vacant	Last Two
24995 Court St	0283-092-50-0000	R3	0.36	Residential	Last One
Anderson St & Academy Dr	0283-101-01-0000	I-HC	1.83	Residential	Last One
Van Leuven St & Orange Grove St	0283-101-06-0000	I-HC	3.32	Vacant	Last Two
Van Leuven St & Orange Grove St	0283-101-09-0000	I-HC	26.8	Residential	Last One
10745 Academy St	0283-102-01-0000	I-HC	0.4	Residential	Last One
10758 Orange Grove St	0283-102-02-0000	I-HC	0.2	Residential	Last One
10771 Parkland St	0283-102-03-0000	I-HC	1.01	Residential	Last One
Orange Grove St & Academy Dr	0283-102-04-0000	I-HC	0.22	Vacant	Last Two
10794 Orange Grove St	0283-102-05-0000	I-HC	0.26	Residential	Last One
10808 Orange Grove St	0283-102-06-0000	I-HC	0.21	Residential	Last One
10811 Parkland St	0283-102-07-0000	I-HC	0.5	Residential	Last One
10801 Parkland St	0283-102-11-0000	I-HC	0.11	Residential	Last One
10781 Parkland St	0283-102-12-0000	I-HC	0.22	Residential	Last One
Parkland St & Anderson St	0283-102-13-0000	I-HC	0.26	Vacant	Last Two
10899 Parkland St	0283-102-17-0000	I-HC	0.84	Residential	Last Two
Van Leuven St & Poplar St	0283-103-03-0000	R3	0.28	Vacant	Last Two
Van Leuven St & Poplar St	0283-103-04-0000	R3	0.16	Vacant	Last Two
Van Leuven St & Poplar St	0283-103-05-0000	R3	0.15	Vacant	Last Two
Van Leuven St & Poplar St	0283-103-06-0000	R3	0.16	Vacant	Last Two

Van Leuven St & Poplar St	0283-103-08-0000	R3	0.25	Vacant	Last Two
Van Leuven St & Orange Grove St	0283-103-09-0000	R3	0.56	Vacant	Last Two
Poplar St & San Timteo Creek	0283-114-10-0000	R3	1.35	Vacant	Last Two
10651 Ohio St	0283-114-25-0000	R3	0.58	Residential	Last One
Ohio St & Court St	0283-114-26-0000	R3	0.45	Vacant	Last Two
10617 Ohio St	0283-114-27-0000	R3	0.47	Residential	Last One
10557 Ohio St	0283-114-36-0000	R3	0.55	Residential	Last One
Poplar St & Leota St	0283-114-56-0000	R3	0.19	Vacant	Last Two
Seamont Rd & Ohio St	0283-114-73-0000	R3	0.19	Vacant	Last Two
Poplar St & San Timteo Creek	0283-121-02-0000	R3	1.45	Vacant	Last Two
10806 Poplar St	0283-121-06-0000	R3	0.97	Residential	Last One
Van Leuven St & Poplar St	0283-121-23-0000	R3	0.2	Vacant	Last Two
Palm Dr & Poplar St	0283-121-53-0000	R3	0.18	Vacant	Last Two
Poplar St & San Timteo Creek	0283-121-62-0000	R3	0.73	Vacant	Last Two
Poplar St & San Timteo Creek	0283-121-64-0000	R3	0.73	Vacant	Last Two
Poplar St & San Timteo Creek	0283-121-65-0000	R3	0.75	Vacant	Last Two
25139 Van Leuven St	0283-122-05-0000	R3	0.36	Residential	Last One
28287 Cottage Ave	0283-133-07-0000	R3	0.4	Residential	Last One
28239 Cottage St	0283-133-12-0000	R3	2.4	Residential	Last One
Poplar St & Leota St	0283-134-02-0000	R3	0.34	Vacant	Last Two
Poplar St & Redlands Blvd	0283-134-06-0000	R3	0.53	Vacant	Last Two
10867 Poplar St	0283-141-13-0000	R3	0.97	Residential	Last One
Park Ave & Dart St	0283-151-57-0000	R3	0.33	Vacant	Last Two
Park Ave & Dart St	0283-151-58-0000	R3	0.33	Vacant	Last Two
Park Ave & Dart St	0283-151-59-0000	R3	0.4	Vacant	Last Two
Coloma St & Redlands Blvd	0283-161-05-0000	R1	0.22	Vacant	Last Two
Coloma St & Park Ave	0283-162-01-0000	R1	0.17	Vacant	Last Two
25450 Park Ave	0283-162-20-0000	R1	2.78	Residential	Last One
10644 Curtis St	0283-162-26-0000	R1	1.5	Residential	Last One
Cottonwood Rd & Mountain Ave	0283-181-36-0000	R1	0.18	Vacant	Last Two
Cottonwood Rd & Mountain Ave	0283-181-37-0000	R1	0.18	Vacant	Last Two
Cottonwood Rd & Mountain Ave	0283-181-38-0000	R1	0.19	Vacant	Last Two
25314 Van Leuven St	0283-215-44-0000	R3	0.66	Residential	Last One
25300 Van Leuven St	0283-215-45-0000	R3	0.7	Residential	Last One

24195 Barton Rd	0284-012-11-0000	R1	1.1	Residential	Last One
24207 Barton Rd	0284-012-12-0000	R1	0.87	Residential	Last One
28247 Barton Rd	0284-012-13-0000	R1	3.2	Residential	Last One
25176 Barton Rd	0284-133-03-0000	R3	0.46	Residential	Last One
25156 Barton Rd	0284-133-04-0000	R3	0.51	Residential	Last One
25118 Starr St	0284-133-33-0000	R3	0.32	Residential	Last One
25406 Cole St	0284-141-10-0000	R3	0.84	Residential	Last One
25392 Cole St	0284-141-11-0000	R3	0.65	Residential	Last One
25378 Cole St	0284-141-13-0000	R3	0.55	Residential	Last One
25320 Cole St	0284-141-17-0000	R3	0.57	Residential	Last One
25480 Cole St	0284-141-22-0000	R3	0.28	Residential	Last One
25490 Cole St	0284-141-23-0000	R3	0.22	Residential	Last One
25401 Cole St	0284-142-08-0000	R3	0.95	Residential	Last One
11083 Willis Dr	0284-142-17-0000	R3	0.3	Residential	Last One
11084 Willis Dr	0284-142-19-0000	R3	0.29	Residential	Last One
25441 Cole St	0284-142-24-0000	R3	0.71	Residential	Last One
Sierra Vista Dr & Valley View Way	0284-161-09-0000	R1	0.63	Vacant	Last Two
11412 Sierra Vista Dr	0284-161-36-0000	R1	5.27	Residential	Last One
Barton Rd & Loma Vista Dr	0284-171-23-0000	R1	2.17	Vacant	Last Two
Lawton Ave & Lawton Ct	0284-171-29-0000	R1	0.74	Vacant	Last Two
Sierra Vista Dr & Valley View Way	0284-171-31-0000	R1	0.66	Vacant	Last Two
Loma Vista Dr & Loma Vista Dr	0284-173-03-0000	R1	0.24	Vacant	Last Two
Lawton Ave & Lawton Ct	0284-181-21-0000	R1	8.6	Vacant	Last Two
Lawton Ave & Lawton Ct	0284-181-22-0000	R1	1.2	Vacant	Last Two
Lawton Ave & Loma Linda Dr	0284-201-18-0000	R3	10.2	Vacant	Last Two
Lawton Ave & Mountain View Ave	0284-201-26-0000	R3	9.65	Vacant	Last Two
Welebir St & Cypress St	0284-202-38-0000	HR-C	9.1	Vacant	Last Two
Loma Linda Dr & Huron St	0284-202-42-0000	R1	4.7	Vacant	Last Two
Reche Canyon Rd & Adams Ave	0284-221-13-0000	HR-C	33.6	Vacant	Last Two
Scotch Ln & Vista Dr	0284-221-15-0000	HR-C	31.3	Vacant	Last Two
Tiffany Ln & Crystal Ridge Ln	0284-221-16-0000	HR-C	6.53	Vacant	Last Two
Canyon Vista Dr & Chase Cyn Ln	0284-221-18-0000	HR-C	164.29	Vacant	Last Two
Lawton Ave & Campus St	0284-261-10-0000	R1	0.53	Vacant	Last Two
Scotch Ln & Vista Dr	0284-351-01-0000	R1	2.11	Vacant	Last Two

Scotch Ln & Vista Dr	0284-351-02-0000	R1	2.13	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-10-0000	R1	0.46	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-11-0000	R1	1.65	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-12-0000	R1	0.17	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-22-0000	R1	0.73	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-26-0000	R1	1	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-27-0000	R1	1.3	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-28-0000	R1	1.75	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-30-0000	R1	1	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-31-0000	R1	0.96	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-32-0000	R1	3.16	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-34-0000	R1	0.97	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-35-0000	R1	1.73	Vacant	Last Two
Scotch Ln & Vista Dr	0284-351-52-0000	R1	6.6	Vacant	Last Two
Scotch Ln & Vista Dr	0284-351-70-0000	R1	5.83	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-73-0000	R1	3.15	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-74-0000	R1	0.91	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-75-0000	R1	0.87	Vacant	Last Two
Scotch Ln & Farrar Dr	0284-351-76-0000	R1	0.91	Vacant	Last Two
Anderson Wy & Lawton Ct	0284-391-10-0000	R1	1.38	Vacant	Last Two
Huron St & Wilebir St	0284-495-10-0000	R1	0.75	Vacant	Last Two
Carrol Ct & Cielo Ln	0284-641-01-0000	R1	0.34	Vacant	Last Two
Redlands Blvd & Rhondda St	0292-111-12-0000	PC	4.4	Vacant	Last Two
Redlands Blvd & Rhondda St	0292-111-13-0000	PC	4.6	Mixed Use	Last One
Park Ave & California St	0292-111-17-0000	PC	6.85	Vacant	Last Two
Park Ave & California St	0292-111-46-0000	PC	6.45	Vacant	Last Two
26150 Mission Rd	0292-122-43-0000	PC	2.05	Residential	Last One
26122 Mission Rd	0292-122-45-0000	PC	1.96	Residential	Last One
26100 Mission Rd	0292-122-47-0000	PC	1.92	Residential	Last One
Anita St & Juanita St	0292-131-19-0000	R1	0.15	Vacant	Last Two
Anita St & Juanita St	0292-131-22-0000	R1	0.13	Vacant	Last Two
Bonita Ln & Juanita St	0292-131-42-0000	R1	0.11	Vacant	Last Two
Bonita Ln & Juanita St	0292-131-43-0000	R1	0.08	Vacant	Last Two
Bonita Ln & Juanita St	0292-131-44-0000	R1	0.11	Vacant	Last Two

Juanita St & Anita St	0292-131-49-0000	R1	0.13	Vacant	Last Two
Adella St & Juanita St	0292-131-69-0000	R1	0.25	Vacant	Last Two
Juanita St & Anita St	0292-132-09-0000	R1	0.13	Vacant	Last Two
Juanita St & Anita St	0292-132-10-0000	R1	0.14	Vacant	Last Two
Juanita St & Anita St	0292-132-11-0000	R1	0.14	Vacant	Last Two
Juanita St & Anita St	0292-141-13-0000	R1	0.14	Vacant	Last Two
Juanita St & Anita St	0292-141-14-0000	R1	0.14	Vacant	Last Two
Juanita St & Anita St	0292-141-15-0000	R1	0.14	Vacant	Last Two
Juanita St & Anita St	0292-141-26-0000	R1	0.13	Vacant	Last Two
Juanita St & Anita St	0292-141-27-0000	R1	0.13	Vacant	Last Two
Juanita St & Anita St	0292-141-29-0000	R1	0.14	Vacant	Last Two
Orange Ave & New Jersey St	0292-162-09-0000	R3	2.67	Agricultural/c	Last One
11055 New Jersey St	0292-163-09-0000	R3	8.89	Agricultural/c	Last One
Redlands Blvd & Rhondda St	0292-461-04-0000	PC	7.46	Vacant	Last Two
Redlands Blvd & Rhondda St	0292-461-05-0000	PC	10.85	Vacant	Last Two
Bryn Mawr Ave & Citrus Ave	0292-461-06-0000	PC	18.81	Vacant	Last Two
Bryn Mawr Ave & Citrus Ave	0292-461-07-0000	PC	9.73	Vacant	Last Two
Bryn Mawr Ave & Citrus Ave	0292-461-08-0000	PC	7.7	Vacant	Last Two
26210 Mission Rd	0292-471-04-0000	PC	0.06	Vacant	Last Two
26210 Mission Rd	0292-471-05-0000	PC	0.44	Residential	Last One
26248 Mission Rd	0292-471-06-0000	PC	14.91	Residential	Last One
26220 Mission Rd	0292-471-08-0000	PC	0.32	Residential	Last One
26234 Mission Rd	0292-471-09-0000	PC	0.52	Residential	Last One
1st St & Main St	0293-021-24-0000	R1	0.14	Vacant	Last Two
1st St & Whittier Ave	0293-021-25-0000	R1	0.17	Vacant	Last Two
1st St & Whittier Ave	0293-021-27-0000	R1	0.17	Vacant	Last Two
Whittier Ave & 1st St	0293-021-29-0000	R1	0.04	Vacant	Last Two
1st St & Ramona Rd	0293-031-11-0000	R1	0.16	Vacant	Last Two
1st St & Ramona Rd	0293-032-09-0000	R1	0.13	Vacant	Last Two
Beaumont Ave west of Bryn Mawr Av	0293-052-15-0000	HR-RE	24.71	Agricultural/c	Last One
Beaumont Ave & Bryn Mawr Ave	0293-052-23-0000	HR-RE	21.12	Vacant	Last Two



City of Loma Linda

Regular City Council Staff Report

Prepared By: Lynette Arreola

Discussion of the Potential Closure of the Pedestrian Bridge at the south end of Ragsdale Road [City Manager]

Meeting	Agenda Group
Tuesday, March 12, 2024, 7:00 PM	New Business Item: 5A
To	From
City Council	T Jarb Thaipejr, City Manager

Approved/Continued/Denied by City Council

Date: _____

RECOMMENDATION:

This is a discussion item, the City Council may move to action, continue the item, or table the item.

BACKGROUND:

Approximately 20 years ago the Bailey Bridge crossing San Timoteo Creek Channel was removed as part of the channelization project led by the U.S. Corp of Engineers and the San Bernardino County Flood Control District. The Bailey Bridge is a substantial historic structure used in World War II for temporary water and channel crossings. It served the City for many years as a vehicular bridge at Beaumont Avenue. During the channelization project, it was requested that we preserve and repurpose it as a pedestrian bridge. One span was relocated to Ohio Street and the other to Ragsdale Road. A new pedestrian bridge, which is currently closed, was built by the developer further east at the Mission Creek subdivision.

ANALYSIS:

The Mission Lane subdivision, which includes Ragsdale Road, has been experiencing an uptick in property crime lately. Vehicle and home burglaries in particular have increased. One avenue of access may well be the pedestrian bridge. This concern prompted the Mission Lane HOA to approach the City with a request to close the pedestrian bridge. Under Council direction, staff posted a sign next to the bridge soliciting comments and preferences for maintaining or restricting bridge access. Suggestions range from complete closure, daytime-only use, and fully open access. We have received about a dozen written responses with several more commenters stating a desire to attend the discussion.

ENVIRONMENTAL IMPACT:

N/A

FINANCIAL IMPACT:

N/A

Attachments

Ped Bridge - MISSION CREEK LOMA LINDA LETTER.pdf

Ped Bridge Correspondence - Attachment - 03-05 - 9am.pdf



March 4, 2024

Dear Loma Linda City Council Members,

The Mission Creek Homeowners Association supports Mission Trails HOA and surrounding neighborhoods in the request to close and keep closed both bridges crossing the San Timoteo Wash into our communities.

In 2015, this association petitioned the city to close the bridge closest to us. The city granted that request based on testimony from our homeowners about the crime and homelessness associated with it. Based on statistical data, we believe that closure in 2015 led to a reduction in crime and homeless encampments in and around our community.

Therefore, we respectfully support the closure of the second bridge located to the west and connecting to the Mission Trails, Ragsdale and Monterey Pines Communities.

We understand the original premise of these bridges, was to support the citywide trails system and promote active and healthy living. Unfortunately, in the current times with rising crime and homelessness, the protection of our communities, children and elderly residents must take precedent.

Thank you again for your consideration of this matter.

Sincerely,

Mission Creek HOA Board of Directors
C/O Alyssa Enriquez
Community Manager

**EMAIL CORRESPONDANCE RECEIVED PERTAINING TO
THE POTENTIAL PEDESTRIAN BRIDGE CLOSING**

From: E Liu
Sent: Friday, February 23, 2024 9:07 AM
To: Jarb Thaipejr <JThaipejr@lomalinda-ca.gov>
Subject: NO to Pedestrian Bridge Closure

As a resident of the Mission Trails neighborhood, my family including myself makes use of the only remaining pedestrian bridge across San Timoteo creek to go to school and to work. We use this vital link at least 6 times a day between my family members and myself. I wanted to make a plea NOT to close this bridge as it will significantly impact the Mission Trails/Creek Neighborhood and make Loma Linda a less walkable/bikeable place to live.

I understand that the other bridge across San Timoteo creek in the Mission Creek neighborhood was closed due to concern of transient/unhoused populations using this bridge and passing through the Mission Creek neighborhood. However, closing another pedestrian bridge will not fix the issue of unhoused individuals and instead further marginalize already vulnerable populations.

Eugene Liu

From: Zarah Lucas
Sent: Friday, February 23, 2024 12:22 PM
To: Jarb Thaipejr <JThaipejr@lomalinda-ca.gov>
Subject: No to Pedestrian Bridge Closure

Dear Mr. Thaipejr,

My family and I are against the closure of the pedestrian bridge that connects the Mission Trails neighborhood to the San Timoteo creek trail. We chose to live in Loma Linda to be able to bike to school and work for the health and environmental benefits of biking. Closing this bridge will highly impact our daily commute and negate the benefits of living in Loma Linda for us.

Thank you for your consideration.

Zarah Lucas

From: Ja Eun Koo
Sent: Monday, February 26, 2024 10:10 AM
To: Jarb Thaipejr <JThaipejr@lomalinda-ca.gov>
Subject: Bridge Closure

Dear Mr. Thaipejr,

Please do not close the bridge at the end of Ragsdale Road, Loma Linda. I exercise there several times a week.

Sincerely,
Ja Eun Koo

From: Mi Soon Koo
Sent: Monday, February 26, 2024 11:28 AM
To: Jarb Thaipejr <JThaipejr@lomalinda-ca.gov>
Subject: Ragsdale Road Bridge

Dear Mr. Thaipejr,

Please do not close the bridge at the end of Ragsdale Road, Loma Linda. I like exercising there and seeing the ducks at the end of the storm drainage canal. There is broken glass along the trail and homeless people living under the Barton Road overpass, but if the Ragsdale Road bridge is closed and no one exercises along that trail, I am worried more homeless people will gather there and the whole trail will become a dangerous, abandoned place with more trash and broken glass because they know no one will be passing through the area. I want to keep Loma Linda beautiful and safe, with access to walking trails to keep people healthy.

Sincerely,
Mi Soon Koo

From: won koo
Sent: Monday, February 26, 2024 11:21 AM
To: Jarb Thaipejr <JThaipejr@lomalinda-ca.gov>
Subject: Ragsdale Road Bridge

Dear Mr. Thaipejr,

Please do not close the bridge at the end of Ragsdale Road, Loma Linda. It is nice to have a walking trail within walking distance from my house, and I enjoy walking to Bryn Mawr Park. Otherwise, I would have to drive.

Sincerely,
Won Hoi Koo

From: Brian
Sent: Monday, February 26, 2024 1:44 PM
To: Jarb Thaipejr <JThaipejr@lomalinda-ca.gov>**Subject:**
Re: Please maintain bridge access and public trail access

Slight correction to my prior email, my home "south" of Barton Road, not north.

Thanks!

From: Brian
Sent: Monday, February 26, 2024 12:30 PM
To: Jarb Thaipejr JThaipejr@lomalinda-ca.gov
Subject: Please maintain bridge access and public trail access

Good afternoon,

I recently came across a notice that the San Timoteo Creek pedestrian bridge between Barton Road and Glen Summer Drive may be closed (located here: 34.052412613937584, -117.23993204951618).

Please do not block access to this bridge for the community.

I am a physician in Loma Linda that frequently bikes to work at the VA ACC from my home north of Barton road. This bridge serves as a vital access point to cross the creek without risking biking alongside heavy traffic on Mountain View or California Street. I have encountered many community members of different ages jogging, walking, and biking along this bridge route. It would be a major loss of walkability and public access for Loma Linda for this bridge to be closed to the public. Expanding access for exercise and community health rather than blocking access would better fit our city's description of "A city focused on health and prosperity."

Thank you for your consideration and representation,

Brian Chau, MD

From: amanda lazo
Sent: Tuesday, February 27, 2024 9:15 PM
To: Jarb Thaipejr <JThaipejr@lomalinda-ca.gov>

Subject: Bridge closure

Please do not close the bridge!! We live in the neighborhood and regularly use this bridge to walk/run. I'd actually like for the other bridge to be opened up as well. I see lots of ppl access this area for walks, runs, and bike trails. Please keep it open. Thank you.

From: Zoltan Hangyal
Sent: Wednesday, February 28, 2024 10:15 PM
To: Jarb Thaipejr <JThaipejr@lomalinda-ca.gov>
Subject: Walk bridge closure

Mr. Thaipejr,

I am a paraplegic resident living in the Bryn Mawr Elementary School neighborhood. When the bridges were put in, I used to enjoy going down in my manual wheelchair across the railroad tracks, and via 1st St to the canal, then north-west to the 1st bridge, cross over to Mission development, where I would cruise through the streets to the other bridge, cross back over and track back home. I enjoyed the quietness and low traffic in Mission neighborhood. Then I was surprised to find the gates chained and locked. I have not been back since.

So, I would like to see the gates open at least from sunup to sundown.

Zoltan Hangyal

From: Adam Michelutti
Sent: Friday, March 1, 2024 1:09 PM
To: Jarb Thaipejr JThaipejr@lomalinda-ca.gov
Subject: Loma Linda Wash bridge closures

Hello Mr. Thaipejr,

I'm writing this email to voice my support for keeping the bridges over the Loma Linda wash open. My name is Adam Michelutti, I'm a LL resident and avid runner. The bridges at Bryan Mawr veterans memorial park and under the power lines provide a crucial means for crossing the wash, going around them requires an extra mile on foot on a major arterial road. The detour on Barton is not only extremely inconvenient but forces pedestrians and bikers to share a path with cars and trucks traveling at 55 miles per hour.

I think our community should be encouraging more pedestrian traffic, and making our public spaces more walkable. Not shutting down the few resources and pedestrian spaces that currently exist. Loma Linda is a city that prides itself on the health of its residents, it's the thing that we're known for around the world. And health of a community coincides with an individuals physical health, and personal safety. That being said, I see the bridges as an opportunity to exercise those values.

Thank you, Adam